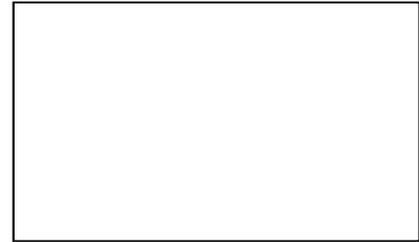




**GLOUCESTER CITY COUNCIL CALENDAR OF BUSINESS**  
**TUESDAY, January 28, 2014**  
**7:00 P.M.**  
**KYROUZ AUDITORIUM, CITY HALL**  
**COUNCIL MEETING #2014-002**



**FLAG SALUTE & MOMENT OF SILENCE**  
**ORAL COMMUNICATIONS**  
**PRESENTATIONS/COMMENDATIONS**  
**CONFIRMATION OF NEW APPOINTMENTS**

**CONSENT AGENDA**

**ACTION**

- **CONFIRMATION OF REAPPOINTMENTS**
- **MAYOR'S REPORT**

1. Management Reappointments:

Purchasing Agent	Donna Compton	(TTE 02/14/15)
Community Development Director	Thomas Daniel	(TTE 02/14/15)
Chief Administrative Officer	James Duggan	(TTE 02/14/15)
General Counsel	Suzanne Egan	(TTE 02/14/15)
City Engineer	Paul Keane	(TTE 02/14/15)
Personnel Director	Sally Polzin	(TTE 02/14/15)
Building Inspector	William Sanborn	(TTE 02/14/15)
Director of Public Works	Michael Hale	(TTE 02/14/16)
Assistant Director of Public Works	Mark Cole	(TTE 02/14/16)
Assessor	Beth Ann Godhino	(TTE 02/14/17)

(Refer O&A)

2. Appointment of John Dunn as the City's Chief Financial Officer for a one year term to expire February 14, 2015

(Refer O&A)

3. Administration's proposed comprehensive plan for free cash

(Refer B&F)

4. Memorandum requesting City Council approval of a loan authorization in the amount of \$39,774,111 for the West Parish School Project (West Parish School Schematic Design on City Website under City Council Agendas & Packets)

(Refer B&F)

5. Memorandum from Community Development Director re: requesting a \$1,120,000 loan authorization as a 20% match to the \$5.6 million in funding from Seaport Advisory Council for repairs to the Stacy Boulevard and Blynman Canal seawalls

(Refer B&F)

6. Memorandum, Grant Application and Checklist from Harbor Planning Director re: City Council acceptance of a grant in the amount of \$50,000 for Harbor Planning

(Refer B&F)

7. Memorandum from Community Development Director re: an off-cycle recommendation from the Community Preservation Committee for Burnham's Field Phase I Improvements Project

(Refer B&F)

8. Memorandum from Harbormaster re: City Council approval for a Launch Fee increase

(Refer O&A & B&F)

9. Memorandum from Harbormaster and Supplemental Appropriation-Budgetary Request (#2014-SA-8)

(Refer B&F)

10. Memorandum from Harbormaster and Supplemental Appropriation-Budgetary Request (#2014-SA-9)

(Refer B&F)

11. Memorandum from Harbormaster and Supplemental Appropriation-Budgetary Request (#2014-SA10)

(Refer B&F)

12. Memorandum from Harbormaster and Supplemental Appropriation-Budgetary Request (#2014-SA-11)

(Refer B&F)

13. Memorandum from Harbormaster and Supplemental Appropriation-Budgetary Request (#2014-SA-12)

(Refer B&F)

14. Memorandum from Harbormaster and Supplemental Appropriation-Budgetary Request (#2014-SA-13)

(Refer B&F)

15. Memorandum from City Auditor re: City Council acceptance of FEMA/MEMA February 2013 Blizzard Grant Reimbursement in the amount of \$229,086.57

(Refer B&F)

16. Memorandum, Grant Application and Checklist from Community Development Director, Public Health Director and Planning Director re: City Council approval to submit grant application to Mass Council on Aging's Healthy Aging through the Healthy Community Design grant program in the amount of \$10, 000

(Refer B&F)

17. Memorandum, Grant Application and Checklist from Community Development Director and public Health Director re: City Council acceptance of Addison Gilbert and Beverly Hospitals' Community Collaborative Grant in the amount of \$6,000 to fund the implementation of the Get Fit Gloucester! Workplace Wellness Initiative in 2014

(Refer B&F)

18. New Appointment: Downtown Development Commission (TTE 02/14/17)

Joseph Ciolino

(Refer O&A)

19. Reappointments: Affordable Housing Trust (TTE 02/14/16)

Betsy Works Cook, George Sibley, Mary John Boylan

Archives Committee (TTE 02/14/17)

Sarah Dunlap, Jane Walsh, Stephanie Buck

Board of Health (TTE 02/14/17)

Claudia Schweitzer, Fred Cowan

Board of Registrars (TTE 02/14/17)

Lucia Sheehan

Clean Energy Commission (TTE 02/14/16)

Tom Kiely, Linda Stout-Saunders, Candace Wheeler

Committee for the Arts (TTE 02/14/18)

Barbara Markell

Community Preservation Committee (TTE 02/14/17)

William Dugan – Gloucester Housing Authority representative

Scott Smith – At large member

Conservation Commission (TTE 02/14/17)

Robert Gulla

Downtown Development Commission (TTE 02/14/17)

Jane Fonzo, Douglas Cook, Katherine Cuddyer

Fisheries Commission (TTE 02/14/17)

Angela Sanfilippo, Al Cottone, Paul Vitale, Mark Ring,

Joseph Orlando, William "BG" Brown

Historic District Commission (TTE 02/14/17)

Stephen Miller (Alternate member), David Porper,

Nancy Goodick, Charles Nazarian

Historical Commission (TTE 02/14/17)

David Rhinelander, Susan Albiero

Magnolia Woods Oversight & Advisory Committee (TTE 02/14/17)

Thomas Falzarano, Alexander Monell

Open Space & Recreation Committee (TTE 02/14/17)

Charles Crowley, Susan Hedman

Shellfish Advisory Commission	(TTE 02/14/17)	David Roach
Tourism Commission	(TTE 02/14/17)	Catherine Ryan
Traffic Commission	(TTE 02/14/17)	Larry Ingersoll
Waterways Board	(TTE 02/14/17)	Anthony Gross
Zoning Board of Appeals	(TTE 02/14/17)	Virginia Bergmann, Francis Wright, David Gardner, Leonard Gyllenhaal (Alternate member)

(Refer O&A)

- **COMMUNICATIONS/INVITATIONS**
- **INFORMATION ONLY**
- **APPLICATIONS/PETITIONS**
- **COUNCILLORS ORDERS**

1. CC2014-004(Cox) Amend GCO Chapter 22, Sec. 22-287 "Disabled veteran, handicapped parking" re: Dale Avenue

(Refer O&A & TC)

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

1. City Council Meeting 01/14/14

(Approve/File)

2. Standing Committee Meetings: B&F 01/23/14 (under separate cover), O&A 01/20/14 no meeting, P&D 01/22/14

(Approve/File)

**STANDING COMMITTEE REPORTS**

B&F 01/23/14, O&A 01/20/14 (no meeting), P&D 01/22/14

**ACTION**

**SCHEDULED PUBLIC HEARING**

1. PH2014-005: Group Free Petition under City Charter Sec. 9-1(b) re: Lease Free Gloucester Beaches Petition which requests the City Council to amend the Code of ordinances Sec. 4-16a "Dogs prohibited on beaches at certain times"

(TBC)

2. PH2013-060: Recommendation of the Community Preservation Committee for Round 4, FY2013 funds regarding Project #6 - City Hall Restoration Committee; City Hall Restoration - Repairs/Restoration of Auditorium Windows - \$36, 000

(cont'd from 12/10/13)

3. PH2014-006: SCP2014-001: Poplar Street #28, Assessors Map 105, Lot #18-19, GZO Sec. 3.1.6(b) for building height in excess of Sec. 3.2 Limits and Building height in excess of 35 feet and Decision to Adopt pursuant to GZO Part II: Council Rules on Special Permit Procedures #5(f) "Council Action"

4. PH2014-007: SCP2014-002: Concord Street #10, Assessors Map 229, Lot 21-22, GZO Sec. 3.1.6(b) for building heights in excess of Section 3.2 Limits and Building heights in excess of 35 feet and Decision to Adopt pursuant to GZO Part II: Council Rules on Special Permit Procedures #5(f) "Council Action"

**FOR COUNCIL VOTE**

**UNFINISHED BUSINESS**

**INDIVIDUAL COUNCILLOR'S DISCUSSION INCLUDING REPORTS BY APPOINTED COUNCILLORS TO COMMITTEES**

**COUNCILLOR'S REQUESTS TO THE MAYOR**

**ROLL CALL** – Councillor William Fonvielle



Linda T. Lowe, City Clerk

Meeting dates are subject to change. Check with City Clerk's Office.

NEXT REGULAR CITY COUNCIL MEETING, February 11, 2014

**Minutes filed in City Clerk's Office of other Boards and Commissions January 10, 2014 through January 23, 2014:**

Board of Assessors 12/05/13, Board of Health Septic Sub-Committee 12/05/13, EDIC 12/11/13, Fisheries Commission 10/17/13, Gloucester Retirement Board 01/30/13, 02/27/13, 03/27/13, 04/24/13, 05/29/13, 06/26/13, 07/31/13, 08/28/13, 09/25/13, 10/30/13, Gloucester Shellfish Advisory Board 08/13/13, Licensing Board 06/11/13, 07/09/13, 08/13/13, 09/10/13, 10/08/13, 10/21/13, 11/12/13, 12/10/13, Newell Stadium Building Committee 02/28/13, 03/21/13, 04/05/13, 05/02/13, 05/30/13, 06/13/13, 06/27/13, 07/25/13, 08/08/13, 09/17/13, 10/16/13, 12/09/13, Open Space and Recreation Committee 01/17/13, 03/21/13, 05/23/13, 06/20/13, 07/18/13, 09/26/13, School Committee

**NOTE: The Council President may rearrange the Order of Business in the interest of public convenience.**

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

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CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

14 JAN 22 PM 2:26  
MAYOR  
GLOUCESTER, MA

TO: City Council  
FROM: Carolyn A. Kirk, Mayor  
DATE: January 16, 2014  
RE: Mayor's Report for the January 28, 2014 City Council Meeting

Councilors:

I am pleased to submit the following management *reappointments* to be effective February 15, 2014:

**One year – term to expire 2/14/2015:**

- Donna Compton, Purchasing Agent
- Thomas Daniel, Community Development Director
- James Duggan, Chief Administrative Officer
- Suzanne Egan, General Counsel
- Paul Keane, City Engineer
- Sally Polzin, Personnel Director
- William Sanborn, Building Inspector

**Two years – term to expire 2/14/2016:**

- Michael Hale, Director of Public Works
- Mark Cole, Assistant Director of Public Works

**Three years – term to expire 2/14/2017:**

- Beth Ann Godhino, Assessor

Included as **Enclosure 1** is a memorandum from the Administration regarding the reappointments and copies of appropriate job descriptions. *Please refer this matter to the **Ordinance and Administration** subcommittee for review and approval.*

I am pleased to submit the appointment of **John Dunn** as the City's Chief Financial Officer for a one year term to expire February 14, 2015. **Enclosure 2** is a memorandum regarding Mr. Dunn's appointment. *Please refer this matter to the **Ordinance and Administration** subcommittee for review and approval.*

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OFFICE OF THE MAYOR**

Other matters requiring your attention and action are as follows:

**Enclosure 3** is the Administration's proposed comprehensive plan for free cash. *Please refer this matter to the **Budget and Finance** subcommittee for review and approval.* Appropriate City staff will be available to answer questions and provide further information as required.

**Enclosure 4** is a memorandum requesting City Council approval of a loan authorization in the amount of \$39,774,111 for the West Parish School project. *Please refer this matter to the **Budget and Finance** subcommittee for review and approval.* City and School administration staff, members of the Building Committee, OPM and designer will be available to answer questions and provide further information as required.

**Enclosure 5** is a memorandum from Community Development Director Tom Daniel requesting a \$1,120,000 Loan Authorization as a 20% match to the \$5.6 million in funding from the Seaport Advisory Council for repairs to the Stacy Boulevard seawall and Blynman Canal seawall. *Please refer this matter to the **Budget and Finance** subcommittee for review and approval.* Appropriate City staff will be available to answer questions and provide further information as required.

**Enclosure 6** is a memorandum, Grant Application and Checklist, and other relevant material from Harbor Planning Director Sarah Garcia requesting City Council acceptance of a grant in the amount of \$50,000 for harbor planning. *Please refer this matter to the **Budget and Finance** subcommittee for review and approval.* Appropriate City staff will be available to answer questions and provide further information as required.

**Enclosure 7** is a memorandum from Community Development Director Tom Daniel regarding an off-cycle recommendation from the Community Preservation Committee for Burnham's Field Phase I Improvements Project. *Please refer this matter to the **Budget and Finance** subcommittee for review and approval.* Members of the Community Preservation Committee and Deborah Laurie, CPC Senior Project Manager, will be available to answer questions and provide further information as required.

**Enclosure 8** is a memorandum from Harbormaster Jim Caulkett requesting City Council approval for a Launch Fee increase. *Please refer this matter to the **Budget and Finance** subcommittee for review and approval.* Jim Caulkett and members of the Waterways Board will be available to answer questions and provide further information as required.

**Enclosure 9** is a memorandum from Harbormaster Jim Caulkett and a Supplemental Appropriation-Budgetary Request (**#2014-SA-8**). *Please refer **#2014-SA-8** to the **Budget and Finance** subcommittee for review and approval.* Jim Caulkett and members of the Waterways Board will be available to answer questions and provide further information as required.

**Enclosure 10** is a memorandum from Harbormaster Jim Caulkett and a Supplemental Appropriation-Budgetary Request (**#2014-SA-9**). *Please refer **#2014-SA-9** to the **Budget and Finance** subcommittee for review and approval.* Jim Caulkett and members of the Waterways Board will be available to answer questions and provide further information as required.

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**Enclosure 11** is a memorandum from Harbormaster Jim Caulkett and a Supplemental Appropriation-Budgetary Request (**#2014-SA-10**). *Please refer #2014-SA-10 to the **Budget and Finance** subcommittee for review and approval.* Jim Caulkett and members of the Waterways Board will be available to answer questions and provide further information as required.

**Enclosure 12** is a memorandum from Harbormaster Jim Caulkett and a Supplemental Appropriation-Budgetary Request (**#2014-SA-11**). *Please refer #2014-SA-11 to the **Budget and Finance** subcommittee for review and approval.* Jim Caulkett and members of the Waterways Board will be available to answer questions and provide further information as required.

**Enclosure 13** is a memorandum from Harbormaster Jim Caulkett and a Supplemental Appropriation-Budgetary Request (**#2014-SA-12**). *Please refer #2014-SA-12 to the **Budget and Finance** subcommittee for review and approval.* Jim Caulkett and members of the Waterways Board will be available to answer questions and provide further information as required.

**Enclosure 14** is a memorandum from Harbormaster Jim Caulkett and a Supplemental Appropriation-Budgetary Request (**#2014-SA-13**). *Please refer #2014-SA-13 to the **Budget and Finance** subcommittee for review and approval.* Jim Caulkett and members of the Waterways Board will be available to answer questions and provide further information as required.

**Enclosure 15** is a memorandum from City Auditor Kenny Costa requesting City Council acceptance of FEMA/MEMA February 2013 Blizzard Grant Reimbursement in the amount of \$229,086.57. *Please refer this matter to the **Budget and Finance** subcommittee for review and approval.* Appropriate City staff will be available to answer questions and provide further information as required.

**Enclosure 16** is a memorandum and Grant Application and Checklist from Community Development Director Tom Daniel, Public Health Director Noreen Burke and Planning Director Gregg Cademartori requesting City Council approval to submit a grant application to the Massachusetts Council on Aging's Healthy Aging through Healthy Community Design grant program in the amount of \$10,000. *Please refer this matter to the **Budget and Finance** subcommittee for review and approval.* Appropriate City staff will be available to answer questions and provide further information as required.

**Enclosure 17** is a memorandum and Grant Application and Checklist from Community Development Director Tom Daniel and Public Health Director Noreen Burke requesting City Council acceptance of an Addison Gilbert and Beverly Hospitals' Community Collaborative Grant in the amount of \$6,000 to fund the implementation of the Get Fit Gloucester! Workplace Wellness Initiative in 2014. *Please refer this matter to the **Budget and Finance** subcommittee for review and approval.* Appropriate City staff will be available to answer questions and provide further information as required.

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**CITY OF GLOUCESTER  
OFFICE OF THE MAYOR**

**Boards, Committees and Commissions:**

I am requesting that the City Council approve the following **new** appointment:

- **Joseph Ciolino ~ Downtown Development Commission – three years, term to expire 2/14/2017**

Include as **Enclosure 18** is a copy of Joe's letter of interest and other pertinent information. *Please refer the matter of this new appointment to the **Ordinance and Administration** subcommittee for review and approval.*

I am requesting that the City Council approve the following **reappointments**:

**Affordable Housing Trust – two years, term to expire 2/14/2016:**

- Betsy Works Cook
- George Sibley
- Mary John Boylan

**Archives Committee – three years, term to expire 2/14/2017:**

- Sarah Dunlap
- Jane Walsh
- Stephanie Buck

**Board of Health – three years, term to expire 2/14/2017:**

- Claudia Schweitzer
- Fred Cowan

**Board of Registrars – three years, term to expire 2/14/2017:**

- Lucia Sheehan

**Clean Energy Commission – two years, term to expire 2/14/2016:**

- Tom Kiely
- Linda Stout-Saunders
- Candace Wheeler

**Committee for the Arts – four years, term to expire 2/14/2018:**

- Barbara Markell

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**CITY OF GLOUCESTER  
OFFICE OF THE MAYOR**

**Community Preservation Committee – three years, term to expire 2/14/2017:**

- William Dugan – *Gloucester Housing Authority representative*
- Scott Smith – *At large member*

**Conservation Commission – three years, term to expire 2/14/2017:**

- Robert Gulla

**Downtown Development Commission – three years, term to expire 2/14/2017:**

- Jane Fonzo
- Douglas Cook
- Katherine Cuddyer

**Fisheries Commission – three years, term to expire 2/14/2017:**

- Angela Sanfilippo
- Al Cottone
- Paul Vitale
- Mark Ring
- Joseph Orlando
- William "BG" Brown

**Historic District Commission – three years, term to expire 2/14/2017:**

- Stephen Miller (*Alternate member*)
- David Porper
- Nancy Goodick
- Charles Nazarian

**Historical Commission – three years, term to expire 2/14/2017:**

- David Rhineland
- Susan Albiero

**Magnolia Woods Oversight & Advisory Committee – three years, term to expire 2/14/2017:**

- Thomas Falzarano
- Alexander Monell

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**Open Space & Recreation Committee – three years, term to expire 2/14/2017:**

- Charles Crowley
- Susan Hedman

**Shellfish Advisory Commission – three years, term to expire 2/14/2017:**

- David Roach

**Tourism Commission – three years, term to expire 2/14/2017**

- Catherine Ryan

**Traffic Commission – three years, term to expire 2/14/2017**

- Larry Ingersoll

**Waterways Board – three years, term to expire 2/14/2017:**

- Anthony Gross

**Zoning Board of Appeals – three years, term to expire 2/14/2017:**

- Virginia Bergmann
- Francis Wright
- David Gardner
- Leonard Gyllenhaal (*Alternate member*)

Included in **Enclosure 19** are copies of reappointment letters and other pertinent information. *Please refer the matter of these reappointments to the **Ordinance and Administration** subcommittee for review and approval.*

# **ENCLOSURE 1**

City Hall  
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CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

**TO:** City Council  
**FR:** Mayor Kirk  
**RE:** Management Reappointments  
**DT:** January 21, 2014

**MEMORANDUM**

I am pleased to submit the following management reappointments to be effective February 14, 2014.

**James A. Duggan, Chief Administrative Officer:** As the Chief Administrative Officer for the City of Gloucester, Jim is a strong leader and manager representing the Mayor's office. On a daily basis, Jim uses his strong people skills, diligence and high ethical standards to render decisions that are in the best interest for the City of Gloucester. Such qualities have afforded Jim the respect amongst peers, employees, residents and business owners through honest, respectful and non-judgmental manner in which he handles situations.

Jim is approachable and an effective listener; willing and able to invite and hear divergent views and opinions. He strongly supports that the best decisions are often reached through a process of consensus in a team environment; however he doesn't avoid making a difficult recommendation to me when necessary. These attributes have contributed to Jim's success in working with the CFO in developing the annual budgets, leading the team negotiating the lease for the swing space for the West Parish School Building Project, fielding citizen's concerns and successfully negotiating multiple collective bargaining contracts.

The successful relationship between the Mayor's Office and the Gloucester City Council has been paramount to the success of the community. Jim takes very seriously the imperative nature to educate and communicate with all members of the City Council so well informed decisions are made for the benefit of the community. It is with gratitude that Jim chooses to devote his many professional talents to the City of Gloucester that I put him forward for a one-year term to expire on February 14, 2015, as the Chief Administrative Officer.

**Michael Hale, Director of Public Works:** Mike serves as Director of the Department of Public Works, where he oversees one of Gloucester's largest and most complex departments with a 100-member work force and a \$24 million annual operating budget. The department's active capital portfolio exceeds \$100 million in the past five years.

Mike assumed duties as Public Works Director in August 2008, upon the City Council's confirmation of the appointment recommended by myself. He was appointed and confirmed again in February 2010 and February 2012.

**Management Reappointments**

**January 21, 2014**

Director Hale manages and directs the department's seven divisions: Public Services, Public Utilities, Facilities, Engineering, Solid Waste, Central Services, and Water Compliance. He is responsible for budget and finance services, public utilities, engineering, construction, street maintenance, building systems, fleet management, parks, shade trees, snow and ice, beaches, cemeteries, water filtration, and waste water treatment.

Under his direction at Public Works and in partnership with the labor and management unions, the department has undergone a successful reorganization. These efforts have yielded efficiency and accountability within the organization, even during lean budget years. The merger of Gloucester Public Schools Facilities Division into the Department of Public Works has seen facilities related services on a steady rise.

He was instrumental in negotiating a new schedule for the combined sewer overflow project with the EPA and MassDEP. The Amended Modified Consent Decree will allow the city to maintain compliance with the federal court order and Clean Water Act, while saving millions in construction costs and minimizing disruption to city neighborhoods.

As described in his last appointment, the breadth of his success can be seen in the successful, on-time and on-budget management of multiple *once-a-generation* infrastructure projects. Additional projects are programmed for the upcoming 24-months, such as: Babson Dam rehabilitation, Stacey Boulevard and Blynman Canal seawall construction, Commercial Street and Fort Square utility upgrades, West Parish Elementary School construction, and East Gloucester sewer and drain construction (CSO). The department has an aggressive five-year capital plan before the CAIB as well.

Mike has his bachelor's degree from Eckerd College and his master's degree from the University of Massachusetts – Amherst Department of Landscape Architecture and Regional Planning. He is an accredited planner with the American Institute of Certified Planners (AICP). Mike has been working in the construction management and engineering field for nearly 20 years.

It is with great pleasure that I put forward Mike Hale for a two-year term set to expire on February 14, 2016 as the Director of Public Works.

**Mark Cole, Assistant Director of Public Works:** Mark serves as the Assistant Director of the City of Gloucester Department of Public Works, where he oversees all operational aspects of the department.

Mark assumed duties as Assistant Director in July of 2011 as part of a departmental reorganization. In February of 2012 the appointment was officially confirmed by City Council. Prior to that he has held a multitude of positions within the Department of Public Works, starting with his hiring in April of 1999 as the Public Properties manager. In July of 2000, Mark assumed the responsibilities of the Parks & Recreation manager. In July of 2002, the position was combined with the Public Properties manager position and stayed that way until July 2005. At this time the recreation responsibilities were removed from his responsibilities and were replaced by the responsibilities of the Highway Department Manager. For the next six years Mark held these responsibilities until the department reorganization in 2011 under Director Hale.

**Management Reappointments**

**January 21, 2014**

Asst. Director Cole directly manages the Public Services division while overseeing the other six divisions. He is responsible for all grounds maintenance, cemeteries (to include the sale of lots), beach operations, scheduling and maintaining both the Talbot Rink and Newell Stadium, oversees the hiring of the seasonal summer staff, oversees the office staff, determines the granting of water/sewer abatement requests, and coordinates and develops the annual department budget.

As second in command, Mark's responsibilities include operation and maintenance of the City's streets and drainage, production and distribution of water, collection and treatment of wastewater, and permitting and regulation of public and private construction. He also oversees the daily operations of the Public Works Business Office, Talbot Rink, Newell stadium, the annual budget preparation, City cemeteries and seasonal beach operations.

Mark has his bachelor's degree from Springfield College and has been a resident of Gloucester since 1984.

Mark's contribution to the overall success of the Department of Public Works cannot be overstated, and it is with pleasure that I put forward Mark Cole for a two year term to expire on 2/14/2016 as Assistant Director of Public Works.

**Paul Keane, City Engineer:** Paul supervises the DPW's Engineering Division Office and staff located at the City Hall Annex on Pond Road. Staff this past year consisted of new employee Ryan Marques, M.S.C.E., E.I.T., Civil Engineer (Aug. 2012); Karen L. Andrews, Sr. Engineering Aide, as well as Karl Roth, Summer Student Intern Engineer (2 summers), and Gregory Coyle, student Co-Op Engineer. The Engineering Office is committed to gathering cataloging, and maintaining records related to the city's Infrastructure; providing information and support to various city staff; Consultants; the Public; and otherwise supporting the mission of the DPW. Ryan and Greg have their time shared with the Office of the City's Environmental Engineer; and all of our staff is very involved with the GIS Projects. In the preceding year, Paul has been responsible for or involved with the following principal projects and activities:

- Worked closely with Community Development Department to procure and manage the Peer Review Contractor and Sub-Contractor for the Beauport Gloucester Hotel project on behalf of the Planning Board, Conservation Commission, and the City Council.
- Worked closely with the Purchasing and Legal Departments, to procure and manage the Engineering Design Consultant and its sub-consultants in the design and permitting of the necessary public infrastructure improvements (water, sewer, drain, & roadway) on the Commercial Street infrastructure project.
- Oversaw the designer and contractor's; reviewed change orders and payment requisitions; facilitated the communications between city staff, citizens, city councilors and others for the Water Main and Water Service Replacements in the Governor's Hill Neighborhood Project.
- Review, as requested by various departments such as the Planning Division, Building Department, Conservation Commission, Fire Department, and Legal Department, various plans submitted in support of various applications such as for Common Driveway Special Permits, Road Improvement Plans, Subdivision Plans, Site Plans, Orders of Condition from the Conservation Commission, City Council Special Permits, etc.

**Management Reappointments**

**January 21, 2014**

- Overseeing and managing the upgrades and improvements to the City's Geographic Information System (GIS). In the past three years the Engineering Department has been working diligently to automate and improve the quality of the city's utility data (water, sewer, drain); develop and deploy a new sewer and water permitting applications; develop and deploy computer tablet applications to allow DPW staff access to utility data in the field; continuing development of the "Electronic Filing Cabinet" that links scanned data to parcels and addresses.
- A complete overhaul and rewrite of the City's Water Use Regulations.

I am pleased to put Paul Keane forward as City Engineer for a one year term to expire 2/14/2015.

**Suzanne Egan, General Counsel:** As the General Counsel of the City of Gloucester over the year, most of Suzanne's time was spent on the Beauport permitting process, the National Grid remediation agreement, land use permitting litigation and a number of personnel matters. Engaging in the hiring process, training and managing the addition of the Assistant City Solicitor position in the Legal Department was also very successful. It was a very smooth transition and the Legal Department works closely with other departments to resolve issues which come up. Some highlights over the past year include, but not limited to:

- providing legal advice regarding the Beauport Hotel permitting process. Worked with council, planning board on drafting the decision. Represented the city in the appeals of the special permits and conservation commission order of conditions;
- negotiated with National Grid for the remediation of Solomon Jacobs Park and Harbormaster office lease.
- litigated permitting appeals and neighborhood disputes – long standing Brooks Road neighborhood dispute with a Conservation Commission successful resolution.
- litigated permitting appeal on behalf of Planning Board with a successful resolution of Silva Street dispute.
- worked with Waterways Board on a negotiated agreement for eco moorings with Massport; and
- resolved employee issues.

It is with great respect that I put Suzanne forward for a one-year term to expire February 14, 2014 as General Counsel.

**Donna Compton, Purchasing Agent:** The Purchasing Department is regulated by state and municipal laws, and per the Inspector General, only certified Chief Procurement Officer's (CPO) may issue a Request for Proposals (RFP). Donna was appointed CPO in August 2009 by the Inspector General (the city's title for this certified position is Purchasing Agent). Donna has a thorough knowledge of all pertinent Massachusetts General Laws and consistently keeps up with any changes in them that may apply to purchasing.

Donna and her staff work well with all city and school departments, as well as many boards and commissions giving guidance, advice and working with them to prepare a bid document that will lead to a successful bid and then a contract. This past year, Donna issued 16 RFP's, 46 bids and issued 133 contracts successfully, in addition to approving 3,995 purchase orders.

Some of the more complex projects that Donna has worked on over the past year were the RFP for Designer and CM at Risk services for West Parish School. Other successful RFP's were the Lease of a building for School Administration Offices & Preschool and the Lease of the Legion Building. Some of the Invitation for Bids (IFB)'s that kept purchasing extremely busy were a new excavator for the DPW,

new lockers and the replacement of the chiller unit at O'Maley, cafeteria tables at various elementary schools, roof repairs at GHS and Magnolia Fire Station, dark room renovations at GHS, ATV's for the Police Dept., and a new Salt Shed at the DPW.

It is with great pleasure that I put forward Donna Compton for a one-year term set to expire on February 14, 2015 as the Purchasing Agent.

**William Sanborn, Building Inspector:** The position of Building Inspector is demanding and very difficult at times; however Bill does a good job of balancing the needs of the public, with the need of enforcing the state and municipal building and zoning codes. He has a thorough knowledge of the building codes, zoning codes and other related codes. We value Bill's experience as a long-time department head and his working knowledge of the city.

Consistently Bill has exceeded his revenue projections and continues to seek ways that his department can be innovative and deliver a quality service, while cost effective.

Bill has been a key member of the Fish Shack, Newell Stadium and City Hall Restoration Building Committee's. Bill's accessibility is 24 hours a day, 7 days a week, no matter how small the issue is. It's with great pleasure that I put forward William Sanborn for a one-year term to expire on February 14, 2015 as the Building Inspector.

**Tom Daniel, Community Development Director:** The Community Development Department works to enhance the quality of life of Gloucester's citizens, conserve natural resources, and strengthen the community's assets. In his first 11 months of service to the city, Tom has implemented changes in the department to be more effective in accomplishing its mission. Tom realigned responsibilities in the areas of housing, clean energy/green communities, and conservation. As a result, the department is more efficient and staff is able to provide better customer service. Through the support of the City Council, a Senior Planner position has been added to the department, which has created capacity for long-range planning initiatives such as the Downtown Work Plan and pending Railroad Avenue study.

Among Tom's accomplishments are the following:

- Led Downtown Work Plan process.
  - ✓ Identified shared community value for downtown as "active and authentic place with a mosaic of uses" to guide future work.
  - ✓ Articulated elements of downtown action agenda.
  - ✓ Established baseline parking analysis.
- Initiated small area planning study of the Railroad Avenue working with the Metropolitan Area Planning Council.
- Convened weekly economic development team meeting to strategize business retention, expansion, and attraction opportunities.
  - ✓ Identified financing, real estate, and workforce assistance opportunities for firms.
- Assessed the tourism sector and re-launched the Tourism Commission.
- Managed analysis of impediments to fair housing.
- Managed development and implementation of CDBG Annual Action Plan.

**Management Reappointments**

**January 21, 2014**

- Oversaw department plans and projects including 65 Rogers Street (I4-C2) Development Feasibility Analysis; Bridge Plan; Groundfish Port Recovery Plan; Harbor Plan Update; Harbortown Cultural District; Beauport Hotel; Commercial Street infrastructure project; Innovation House.
- Supervised department management of more than \$9.0 million in grant-funded projects and programs including:
  - ✓ Get Fit! Gloucester: Newell Stadium, bike lanes and bike ordinance, Burnham's Field improvements, workplace wellness program
  - ✓ Seaport Advisory Council: Stacy Boulevard, Blynman Canal, HarborWalk, floating docks
  - ✓ Brownfields program
  - ✓ Clean Energy/Green Communities
  - ✓ First Time Homebuyer and Housing Rehab programs
  - ✓ Public services and public facilities projects
- Oversaw department management of CPA funds (\$546,580) and projects

It is with great pleasure that I put forward Tom Daniel for a one-year term set to expire on February 14, 2015 as the Community Development Director.

**Sally Polzin, Personnel Director:** During Sally's short tenure here in Gloucester she has accomplished:

- part of the management team that settled all the Collective Bargaining Agreement's before their expiration date;
- led the management team in negotiations with the PEC to move to the GIC, which will save the city approximately \$50,000 month. The savings will increase in years two and three as the percentage of savings is increased;
- updated some policies such as restricted duty and implemented a city wide sick bank which has been well received;
- applied for and received a grant to send Assistant City Solicitor Vickie Caldwell and herself to MCAD training for discrimination and harassment, and conducting investigations;
- assisted the management team in planning implementation of fire reorganization and contract changes; and
- assisted the management team in recruiting and hiring 25 positions in Community Development, Collector/Treasurer, Building Department, DPW, Health Department, Legal, Police and Fire.

Sally's goals going forward is a more helpful website to employees by putting an employee handbook online; being able to track your worker's compensation claim; post training opportunities; have links available for renewing the ethics certification; links for wellness programs etc. Field training with the Assistant City Solicitor on harassment and discrimination will be performed in the spring, laser fiche will be utilized to start getting some of our worker's comp records, old personnel records and archive the actual paper records at the post office. Sally would like to evaluate training and development and licensing that is required by utilizing MIIA for the city to recognize a reduction in our premium.

It is with great respect that I put Sally Polzin forward for a one-year term to expire February 14, 2015, as the Personnel Director.

**Page 7 of 7**  
**Management Reappointments**  
**January 21, 2014**

**Beth Ann Godhino, Assessor:** Please see attached correspondence from Nancy Papows, Principal Assessor. I am pleased to support her recommendation for a three year term to expire on 2/14/2017 for Beth Ann Godhino as City Assessor.



# CITY OF GLOUCESTER

GLOUCESTER, MASSACHUSETTS - 01930

OFFICE OF THE ASSESSORS

January 15, 2014

Mayor Carolyn Kirk  
City of Gloucester  
9 Dale Avenue  
Gloucester, MA 01930

Re: Reappointment of Assessor Bethann Godinho

Mayor Kirk:

Bethann Godinho has held the position of Assessor for the City of Gloucester since February 14, 2004. She has worked in the Assessors' Department since 1999, initially as the Principal Clerk and later as the Assistant Assessor, prior to being promoted to her current position. Given her extensive experience in this department on both the clerical and assessing sides, she has acquired an excellent understanding of the job requirements and responsibilities. Bethann's knowledge of Massachusetts General Laws is one of her strengths and she is proficient explaining these requirements to others, most importantly, the general public. She is the Board's most knowledgeable member in the field of personal property assessment, chapter land valuation and exemptions. Bethann consistently delivers quality customer service and is an asset to the department.

Respectfully submitted,

Nancy A. Papows  
Principal Assessor

# CITY OF GLOUCESTER

## Job Description

**Title:** Purchasing Agent

**Supervisor:** Chief Financial Officer

**Grade:** M9

**Civil Service:** Exempt

**Union:** Exempt

**Responsibilities:** Responsible for developing and maintaining a centralized purchasing program for the City, including the development and implementation of purchasing procedures, standards, and policies within the scope of existing law and regulations.

### **Duties:**

- Establishes and monitors purchasing procedures for City Departments.
- Oversees bidding process for City contracting of services.
- Negotiates contracts with vendors as a result of bidding process.
- Oversees quantity purchasing of City supplies and equipment.
- Supervises purchasing support staff.
- Fulfills City, state, and other reporting requirements as needed.
- Provides recommendations regarding purchasing and other related procedures to appropriate management staff.
- Serves as Mayor's representative to Design Selection Committee.
- Performs all other duties as requested by supervisor.

### **Qualifications:**

- Bachelors Degree in business or related field plus 2 - 5 years experience in public purchasing environment (7-10 years experience may be substituted for degree requirement)
- Knowledge of general accounting/budgeting procedures
- Working knowledge of purchasing regulations and laws
- One year minimum supervisory experience
- Strong communication and organizational skills required
- Certification in the Mass. Certified Public Purchasing Officials Purchasing Officials Program preferred. Willingness to attain this certification required.
- Familiarity with City of Gloucester purchasing ordinances

# CITY OF GLOUCESTER

## Job Description

**Title:** Community Development Director

**Report To:** Chief Administrative Officer

**Grade:** M10

**Civil Service:** Exempt

**Union:** Exempt

### **Supervision**

**Exercised:** Provides direct supervision to four Division Heads: Planning Director, Economic Development Director, Harbor Planning Director, and Grant Development Manager and indirect supervision to staff of approximately nine. Also provides oversight of the work performed by ten different Boards and Commissions.

**Responsibilities:** Working closely with the Mayor's Office, develops and implements plans, policies and programs to coordinate the physical growth and economic development of the City. Performs highly responsible work requiring significant initiative and independent judgment relating to the City's economic and Community Development needs.

### **Duties:**

- ◆ Provides advice and develops specific proposals to the Mayor and the City Council on all matters affecting the development of the City.
- ◆ Integrates the activities of the various divisions in the Community Development Department (Planning, Economic Development, Grants Administration, Fisheries) to achieve departmental goals and objectives. Organizes work assignments, operating procedures, and budgets of the different divisions.
- ◆ Provides oversight, assistance and staff support as needed to the following Boards and Commissions: Planning Board, Conservation Commission, Fisheries Commission, Downtown Development Commission, Tourism Commission, Rocky Neck Cultural District, Historic District Commission, Capital Improvement Advisory Board, Land Disposition Committee, Historical Commission and Technical Advisory Group.
- ◆ Assists with the preparation of the Capital Improvement program.
- ◆ Provides customer service and interaction with the public, elected and appointed officials on planning and economic development issues, including downtown revitalization, business retention/attraction, fisheries, the waterfront, industrial parks and transportation.
- ◆ Develops and implements economic development strategy. Administers comprehensive programs to create jobs and expand the industrial and commercial tax base of the City.
- ◆ Develops marketing and promotional strategy on behalf of the City. Initiates and administers tax incremental financing (T.I.F.) plans to attract new business and promote expansion of existing local businesses.

- ◆ Provides oversight of all activities of the Planning Division, including the development and implementation of the Master Plan, integration of the Harbor Plan, and all subdivision and zoning matters. Administers revision of zoning ordinances.
- ◆ Develops and implements plans to support affordable housing and community social services.
- ◆ Provides oversight of the administration of all federally funded grant programs (HUD, CDBG, etc.). Also provides technical assistance to other City Departments for grant applications and administration.

**Qualifications:**

- ◆ Master's degree in planning or public administration required per City Charter.
- ◆ A minimum of six years increasingly responsible experience in municipal planning, community development or management required.
- ◆ Experience with CDBG and First-time Homebuyer Programs required.
- ◆ Knowledge of statewide clean energy and green communities initiatives preferred.
- ◆ Experience in waterfront development planning preferred.
- ◆ A minimum of 2 years supervisory experience.
- ◆ Demonstrated skills in grant writing, working with federal (HUD) and state regulations, planning and economic development.
- ◆ Excellent communication skills, both oral and written, including skills in public presentation.
- ◆ Ability to interact effectively with the general public, elected appointed officials, staff at all levels of the organization, and consumer boards and commissions.

# CITY OF GLOUCESTER

## Job Description

**Title:** Chief Administrative Officer  
**Supervisor:** Mayor  
**Grade:** M11  
**Civil Service:** Provisional                      **Union:** N/A

**Supervision Exercised:** Provides direct supervision to 15 Department Heads and 1 clerical staff in the Mayor's Office. Provides indirect supervision to the operations of all City departments and personnel.

**Responsibilities:** Works closely with the Mayor in developing and supporting the City's management team, providing supervision to all City departments, developing City policies and programs, providing constituent services and bridging communications with the City Council, School Department and other agencies. The mayor may delegate any power or duty which he has under the charter other than the power to veto measures adopted by the City Council or the power to appoint or to remove City officers, members of multiple-member bodies and department heads.

**Duties:**

- Coordinates and supervises all City agencies.
- Submits reports at such times as may be required.
- Installs and maintains financial management and record keeping systems.
- Assists the Mayor in the preparation of an annual operating budget for all city agencies, and shall, in cooperation with the City Auditor, administer the operating budget throughout the year.
- Assists the Mayor and the heads of all city agencies in the development of a capital outlay program and the preparation of a capital improvement budget.
- Conducts a continuing study of the work of all City agencies and the preparation of management policies based on such studies.
- Prepares policy programs and ordinance recommendations affecting the management of the City.
- Handles any other powers, duties, and responsibilities as may be delegated by the Mayor.
- Responds to constituents and resolves individual problems.
- Working with Personnel Director, negotiates and administers all collective bargaining agreements.

**Qualifications:**

- Master's degree in Public Administration, Political Science, Business Administration or related field with five years relevant municipal management experience.

OR

- Bachelor's degree with ten years municipal senior management experience.
- Excellent leadership, communication, conflict-resolution and computer skills required.
- Demonstrated skills in budgeting and financial management.
- Ability to set priorities and work independently.
- Ability to develop and support a high performance, effective management team, including linking City and School Department staff.

*Revised 2/10*

## CITY OF GLOUCESTER Job Description

**Title:** General Counsel/City Solicitor

**Department:** Legal Office

**Supervisor:** Mayor

**Supervision Exercised:** Assistant General Counsel and Legal Secretary

**Grade:** M11

**Civil Service:** Exempt                      **Union:** Exempt

**Responsibilities:** Provides the City with all municipal legal services excepting certain School Department matters and municipal bond matters. Uses independent judgment in representing the City's interests and remains responsible for advising and guiding all departments within the municipality on matters of legal compliance.

**Duties:**

- ♦ Commences and prosecutes all actions by the City before any tribunal in the Commonwealth, whether in law or equity and whether State or Federal.
- ♦ Appears in, defends and advocates the rights and interests of the City wherein any estate, right, privilege, ordinance or act of the City government or any breach of any ordinance, may be brought into question.
- ♦ Appears before the legislature of the Commonwealth, or any committee thereof, whether either or both branches of the same, and there, in behalf of the City, to represent, answer for, defend and advocate the welfare and interests of the City wherever the same may be directly or incidentally affected, whether to prosecute or defend the same.
- ♦ Appears as counsel in the prosecution of violations of City ordinances and regulations in the District Court when requested by the City officials to do so.
- ♦ Drafts or reviews deeds, obligations, contracts, leases, agreements, conveyances and other legal instruments of whatever nature as requested by various officials.
- ♦ When requested, furnishes the City Council and any other officer of the City who may require it in the official discharge of his or her duties with a legal opinion on any subject relating to or affecting the duties of their respective offices. Attends meetings of City Boards and Commissions when requested.
- ♦ Manages all municipal legal affairs and in performing those duties, may refer

particular matters to special counsel. Also responsible for the supervision and management of any matter in which a special counsel is required.

- ♦ Performs such other additional powers and professional duties as the City Council may prescribe, including attendance at City Council meetings when requested.
- ♦ Supervises Assistant General Counsel and Legal Secretary.

**Qualifications:**

- ♦ Bachelor's and J.D. Degrees required.
- ♦ Must be admitted to the bar in Mass. for at least five years.
- ♦ Must be admitted to the United States District Court for Mass.
- ♦ Must have substantial professional experience in at least three of the following:
  - Civil trial practice
  - Appellate practice
  - Administrative law
  - Environmental law
  - Zoning and land use law
  - Public sector labor law
  - Workers' compensation
  - Public contract law
  - Public construction law
  - Drafting legislation and regulations
  - Municipal practice

• *revised 02/09*

# CITY OF GLOUCESTER

## Job Description

**Title:** City Engineer  
**Supervisor:** DPW Director  
**Grade:** M9  
**Civil Service:** Exempt                      **Union:** N/A

**Supervision Exercised:** Provides direct supervision to engineering staff, various contractors and staff of assigned projects. Manages and coordinates progress of multiple public works projects in high volume engineering office environment.

**Responsibilities:** Provides oversight of engineering projects (planning, design and construction) and programs, staff support to planning division and DPW. Duties include office management and complex analytical work, planning, designing, and directing environmental, water, street and other civil engineering public works projects.

### Duties:

- Provides project management of the design and construction of capital projects. Oversees and mentors all staff assigned to specific projects.
- Ensures contractor compliance with time and budget parameters.
- Maintains and updates infrastructure and systems maps, databases, plans, and records. Prepares and analyzes reports, maps blueprints, and drawings for engineering plans and designs.
- Calculates costs and determines feasibility of project(s) based on analysis of collected data.
- Manages division's budget.
- Prepares or directs preparation and modification of reports, specifications, plans, construction schedules, environmental impact studies, permits, and designs for city-wide public works projects.
- Monitors construction sites for progress and to ensure conformance to engineering plans, specifications, and construction and safety standards.
- Directs construction and maintenance activities at project site.
- Works with state regulatory agencies, City Council, and Citizens Advisory groups. Coordinates public education and outreach; facilitates public meetings.
- Uses computer assisted engineering and design software and equipment to prepare engineering and design documents. Assists in the development and implementation of a Geographical Information System (GIS).
- Provides a program to address staff training needs through continuing professional development.
- 

### Qualifications:

- Bachelor's degree in Civil Engineering. P.E. Required.
- A minimum of 10 years increasingly responsible engineering experience, including municipal engineering and 2 years of administrative and supervisory responsibility. An equivalent combination of education and experience may substitute for the above.
- Thorough knowledge of civil engineering principles, practices, and methods as applicable to a municipal setting; knowledge of applicable City ordinances and policies affecting division activities.

- Considerable skill in arriving at cost estimates on complex projects. Skill in operating listed tools and equipment.
- Massachusetts drivers license required
- Ability to use PC, including word processing, spreadsheets, database and computer aided design software, motor vehicle, phone, mobile radio.
- Physical capability of moving about construction job sites.
- Ability to communicate effectively, orally and in writing, with employees, contractors, governmental agency representatives, City officials, and the general public.
- Ability to conduct necessary Engineering research and compile reports.

♦  
♦

• *revised 10/08*

# CITY OF GLOUCESTER

## Job Description

**Title:** Personnel Director

**Supervisor:** Chief Administrative Officer

**Grade:** M9

**Civil Service:** Exempt

**Union:** Exempt

### **Supervision**

**Exercised:** Provides direct supervision to Personnel Assistant and Worker's Compensation/Benefits Agent. Provides working guidance to two staff in Payroll Office regarding Human Resource reporting requirements and union contractual payments.

### **Responsibilities:**

Responsible for maximizing employee development and promoting the efficient and cost-effective management of City services; develops and maintains a variety of employee support programs to achieve this objective. Major areas of operation include employment, training, benefits administration, labor relations and record-keeping/reporting. Work is highly complex, requiring significant judgment, independent decision-making and initiative.

### **Duties:**

- ♦ Administers the City's comprehensive Personnel Ordinance, including the attendant classification and compensation plans for municipal employees. Submits all recommendations for changes to the Mayor and City Council for approval.
- ♦ Formulates issues, amends or revokes subject to the Mayor's approval, policies and administrative regulations for the purpose of giving effect to the provisions of City ordinances and relevant State and Federal regulations governing personnel management.
- ♦ Negotiates and administers collective bargaining agreements with municipal unions. Prepares collective bargaining agendas for the approval of the Mayor and Administrative Assistant to the Mayor; serves as Hearing Officer at grievance meetings, Civil Service hearings or other hearings as designated by the Mayor.
- ♦ Advises and assists the Administrative Assistant to the Mayor, Department Heads and elected and supervisory officials regarding personnel matters, including the enforcement of collective bargaining agreements, State and Federal laws and personnel policies and procedures.
- ♦ Develops and coordinates written guidelines or policies for uniform personnel practices and procedures for City departments.

- ♦ Develops and administers a merit-based recruitment and placement program for municipal employees. Administers employee orientation program.
- ♦ Plans, develops and conducts training programs; promotes staff professional development.
- ♦ Studies classification, assignment and utilization of City personnel and prepares recommendations for approval of Mayor, elected officials and Department Heads.
- ♦ Acts as administrative liaison for City and School Departments regarding Civil Service registration and information. Serves as local Labor Service administrator and enforces Civil Service regulations.
- ♦ Develops and maintains a personnel record system incorporating vital statistics and other pertinent data. Coordinates automated human resources information system (HRIS) with payroll database; prepares all required reports, i.e. EEO-4, census, etc. as required.
- ♦ Develops, establishes and coordinates a municipal employee safety program for the City.
- ♦ Administers all employee and retiree benefit programs, including Workers' Compensation, Unemployment Insurance, Health Insurance, Life Insurance, Deferred Compensation, Section 125 and payroll deduction options, i.e. fitness benefits, United Way contributions etc. Assists the School Department as needed in standard administrative procedures, benefits communications.
- ♦ Develops, establishes and coordinates an affirmative action and equal employment program for the City.
- ♦ Negotiates with the Public Employee's Committee regarding health insurance.

**Qualifications:**

- ♦ Bachelor's Degree in related field required, plus five years increasingly responsible experience in human resources management; Master's Degree preferred. Prior experience in municipal environment preferred.
- ♦ Advanced training in human resource management preferred. Experience must include a minimum of two years in benefits administration, two years supervisory experience and two years experience in labor/contract negotiations.
- ♦ Excellent organizational and communication skills, both oral and written.
- ♦ Demonstrated skills in negotiations/conflict resolution.
- ♦ Proven skills in budget management.

*revised 4/12*



- ◆ Ability to establish and maintain effective working relationship with building owners, contractors, other City employees and the public,
- ◆ Ability to supervise and provide working guidance to staff.

# CITY OF GLOUCESTER

## Job Description

**Title:** DPW Director

**Supervisor:** Mayor

**Grade:** M12

**Civil Service:** Exempt                      **Union:** Exempt

### **Supervision**

**Exercised:** Provides direct supervision to five employees responsible for the management of 10 different public works divisions; indirect supervision for a staff of 70.

**Responsibilities:** Plans, organizes, directs and controls all public works activities and construction projects in the City. Develops and implements all department policies, procedures and programs. Complex, highly responsible duties require the exercise of considerable judgment, initiative and frequent contacts with federal, state and local officials.

### **Duties:**

- ♦ Trains, develops, coordinates and supervises a team-oriented staff in the following operational divisions: Highway, Water, Sewer, Public Properties, Solid Waste, Central Services, Cemeteries, Parks and Recreation, Engineering and Water Filtration. Also provides oversight on snow/ice removal and emergency preparedness.
- ♦ Manages an operational budget of over \$5 million, a sewer enterprise fund budget of \$4.7 million and a water enterprise fund budget of \$5.8 million. Prepares and maintains capital improvement budget.
- ♦ Establishes goals, objectives and monitoring systems for all public works projects, including all work performed by contractors. Ensures that each project is accomplished within prescribed time frame and budget.
- ♦ Provides project management for a multitude of complex public works projects at a given time.
- ♦ Pursues and attains funds from state and federal agencies, including Chapter 90 highway funding. Works with City Engineer in the administration of all public works grants.
- ♦ Serves as liaison to City staff and officials, community groups, state and local agencies, the media and the public. Provides information and reports; makes presentations as needed.
- ♦ Ensures compliance with all relevant federal and state regulations, including Ch. 30B governing municipal procurement, and all local ordinances.
- ♦ Ensures the quality of customer service provided throughout the Department, including follow-up on all customer service calls and requests.
- ♦ Develops and maintains systems for efficient DPW service delivery, both in cost and daily operations.

### **Qualifications:**

- ♦ Bachelors degree in related field required.

- ◆ Professional Engineer preferred; knowledge of civil engineering, construction design and oversight required.
- ◆ Minimum 10 years experience related to public works administration, with a minimum 6 years in a responsible supervisory capacity. An equivalent combination of education and experience may substitute for the above.
- ◆ Strong fiscal management skills.
- ◆ Ability to establish and maintain effective working relationships with community representatives, elected officials and the general public.
- ◆ Demonstrated ability to make decisions and follow-through with necessary detail for successful project management.
- ◆ Ability to develop and administer programs and policies relating to both public works activities and labor relations in a union environment.
- ◆ Demonstrated organizational and communication skills; customer service skills
- ◆ Proven ability to provide emergency coverage 24 hours per day - 7 days per week.
- ◆ Mass. Drivers license required.
- ◆ Physical ability to move about construction job sites required.
- ◆ PC skills preferred.



- Works with Facilities Operations Manager to oversee and coordinate the scheduling of facility maintenance and repairs. Ensures contractor compliance with both project specifications and budget project costs.
- Oversees the day to day operations of the DPW Business Office
- Attends meetings regarding employee and public safety; makes recommendations and follows through with safety improvements.
- Arranges purchases and bid specifications in conjunction with Purchasing Department
- Reviews, on a regular basis, all building security precautions and procedures and recommends additions or changes as needed.
- Maintains a professional management structure that is customer service oriented
- Performs such other duties and responsibilities as may be assigned by the Director of Public Works

**Qualifications:**

- Bachelors Degree in related field required, with minimum 5 years experience in a supervisory capacity; minimum 5 years progressively responsible experience in public works administration. An equivalent combination of education and experience may substitute for the above.
- Ability to develop and maintain effective working relationships with the public, employees, other City departments and contractors.
- Ability to maintain accurate records and to write reports; must be computer literate, understand GIS, and able to operate existing programs.
- Strong oral and written communication skills.
- Demonstrated ability to supervise others.
- Ability to assess problems and follow through to project completion.
- Ability to plan, organize and direct long range plans and specific work projects.
- Massachusetts Class D Drivers License required.

# CITY OF GLOUCESTER

## Job Description

**Title:** Assessor

**Department:** Assessors' Office

**Supervisor:** Principal Assessor

**Grade:** M6

**Civil Service:** Exempt **Union:** GMAA

**Supervision Exercised:** In absence of Principal Assessor, may supervise Assistant Assessor, clerks and other employees as needed.

**Responsibilities:** Responsible for numerous administrative, supervisory and professional appraising, assessing, and real valuation functions.

### **Duties:**

- ♦ Assesses real property values with the assistance of other members of the Board of Assessors and periodically revises. Responsible for appraising and/or supervising the appraisal of residential, commercial, industrial, and personal property for the municipality. Conducts inspections of property, as necessary and appropriate in order to maintain uniform and, full market value on all property.
- ♦ Establishes taxable values for new, remodeled, or enlarged residential, commercial and Industrial buildings according to market data, replacement cost, and/or capitalization of the income approach (whichever is applicable).
- ♦ Examines deeds, maps, building plans and permits, personal records and other data to maintain valuation data and to locate all taxable property.
- ♦ Responsible for inspecting the location of new businesses to determine the values of taxable personal property, such as inventory, machinery, and office machinery and equipment.
- ♦ Assists with compiling, analyzing, and the preparation of information for the annual tax classification meeting with the Board of Assessors and City Council.
- ♦ Analyzes real estate market conditions and events to determine trends and changes in the market. Collects data from the Registry of Deeds, Planning Board, Building Inspector, Board of Appeals, and other boards/officials whose actions may reflect a change in value and/or ownership and update assessments and the City's maps as indicated.
- ♦ Investigates requests for abatements and exemptions of property tax. In conjunction with other Board members, decides on abatement and exemption applications. Prepares appraisals and testifies at hearings before the Appellate Tax Board, District and Superior Court.
- ♦ Participates in the preparation of tax rate documentation for state certification.
- ♦ Provides information in person, on the telephone, and in writing to property owners and others regarding the municipality's assessment policies and procedures, the determination of specific valuations, tax abatements, and exemptions.
- ♦ Supervises the commitment of real estate, personal property, motor vehicle and boat excise, and special assessment tax bills to the Treasurer. Responsible for coordinating the printing of all tax bills in conjunction with the Treasurer and MIS Department.
- ♦ Attends professional meetings, training programs, and seminars to stay abreast of changes or trends in the field and to remain familiar with Massachusetts laws and regulations concerning

tax assessments.

**Qualifications:**

- ◆ Bachelor's degree in business administration or related field plus five years of general business experience, including or supplemented by training and experience in real estate appraisal or High School graduation supplemented by courses in real estate appraisal plus eight years of general business experience, at least two of which involve real estate appraisal; or any equivalent combination of education and experience.
- ◆ In accordance with Department of Revenue regulations (840 CMR), required to complete the basic course of training and pass the examination prepared by the State Revenue Commissioner within two years following election or appointment, except as otherwise provided in the statute. A certificate in municipal assessing, with a designation of either Massachusetts Accredited Assessor (MAA), Residential Massachusetts Assessor (RMA), or certified Massachusetts Assessor (CMA) is preferred.
- ◆ Working knowledge of Massachusetts laws relating to municipal finance and property assessment for tax purposes.
- ◆ Familiarity with alternative formulas for determining assessment on various types of property.
- ◆ Familiarity with real estate styles, materials, and methods of construction.
- ◆ Working knowledge of computerized appraisal systems.
- ◆ Aptitude for working with numbers and details.
- ◆ Knowledge of mapping procedures.
- ◆ Excellent verbal and written communication skills.
- ◆ Ability to interpret considerable data, refine methods and techniques, and maintain detailed and accurate records of decisions.
- ◆ Ability to represent the City effectively and defend the City's position in a variety of situations requiring knowledge, negotiation skill, diplomacy and tact.
- ◆ Demonstrated administrative skills, including ability to provide effective supervision.

*Revised 2/09*

# **ENCLOSURE 2**

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

MEMORANDUM

TO: City Council  
FR: Mayor Kirk  
RE: Appointment of John Dunn as Chief Financial Officer  
DATE: January 21, 2014

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It is a pleasure to announce that good financial leadership in the city will not miss a beat. We are lucky to have found a replacement in John Dunn who started work on January 8<sup>th</sup>. John comes to us with 18 years of municipal financial leadership experience with the neighboring city of Beverly. Under John's stewardship, the city of Beverly has managed to modernize 5 elementary schools, its high school, and now its middle school with no Prop 2 ½ overrides and maximizing all available funding from the Mass School Building Authority - a journey we are now embarking upon with the West Parish School project and will continue for many years as we look to implement a long-term capital plan for the modernization of our school buildings.

We feel fortunate to have been able to attract a candidate with John's credentials and I have attached John's resume for your information. We look forward to City Council support of his appointment.

I am pleased to submit to you the appointment of John Dunn as Chief Financial Officer for a one year term to expire February 14, 2015.

## John P. Dunn

### *Professional Overview*

Municipal Finance Professional with over seventeen years of senior level management experience including budget development and management, capital planning, debt issuance, and labor/personnel management and negotiations for a City of 40,000 people. Extensive experience shaping and implementing financial policy and decisions on revenues and expenditures for \$120 million in annual operating funds and \$250 million in cumulative capital project funds. One of a small group of senior managers that provides advice and guidance to the Mayor (CEO) on all aspects of City governance.

### *Experience*

January 1997 - February 2002	<b>Finance Director/Treasurer</b>	City of Beverly, MA
February 2002 - December 2003		City of Melrose, MA
January 2004 - present		City of Beverly, MA

Responsible for the management of all financial functions of the City including the general fund, enterprise funds, revolving funds, special revenue funds and trust funds. Direct management of a staff of twenty (accounting, assessing, treasurer/collector, information systems and purchasing). Daily interaction with the Mayor's office, all City departments (including School Committee/Administration), the City Council and various appointed Boards and Commissions. Responsible for external financial reporting to the Massachusetts Department of Revenue, annual audit by independent accounting firm and contact with ratings agencies. Manage all City insurances, including health, general liability, workers compensation and unemployment. Management member of the Insurance Advisory Committee. Active participant in multiple years of labor negotiations with seven City bargaining units covering 300+ employees. Participate in the development of non-commodity Invitations for Bid (IFB) and Requests for Proposals (RFP). Chair/member of various committees for RFP evaluation, Owners Project Manager (OPM) and Designer selection and Contractor pre-qualification and selection. Principal in the development of the City's annual ten year Capital Improvement Plan and annual five year Financial Forecast plan. Appointed member of the Beverly Contributory Retirement Board.

July 1995 - January 1997	<b>Collector/Treasurer</b>	City of Beverly, MA
--------------------------	----------------------------	---------------------

Responsible for all aspects of the Collector/Treasury function including issuance and collection of all real and personal property tax bills, utility bills, and motor vehicle and boat

excise bills, debt management, cash management and trust fund management. Managed debt issuance and payments, the production of payroll and retiree checks, accounts payable checks, bank and account reconciliation and all departmental revenue receipts.

June 1974 - July 1995      **Credit/Finance/Management**      Various

Commercial and retail credit, lending/leasing, business development and managerial responsibilities for a number of banks and equipment leasing firms.

***Current Memberships/Affiliations***

Board Member – Beverly Contributory Retirement Board  
Member - City of Beverly Commissioners of Trust Funds  
Member – Essex Regional Communications Center- Financial Advisory Board  
Member – Massachusetts Collectors/Treasurers Association  
Member – Massachusetts Government Finance Officers Association  
Liaison – Beverly Golf & Tennis Commission

***Education***

1974      Bachelor of Arts, Economics      Tufts University

***References***

Available upon request.

# CITY OF GLOUCESTER

## Job Description

**Title:** Chief Financial Officer

**Supervisor:** Mayor

**Grade:** M12

**Position Status:** A permanent full-time position subject to annual re-appointment by the Mayor, as confirmed by City Council.

**Civil Service:** **Exempt**

**Bargaining Unit:** **Exempt**

### Supervision

**Exercised:** Manages 4 subordinate supervisors and trains as necessary all staff (approximately 11-12) in the following offices: Treasurer/ Collector, Assessors, Purchasing and Payroll. Responsible for the overall direction, coordination, and evaluation of these units.

**Responsibilities:** The Chief Financial Officer shall serve as the Finance Director for the City of Gloucester. Directs the City's financial planning and management practices as well as its relationship with lending institutions, financial advisors, bond counsel and others associated with the financial community by performing the following duties personally or through delegation to subordinate managers.

### Duties:

- ♦ Directs the functions of a municipal treasurer, as stipulated in Massachusetts General Laws. Serves as custodian of funds, securities, and assets of the organization including collecting and accounting for all taxes and revenues; overseeing the disposition of City-owned real property, including the auctioning of foreclosed properties; and evaluating insurance coverage for the City.
- ♦ Responsible for all activities associated with the City's debt service including maintaining on-going relationships with bond counsel and financial advisor, submitting loan orders following MGL parameters; purchasing of short- and long-term instruments; and generating cash flow projections for funded projects in conjunction with the Engineering Department.
- ♦ Prepares and analyzes revenue and debt service projections for City's annual budget.
- ♦ Serves as Finance Team Leader integrating the annual activities of the following departments: Auditing, Assessors, MIS, Purchasing, School Business Office, Personnel (regarding financial implications of employee insurances). Holds monthly finance team meetings
- Oversees the development and implementation of an integrated Financial Management Information System for all City departments.
  
- ♦ Coordinates with the City Auditor in providing and directing procedure and systems necessary to maintain proper records and adequate accounting controls and services.

- ◆ Provides financial oversight to all City departments concerning revenue collection systems including Water, Sewer, City Clerk, Parking Clerk, Building Inspector, Community Development, etc.
- ◆ Provides financial oversight and necessary controls to City payroll system and all insurances.
- ◆ Appraises the City's financial position and issues periodic financial and operating reports.
- ◆ Analyzes, consolidates, and directs all cost accounting procedures together with other statistical and routine reports.
- ◆ Directs and analyzes studies of general economic, business, and financial conditions and their impact on the City's policies and operations.
- ◆ Assists as needed with collective bargaining processes. Advises Mayor on financial forecasts and impact of other items of collective bargaining, particularly as related to protective services and schools.
- ◆ Communicates effectively with City officials, administrative staff, residents, vendors, banks, and other potential sources of funds as necessary. Coordinates all City bond rating presentations regarding financial analysis, historical trends and future projections.
- ◆ Enforces Mass. General Laws and other statutory regulations and City ordinances as deemed necessary to fulfill responsibilities of Treasurer, Collector, and Parking Clerk Office.

**Qualifications:**

- ◆ Master's Degree (MA) or equivalent in relevant business, administration, accounting, or finance field.
- ◆ A minimum of six to ten years related experience demonstrating full knowledge of municipal finance, including debt service management, investments, and receipts.
- ◆ Excellent communication skills with demonstrated expertise in public presentations and written reports.
- ◆ Demonstrated knowledge of governmental accounting principles and procedures, and MIS.
- ◆ A minimum of five years supervisory experience demonstrating skills in delegation, motivation, and team building.
- ◆ Demonstrated skills in advanced problem solving working with abstract and concrete variables.
- ◆ Working knowledge of all laws and regulations related to accounting of public revenues.

*revised 2/09*

# **ENCLOSURE 3**

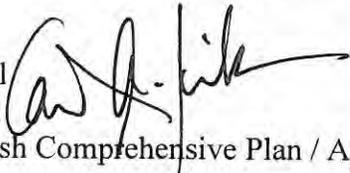
City Hall  
Nine Dale Ave  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@ci.gloucester.ma.us

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

MEMORANDUM

**TO:** Gloucester City Council  
**FR:** Mayor Carolyn A. Kirk   
**RE:** FY13 Certified Free Cash Comprehensive Plan / Appropriations Request  
**DT:** January 22, 2014

---

Councilors,

The Administration is pleased to submit this comprehensive plan for the disposition of FY13 Free Cash. Thank you also for moving on the most urgent requests that have already been put forward and acted on by the Council.

With our excellent financial management and team work, we are generating appropriate amounts of free cash and our strong financial performance resulted in Standard & Poor's Rating Services upgrading Gloucester's General Obligations Bonds from A+ to AA. Not only does the increased bond rating afford us the advantage of costing the city less to borrow money, attracting jobs and investment to the city is strengthened by increased confidence in doing business with and in Gloucester.

**Comprehensive Free Cash Plan**

The comprehensive plan for Free Cash is straightforward – it calls for the protection and monitoring of the city's reserve levels, and adherence to the fiscal policies set forth by the Administration.

Translated this means two things:

- An **overview of** current and projected target reserve levels which is outlined on the following page; and,
- An **expenditure plan** that adheres to the fiscal policies set forth by the Administration. This is also outlined in this correspondence.

Continued fiscal discipline is the approach that guides the Administration, and we are cautioning the City Council today that we are dipping below targeted reserve levels. There are choices to be made and not all requests can be honored. However, in time, and as we are already starting to see, this approach leads to stability and sustainability of the services important to the citizens of Gloucester.

**INVESTMENT PLAN – Target Reserve Level = \$5,000,000**

The following chart illustrates the current status and projection of the city’s target reserve level:

<b>FUNDING TARGET:</b>	<b>ACCOUNT BALANCE</b>	<b>RESERVE REQUESTS:</b>	<b>ACTION REQUIRED:</b>
OPEB Liability Account	\$103,995		
Stabilization Account	\$2,660,944	\$100,000 (Reimbursement for recent draw down)	\$100,000 to be voted from FY13 Free Cash
Capital Project Stabilization Account	\$246,142 (earmarked for Munis)	\$270,850 (earmarked for School Dept. Technology)	\$270,850 to be voted from FY13 Free Cash
Free Cash Reserve (unreserved fund balance)	\$3,763,736	\$1,632,973	Please see Dept. appropriation requests next page.
	<b>TOTAL RESERVE</b> (AS OF 1/22/14): \$6,774,817	<b>RESERVES REQUESTED NOW</b> \$2,003,823	
	<b>ADJUSTED RESERVE</b> (AFTER REQUESTS): \$4,770,994	<b>PROJECTED RESERVE REQUESTS</b> \$1,350,000  \$1,000,000 to support FY15 budget \$250,000 for Munis \$100,000 for OPEB Liability \$ ?? Snow and Ice Deficit	
	<b>PROJECTED RESERVE</b> (AFTER PROJECTED RESERVE REQUESTS): \$3,420,994	<b>NOTE: Our projected reserves are below prudent target levels.</b>	

**EXPENDITURE PLAN - FY13 Free Cash Appropriation Requests for City Council Review and Approval**

The Administration's free cash appropriation goals this year are threefold: a) strategic investment, e.g., technology for the school department; b) fill the vulnerable areas in department budgets, e.g., facilities maintenance, and c) plan accordingly for the consolidation and reorganization of the Fire Department beginning FY2015. Please see complete list below.

**Available for Departmental Appropriation = \$1,632,973**

AMOUNT	DEDICATED PURPOSE	EXPLANATION
\$15,000	City Auditor	Mandated OPEB report (cut from FY14 budget).
\$5,000	DPW	Harborwalk maintenance.
\$2,000	DPW/ Veteran's Services	Memorial Square maintenance.
\$100,000	DPW/City Hall Restoration	Matching funds for Cultural Facilities grant application for continued restoration of City Hall.
\$490,120	DPW	See memo from Director of Public Works.
\$50,000	Tourism	Support for Tourism Commission.
\$10,000	Mayor's Office	Replenish depleted contingency account which is used to support various department requests throughout year.
\$60,000	IT	Continued investment in IT capital plan for city.
\$50,000	EDIC	PR/marketing support for economic development, job creation and attracting investment to city.
\$50,000	Community Development	Reimbursement to SAC Economic Development grant which was tapped for FY14 in advance of SAC grant covering Harbor Planning Director (which has since been approved).
\$20,000	Health Department	Shingles vaccine.
\$131,000	Police Dept	See Memo from Police Chief Campanello.
\$218,000	Fire Dept.	Station-opening overtime (\$150,000); CERT support (\$14,000); and, Communication Radio Equipment (\$54,000).
\$48,800	Personnel	Expenses associated with settlement of GMAA contract provision associated with annual buybacks (\$36,500) and unanticipated expenses associated with the conversion to GIC (\$12,300).
\$383,053	School Dept.	See explanation from Superintendent of Schools Safier. This amount reflects the gap in the FY14 budget as of Jan. 8, 2014.
<b>TOTAL</b>	<b>\$1,632,973</b>	

This correspondence represents the complete request from the Administration for general FY13 fund free cash appropriations at this time. Thank you for your support.

# **ENCLOSURE 4**

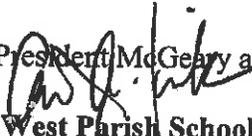
City Hall  
Nine Dale Ave  
Gloucester, MA 01930



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

**CITY OF GLOUCESTER**  
OFFICE OF THE MAYOR

**MEMORANDUM**

**TO:** Gloucester City Council President McGeary and Members of the City Council  
**FR:** Mayor Carolyn A. Kirk   
**RE:** Loan Authorization for West Parish School Project  
**DT:** January 22, 2014

---

Approximately two years ago the city renewed its journey to address the condition at the West Parish School in which our Kindergarten through 5<sup>th</sup> grade students, parents, teachers, volunteers and school administration are faced with on a daily basis.

Through the unanimous support of the City Council and School Committee, the city submitted a Statement of Interest (SOI) to the Massachusetts School Building Authority (MSBA), requesting that Gloucester be accepted into their program for the construction of a new West Parish School. The SOI defined the deficiencies that exist in the school and how they impacted the delivery of the educational program.

What followed was an invitation from the MSBA to enter into their Eligibility Period after which the city established a West Parish Building Committee and hired an Owners Project Manager (OPM). A Designer was selected by the Committee and through the support of the City Council, the city invested \$500,000 to have a Feasibility Study Analysis of the West Parish School performed along with identification of potential options. It was conclusive that a new West Parish School should be built in the same location of the existing school and all other options were ruled out.

Over the past twelve months, through the diligence of the West Parish Building Committee working with the OPM and Designer, a schematic design and all required supporting documentation of a new 65,679 square foot West Parish School, with an enrollment of 355 students has been submitted to the MSBA. A component of the submission outlines the estimated total project budget of \$39,774,111 (adjusted to include an additional modular at Beeman School) and includes architects and engineering fees, project management costs, construction, miscellaneous costs, furnishings, equipment, educational technology, contingencies and swing space for students during the construction.

Page 2 of 2  
West Parish Loan Authorization Request  
January 22, 2014

The MSBA Board is scheduled to vote at their January 29, 2014, meeting on the schematic design submitted. The team will represent Gloucester at the MSBA Board meeting and when recognized, will speak in favor of the project and the collaborative relationship between the city and MSBA.

Upon approval and the subsequent execution of a Project Scope and Budget Agreement, the MSBA will provide the city with assurance that the MSBA supports Gloucester's commitment to providing our children with a safe and effective learning environment.

The Administration respectfully requests the City Council approve a loan authorization in the amount of \$39,774,111, of which the city will receive a reimbursement of 59.73% of eligible expenditures under the MSBA's School Building Program. Language for the loan authorization request will be submitted directly to the Budget & Finance Committee.

As well, a hard copy and electronic version of the schematic design submission to the MSBA was submitted to the City Clerk's Office on January 21, 2014, for your review. The City and School Administrations, Building Committee, OPM and Designer will be on hand to answer any questions you may have.

Thank you

# **ENCLOSURE 5**



**CITY OF GLOUCESTER**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

**MEMORANDUM**

**TO:** Carolyn Kirk, Mayor  
**FROM:** Tom Daniel, Community Development Director *TD*  
**CC:** Jim Duggan, Chief Administrative Officer  
John Dunn, Chief Financial Officer  
Sarah Garcia, Harbor Planning Director  
Michael Hale, Director of Public Works  
**RE:** Request for \$1,120,000 Loan Authorization from City Council  
**DATE:** January 17, 2014

---

As you know, the city has been awarded \$5.6 million in funding from the Seaport Advisory Council to conduct repairs to the Stacy Boulevard seawall and Blynman Canal seawall. As a requirement of the funding, the City needs to provide a 20 percent match of \$1,120,000.

The project will reconstruct/repair approximately 2,000 linear feet of the existing stone bulkhead along Stacy Boulevard. The project will stabilize and protect existing underground utilities that run along Western Avenue. The project includes the reconstruction of approximately 200 linear feet of the northeast portion of the Blynman Canal seawall, situated along the northeast side of the existing Western Avenue drawbridge. Lastly, the project will provide public restroom facilities in conjunction with the private facility that now serves the bridge tender.

Please refer this matter to the City Council requesting a loan authorization in the amount of \$1,120,000 to serve as the match for this project. The funding and project will be managed by the Department of Public Works.

Appropriate city staff will be available to answer any questions.



**City of Gloucester  
Grant Application and Check List**

Granting Authority: State  X  Federal \_\_\_\_\_ Other \_\_\_\_\_

Name of Grant:  Stacy Blvd Blynman Canal Recontruction grant

Department Applying for Grant:  ComDev

Agency-Federal or State application is requested from:  Seaport Advisory Council

Object of the application:  Repair of Boulevard/Canal seawalls

Any match requirements:  20%

Mayor's approval to proceed:  *[Signature]*   1/22/14   
Signature Date

City Council's referral to Budget & Finance Standing Committee: \_\_\_\_\_  
Vote Date

Budget & Finance Standing Committee: \_\_\_\_\_  
Positive or Negative Recommendation Date

City Council's Approval or Rejection: \_\_\_\_\_  
Vote Date

City Clerk's Certification of Vote to City Auditor: \_\_\_\_\_  
Certification Date

City Auditor:  
Assignment of account title and value of grant: \_\_\_\_\_  
Title Amount

Auditor's distribution to managing department: \_\_\_\_\_  
Department Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office



**City of Gloucester  
Grant Application and Check List (Continued)**

**The following are documents needed by the Auditing Office for grant account creation:**

- 1. Grant Application**
- 2. Grant Award Letter/Standard Contract Approval Form**
- 3. Council Order Approval**
- 4. Original Grant Account Budget as approved by Grantor**
- 5. Amended Grant Account Budget as approved by Grantor (if applicable)**
- 6. Any additional information as requested by the Auditing Department**

**Note: All documents must be complete signed copies.**

**Please attach the following documents with the Grant Application and Check List and send to the Auditors' Office.**

**CITY OF GLOUCESTER**

**ACCOUNT BUDGET**

DEPARTMENT NAME: **DPW**

ACCOUNT NAME:

FUND NUMBER AND NAME: (N/A FOR NEW FUND)

**Stacy Blvd & Blynman Canal Repair**

CFDA # (Required for Federal Grants):

DATE PREPARED:

**15-Jan-14**

APPROVED  
AMENDED BUDGET

OBJECT	ORIGINAL BUDGET	(IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (4_____)				
Seaport Advisory Council				
46800	\$5,600,000.00			\$5,600,000.00
				\$0.00
Total:	\$5,600,000.00	\$0.00	\$0.00	\$5,600,000.00
EXPENSE (5_____)				
58760	\$5,600,000.00			\$5,600,000.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total:	\$5,600,000.00	\$0.00	\$0.00	\$5,600,000.00

DEPARTMENT HEAD SIGNATURE \_\_\_\_\_

DATE ENTERED (AUDIT) \_\_\_\_\_

\_\_\_\_\_ AUDITING DEPARTMENT INITIALS \_\_\_\_\_



Deval L. Patrick, Governor  
Richard A. Davey, Secretary & CEO  
Louis Elisa, Executive Secretary, Seaport Advisory Council

**massDOT**  
Massachusetts Department of Transportation  
Seaport Advisory Council

January 13, 2014

RECEIVED

JAN 21 2014

Mayor's Office

Mayor Carolyn Kirk  
Office of the Mayor  
City Hall  
9 Dale Avenue  
Gloucester, MA 01930

Dear Mayor Kirk:

At the Seaport Advisory Council meeting on November 7, 2013, the Council unanimously approved the recommendation of the Ports Professionals to appropriate \$5,600,000 from the Environmental Bond Bill to fund the Blynman Canal and Stacey Blvd. Seawall Reconstruction Project. This letter is a confirmation of the Council's vote and my authorization of funding.

Funds will be made available to the City of Gloucester in fiscal years 2014 & 2015. The Department of Conservation and Recreation (DCR), is the managing state agency for Seaport projects and will administer the grant.

Mike Driscoll at DCR is the point of contact for this project and will provide oversight of its application. He can be reached at (781) 740-1600, x107.

If you have any questions or concerns regarding this grant process or funding you can speak with the staff at the Seaport Advisory Council. They can be reached at (508) 999- 3030

Sincerely,

Richard A. Davey  
Secretary & CEO  
Seaport Advisory Council Chairman

# **ENCLOSURE 6**

City Hall Annex  
Three Pond Road  
Gloucester, MA 01930



CITY OF GLOUCESTER  
HARBOR PLANNING

TEL 978-282-8017  
FAX 978-281-9779  
sgarcia@gloucester-ma.gov

January 15, 2014

To: Mayor Carolyn Kirk  
From: Sarah Garcia, Harbor Planning Director  
Cc: Tom Daniel, Community Development Director  
  
Re: CC acceptance of \$50,000 grant for Harbor Planning

Dear Mayor Kirk,

At the November 7, 2013 Seaport Advisory Council meeting, held in Gloucester, the Seaport Advisory Council voted to award the city \$50,000 to support the Harbor Planning Director position for the City of Gloucester.

Funding for harbor plan coordination was first awarded in 1998 to each of the four second-tier ports of the Commonwealth: Gloucester, Salem, New Bedford, and Fall River. The position was created to coordinate the new harbor plan development for these cities. Gloucester's first harbor plan was completed in 1999.

The funding for the position has been sporadic. Funding continued from 1998 to 2000, then again awarded in 2002 and 2003, and then reinstated in 2008 continuing to 2012. In 2012, the Seaport Advisory Council underwent restructuring and has now been placed under the MA Department of Transportation. Funding was not awarded for FY13 during that transition. The current grant award will fund 50% of FY14 costs.

As Harbor Planning Director, I coordinate acquiring and managing grant funding from the Seaport Advisory Council, manage the Harbor Plan development, and support an additional array of projects for the development and support of the harbor economy.

My current three priorities are the Groundfish Port Recovery and Revitalization Plan, the Concept Plan for the Multi-tenant Ocean Development Center at I4C2, and the 2014 Harbor Plan.

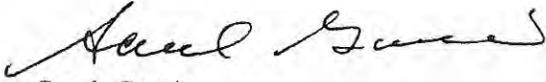
I provide outreach to state, federal, and organizational maritime contacts for the city. I serve as Port Professional to SAC, as your alternate to the MA Ocean Advisory Council, represent the city to the National Working Waterfronts and Waterways association, to the North Atlantic Ports Association, and to the American Planning Association. When I attend association meetings, I give presentations on the economic opportunities and successes in Gloucester.

The Port of Gloucester  
Sustainability and Innovation at the Ocean's Edge

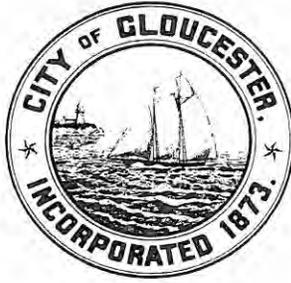
I have the pleasure of staffing the Fisheries Commission, the Mayor's Maritime Partnership, and the Harbor Plan Committee.

Please convey my request to City Council to accept the harbor coordinator's grant funding.

Best regards,

A handwritten signature in black ink, appearing to read "Sarah Garcia". The signature is fluid and cursive, with a large initial "S" and "G".

Sarah Garcia  
Harbor Planning Director



City of Gloucester  
Grant Application and Check List

Granting Authority: State  Federal  Other

Name of Grant: FY 14 Harbor Planning Coordinator

Department Applying for Grant: Com Dev

Agency-Federal or State application is requested from: Seaport Advisory Council

Object of the application: support for harbor planning position FY14

Any match requirements: no

Mayor's approval to proceed: *Chris Smith* 1/22/14  
Signature Date

City Council's referral to Budget & Finance Standing Committee: \_\_\_\_\_  
Vote Date

Budget & Finance Standing Committee: \_\_\_\_\_  
Positive or Negative Recommendation Date

City Council's Approval or Rejection: \_\_\_\_\_  
Vote Date

City Clerk's Certification of Vote to City Auditor: \_\_\_\_\_  
Certification Date

City Auditor:  
Assignment of account title and value of grant: \_\_\_\_\_  
Title Amount

Auditor's distribution to managing department: \_\_\_\_\_  
Department Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office



**City of Gloucester  
Grant Application and Check List (Continued)**

**The following are documents needed by the Auditing Office for grant account creation:**

- 1. Grant Application**
- 2. Grant Award Letter/Standard Contract Approval Form**
- 3. Council Order Approval**
- 4. Original Grant Account Budget as approved by Grantor**
- 5. Amended Grant Account Budget as approved by Grantor (if applicable)**
- 6. Any additional information as requested by the Auditing Department**

**Note: All documents must be complete signed copies.**

**Please attach the following documents with the Grant Application and Check List and send to the Auditors' Office.**



Deval L. Patrick, Governor  
Richard A. Davey, Secretary & CEO  
Louis Elisa, Executive Secretary, Seaport Advisory Council

**massDOT**  
Massachusetts Department of Transportation  
**Seaport Advisory Council**

January 13, 2014

Mayor Carolyn Kirk  
Office of the Mayor  
City Hall  
9 Dale Avenue  
Gloucester, MA 01930

Dear Mayor Kirk:

At the Seaport Advisory Council meeting on November 7, 2013, the Council unanimously approved the recommendation of the Ports Professionals to appropriate \$50,000 from the Environmental Bond Bill to fund the Harbor Coordinator Position Project. This letter is a confirmation of the Council's vote and my authorization of funding.

Funds will be made available to the City of Gloucester in fiscal year 2014. The Department of Conservation and Recreation (DCR), is the managing state agency for Seaport projects and will administer the grant.

Mike Driscoll at DCR is the point of contact for this project and will provide oversight of its application. He can be reached at (781) 740-1600, x107.

If you have any questions or concerns regarding this grant process or funding you can speak with the staff at the Seaport Advisory Council. They can be reached at (508) 999- 3030

Sincerely,  
Richard A. Davey

Secretary and Chief Executive Officer  
Seaport Advisory Council Chairman

# Commonwealth of Massachusetts

## Seaport Advisory Council

DEVAL L. PATRICK  
GOVERNOR 40 Center Street

Fairhaven, Massachusetts 02719  
TIMOTHY P. MURRAY  
LIEUTENANT GOVERNOR  
COUNCIL CHAIRMAN <http://www.state.ma.us/seaports>

TELEPHONE  
(508) 999-3030

FAX  
(508) 999-6442

LOUIS ELISA  
EXECUTIVE SECRETARY



## Seaport Improvement Grant Project Review Form

Date: August 31, 2012

Project Name or Title: Harbor Coordinator Positions

Waterway or Water-Dependent Facility: \_\_\_\_\_

City/Town: Salem, Gloucester, New Bedford, and Fall River

Municipal Contact Person: Frank Taormina (Salem), Sarah Garcia (Gloucester),  
Ed Anthes-Washburn (New Bedford), Ken Fiola (Fall River)

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: ftaormina@salem.com, sgarcia@gloucester-ma.gov,  
edward.anthes-washburn@newbedford-ma.gov, kenfiolajr@aol.com

### Brief Description of Project:

*(Include summary of proposed project, project benefits to the commercial maritime industry, cost estimate, and any related issues)*

As the Seaport Council's Mission Statement explains, the purpose of the Seaport Advisory Council is to enhance and develop the commercial and industrial maritime resources of the Commonwealth, with an emphasis on the four next tier ports – Fall River, Gloucester, New Bedford and Salem. The Seaport Advisory Council achieves this by investing in projects that are focused on the commercial fishing industry, dredging of waterways, port

marketing, public access, port institutional infrastructure and port physical infrastructure, safety and security, and short sea shipping.

Each of the four next tier ports have a locally vetted and state-approved Municipal Harbor Plan and Designated Port Area Master Plan, they are all Designated Port Areas as defined by the Commonwealth, each have deep drafting harbors and supporting infrastructure and landside facilities that can accommodate a variety of commercial and industrial marine related industries.

Each year the Seaport Advisory Council has historically funded the Harbor Coordinator positions to ensure that each of the next tier ports has a full-time employee dedicated to implementing the goals and objectives of their respective Municipal Harbor Plans and that they continue to improve and enhance their State Designated Port Areas to support the existing and future commercial and industrial marine industries. Specifically the Harbor Coordinators perform the following services for each of their respective ports:

- Liaisons between the port city and Seaport Advisory Council. Attends and participates in all Alliance of Port Professionals Meetings and Seaport Advisory Council Meetings, coordinating local and state priorities.
- Implements the goals and objectives of their respective Municipal Harbor Plans and State Designated Port Area Master Plans developed to represent the specific needs of their unique ports.
- Manages and/or coordinates all municipal port related development or improvement projects.
- Submits funding requests to the Seaport Advisory Council and presents those requests to the Alliance of Port Professionals seeking their positive recommendation to the Seaport Advisory Council.
- Manages all Seaport Advisory Council Funding Contracts and submits required Quarterly Reports for such contracts to the Department of Conservation and Recreation, Waterways Division. Represents the individual port needs and coordinates port involvement in state-wide maritime planning and economic development efforts.

In FY13, MassDOT will issue a Request for Proposals for the Massachusetts Ports Compact Study, which will help outline future business, economic development and planning opportunities as well as infrastructure improvements for the ports of Gloucester, Salem, Boston, New Bedford and Fall River. It is important that the Harbor Coordinators from each port are involved in every stage of this plan. FY13 funding will help to ensure that someone with experience and knowledge in each port is involved with this groundbreaking plan.

### *Project Information*

Type of Project (Coastal Facilities Improvement / Dredge / Sunken Vessel / Fisheries / Other – please describe)

Continued funding for Harbor Coordinator position in each of the Commonwealth's four next tier ports

Cost Estimate (please detail): \$50,000 per port, per year

Other Related Costs (if any): \_\_\_\_\_

Total Estimated Project Cost: \$400,000 or \$50,000 per port for two years (FY13 and FY14)

Proposed Local Cost Share: \$50,000 does not fund the entire position. Each port supplements their respective Harbor Coordinator position with additional City funds (figure amounts differ from one port to another).

Source of local funds (please identify funds from federal or other state funding sources)

Supplemental funding for each Harbor Coordinator position differs from one port to another.

If Local Cost Share is to be all or part In-Kind Services in-Lieu-of Cash, Please Describe: \_\_\_\_\_

Preliminary Project Schedule:  
(Construction Projects)

Engineering / Design / Permitting

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Construction / Implementation

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Preliminary Project Schedule:  
(Feasibility /Harbor Study/Other Projects)

Implementation

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Design Consultant (if selected): \_\_\_\_\_

Current Project Status:

(Circle one)

No Work Complete/ Ready to Go:	Y	N
Initial Feasibility:	Y	N
Design / Engineering Complete:	Y	N
Permits Acquired:	Y	N
Construction Started:	Y	N

Permits in Hand or Applied for:

Environmental Notification Form Filed?	Y	N
Notice of Intent Filed?	Y	N
Water Quality Certificate Application Filed?	Y	N
Chapter 91 Permit Application Filed?	Y	N
CZM Consistency Certification Filed?	Y	N
US Army Corps of Engineers PGP Filed?	Y	N
Other: _____	Y	N
Other: _____	Y	N

### *Infrastructure Investment Objectives*

*(Please provide brief description as to how project satisfies objectives, as applicable, and place N/A next to those that do not apply).*

Support job creation in key Massachusetts industry sectors (include number of jobs created and type of jobs created)

The Maritime Economy is a diverse and robust sector of the Commonwealth. From traditional port operations such as bulk cargo, container shipping, and fisheries, to an array of marine science and technology expertise competitive on an international market, Massachusetts has long been a center of maritime excellence. Rapid changes in ocean resources and economies makes planning, and the coordination of local, state, and national priorities more necessary than ever to ensure evolving health of port economies.

Support clean energy production or use:

Many ports are turning to green infrastructure, following initiatives from the Dept of Energy and the Environmental Protection Agency. Additional an economic growth sector is off-shore clean energy, from wind to tidal and wave power.

Reduce energy consumption and/or greenhouse gas emissions:

Planning in the ports supports the evolution of newer and cleaner technologies in port operations.

Promote mobility and/or reduce congestion:

Mobility options are increased with sea-based ferries and cruise ships. Commuter ferries currently run from New Bedford to the islands and from Salem to Boston.

Support other smart growth development projects:

The four second tier ports (second in size to Boston) were developed in historic smart-growth patterns, with dense downtowns adjacent to the ports. Economic opportunities in ports are revitalization engines for urban downtowns. In Gloucester, for example, the downtown neighborhoods traditionally supplied workforce housing for the port, and are still locations of affordable workforce housing.

Support economic development:

Planning in the working ports supports concentrated focus on the maritime economic sector with customized and specialized guidance from the localities.

**CITY OF GLOUCESTER**

**ACCOUNT BUDGET**

DEPARTMENT NAME: Community Development

ACCOUNT NAME: FY14 Harbor Planning Services

FUND NUMBER AND NAME: (N/A FOR NEW FUND) \_\_\_\_\_

CFDA # (Required for Federal Grants): \_\_\_\_\_

DATE PREPARED: 1/17/2014

**APPROVED  
AMENDED BUDGET**

OBJECT	ORIGINAL BUDGET	(IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (46800 )				
46800				\$50,000.00
				\$0.00
				\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$50,000.00
EXPENSE				
5100				\$45,000.00
5400				\$1,000.00
5700				\$4,000.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$125,000.00

DEPARTMENT SIGNATURE \_\_\_\_\_

DATE ENTERED (AUDIT) \_\_\_\_\_ AUDITING DEPARTMENT INITIALS \_\_\_\_\_

# **ENCLOSURE 7**

3 Pond Road  
Gloucester, MA 01930



Telephone: 978-281-9781  
Fax: 978-281-9779

**CITY OF GLOUCESTER**  
COMMUNITY DEVELOPMENT DEPARTMENT

**MEMORANDUM**

TO: Mayor Carolyn A. Kirk  
FROM: Tom Daniel, Community Development Director  
CC: Deborah Laurie, CPC Senior Project Manager  
RE: Off cycle recommendation for Burnham's Field Phase I Improvements Project application from the Community Preservation Committee  
DATE: January 15, 2014

The Community Preservation Committee (CPC) has received an off cycle application for funding to support the Burnham's Field Phase I Improvements Project from the Friends of Burnham's Field Committee through the Community Development Department. This application was agreed to be reviewed as an off-cycle application, due to the goal of the completion project deadline by August 30, 2014, and that the lowest qualifying bid returned on November 2013 exceeded the already \$350K committed funds from CDBG and MA DEP NRD grant funds. The CPC also recognizes the importance of this project to the community, neighborhood and the true collaborative support and funding strategy that has unfolded. The Committee held a meeting on January 14, 2014, to hear the project presentation and review the application.

Please find attached a positive recommendation of the CPC on the above named project for your review. The CPC request that you forward this recommendation to the City Council for its review and appropriation. CPC members and Deborah Laurie will be available to answer any questions.

All recommended projects are subject to the terms and conditions imposed by the Community Preservation Committee. The following conditions are common to all recommended projects:

1. Projects financed with Community Preservation Act funds must comply with all applicable State and municipal requirements. Funds are administered and disbursed by the City of Gloucester.
2. Project oversight, monitoring, and financial control are the responsibility of the Community Preservation Committee or its designee.
3. The Community Preservation Committee will require quarterly project status updates from Community Preservation Act Fund recipients. Additionally, recipients shall also provide an interim report at the 50% Completion Stage along with budget documentation.
4. All projects will be required to state *"This project received funding assistance from the citizens of Gloucester through the Community Preservation Act"* in their promotional material and, where appropriate, on exterior signage.

Attached are:

1. Summary of Community Preservation Committee Recommendation
2. Criteria for Project Evaluation adopted and published by the Community Preservation Committee

The Application for this project is available for review in the Community Development Office, Grants Division and on the City website.

Submitted by: Community Preservation Committee

J.J. Bell, Co-Chair and At-Large

Bill Dugan, Housing Authority

Karen Gallagher, Planning Board

Charlie Crowley, Open Space and Recreation

Scott Smith, At-large

Sandy Dahl-Ronan, Co-Chair and At-Large

John Feener, Conservation Commission

Tom O'Keefe, Historic Commission

Stacy Randell, At-large

**GLOUCESTER COMMUNITY PRESERVATION COMMITTEE  
RECOMMENDATION FOR OFF CYCLE, FY2013**

**BURNHAM'S FIELD PHASE 1 IMPROVEMENTS PROJECT  
Project Sponsor: Friends of Burnham's Field through the City of Gloucester,  
Community Development Department**

The Community Preservation Committee makes the following recommendation:

The Community Preservation Committee, having agreed to review the off-cycle application of the Community Development Department on behalf of the Friends of Burnham's Field (working through the Community Development Department) recommends that the City Council appropriate \$122,000 (One hundred twenty-two thousand dollars) to the Friends of Burnham's Field Committee for the purpose of funding phase I construction project for Burnham's Field which will include, new swings and play equipment, enhanced with a spray fountain and fenced tot lot; resurfacing of basketball courts and replacing backboards; new pathways and lighting will cross the park, creating neighbor walking links and an internal walking loop that meets ADA standards; a public ADA restroom, drinking fountain, trees and benches will recreate a more pleasant setting for residents of all ages. Water lines will also be extended allowing the expansion of Burnham's Field Community Garden.

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester, in a form acceptable to the Community Preservation Committee, and the Friends of Burnham's Field Committee, which agreement will include, among other provisions, that the expiration of the award shall be December 31, 2014.

The Community Preservation Act spending purpose is for open space, recreational purpose.

# Community Preservation Criteria

## General Evaluation Criteria

1	Eligible for Community Preservation Act Funding	√
2	Consistent with various plans which are relevant to and utilized by the City regarding open space, recreation, historic resources and affordable housing	
3	Preserve and enhance the essential character of Gloucester	
4	Protect resources that would otherwise be threatened	
5	Serve more than one CPA purpose or demonstrate why serving multiple needs is not feasible	
6	Demonstrate practicality and feasibility, and that the project can be implemented within budget/ on schedule	
7	Produce an advantageous cost/benefit value	
8	Leverage additional public and/or private funds or receive partial funding from other sources and/or voluntary contributions of goods and services	
9	Preserve or improve city owned assets	
10	Receive endorsement from other municipal boards or departments and broad-based support from community members	

## Open Space Criteria

1	Permanently protect important wildlife habitat, particularly areas that include: locally significant biodiversity; variety of habitats with a diversity of geologic features and types of vegetation; endangered habitat or species of plant or animal	
2	Preserve active agricultural use	
3	Provide opportunities for passive recreation and environmental education	
4	Protect or enhance wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats	
5	Provide connections with existing trails or protected open space	
6	Acquire land or easements for potential trail linkages	
7	Preserve scenic and historic views	
8	Border a scenic road	
9	Protect drinking water quantity and quality	
10	Provide flood control/storage	
11	Preserve and protect important surface water bodies, including streams, wetlands, vernal pools, riparian zones or Areas of Critical Environmental Concern (ACEC)	
12	Buffer protected open space, or historic resources	

## Historic Preservation Evaluation Criteria

1	Protect, preserve, enhance, restore and/or rehabilitate historical, cultural, architectural or archaeological resources of significance, especially those that are threatened	
2	Protect, preserve, enhance, restore and/or rehabilitate city-owned properties, features or resources of historical significance	
3	Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site	
4	Demonstrate a public benefit	
5	Ability to provide permanent protection for the historic resource	

**Community Housing Evaluation Criteria**

1	Contribute to the goal of 10% affordability as defined by chapter 40B of the Massachusetts General Laws	
2	Promote a socioeconomic environment that encourages a diversity of incomes	
3	Provide housing that is harmonious in design and scale with the surrounding community	
4	Intermingle affordable and market rate housing at levels that exceed state requirements for percentage of affordable units pursuant to chapter 40B	
5	Ensure long-term affordability	
6	Address the needs of range of qualified household, including very low, low, and low-to-moderate income families and individuals	
7	Provide affordable rental and affordable ownership opportunities	
8	Promote use of existing buildings or construction on previously-developed or city-owned sites	

**Public Recreation Evaluation Criteria**

1	Addresses a need or objective identified in a City plan	
2	Serves a significant number of residents	
3	Preserves and expands the range of recreational opportunities available to city residents of all ages and abilities, including those at-risk of obesity as identified through the Get Fit Gloucester! Community Action Plan	
4	Promotes recreational activities	
5	Maximizes the utility of land already owned by city	
6	Promotes the creative use of railway and other corridors to create safe and healthful non-motorized transportation opportunities	
7	Preserves and enhances the natural habitat functions and values of open space for wildlife	

# **ENCLOSURE 8**

Nineteen Harbor Loop  
Gloucester, MA 01930



TEL 978-282-3012  
FAX 978-281-4188  
jcaulkett@gloucester-ma.gov

CITY OF GLOUCESTER  
HARBORMASTER'S OFFICE

**Memorandum**

From: Jim Caulkett, Harbormaster   
To: Mayor Carolyn Kirk  
Date: January 8, 2014  
Subject: Launch Fee Increase

The Honorable Mayor Kirk,

Please include the following request in your next Report to the City Council.

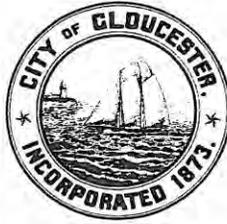
The Gloucester Waterways Board at its regularly-scheduled meeting on December 4, 2013, voted unanimously to increase the launch fee to \$5.00 per person, with a provision that passengers 12 years and under are free.

This increase is to support the annual operating costs of the launch service. These include: launch operator salaries, haul out/launch fees, routine maintenance and US Coast Guard inspections. The Waterways Board does not undertake fee increases lightly. However, as you know, the launch operated at a deficit last year and we intend to expand the launch hours this year. While revenues will increase, we will also see increased costs in longer hours and the launch operator salary increases that the Board deemed necessary to attract qualified launch operators.

If you have any questions please feel free to contact me.

Respectfully

# **ENCLOSURE 9**



Nineteen Harbor Loop  
Gloucester, MA 01930

TEL 978-282-3012  
FAX 978-281-4188  
[jcaulkett@gloucester-ma.gov](mailto:jcaulkett@gloucester-ma.gov)  
<http://gloucester-ma.gov/harbormaster>

CITY OF GLOUCESTER  
HARBORMASTER'S OFFICE

MEMORANDUM

To: Carolyn Kirk, Mayor  
From: Jim Caulkett, Harbormaster *JAC*  
Date: January 8, 2014  
Subject: Appropriation of Funds from Retained Earnings

Dear Mayor,

In your next Report to Council will you include the following requests for funds from the Waterways Enterprise Fund Retained Earnings in the amount of \$40,698.00.

These funds will be utilized for various projects approved by the Waterways Board as follows;

1/ \$16,000.00 for the purchase and installation of a new engine on the 23' Parker Patrol Boat. # 2014-SA-8

2/ \$4,900.00 for the purchase of new careening wall keel blocks for Cripple Cove Public Landing.

3/ \$4,500.00 for the purchase of technical improvements to the Harbormaster's computer mooring management system and Waterways Board web site.

4/ \$8,900.00 for improvements to Lobster and Hodgkins Cove Public Landings.

5/ \$2,800.00 for matching funds for the purchase of a new engine on the 21' Pumpout Boat.

6/ \$3,598.00 transfer to Municipal Waterways Improvements (Chapter 91) Account 720000 as required by State Law.

Please refer this matter to the Budget and Finance subcommittee for review and discussion.

Respectfully

**City of Gloucester  
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST  
Fiscal Year 2014**

\*\*\*\*CITY COUNCIL APPROVAL- 5 VOTES NEEDED\*\*\*\*

APPROPRIATION # 2014-SA- 8 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: Harbormaster's Office

APPROPRIATION AMOUNT: \$ 16,000.00

Account to appropriate from: *Unifund Account #* 700000.10.000.35900.0000.00.000.00.000  
*Account Description* Waterways Enterprise Fund, Retained Earnings

Balance Before Appropriation	\$	<u>89,412.00</u>
Balance After Appropriation	\$	<u>73,412.00</u>

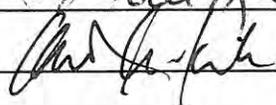
Account Receiving Appropriation: *Unifund Account #* 700000.10.492.58755.0000.00.000.00.058  
*Account Description* WATERWAYS ENTERPRISE, BOAT & EQUIPMENT

Balance Before Appropriation	\$	<u>-</u>
Balance After Appropriation	\$	<u>16,000.00</u>

DETAILED ANALYSIS OF NEED(S): Appropriate Waterways Enterprise Fund "Retained Earnings" for the purpose to purchase and installation of a new engine for a 23' Parker Patrol boat.

**APPROVALS:**

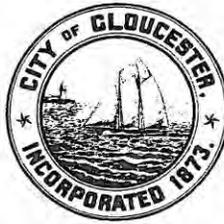
DEPT. HEAD:  DATE: 1/3/14

ADMINISTRATION:  DATE: 1/22/14

BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

# **ENCLOSURE 10**



Nineteen Harbor Loop  
Gloucester, MA 01930

TEL 978-282-3012  
FAX 978-281-4188  
[jcaulkett@gloucester-ma.gov](mailto:jcaulkett@gloucester-ma.gov)  
<http://gloucester-ma.gov/harbormaster>

CITY OF GLOUCESTER  
HARBORMASTER'S OFFICE

MEMORANDUM

To: Carolyn Kirk, Mayor  
From: Jim Caulkett, Harbormaster *JAC*  
Date: January 8, 2014  
Subject: Appropriation of Funds from Retained Earnings

Dear Mayor,

In your next Report to Council will you include the following requests for funds from the Waterways Enterprise Fund Retained Earnings in the amount of \$40,698.00.

These funds will be utilized for various projects approved by the Waterways Board as follows;

1/ \$16,000.00 for the purchase and installation of a new engine on the 23' Parker Patrol Boat.

2/ \$4,900.00 for the purchase of new careening wall keel blocks for Cripple Cove Public Landing. **# 2014-SA-9**

3/ \$4,500.00 for the purchase of technical improvements to the Harbormaster's computer mooring management system and Waterways Board web site.

4/ \$8,900.00 for improvements to Lobster and Hodgkins Cove Public Landings.

5/ \$2,800.00 for matching funds for the purchase of a new engine on the 21' Pumpout Boat.

6/ \$3,598.00 transfer to Municipal Waterways Improvements (Chapter 91) Account 720000 as required by State Law.

Please refer this matter to the Budget and Finance subcommittee for review and discussion.

Respectfully

**City of Gloucester  
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST  
Fiscal Year 2014**

\*\*\*\*CITY COUNCIL APPROVAL- 5 VOTES NEEDED\*\*\*\*

APPROPRIATION # 2014-SA- 9 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: Harbormaster's Office

APPROPRIATION AMOUNT: \$ 4,900.00

Account to appropriate from: *Unifund Account #* 700000.10.000.35900.0000.00.000.00.000  
*Account Description* Waterways Enterprise Fund, Retained Earnings

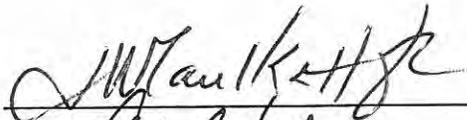
Balance Before Appropriation	\$	<u>73,412.00</u>
Balance After Appropriation	\$	<u>68,512.00</u>

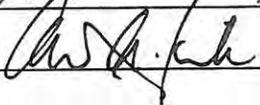
Account Receiving Appropriation: *Unifund Account #* 700000.10.492.52000.0000.00.000.00.052  
*Account Description* Waterways Enterprise, Contractual Services

Balance Before Appropriation	\$	<u>9,959.23</u>
Balance After Appropriation	\$	<u>14,859.23</u>

DETAILED ANALYSIS OF NEED(S): Appropriate Waterways Enterprise Fund "Retained Earnings" for the purpose to purchase a new careening wall keel blocks for Cripple Cove Public Landing.

**APPROVALS:**

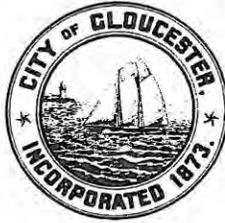
DEPT. HEAD:  DATE: 1/13/14

ADMINISTRATION:  DATE: 1/22/14

BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

# **ENCLOSURE 11**



Nineteen Harbor Loop  
Gloucester, MA 01930

TEL 978-282-3012  
FAX 978-281-4188  
[jcaulkett@gloucester-ma.gov](mailto:jcaulkett@gloucester-ma.gov)  
<http://gloucester-ma.gov/harbormaster>

CITY OF GLOUCESTER  
HARBORMASTER'S OFFICE

MEMORANDUM

To: Carolyn Kirk, Mayor  
From: Jim Caulkett, Harbormaster *JMC*  
Date: January 8, 2014  
Subject: Appropriation of Funds from Retained Earnings

Dear Mayor,

In your next Report to Council will you include the following requests for funds from the Waterways Enterprise Fund Retained Earnings in the amount of \$40,698.00.

These funds will be utilized for various projects approved by the Waterways Board as follows;

1/ \$16,000.00 for the purchase and installation of a new engine on the 23' Parker Patrol Boat.

2/ \$4,900.00 for the purchase of new careening wall keel blocks for Cripple Cove Public Landing.

3/ \$4,500.00 for the purchase of technical improvements to the Harbormaster's computer mooring management system and Waterways Board web site.

#2014-  
SA-10

4/ \$8,900.00 for improvements to Lobster and Hodgkins Cove Public Landings.

5/ \$2,800.00 for matching funds for the purchase of a new engine on the 21' Pumpout Boat.

6/ \$3,598.00 transfer to Municipal Waterways Improvements (Chapter 91) Account 720000 as required by State Law.

Please refer this matter to the Budget and Finance subcommittee for review and discussion.

Respectfully

**City of Gloucester  
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST  
Fiscal Year 2014**

\*\*\*\*CITY COUNCIL APPROVAL- 5 VOTES NEEDED\*\*\*\*

APPROPRIATION # 2014-SA- 10 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: Harbormaster's Office

APPROPRIATION AMOUNT: \$ 4,500.00

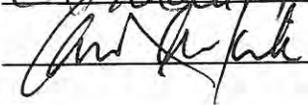
Account to appropriate from:	Unifund Account #	<u>700000.10.000.35900.0000.00.000.00.000</u>
	Account Description	<u>Waterways Enterprise Fund, Retained Earnings</u>
Balance Before Appropriation	\$	<u>68,512.00</u>
Balance After Appropriation	\$	<u>64,012.00</u>

Account Receiving Appropriation:	Unifund Account #	<u>700000.10.492.52000.0000.00.000.00.052</u>
	Account Description	<u>Waterways Enterprise, Contractual Services</u>
Balance Before Appropriation	\$	<u>14,859.23</u>
Balance After Appropriation	\$	<u>19,359.23</u>

DETAILED ANALYSIS OF NEED(S): Appropriate Waterways Enterprise Fund "Retained Earnings" for the purpose to purchase technical improvements to the Harbormaster's computer mooring management system and Waterways Board website.

**APPROVALS:**

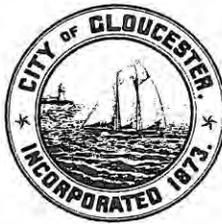
DEPT. HEAD:  DATE: 1/8/14

ADMINISTRATION:  DATE: 1/22/14

BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

# **ENCLOSURE 12**



Nineteen Harbor Loop  
Gloucester, MA 01930

TEL 978-282-3012  
FAX 978-281-4188  
[jcaulkett@gloucester-ma.gov](mailto:jcaulkett@gloucester-ma.gov)  
<http://gloucester-ma.gov/harbormaster>

CITY OF GLOUCESTER  
HARBORMASTER'S OFFICE

MEMORANDUM

To: Carolyn Kirk, Mayor  
From: Jim Caulkett, Harbormaster *JAC*  
Date: January 8, 2014  
Subject: Appropriation of Funds from Retained Earnings

Dear Mayor,

In your next Report to Council will you include the following requests for funds from the Waterways Enterprise Fund Retained Earnings in the amount of \$40,698.00.

These funds will be utilized for various projects approved by the Waterways Board as follows;

1/ \$16,000.00 for the purchase and installation of a new engine on the 23' Parker Patrol Boat.

2/ \$4,900.00 for the purchase of new careening wall keel blocks for Cripple Cove Public Landing.

3/ \$4,500.00 for the purchase of technical improvements to the Harbormaster's computer mooring management system and Waterways Board web site.

4/ \$8,900.00 for improvements to Lobster and Hodgkins Cove Public Landings.

5/ \$2,800.00 for matching funds for the purchase of a new engine on the 21' Pumpout Boat.

6/ \$3,598.00 transfer to Municipal Waterways Improvements (Chapter 91) Account 720000 as required by State Law.

Please refer this matter to the Budget and Finance subcommittee for review and discussion.

Respectfully

#2014-  
SA-11

**City of Gloucester  
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST  
Fiscal Year 2014**

\*\*\*\*CITY COUNCIL APPROVAL- 5 VOTES NEEDED\*\*\*\*

APPROPRIATION # 2014-SA- 11 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: Harbormaster's Office

APPROPRIATION AMOUNT: \$ 8,900.00

Account to appropriate from: *Unifund Account #* 700000.10.000.35900.0000.00.000.00.000  
*Account Description* Waterways Enterprise Fund, Retained Earnings

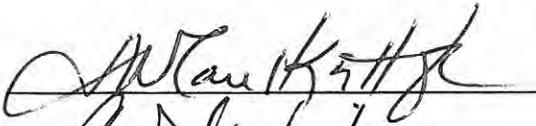
Balance Before Appropriation	\$	<u>64,012.00</u>
Balance After Appropriation	\$	<u>55,112.00</u>

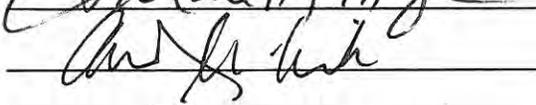
Account Receiving Appropriation: *Unifund Account #* 700000.10.492.58760.0000.00.000.00.058  
*Account Description* Waterways Enterprise, Public Landing Improvements

Balance Before Appropriation	\$	<u>-</u>
Balance After Appropriation	\$	<u>8,900.00</u>

DETAILED ANALYSIS OF NEED(S): Appropriate Waterways Enterprise Fund "Retained Earnings" for the purpose to make improvements to Lobster and Hodgkins Cove Public Landings.

**APPROVALS:**

DEPT. HEAD:  DATE: 1/8/14

ADMINISTRATION:  DATE: 1/22/14

BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

# **ENCLOSURE 13**



Nineteen Harbor Loop  
Gloucester, MA 01930

TEL 978-282-3012

FAX 978-281-4188

[jcaulkett@gloucester-ma.gov](mailto:jcaulkett@gloucester-ma.gov)

<http://gloucester-ma.gov/harbormaster>

CITY OF GLOUCESTER  
HARBORMASTER'S OFFICE

MEMORANDUM

To: Carolyn Kirk, Mayor  
From: Jim Caulkett, Harbormaster   
Date: January 8, 2014  
Subject: Appropriation of Funds from Retained Earnings

Dear Mayor,

In your next Report to Council will you include the following requests for funds from the Waterways Enterprise Fund Retained Earnings in the amount of \$40,698.00.

These funds will be utilized for various projects approved by the Waterways Board as follows;

1/ \$16,000.00 for the purchase and installation of a new engine on the 23' Parker Patrol Boat.

2/ \$4,900.00 for the purchase of new careening wall keel blocks for Cripple Cove Public Landing.

3/ \$4,500.00 for the purchase of technical improvements to the Harbormaster's computer mooring management system and Waterways Board web site.

4/ \$8,900.00 for improvements to Lobster and Hodgkins Cove Public Landings.

5/ \$2,800.00 for matching funds for the purchase of a new engine on the 21' Pumpout Boat.

#2014-  
SA-12

6/ \$3,598.00 transfer to Municipal Waterways Improvements (Chapter 91) Account 720000 as required by State Law.

Please refer this matter to the Budget and Finance subcommittee for review and discussion.

Respectfully

**City of Gloucester**  
**SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST**  
**Fiscal Year 2014**

\*\*\*\*CITY COUNCIL APPROVAL- 5 VOTES NEEDED\*\*\*\*

APPROPRIATION # 2014-SA- 12 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Harbormaster's Office

APPROPRIATION AMOUNT: \$ 2,800.00

Account to appropriate from: *Unifund Account #* 700000.10.000.35900.0000.00.000.00.000  
*Account Description* Waterways Enterprise Fund, Retained Earnings

Balance Before Appropriation	\$	<u>55,112.00</u>
Balance After Appropriation	\$	<u>52,312.00</u>

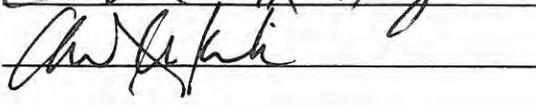
Account Receiving Appropriation: *Unifund Account #* 700000.10.492.58755.0000.00.000.00.058  
*Account Description* WATERWAYS ENTERPRISE, BOAT & EQUIPMENT

Balance Before Appropriation	\$	<u>16,000.00</u>
Balance After Appropriation	\$	<u>18,800.00</u>

DETAILED ANALYSIS OF NEED(S): Appropriate Waterways Enterprise Fund "Retained Earnings" for the purpose to fund a portion of the purchase of a new engine of the 21' Pumpout Boat.

**APPROVALS:**

DEPT. HEAD:  DATE: 1/8/14

ADMINISTRATION:  DATE: 1/22/14

BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

# **ENCLOSURE 14**



Nineteen Harbor Loop  
Gloucester, MA 01930

TEL 978-282-3012

FAX 978-281-4188

[jcaulkett@gloucester-ma.gov](mailto:jcaulkett@gloucester-ma.gov)

<http://gloucester-ma.gov/harbormaster>

CITY OF GLOUCESTER  
HARBORMASTER'S OFFICE

MEMORANDUM

To: Carolyn Kirk, Mayor  
From: Jim Caulkett, Harbormaster   
Date: January 8, 2014  
Subject: Appropriation of Funds from Retained Earnings

Dear Mayor,

In your next Report to Council will you include the following requests for funds from the Waterways Enterprise Fund Retained Earnings in the amount of \$40,698.00.

These funds will be utilized for various projects approved by the Waterways Board as follows;

1/ \$16,000.00 for the purchase and installation of a new engine on the 23' Parker Patrol Boat.

2/ \$4,900.00 for the purchase of new careening wall keel blocks for Cripple Cove Public Landing.

3/ \$4,500.00 for the purchase of technical improvements to the Harbormaster's computer mooring management system and Waterways Board web site.

4/ \$8,900.00 for improvements to Lobster and Hodgkins Cove Public Landings.

5/ \$2,800.00 for matching funds for the purchase of a new engine on the 21' Pumpout Boat.

6/ \$3,598.00 transfer to Municipal Waterways Improvements (Chapter 91) Account 720000 as required by State Law.

#2014-  
SA-13

Please refer this matter to the Budget and Finance subcommittee for review and discussion.

Respectfully

**City of Gloucester  
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST  
Fiscal Year 2014**

\*\*\*\*CITY COUNCIL APPROVAL- 5 VOTES NEEDED\*\*\*\*

APPROPRIATION # 2014-SA- 13 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: \_\_\_\_\_ Harbormaster's Office

APPROPRIATION AMOUNT: \$ 3,598.00

Account to appropriate from: *Unifund Account #* 700000.10.000.35900.0000.00.000.00.000  
*Account Description* Waterways Enterprise Fund, Retained Earnings

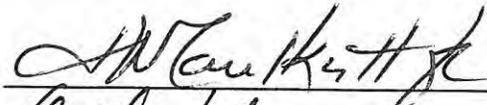
Balance Before Appropriation	\$	<u>52,312.00</u>
Balance After Appropriation	\$	<u>48,714.00</u>

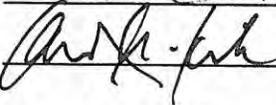
Account Receiving Appropriation: *Unifund Account #* 720000.10.996.49700.0000.00.000.00.040  
*Account Description* R/A Municipal Waterways, Trans. In - from Enterprise Fds

Balance Before Appropriation	\$	<u>26,470.00</u>
Balance After Appropriation	\$	<u>30,068.00</u>

DETAILED ANALYSIS OF NEED(S): Appropriate Waterways Enterprise Fund "Retained Earnings" for the purpose to transfer funds to the Municipal Waterways Improvements (Chapter 91) Fund as required by State Law.

**APPROVALS:**

DEPT. HEAD:  DATE: 1/8/14

ADMINISTRATION:  DATE: 1/22/14

BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

# **ENCLOSURE 15**

City Hall  
Nine Dale Avenue  
Gloucester, MA. 01930



TEL 978 281 9730  
FAX 978 281 8472

CITY OF GLOUCESTER  
CITY AUDITOR'S OFFICE

MEMORANDUM

TO: Carolyn A. Kirk, Mayor  
FROM: Kenny Costa, City Auditor   
RE: FEMA/MEMA February 2013 Blizzard Grant Reimbursement  
Date: January 10, 2014

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The City has been awarded a FEMA/MEMA February 2013 Blizzard Grant Reimbursement in the amount of \$229,086.57 from the Federal Emergency Management Agency (FEMA) passed through the Massachusetts Emergency Management Agency (MEMA). The grant reimbursements are for snowstorm related costs expended by the City on February 8-9, 2013 Blizzard. As stated in the contract form, the City took such actions as necessary to save lives, protect public health and safety and protect improved property City-wide.

According to MGL Chapter 44, Section 53A, the City may accept grants from the federal government with the approval of the Mayor and City Council.

Please refer this matter to the Budget & Finance Committee.



City of Gloucester  
Grant Application and Check List

Granting Authority: State \_\_\_\_\_ Federal  Other \_\_\_\_\_

Name of Grant: FEMA - 4110 - DR - MA February 2013 Blizzard

Department Applying for Grant: Fire / EMD Department

Agency-Federal or State application is requested from: FEMA / MEMA

Object of the application: Reimbursement from February 2013 Blizzard

Any match requirements: None

Mayor's approval to proceed: \_\_\_\_\_  
Signature [Signature] Date 1/22/14

City Council's referral to Budget & Finance Standing Committee: \_\_\_\_\_  
Vote \_\_\_\_\_ Date \_\_\_\_\_

Budget & Finance Standing Committee: \_\_\_\_\_  
Positive or Negative Recommendation \_\_\_\_\_ Date \_\_\_\_\_

City Council's Approval or Rejection: \_\_\_\_\_  
Vote \_\_\_\_\_ Date \_\_\_\_\_

City Clerk's Certification of Vote to City Auditor: \_\_\_\_\_  
Certification \_\_\_\_\_ Date \_\_\_\_\_

City Auditor:  
Assignment of account title and value of grant: \_\_\_\_\_  
Title \_\_\_\_\_ Amount \_\_\_\_\_

Auditor's distribution to managing department: \_\_\_\_\_  
Department \_\_\_\_\_ Date sent \_\_\_\_\_

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office

FORM: AUDIT GRANT CHECKLIST - V.1



**City of Gloucester  
Grant Application and Check List (Continued)**

**The following are documents needed by the Auditing Office for grant account creation:**

- 1. Grant Application**
- 2. Grant Award Letter/Standard Contract Approval Form**
- 3. Council Order Approval**
- 4. Original Grant Account Budget as approved by Grantor**
- 5. Amended Grant Account Budget as approved by Grantor (if applicable)**
- 6. Any additional information as requested by the Auditing Department**

**Note: All documents must be complete signed copies.**

**Please attach the following documents with the Grant Application and Check List and send to the Auditors' Office.**

CITY OF GLOUCESTER

ACCOUNT BUDGET

DEPARTMENT NAME: Fire/EMD Department  
 ACCOUNT NAME: Prior Grant Reimbursement  
 FUND NUMBER AND NAME: (N/A FOR NEW FUND) 101000 - General Fund  
 CFDA # (Required for Federal Grants): 97.036  
 DATE PREPARED: January 10, 2013

APPROVED  
 AMENDED BUDGET

OBJECT	ORIGINAL BUDGET	(IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (4_ _ _ _)				
48401	\$229,086.57			\$229,086.57 <del>\$0.00</del>
				\$0.00
				\$0.00
Total:	229,086.57 <del>\$0.00</del>	\$0.00	\$0.00	\$229,086.57 <del>\$0.00</del>
EXPENSE (5_ _ _ _)				
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00

DEPARTMENT HEAD SIGNATURE \_\_\_\_\_

DATE ENTERED (AUDIT) \_\_\_\_\_ AUDITING DEPARTMENT INITIALS \_\_\_\_\_

# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at [www.mass.gov/osc](http://www.mass.gov/osc) under [Guidance For Vendors - Forms](#) or [www.mass.gov/osd](http://www.mass.gov/osd) under [OSD Forms](#).

PW-00297

<b>CONTRACTOR LEGAL NAME:</b> Town of Gloucester (and d/b/a):	<b>COMMONWEALTH DEPARTMENT NAME:</b> CDA Massachusetts Emergency Management Agency <b>MMARS Department Code:</b> CDA
<b>Legal Address:</b> (W-9, W-4,T&C): 9 Dale Avenue, Gloucester, MA 01930	<b>Business Mailing Address:</b> 400 Worcester Road, Framingham, MA 01702
<b>Contract Manager:</b> Ms. Carolyn Kirk	<b>Billing Address (if different):</b>
<b>E-Mail:</b> ckirk@gloucester-ma.gov	<b>Contract Manager:</b> Paula Krumsiek, Contract Specialist
<b>Phone:</b> 978-282-4100 <b>Fax:</b>	<b>E-Mail:</b> Paula.Krumsiek@state.ma.us
<b>Contractor Vendor Code:</b> VC6000192096	<b>Phone:</b> 508-820-1424 <b>Fax:</b> 508-820-1404
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD ____ (Note: The Address ID must be set up for EFT payments.)	<b>MMARS Doc ID(s):</b> CTFEMA4110GLOUC00297
<input checked="" type="checkbox"/> <b>NEW CONTRACT</b> <b>PROCUREMENT OR EXCEPTION TYPE:</b> (Check one option only) <input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input type="checkbox"/> <u>Department Procurement</u> (includes State or Federal grants <u>815 CMR 2.00</u> ) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach <u>Employment Status Form</u> , scope, budget) <input checked="" type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)	<input type="checkbox"/> <b>CONTRACT AMENDMENT</b> Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____ (or "no change") <b>AMENDMENT TYPE:</b> (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)
The following <b>COMMONWEALTH TERMS AND CONDITIONS (T&amp;C)</b> has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services	
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> <u>Rate Contract</u> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <u>Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended), <b>\$8,649.30</b>	
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: ___agree to standard 45 day cycle ___ statutory/legal or Ready Payments (G.L. c. 29, § 23A); <input checked="" type="checkbox"/> ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)	
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) (Reference CFDA # 97.036) PW-00297 to reimburse for FEMA 4110 February 8-9, 2013 Blizzard – The applicant took such actions as necessary to save lives, protect public health and safety and protect improved property Good Harbor. Assistance for restoration of publicly owned parks, recreational areas, and other facilities under Category G under the FEMA Public Assistance Program.	
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input type="checkbox"/> 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date <u>LATER</u> than the <u>Effective Date</u> below and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input checked="" type="checkbox"/> 3. were incurred as of <u>2/8/2013</u> , a date <u>PRIOR</u> to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.	
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>12/31/2013</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.	
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <u>801 CMR 21.07</u> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.	
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b> X: _____ Date: <u>10/30/13</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>CAROLYN A. KIRK</u> Print Title: <u>MAYOR</u>	<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b> X: _____ Date: <u>10/20/13</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>David Mahr</u> Print Title: <u>Chief Fiscal Officer</u>

# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at [www.mass.gov/osc](http://www.mass.gov/osc) under [Guidance For Vendors - Forms](#) or [www.mass.gov/osd](http://www.mass.gov/osd) under [OSD Forms](#).

PW-00298

<b>CONTRACTOR LEGAL NAME:</b> Town of Gloucester (and d/b/a):		<b>COMMONWEALTH DEPARTMENT NAME:</b> CDA Massachusetts Emergency Management Agency <b>MMARS Department Code:</b> CDA	
<b>Legal Address:</b> (W-9, W-4,T&C): 9 Dale Avenue, Gloucester, MA 01930		<b>Business Mailing Address:</b> 400 Worcester Road, Framingham, MA 01702	
<b>Contract Manager:</b> Ms. Carolyn Kirk		<b>Billing Address (if different):</b>	
<b>E-Mail:</b> ckkirk@gloucester-ma.gov		<b>Contract Manager:</b> Paula Krumsick, Contract Specialist	
<b>Phone:</b> 978-282-4100	<b>Fax:</b>	<b>E-Mail:</b> Paula.Krumsick@state.ma.us	
<b>Contractor Vendor Code:</b> VC6000192096		<b>Phone:</b> 508-820-1424	<b>Fax:</b> 508-820-1404
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD (Note: The Address ID must be set up for EFT payments.)		<b>MMARS Doc ID(s):</b> CTFEMA4110GLOUC00298	
		<b>RF/Procurement or Other ID Number:</b> FEMA-4110-DR-MA February 2013 Blizzard	
<input checked="" type="checkbox"/> <b>NEW CONTRACT</b> <b>PROCUREMENT OR EXCEPTION TYPE:</b> (Check one option only) <input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input type="checkbox"/> <u>Department Procurement</u> (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach <u>Employment Status Form</u> , scope, budget) <input checked="" type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)		<input type="checkbox"/> <b>CONTRACT AMENDMENT</b> Enter Current Contract End Date <u>Prior</u> to Amendment: ____, 20 ____, Enter Amendment Amount: \$ _____. (or "no change") <b>AMENDMENT TYPE:</b> (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)	
The following <b>COMMONWEALTH TERMS AND CONDITIONS (T&amp;C)</b> has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> <u>Rate Contract</u> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <u>Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended). <b>\$1,641.90</b>			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days __% PPD; Payment issued within 15 days __% PPD; Payment issued within 20 days __% PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: <input type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments (G.L. c. 29, § 23A); <input checked="" type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) (Reference CFDA # 97.036) PW-00298 To reimburse for FEMA 4110 February 8-9, 2013 Blizzard - The applicant took such actions as necessary to save lives, protect public health and safety and protect improved property Magnolia Harbor. Assistance for restoration of publicly owned parks, recreational areas, and other facilities under Category G under the FEMA Public Assistance Program.			
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input type="checkbox"/> 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 2. may be incurred as of ____, 20 ____, a date <u>LATER</u> than the <u>Effective Date</u> below and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input checked="" type="checkbox"/> 3. were incurred as of 2/8/2013, a date <u>PRIOR</u> to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of 12/31/2013, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b> X: <u>[Signature]</u> Date: <u>10/30/13</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Carolyn A. Kirk</u> Print Title: <u>Mayor</u>		<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b> X: <u>[Signature]</u> Date: <u>11/08</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>David Mahr</u> Print Title: <u>Chief Fiscal Officer</u>	

# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



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PW-00308

<b>CONTRACTOR LEGAL NAME:</b> Town of Gloucester (and d/b/a):		<b>COMMONWEALTH DEPARTMENT NAME:</b> CDA Massachusetts Emergency Management Agency <b>MMARS Department Code:</b> CDA	
<b>Legal Address:</b> (W-9, W-4,T&C): 9 Dale Avenue, Gloucester, MA 01930		<b>Business Mailing Address:</b> 400 Worcester Road, Framingham, MA 01702	
<b>Contract Manager:</b> Ms. Carolyn Kirk		<b>Billing Address (if different):</b>	
<b>E-Mail:</b> ckirk@gloucester-ma.gov		<b>Contract Manager:</b> Paula Krumsiek, Contract Specialist	
<b>Phone:</b> 978-282-4100	<b>Fax:</b>	<b>E-Mail:</b> Paula.Krumsiek@state.ma.us	
<b>Contractor Vendor Code:</b> VC6000192096		<b>Phone:</b> 508-820-1424	<b>Fax:</b> 508-820-1404
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD__ (Note: The Address Id Must be set up for EFT payments.)		<b>MMARS Doc ID(s):</b> CTFEMA4110GLOUC00308	
<b>RFR/Procurement or Other ID Number:</b> FEMA-4110-DR-MA February 2013 Blizzard			
<input checked="" type="checkbox"/> <b>NEW CONTRACT</b>		<input type="checkbox"/> <b>CONTRACT AMENDMENT</b>	
<b>PROCUREMENT OR EXCEPTION TYPE:</b> (Check one option only) <input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input type="checkbox"/> <u>Department Procurement</u> (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach <u>Employment Status Form</u> , scope, budget) <input checked="" type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)		Enter Current Contract End Date <u>Prior</u> to Amendment: ____, 20__ Enter Amendment Amount: \$ _____. (or "no change") <b>AMENDMENT TYPE:</b> (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)	
The following <b>COMMONWEALTH TERMS AND CONDITIONS (T&amp;C)</b> has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> <u>Rate Contract</u> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <u>Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended). <b>\$2,428.86</b>			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days __% PPD; Payment issued within 15 days __% PPD; Payment issued within 20 days __% PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: __agree to standard 45 day cycle __ statutory/legal or Ready Payments (G.L. c. 29, § 23A); <input checked="" type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) (Reference CFDA # 97.036) PW-00308 To reimburse for FEMA 4110 February 8-9, 2013 Blizzard – The applicant took such actions as necessary to save lives, protect public health and safety and protect improved property Gloucester PD. Assistance for emergency protective measures and debris removal under Category A&B under the FEMA Public Assistance Program			
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input type="checkbox"/> 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 2. may be incurred as of ____, 20__, a date <u>LATER</u> than the <u>Effective Date</u> below and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input checked="" type="checkbox"/> 3. were incurred as of <u>2/8/2013</u> , a date <u>PRIOR</u> to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of 12/31/2013, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <u>801 CMR 21.07</u> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b> X: <u>Carolyn A. Kirk</u> Date: <u>10/8/13</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Carolyn A. Kirk</u> Print Title: <u>Mayor</u>		<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b> X: <u>David Mahr</u> Date: <u>10/20/13</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>David Mahr</u> Print Title: <u>Chief Fiscal Officer</u>	

# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



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PW-00300

<b>CONTRACTOR LEGAL NAME:</b> Town of Gloucester (and d/b/a):	<b>COMMONWEALTH DEPARTMENT NAME:</b> CDA Massachusetts Emergency Management Agency <b>MMARS Department Code:</b> CDA
<b>Legal Address:</b> (W-9, W-4,T&C): 9 Dale Avenue, Gloucester, MA 01930	<b>Business Mailing Address:</b> 400 Worcester Road, Framingham, MA 01702
<b>Contract Manager:</b> Ms. Carolyn Kirk	<b>Billing Address</b> (if different):
<b>E-Mail:</b> ckirk@gloucester-ma.gov	<b>Contract Manager:</b> Paula Krumsiek, Contract Specialist
<b>Phone:</b> 978-282-4100 <b>Fax:</b>	<b>E-Mail:</b> Paula.Krumsiek@state.ma.us
<b>Contractor Vendor Code:</b> VC6000192096	<b>Phone:</b> 508-820-1424 <b>Fax:</b> 508-820-1404
<b>Vendor Code Address ID</b> (e.g. "AD001"): AD (Note: The Address ID must be set up for EFT payments.)	<b>MMARS Doc ID(s):</b> CTFEMA4110GLOUC00300 <b>RFR/Procurement or Other ID Number:</b> FEMA-4110-DR-MA February 2013 Blizzard
<input checked="" type="checkbox"/> <b>NEW CONTRACT</b> <b>PROCUREMENT OR EXCEPTION TYPE:</b> (Check one option only) <input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input type="checkbox"/> <u>Department Procurement</u> (Includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach Employment Status Form, scope, budget) <input checked="" type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)	<input type="checkbox"/> <b>CONTRACT AMENDMENT</b> Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____ (or "no change") <b>AMENDMENT TYPE:</b> (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)
The following <b>COMMONWEALTH TERMS AND CONDITIONS (T&amp;C)</b> has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services	
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> <u>Rate Contract</u> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <u>Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or <u>new Total</u> if Contract is being amended). <b>\$5,406.88</b>	
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: ___agree to standard 45 day cycle ___ statutory/legal or Ready Payments (G.L. c. 29, § 23A); <input checked="" type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)	
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) (Reference CFDA # 97.036) PW-00300 To reimburse for FEMA 4110 February 8-9, 2013 Blizzard – The applicant took such actions as necessary to save lives, protect public health and safety and protect improved property Gloucester FD. Assistance for emergency protective measures and debris removal under Category A&B under the FEMA Public Assistance Program	
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input type="checkbox"/> 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date <u>LATER</u> than the <u>Effective Date</u> below and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input checked="" type="checkbox"/> 3. were incurred as of 2/8/2013, a date <u>PRIOR</u> to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.	
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of 12/31/2013, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.	
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.	
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b> X: <u>Carolyn A. Kirk</u> Date: <u>10/8/13</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Carolyn A. Kirk</u> Print Title: <u>Mayor</u>	<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b> X: <u>David Mahr</u> Date: <u>10/20/13</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>David Mahr</u> Print Title: <u>Chief Fiscal Officer</u>

# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



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PW-00299

<b>CONTRACTOR LEGAL NAME:</b> Town of Gloucester (and d/b/a):	<b>COMMONWEALTH DEPARTMENT NAME:</b> CDA Massachusetts Emergency Management Agency <b>MMARS Department Code:</b> CDA
<b>Legal Address:</b> (W-9, W-4,T&C): 9 Dale Avenue, Gloucester, MA 01930	<b>Business Mailing Address:</b> 400 Worcester Road, Framingham, MA 01702
<b>Contract Manager:</b> Ms. Carolyn Kirk	<b>Billing Address (if different):</b>
<b>E-Mail:</b> cklrk@gloucester-ma.gov	<b>Contract Manager:</b> Paula Krumstiek, Contract Specialist
<b>Phone:</b> 978-282-4100 <b>Fax:</b>	<b>E-Mail:</b> Paula.Krumstiek@state.ma.us
<b>Contractor Vendor Code:</b> VC6000192098	<b>Phone:</b> 508-820-1424 <b>Fax:</b> 508-820-1404
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD (Note: The Address ID must be set up for EFT payments.)	<b>MMARS Doc ID(s):</b> CTFEMA4110GLOUC00299
<input checked="" type="checkbox"/> <b>NEW CONTRACT</b> <b>PROCUREMENT OR EXCEPTION TYPE:</b> (Check one option only) <input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input type="checkbox"/> <u>Department Procurement</u> (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach <u>Employment Status Form</u> , scope, budget) <input checked="" type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)	<input type="checkbox"/> <b>CONTRACT AMENDMENT</b> Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____ Enter Amendment Amount: \$ _____, (or "no change") <b>AMENDMENT TYPE:</b> (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)
The following <b>COMMONWEALTH TERMS AND CONDITIONS (T&amp;C)</b> has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services	
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> <u>Rate Contract</u> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <u>Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or <u>new Total</u> if Contract is being amended). <b>\$209,767.43</b>	
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through <u>EFT</u> 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: ___agree to standard 45 day cycle ___ statutory/legal or Ready Payments (G.L. c. 29, § 23A); <input checked="" type="checkbox"/> ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)	
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) (Reference CFDA # 97.036) PW-00299 To reimburse for FEMA 4110 February 8-9, 2013 Blizzard – The applicant took such actions as necessary to save lives, protect public health and safety and protect improved property Townwide. Assistance for emergency protective measures and debris removal under Category A&B under the FEMA Public Assistance Program	
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: ___ 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . ___ 2. may be incurred as of _____, 20____, a date <u>LATER</u> than the <u>Effective Date</u> below and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input checked="" type="checkbox"/> 3. were incurred as of 2/8/2013, a date <u>PRIOR</u> to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.	
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of 12/31/2013, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.	
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.	
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b> X: <u>Carolyn Kirk</u> Date: <u>10/8/13</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Carolyn Kirk</u> Print Title: <u>Mayor</u>	<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b> X: <u>David Mahr</u> Date: <u>10/28/13</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>David Mahr</u> Print Title: <u>Chief Fiscal Officer</u>

# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



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PW-00524

<b>CONTRACTOR LEGAL NAME:</b> Town of Gloucester (and d/b/a):	<b>COMMONWEALTH DEPARTMENT NAME:</b> CDA Massachusetts Emergency Management Agency <b>MMARS Department Code:</b> CDA
<b>Legal Address:</b> (W-9, W-4, T&C): 9 Dale Avenue, Gloucester, MA 01930	<b>Business Mailing Address:</b> 400 Worcester Road, Framingham, MA 01702
<b>Contract Manager:</b> Ms. Carolyn Kirk	<b>Billing Address (if different):</b>
<b>E-Mail:</b> ckirk@gloucester-ma.gov	<b>Contract Manager:</b> Paula Krumsiek, Contract Specialist
<b>Phone:</b> 978-282-4100 <b>Fax:</b>	<b>E-Mail:</b> Paula.Krumsiek@state.ma.us
<b>Contractor Vendor Code:</b> VC6000192096	<b>Phone:</b> 508-820-1424 <b>Fax:</b> 508-820-1404
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD ____ (Note: The Address Id Must be set up for EFT payments.)	<b>MMARS Doc ID(s):</b> CTFEMA4110GLOUC00524 <b>RFR/Procurement or Other ID Number:</b> FEMA-4110-DR-MA February 2013 Blizzard
<input checked="" type="checkbox"/> <b>NEW CONTRACT</b> <b>PROCUREMENT OR EXCEPTION TYPE:</b> (Check one option only) ___ <b>Statewide Contract</b> (OSD or an OSD-designated Department) ___ <b>Collective Purchase</b> (Attach OSD approval, scope, budget) ___ <b>Department Procurement</b> (Includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) ___ <b>Emergency Contract</b> (Attach justification for emergency, scope, budget) ___ <b>Contract Employee</b> (Attach Employment Status Form, scope, budget) <input checked="" type="checkbox"/> <b>Legislative/Legal or Other:</b> (Attach authorizing language/justification, scope and budget)	<input type="checkbox"/> <b>CONTRACT AMENDMENT</b> Enter Current Contract End Date <i>Prior</i> to Amendment: ____, 20 ____, Enter Amendment Amount: \$ _____. (or "no change") <b>AMENDMENT TYPE:</b> (Check one option only. Attach details of Amendment changes.) ___ <b>Amendment to Scope or Budget</b> (Attach updated scope and budget) ___ <b>Interim Contract</b> (Attach justification for Interim Contract and updated scope/budget) ___ <b>Contract Employee</b> (Attach any updates to scope or budget) ___ <b>Legislative/Legal or Other:</b> (Attach authorizing language/justification and updated scope and budget)
The following <b>COMMONWEALTH TERMS AND CONDITIONS</b> (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions    ___ Commonwealth Terms and Conditions For Human and Social Services	
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. ___ <b>Rate Contract</b> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <b>Maximum Obligation Contract</b> Enter Total Maximum Obligation for total duration of this Contract (or <i>new</i> Total if Contract is being amended). <b>\$1,192.20</b>	
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: ___ agree to standard 45 day cycle ___ statutory/legal or Ready Payments (G.L. c. 29, § 23A); <input checked="" type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)	
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) (Reference CFDA # 97.036) PW-00524 To reimburse for FEMA 4110 February 8-9, 2013 Blizzard - The applicant took such actions as necessary to save lives, protect public health and safety and protect improved property Donated Res.. Assistance for emergency protective measures and debris removal under Category A&B under the FEMA Public Assistance Program	
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: ___ 1. may be incurred as of the <b>Effective Date</b> (latest signature date below) and <b>no</b> obligations have been incurred <b>prior</b> to the <b>Effective Date</b> . ___ 2. may be incurred as of ____, 20 ____, a date <b>LATER</b> than the <b>Effective Date</b> below and <b>no</b> obligations have been incurred <b>prior</b> to the <b>Effective Date</b> . <input checked="" type="checkbox"/> 3. were incurred as of 2/8/2013, a date <b>PRIOR</b> to the <b>Effective Date</b> below, and the parties agree that payments for any obligations incurred prior to the <b>Effective Date</b> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.	
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of 12/31/2013, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.	
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <b>Contractor Certifications</b> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <b>Commonwealth Terms and Conditions</b> , this Standard Contract Form including the <b>Instructions and Contractor Certifications</b> , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.	
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b> X: <u><i>Carolyn A. Kirk</i></u> Date: <u>10/8/13</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Carolyn A. Kirk</u> Print Title: <u>Mayor</u>	<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b> X: <u><i>David Mahr</i></u> Date: <u>10/28/13</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>David Mahr</u> Print Title: <u>Chief Fiscal Officer</u>

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FAILS:  
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ENTITY ASSIGNED NUM: 000001

LINE: 00001

TRANSACTION REF NUM: FEB 2013 BLIZZARD PW-00297

AMOUNT PAID: \$8,649.30

VOUCHER:

FEB 2013 BLIZZARD PW-00297

VOUCHER:

PRC CDA11261300000000047355400 Worcester Rd  
FEB 2013 BLIZZARD PW-00297  
EMERGENCY MANAGEMENT AGENCY  
508-820-2065

101000 145 48401

6742

CB  
12/5/13  
80

LINE: 00002

TRANSACTION REF NUM: FEB 2013 BLIZZARD PW-00298

AMOUNT PAID: \$1,641.90

VOUCHER:

FEB 2013 BLIZZARD PW-00298

VOUCHER:

PRC CDA11261300000000047357400 Worcester Rd  
FEB 2013 BLIZZARD PW-00298  
EMERGENCY MANAGEMENT AGENCY  
508-820-2065

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REPORT TOTALS:

TOTAL TRANSACTIONS: 1

CREDITS: \$10,291.20

INTF2354140111000073  
INTF2354140182000019

\$742.14  
\$5,892.89

CB  
11/8/13  
20

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TAILS:  
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ENTITY ASSIGNED NUM: 000001

LINE: 00001

TRANSACTION REF NUM: FEB 2013 BLIZZARD PW-00308

AMOUNT PAID: \$2,428.86

VOUCHER:

FEB 2013 BLIZZARD PW-00308

PRC CDA10281300000000037926400 Worcester Rd

VOUCHER:

FEB 2013 BLIZZARD PW-00308

EMERGENCY MANAGEMENT AGENCY  
508-820-2065

101000 145 48401

6404

LINE: 00002

TRANSACTION REF NUM: FEB 2013 BLIZZARD PW-00300

AMOUNT PAID: \$5,406.88

VOUCHER:

FEB 2013 BLIZZARD PW-00300

PRC CDA10281300000000037928400 Worcester Rd

VOUCHER:

FEB 2013 BLIZZARD PW-00300

EMERGENCY MANAGEMENT AGENCY  
508-820-2065

101000 145 48401

6405

LINE: 00003

TRANSACTION REF NUM: INTF2354140111000073

AMOUNT PAID: \$742.14

VOUCHER:

INTF2354140111000073

PRC DPHINTF2354140111000073250 Washington Street

VOUCHER:

INTF2354140111000073

DEPARTMENT OF PUBLIC HEALTH - Jamie  
617-624.5823

292083 510 45800 --- 040

14 BOH Underage Drinking Fed Rev.  
6406

ACVCTEDI-01 373  
CITY OF GLOUCESTER

011301798

ACCOUNT NUMBER:  
NOVEMBER 5, 2013

14435  
PAGE: 00003

LINE: 00004

TRANSACTION REF NUM: INTF2354140182000019

AMOUNT PAID: \$5,892.89

VOUCHER:

INTF2354140182000019

PRC DPHINTF2354140182000019250 Washington Street

VOUCHER:

INTF2354140182000019

DEPARTMENT OF PUBLIC HEALTH Jamie  
617-624.5823

292082 510 45800 --- 040

14 Mass Opioid Prevention Fed Rev.  
6407

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REPORT TOTALS:

TOTAL TRANSACTIONS: 1

CREDITS: \$14,470.77

TY ASSIGNED NUM: 000001

CB  
11-18-13  
JO

LINE: 00001  
TRANSACTION REF NUM: FEB 2013 BLIZZARD PW-00299  
AMOUNT PAID: \$209,767.43  
VOUCHER: FEB 2013 BLIZZARD PW-00299  
PRC CDA11061300000000041051400 Worcester Rd  
VOUCHER: FEB 2013 BLIZZARD PW-00299  
EMERGENCY MANAGEMENT AGENCY  
508-820-2065

6524 101000 145 48401

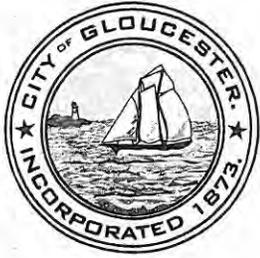
LINE: 00002  
TRANSACTION REF NUM: FEB 2013 BLIZZARD PW-00524  
AMOUNT PAID: \$1,192.20  
VOUCHER: FEB 2013 BLIZZARD PW-00524  
PRC CDA11061300000000041058400 Worcester Rd  
VOUCHER: FEB 2013 BLIZZARD PW-00524  
EMERGENCY MANAGEMENT AGENCY  
508-820-2065

6525

REPORT TOTALS: TOTAL TRANSACTIONS: 1

CREDITS: \$210,959.63

# **ENCLOSURE 16**



**CITY OF GLOUCESTER**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
3 POND ROAD, GLOUCESTER, MA 01930

***MEMORANDUM***

DATE: January 6, 2014

TO: Mayor Carolyn Kirk

FROM: Tom Daniel, Community Development Director <sup>TMD</sup>  
Noreen Burke, Health Director  
Gregg Cadematori, Planning Director

CC: Stephen Winslow, Senior Project Manager <sup>SPW</sup>  
Lucy Sheehan, Senior Center Coordinator

Re: *Get Fit Gloucester!*: MA Council on Aging Grant Application:  
Healthy Aging through Healthy Community Design

The Community Development and Health Departments seek your support and authorization to submit a grant application to the Massachusetts Council on Aging's Healthy Aging through Healthy Community Design Grant program in the amount of \$10,000. This grant program is being made only to communities that have Mass in Motion programs – such as Get Fit Gloucester!.

The Community Development Department and the Metropolitan Area Planning Council will be initiating a Transit – Orientated Development (TOD) planning study of the Railroad Avenue area in Downtown Gloucester. The MBTA commuter rail stop and a Shaw's grocery store sit at the heart of the study area. Four major senior housing complexes sit near the TOD study area including the Clark Building and McPherson Park on Prospect Street, the Sheedy on Pleasant Street and the Willowood Gardens on Maplewood Avenue.

The proposed grant project would add a "Safe Routes for Seniors" element to the TOD study. The "Safe Routes for Seniors" would study the walkability of the Railroad Avenue area for seniors. Tasks would include: (1) a walk audit of the routes from the senior housing sites to Railroad Avenue, (2) outreach to the residents of the complexes and other seniors in Downtown through the Council on Aging, (3) identification of the key walking routes from senior housing to the Railroad Avenue area, and (4) proposals for improvements along the walking routes to make the Commuter Rail and grocery store more accessible for all seniors living downtown.

The Council on Aging / Senior Center will be involved in the walkability audit and the outreach to the residents of each of the housing complexes. MAPC will help facilitate the overall process. The final product will include a map showing the major walking routes for seniors, barriers to walkability along those routes and proposed improvements to reduce or eliminate those barriers.

Grant funds will support MAPC's development of the "Safe Routes for Seniors" element of the TOD study and for funding for the Senior Center to participate in the planning effort.



**City of Gloucester  
Grant Application and Check List**

Granting Authority: State XX Federal \_\_\_\_\_ Other \_\_\_\_\_

Name of Grant: MA Council on Aging: Healthy Aging through Healthy Community Design

Department Applying for Grant: Community Development Department

Agency-Federal or State application is requested from: MA Council on Aging

Object of the application: \$10000 grant for "Safe Downtown Routes for Seniors" Planning

Any match requirements: None.

Mayor's approval to proceed: *[Signature]* 1-22-2014  
Signature Date

City Council's referral to Budget & Finance Standing Committee: \_\_\_\_\_ 2014  
Vote Date

Budget & Finance Standing Committee: \_\_\_\_\_ 2014  
Positive or Negative Recommendation Date

City Council's Approval or Rejection: \_\_\_\_\_ 2014  
Vote Date

City Clerk's Certification of Vote to City Auditor: \_\_\_\_\_ 2014  
Certification Date

City Auditor:  
Assignment of account title and value of grant: \_\_\_\_\_  
Title Amount

Auditor's distribution to managing department: \_\_\_\_\_  
Department Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office

**CITY OF GLOUCESTER**

**ACCOUNT BUDGET**

**DEPARTMENT NAME:** Community Development

**ACCOUNT NAME:** FY 14 MA Council on Aging: Healthy Aging through Healthy Community Design

**FUND NUMBER AND NAME: (N/A FOR NEW FUND)** \_\_\_\_\_

**CFDA # (Required for Federal Grants):** \_\_\_\_\_

**DATE PREPARED:** 1/6/2014

OBJECT	ORIGINAL BUDGET	APPROVED		REVISED BUDGET
		AMENDED BUDGET (IF APPLICABLE)	AMENDED REQUEST	
REVENUE (4_ _ _ _ )				
	\$10,000.00		\$0.00	\$10,000.00
				\$0.00
				\$0.00
Total:	\$10,000.00	\$0.00	\$0.00	\$10,000.00
EXPENSE (5_ _ _ _ )				
Personnel	\$0.00			\$0.00
Consultants	\$9,600.00			\$9,600.00
Operating Expenses	\$400.00			\$400.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total:	\$10,000.00	\$0.00	\$0.00	\$10,000.00

DEPARTMENT HEAD SIGNATURE \_\_\_\_\_

DATE ENTERED (AUDIT) \_\_\_\_\_ AUDITING DEPARTMENT INITIALS \_\_\_\_\_

## Healthy Aging through Healthy Community Design Champions:

Responses to this RFP should include the following variables (and should not exceed 2 pages):

1. ***Mass in Motion Contact Information:***

Name: Stephen Winslow, Sr. Project Manager  
Get Fit Gloucester!, City of Gloucester  
3 Pond Road  
Gloucester MA 01930  
978-282-8007  
swinslow@gloucester-ma.gov

2. ***Brief description of current activities impacting healthy aging, including any existing relationships with COA/Senior Center***

The Get Fit Gloucester! Partnership includes Hank Camille, the representative from the Gloucester Council on Aging. The Get Fit Gloucester! Project Manager meets on at least an annual basis with the Senior Center Director Lucille Sheehan. Get Fit Gloucester! and the Senior Center have collaborated on several initiatives including expanding the Cape Ann Farmer's Market Senior Coupon Program, the Gloucester Walks map developed by WalkBoston and summer walks.

The City's DPW Director Mike Hale serves on the Council Aging board.

3. ***Brief description of current healthy community design initiatives***

The City since 2009 has replaced or repaired over 11 miles of sidewalks in Gloucester including ADA ramp improvements. The City created the "Harbor Walk along portions of Gloucester's waterfront to attract tourists and local residents alike. Crosswalks have been re-striped using a bolder – ladder pattern to help make crossing the street safer for residents of all ages. The reconstruction of Burnham's Field will include paved pathways, benches and a public bathroom making this downtown park more accessible for seniors of the nearby Sheedy Apartments.

The City through its Community Development Department has been holding community forums to better connect downtown neighborhoods to the Main Street business district and the Gloucester waterfront. Gloucester's downtown has several large senior apartment buildings within the study area. The Healthy Gloucester Collaborative recently held a "World Café"; senior residents mentioned the need to provide more walkable routes to a major grocery store located next to the Gloucester MBTA commuter rail station.

4. **Proposed grant project:**

The Community Development Department and the Metropolitan Area Planning Council will be initiating a Transit – Orientated Development planning study of the Railroad Avenue area in Downtown Gloucester. The MBTA commuter rail stop and a major grocery store sit at the heart of the study area.

Four major senior housing complexes sit near the TOD study area including the Clark Building and McPherson Park on Prospect Street, the Sheedy on Pleasant Street and the Willowood Gardens on Maplewood Avenue.

The proposed grant project would add a “Safe Routes for Seniors” element to the TOD study. The “Safe Routes for Seniors” would study the walkability of the Railroad Avenue area for seniors. Tasks would include: (1) a walk audit of the routes from the senior housing sites to Railroad Avenue, (2) outreach to the residents of the complexes and other seniors in Downtown through the Council on Aging, (3) identification of the key walking routes from senior housing to the Railroad Avenue area, and (4) proposals for improvements along the walking routes to make the Commuter Rail and grocery store more accessible for all seniors living downtown.

The Council on Aging / Senior Center will be involved in the walkability audit and the outreach to the residents of each of the housing complexes. WalkBoston’s assistance will be helpful with the walkability audit. MAPC will help facilitate the overall process. The final product will include a map showing the major walking routes for seniors, barriers to walkability along those routes and proposed improvements to reduce or eliminate those barriers.

5. **Budget:** Costs for proposed project and any necessary, related information.

Tasks	Cost	Explanation
1. Walk Audit	\$1600	~16 hours of time by COA a \$25/hr (\$400) plus Technical Staff budget of \$1200
2. Senior Outreach	\$1600	~16 hours of time by COA a \$25/hr (\$400) plus Technical Staff budget of \$1200
3. Map Major Walk Routes	\$3200	~16 hours of time by COA a \$25/hr (\$400) plus Technical Staff budget of \$2800
4. Proposal to Reduce Barriers	\$3200	~16 hours of time by COA a \$25/hr (\$400) plus Technical Staff budget of \$2800
Materials	\$400	
<b>TOTAL</b>	<b>\$10,000</b>	\$1600 Gloucester Council on Aging, \$8000 Technical Staff, \$400 Materials

## **Healthy Aging through Healthy Community Design Champions**

### *Application for Funding for Mass in Motion Communities*

#### **Background and Purpose:**

Healthy community design brings evidence-based health strategies into community planning, transportation, and land-use decisions with the goal of creating opportunities for active living and easy access to healthy food. It is imperative that these strategies consider impacts on all residents and across the life span. This approach is embodied by the “8 to 80” concept: If you create a city that’s good for an 8 year old and good for an 80 year old, you will create a successful city for everyone.

MDPH in partnership with the Massachusetts Council on Aging is making available 5 grants of up to \$10,000 each to Mass in Motion communities to support pilot projects that integrate Senior Centers/Councils on Aging into their healthy community design related projects. These grants can be used to build relationships with Senior Centers/Councils on Aging or used to enhance/expand existing initiatives. For example:

- A community focusing on Safe Routes to School or other walkability/bikeability projects can use these funds to ensure efforts are positively impacting older adults’ opportunities for active living;
- Funds can be used to initiate a broad planning process with a Senior Center focused on ensuring healthy aging principles are incorporated into a communities master planning process;
- Funds can be used to assess transportation or other built environment related barriers to older adults’ access to healthy food.

This grant funded project is not meant to be used for programmatic strategies related to healthy aging (e.g. supporting chronic disease self-management programs).

#### *Grants may be used for:*

- Compensating COA/Senior Center staff time to ensure participation in planning
- MiM staff time (not supplanting)
- Promotional materials
- Direct costs associated with implementation of chosen healthy community design strategies

#### *Grants may not be used for:*

- Supplanting existing public funding

Expectations for Healthy Aging through Healthy Community Design Champions:

- Healthy Aging through Healthy Community Design Champions will be expected to complete a final report on how the use of the grant funds and the related improvements affected their healthy community design strategies as well as how they will sustain the changes in the future. (Approximate due date in September 2014.)
- Healthy Aging through Healthy Community Design Champions will participate in the April 28<sup>th</sup> Mass in Motion Action Institute to share best practices and lessons learned to-date

Healthy Aging through Healthy Community Design Champions:

Responses to this RFP should include the following variables (and should not exceed 2 pages):

1. ***Mass in Motion Contact Information:*** Name, address, telephone and e-mail
2. ***Brief description of current activities impacting healthy aging, including any existing relationships with COA/Senior Center***
3. ***Brief description of current healthy community design initiatives***
4. ***Proposed grant project:*** applicant must describe how their local Senior Center/COA will be involved with the effort. Note that awardees will be provided with access to a limited amount of technical assistance that will be negotiated with each awardee. For example, a community can request that Walk Boston assist with a walkability assessment; request that a facilitator help with a visioning process or; request that a regional planning agency assist with reviewing existing zoning/regulatory barriers to healthy aging. The applicant should describe their anticipated technical assistance needs.
5. ***Budget:*** Costs for proposed project and any necessary, related information.

***Application Deadline and/or Questions:*** The application is due on **January 13<sup>th</sup>, 2014 at 5:00 pm** and should be e-mailed to Dave Stevens, Executive Director of MCOA at [david@mcoaonline.com](mailto:david@mcoaonline.com).

Ben Wood ([ben.wood@state.ma.us](mailto:ben.wood@state.ma.us)) at MDPH should be cc'd on this email submission. Questions are welcome; please e-mail or call (413-586-7525) Ben Wood.

***Award Announcements and Project Start Dates:*** Anticipated to be February 3<sup>rd</sup>, 2014. Projects will be completed by September 30<sup>th</sup>, 2014.

# **ENCLOSURE 17**



CITY OF GLOUCESTER  
COMMUNITY DEVELOPMENT DEPARTMENT  
3 POND ROAD, GLOUCESTER, MA 01930

*MEMORANDUM*

DATE: January 7, 2014  
TO: Mayor Carolyn Kirk  
FROM: Tom Daniel, Community Development Director  
Noreen Burke, Health Director  
CC: Stephen Winslow, Senior Project Manager *SPW*  
Sally Pozin, Personnel Director  
Re: *Get Fit Gloucester!*: **Workplace Wellness Initiative**  
Addison Gilbert & Beverly Hospitals' Community Collaborative Grant

The Community Development and Health Departments are pleased to report the City has been selected to receive an Addison Gilbert & Beverly Hospitals' Community Collaborative Grant of \$6000 to fund the implementation of the *Get Fit Gloucester!* Workplace Wellness Initiative in 2014. The Initiative will follow the guidance provided by the "Mass in Motion Workplace Wellness Toolkit" developed by the MA Department of Public Health<sup>1</sup>.

*Get Fit Gloucester!* annually develops a work plan to identify initiatives that help create a Fit Friendly! Gloucester. The MA Department of Public Health provides Mass in Motion partners guidance on initiatives that have proven through research to promote healthier lifestyles. Workplace wellness initiatives improve employee health and have also been shown to provide fiscal benefits. *In one study, every dollar invested in workplace wellness resulted in six dollars of benefit for employers* through reduced healthcare and absentee costs. Harvard Pilgrim Healthcare provided the Health Department a study of the City's healthcare costs that indicates a workplace wellness program focused on steps to address hypertension, diabetes and obesity will have substantial health benefits and cost savings.

*Get Fit Gloucester!* will use \$6000 in Year 5 Mass in Motion funds for the initial assessment and planning phase. The \$6000 Addison Gilbert & Beverly Hospitals' Community Collaborative Grant will fund the implementation of the workplace wellness plan developed by the Initiative. The implementation phase can include yoga and nutrition classes, encouraging employees to be more active and eat healthier.

Please forward the grant award to the City Council for their review and acceptance and sign the attached grant agreement.

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<sup>1</sup> A copy of the table of context of the Mass in Motion Toolkit is included at the end of the grant application attached to this memo.



**City of Gloucester  
Grant Application and Check List**

Granting Authority: State \_\_\_\_\_ Federal \_\_\_\_\_ Other XX

Name of Grant: Addison Gilbert & Beverly Hospital Community Collaborative Grant

Department Applying for Grant: Community Development Department

Agency-Federal or State application is requested from: \_\_\_\_\_

Object of the application: \$6000 grant to support Get Fit Gloucester! Workplace Wellness Initiative

Any match requirements: None. \$6000 in Mass in Motion Year 5 funds will be used for planning

Mayor's approval to proceed: *[Signature]* 1-22-2014  
Signature Date

City Council's referral to Budget & Finance Standing Committee: \_\_\_\_\_ 2014  
Vote Date

Budget & Finance Standing Committee: \_\_\_\_\_ 2014  
Positive or Negative Recommendation Date

City Council's Approval or Rejection: \_\_\_\_\_ 2014  
Vote Date

City Clerk's Certification of Vote to City Auditor: \_\_\_\_\_ 2014  
Certification Date

City Auditor:  
Assignment of account title and value of grant: \_\_\_\_\_  
Title Amount

Auditor's distribution to managing department: \_\_\_\_\_  
Department Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office





**Addison Gilbert Hospital**

A member of Lahey Health

298 Washington Street  
Gloucester, MA 01930

978.283.4000 P  
addisongilbert.org

December 20, 2013

Mr. Stephen Winslow  
Senior Project Manager  
Get Fit Gloucester!  
3 Pond Road  
Gloucester, MA 01930

Dear Stephen:

The grant review team has met and reviewed your recent proposal for the Addison Gilbert and Beverly hospitals Community Collaborative Grant. I am delighted to notify you that your grant application was approved in the amount of \$6,000.00.

With this grant award, we ask that you sign the enclosed copies of the Terms of Award Agreement. Please keep one signed copy for your records and return one signed copy to Gerald B. MacKillop, Jr., Associate Director, Community Relations. Grant recipients must submit the signed Terms of Award Agreement to Addison Gilbert and Beverly hospitals in order to receive grant funds.

Additionally, I am enclosing a report form, which we ask our grant recipients to complete within twelve months to summarize the project accomplishments. We look forward to receiving your final report by January 23, 2015 describing your achievements under the Addison Gilbert and Beverly hospitals' Community Collaborative Grant.

If you have any questions about this grant award, please contact Gerald B. MacKillop, Jr., Associate Director, Community Relations at 781.744.5942 or him at [gerald.b.mackillop@lahey.org](mailto:gerald.b.mackillop@lahey.org)

We wish you success in your project.

Sincerely,

A handwritten signature in black ink, appearing to read "Denis S. Conroy". The signature is written over the printed name and title.

Denis S. Conroy  
Chief Executive Officer  
Addison Gilbert and Beverly hospitals

Enclosures: Terms of Award Agreement (2 copies)  
Report Form

## Final Report Form

### Addison Gilbert & Beverly hospitals' Community Collaborative Grant

<b>Name of Organization or Group:</b>	
<b>Address:</b>	
<b>City, State, Zip</b>	
<b>Fiscal Agent (if different from your organization):</b>	
<b>Project Title:</b>	
<b>Grant Category:</b>	
<b>Grant Amount:</b>	
<b>Grant Contact Person:</b>	
<b>Title:</b>	
<b>Phone:</b>	
<b>Email (required):</b>	
<b>Period that this report covers:</b>	

Please respond to each of the following questions using up to 3 (three) pages in total, not including the cover page. Your responses should focus specifically on the funded project or program, if applicable, or in the case of general operating grants, on your entire organization.

1. Referring to the goals and objectives described in your original grant request (or any revisions submitted subsequent to the grant award), please indicate the following:
  - a. What were your major accomplishments?
  - b. What steps or actions were used to meet your objectives and goals?
  - c. What measures were used to determine your progress?
  - d. What were the unexpected results or key learning's from your project/program?
2. Describe any setbacks encountered during the period of this grant.
  - a. How did these setbacks impact your organization or project?
  - b. How were these setbacks addressed?
3. Who else has funded this project (or your organization), and at what level? If total proposed budget amount was not raised, indicate if program goals were altered in any way.
4. What steps are being made to ensure the sustainability of your project or organization beyond this grant period?
5. If your program involved collaboration with other organizations, please comment on its effect upon the program.

***Please provide the following additional attachments, if appropriate:***

- Promotional/dissemination materials (i.e. brochures, flyers, ad copy)
- News clippings
- Other

**FINAL REPORTS MUST BE SUBMITTED NO LATER THAN January 23, 2015 to:**

**Gerald B. MacKillop Jr. MBA, Associate Director, Community Relations**

**Lahey Health System**

**41 Mall Road, Burlington, MA 01805**

**Phone: 781.744.5942      email: [gerald.b.mackillop@lahey.org](mailto:gerald.b.mackillop@lahey.org)**

**Terms of Award Agreement**

---

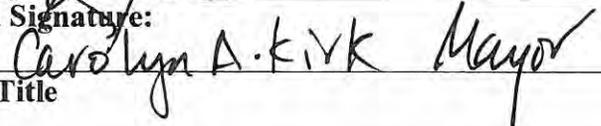
**Addison Gilbert & Beverly hospitals' Community Collaborative Grant**

Addison Gilbert & Beverly hospitals has voted to approve a grant in the amount of \$6,000.00 for your project.

With this grant award, we ask that you comply with the following terms required by Northeast Hospital Corporation.

- Identify Northeast Hospital Corporation as a co-sponsor of events/activities in any media and/or public relationship efforts related to the Addison Gilbert & Beverly hospitals' Community Collaborative Grant
- Submit a final report by January 23, 2015 on your Addison Gilbert & Beverly hospitals's Community Collaborative Grant
- Please use the enclosed report form to summarize the project accomplishments. Please enclose copies of any press coverage related to this grant or project.

If you agree to the aforementioned terms of award, please sign both copies of the Terms of Award Agreement to accept this grant. Grant recipients must submit the signed Terms of Award Agreement to Addison Gilbert & Beverly hospitals in order to receive grant funds.

  
\_\_\_\_\_  
**Authorized Signature:**  
  
\_\_\_\_\_  
**Name and Title**  
\_\_\_\_\_  
**Name of Organization or Group:**  
\_\_\_\_\_  
**Date of Acceptance**

Please keep one (1) signed copy for your records and return one (1) signed copy to:

**Gerald B. MacKillop Jr. MBA,  
Associate Director, Community Relations  
Lahey Health System  
41 Mall Road  
Burlington, MA 01805**

**Terms of Award Agreement**

---

**Addison Gilbert & Beverly hospitals' Community Collaborative Grant**

Addison Gilbert & Beverly hospitals has voted to approve a grant in the amount of \$6,000.00 for your project.

With this grant award, we ask that you comply with the following terms required by Northeast Hospital Corporation.

- Identify Northeast Hospital Corporation as a co-sponsor of events/activities in any media and/or public relationship efforts related to the Addison Gilbert & Beverly hospitals' Community Collaborative Grant
- Submit a final report by January 23, 2015 on your Addison Gilbert & Beverly hospitals's Community Collaborative Grant
- Please use the enclosed report form to summarize the project accomplishments. Please enclose copies of any press coverage related to this grant or project.

If you agree to the aforementioned terms of award, please sign both copies of the Terms of Award Agreement to accept this grant. Grant recipients must submit the signed Terms of Award Agreement to Addison Gilbert & Beverly hospitals in order to receive grant funds.

\_\_\_\_\_  
**Authorized Signature:**

\_\_\_\_\_  
**Name and Title**

\_\_\_\_\_  
**Name of Organization or Group:**

\_\_\_\_\_  
**Date of Acceptance**

Please keep one (1) signed copy for your records and return one (1) signed copy to:

**Gerald B. MacKillop Jr. MBA,  
Associate Director, Community Relations  
Lahey Health System  
41 Mall Road  
Burlington, MA 01805**

**Addison Gilbert & Beverly Hospitals' Community Collaborative Grant**

**Get Fit Gloucester! Workplace Wellness Initiative**

**APPLICATON COVER PAGE**

<b>Name of Organization or Group:</b>	<b>Get Fit Gloucester!, City of Gloucester</b>
<b>Address:</b>	<b>3 Pond Road</b>
<b>City, State, Zip</b>	<b>Gloucester MA 01930</b>
<b>Project Title:</b>	Get Fit Gloucester! Workplace Wellness Initiative
<b>Grant Category:</b>	Category 2: Chronic Disease Management
<b>Amount of Funding Requested:</b>	<b>\$6000</b>
<b>Contact Person:</b>	<b>Stephen Winslow</b>
<b>Title:</b>	<b>Sr. Project Manager, Get Fit Gloucester!</b>
<b>Phone:</b>	<b>978-282-8007</b>
<b>Email:</b>	<b>swinslow@gloucester-ma.gov</b>
<b>Fiscal Agent (if different from your organization):</b>	<b>Same</b>
<b>Fiscal Contact:</b>	
<b>Address:</b>	
<b>City, State, Zip</b>	
<b>Phone:</b>	
<b>Email:</b>	

## APPLICATION NARRATIVE QUESTIONS

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1. Provide a brief project abstract. Include: a brief statement identifying the project, its goals, and intended outcomes. Identify the target population and main strategies. Identify if this is a new program/concept, or building on services that exist. Include the community(ies) in which the program or service will be delivered, as well as the estimated number of people that will be impacted.

*The Get Fit Gloucester! Workplace Wellness initiative will implement new policies and pilot programs at worksites of the City of Gloucester that encourage employees and their dependents to be more active and eat healthier both during and after work. The initiative addresses both hypertension and diabetes that data indicate have higher prevalence in Gloucester City employees and their dependents.*

*The target population will be sedentary adults. The initial goals will be modest, to implement wellness policies at three work locations and achieve a participation rate of 4% of the target population (approximately 70 individuals) in specific programs offered through the Workplace Wellness initiative.*

*Get Fit Gloucester! will use the Mass in Motion Workplace Wellness Toolkit as the guide to develop this initiative. That toolkit sets out an employee driven process to assess each workplace and propose policies, environmental changes and programs that will promote active lifestyles and access to healthier foods.*

2. Provide a full description of the project, including: demonstrated need (quantitative and qualitative data), strategies, and how they will be implemented. In addition, clearly define each collaborating organization and its specific role with the project. Collaborative roles will be reviewed against your narrative, action plan, program budget and references.

*Need: The recent Community Health Assessment conducted by Lahey indicates that adults in Gloucester have higher rates of diabetes and hypertension than other communities and rates of overweight/obesity over 50%. An analysis by Harvard Pilgrim of the City of Gloucester's diabetic employees and dependents indicates a workplace wellness program that targets both hypertension and diabetes will improve health outcomes and result in medical cost savings for both employees and the City. Of the 1754 people served by the City's health plan, 705, or 40% have recently been treated for diabetes, hypertension, heart disease or related ailments.*

*Having a healthier workforce benefits both employers and employees. There is expanding evidence that Worksite Wellness Programs not only improve individual employee health but*

- reduce sick leave absenteeism by 28%,*
- reduce healthcare costs by 26%,*
- reduce workers' compensation by 30%,*
- and produce a \$5.93-to-\$1 savings-to-cost ratio. .*

*Strategies: Active living, healthy eating, managing stress, and avoiding tobacco are essential in lowering the risk of chronic disease. The majority of adults spend most of their waking hours at*

*work. The Worksite can make it easier for employees to change their behaviors by creating a culture of health. The Get Fit Gloucester! Workplace Wellness Initiative will follow the model set for the in MA DPH Workplace Wellness Toolkit. The MiM Toolkit provides a guide for employers, employees, and their loved ones to change their environment and behaviors to improve health and reduce the burden of chronic disease.*

***Implementation:** A Wellness Committee will be established. The Committee will use the guidance and worksheets in the MiM Toolkit to gather information from their workplace and co-workers to identify needs and interest. That information will be used to develop goals and objectives for a Workplace Wellness Plan. Based on the Plan, Get Fit Gloucester! will work to implement interventions proposed in the Plan.*

***Collaborations:** The Get Fit Gloucester! Partners will be tapped to collaborate in the initiative. Such collaborations could include: (1) offering discounts or special classes for City Employees at fitness clubs / YMCA, (2) nutrition education through the Open Door, (3) gardening expertise through the Backyard Growers, (4) Diabetes Free America programs funded by health insurance program. One possibility the City will explore is whether health insurer's would provide employees fitness debit cards that can be used at local health clubs, the Cape Ann Farmer's Market etc to promote more physical activity and consumption of healthy foods.*

### ***MiM Worksite Wellness Program Development Cycle***

The following is a brief overview of the planning steps laid out in the MiM Toolkit:

- 1. Obtain Mandate for Wellness Initiative** – in this step the mandate for the wellness program is obtained from senior management. *Mayor Kirk has informally expressed her support for this initiative and will be meeting in January to fully discuss her role in promoting and implementing the initiative.*
- 2. Compose Wellness Team** – the wellness team is identified, mobilized and a structure is established for the planning effort. *Get Fit Gloucester! has submitted this request to the Mayor. The City's Personnel Director is reaching out to Department heads to secure their participation.*
- 3. Research & Discovery/Identify Needs** – in this step a variety of organizational data is gathered relevant to the worksite population and existing programs. The material is evaluated to answer specific questions and identify key characteristics about the target population, and identify and document interests and needs for the proposed worksite wellness program. *The Get Fit Gloucester! Project Manager will coordinate this effort with the Wellness Committee. The City has engaged the services of a local Workplace Wellness expert, Mary Grazen-Browne to assist with this effort.*
- 4. Formulate Goals & Objectives** – wellness program goals and objectives are defined using information from the research and discovery activities.
- 5. Plan Development** – interventions are selected and program activities defined to accomplish the program goals and objectives. The anticipated effect and outcome measures are defined and will serve as the means by which program results are measured going forward.

Mary Grazen-Browne will provide her expertise in identifying interventions and local resources to achieve goals and objectives of the initiative. .

6. **Plan Approval** – in this step the detailed program proposal including economic justification is developed, then submitted for review and approval to garner full support for the plan.

7. **Implement Plan**– this step encompasses the tasks for developing the full program implementation plan and carrying out the plan.

Addison Gilbert & Beverly Hospitals’ Community Collaborative Grant. funds will be focused on implementation of the Plan. Such activities could range from Yoga for Stress Management to on-site health monitoring for the most at-risk employees.

3. Provide a project plan. Outline specific project goals and objectives, correlating activities, measures, and timeline, and entity responsible for implementing.

**Goal 1: Have at least 4% (70) of City Employees Participate in a Workplace Wellness Program in 2014**

**Objective 1.** Develop a Workplace Wellness Plan based on input from the Workplace Wellness Committee research that proposes activities that can prevent chronic diseases..

Strategies/Activities	Benchmark/Measures	Timeline	Responsible
1. Mayor Kirk announces commitment to initiative	Mayor announces	1/31/2014	Mayor Kirk
2. Workplace Wellness Committee Formed and Conducts Research	Committee Meets Research Conducted	2/1/2014 to 3/31/2014	Stephen Winslow, Get Fit Gloucester! Committee
3. Workplace Wellness Plan Developed	Draft Goals / Objectives Identify Interventions, Environmental and Policy Changes	4/1/2014 to 5/15/2014	SPW, Committee Mary Grazen- Browne

**Objective 2.** Implement Interventions Proposed in the Workplace Wellness Plan

Strategies/Activities	Benchmark/Measures	Timeline	Responsible
1. Identify Local Collaborators and Resources to Implement Interventions	Collaborators Committed Resources Secured	4/1/2014 to 9/30/2014	SPW, Get Fit Gloucester Partners!
2. Implement Interventions	Resources Committed Interventions Implemented Participation Tracked	5/16/ 2014 to 12/15/2014	SPW, Others TBD
3. Collect Data on Participation	Data collected and analyzed	5/16/ 2014 to 12/31/2014	SPW, Committee

**Goal 2: Implement Workplace Wellness Environmental or Policy Changes at 3 Locations**

Strategies/Activities	Benchmark/Measures	Timeline	Responsible
1. Describe Policy and Environmental Changes	Policy drafted. Environmental Change Specifications	4/1/2014 to 6/30/2014	SPW, Committee
2. Secure Approval of Key Decision Makers	Approval Secured	4/1/2014 to 6/30/2014	SPW, Others TBD
3. Implement Policy / Environmental Changes	Policy in place Environmental Change Occurs	7/1/2014 to 9/30/2014	Responsible Entity
4. Collect Data on Impact of Change	Data collected and analyzed	7/1/ 2014 to 12/31/2014	SPW, Committee

4. Describe your intended evaluation methods and tools used to determine whether the project met the stated goals/objectives.

*The Worksite Wellness Committee and the Get Fit Gloucester! Project Manager will track the participation rates of particular programs implemented as part of the Worksite Wellness Plan and document policy and environmental changes that are implemented at each work site.*

5. How will you apply what you learn from this funding opportunity to future work? Please identify two or more of the following ways your program/service will continue beyond this current one-year funding period.

- *Policy and environmental changes are expected to be permanent so that they will have long-term impacts beyond 2014.*
- *Proposed interventions will be pre-screened to determine if they can be continued in the long-term through community collaborators or be supported by fitness funds provided by the City's health insurance providers.*
- *The Workplace Wellness Plan will identify the City staff responsible for sustaining the effort beyond the initial pilot.*
- *The initiative plans to utilize and expand the skills of a Gloucester based Workplace Wellness expert who will be available and familiar with the City's wellness needs beyond the initial phase of the project.*

6. Why should your organization be awarded this grant? Make a compelling case. If this grant is not received, will the project be partially or fully implemented? Explain.

*The City of Gloucester has one of the largest work forces in the City. As the Harvard Pilgrim data shows, 40% of employees and their dependents have been treated for ailments that could be improved through a Workplace Wellness Initiative. Healthy City employees can better serve the community and financial savings on health care costs can help Gloucester achieve other important priorities such as high-student achievement and improving parks and open space. If the grant is not received, only a portion of the project can be funded through Get Fit Gloucester! Funding would need to be found for any Plan proposals for health, nutrition or exercise classes.*

7. Budget

**APPLICATION BUDGET**

**Organization Name: Get Fit Gloucester!, City of Gloucester**  
**Project Title: Get Fit Gloucester! Workplace Wellness Initiative**  
**Total program budget: \$17,000 Total being requested: \$6,000**

Expense Category	Funding Request	In-Kind or Other Funding Sources (MiM)	Total Budget
<b>Personnel</b>			
Get Fit Gloucester! Project Manager		\$4,920	\$4,920
Fringe 1.6%		\$80	\$80
<b>Subtotal Personnel</b>		<b>\$5,000</b>	<b>\$5,000</b>
<b>Program Expenses</b>			
Workplace Wellness Consultant		\$4,500	\$4,500
Intervention Subcontractors	\$4,500	TBD	\$4,500
Printing	\$200	\$200	\$400
Equipment / Environmental $\Delta$	\$1,000	\$1,000	\$2,000
<b>Sub Total</b>	<b>\$5700</b>	<b>\$5700</b>	<b>\$11,400</b>
Administrative Costs (5%)	\$300	\$300	\$600
<b>TOTAL</b>	<b>\$6,000</b>	<b>\$11,000</b>	<b>\$17,000</b>

**Budget Narrative**

*Personnel:* The Project Manager will dedicate at least 10% of his time to oversee the implementation of the project (3.5 hours a week for 52 weeks). This will be funded through the City’s Mass in Motion grant.

*Program Expenses:* The City will engage a local Workplace Wellness expert to help develop the City’s Workplace Wellness Plan. This is an allowable expense under the Mass in Motion grant and will be funded entirely with that state grant. The Consultant will provide 60 hour of services over the 1<sup>st</sup> six months of the program at an hourly rate of \$75.00 per hour. The hours and rates of the Wellness Program subcontractors will be developed during the creation of the Workplace Wellness Plan. The Mass in Motion grant has restrictions on providing direct programs to a client population so the City expects that most of the Wellness Intervention subcontractors and environmental intervention costs will be funded by the AGH grant or insurance providers. \$400 has been budgeted to printing to allow publicity for Workplace Wellness programs and policies; this is split evenly between the AGH and MiM grants.

*Administrative costs* will be \$600. The funds budgeted to administrative costs may be used for additional printing, subcontractor or equipment costs.



**Commonwealth of Massachusetts  
Department of Public Health**

# **Worksite Wellness Program Toolkit**

**Version 3.3, June 2012**

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# **ENCLOSURE 18**

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 17, 2014

Mr. Joseph Ciolino  
The Weathervane  
153 Main Street  
Gloucester, MA 01930

Dear Joe:

Thank you for your interest in serving on the City of Gloucester's **Downtown Development Commission**. I am pleased to appoint you to a three year term on the DDC and have issued you a 90 day temporary appointment to serve on the Commission which will enable you to attend and vote at meetings. Please report to the City Clerk's office at your earliest convenience to pick up your appointment card (*copy enclosed*) and be sworn in.

Your appointment will be forwarded to the City Council for their meeting of January 28, 2014 and will be referred out to the Ordinance and Administration subcommittee. You will be contacted by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

Should you have any questions or if you require additional information, please do not hesitate to contact my office.

Again, thank you for agreeing to serve on the Downtown Development Commission. I greatly appreciate the hard work and dedication you and your colleagues offer on behalf of the City of Gloucester.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk".

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Suzanne Silveira, Chair-DDC

Enclosure  
CAK/c

*The Weathervane*  
153 Main Street  
Gloucester, Massachusetts 01930

Tel 978.281.1227

Fax 978.281.3864

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January 13, 2014

The Honorable Carolyn A. Kirk  
Mayor, City of Gloucester  
9 Dale Avenue  
Gloucester MA 01930

Dear Madam Mayor:

I would like to make a formal request to be considered for an appointment to the Downtown Development Commission.

As you know, I have served several years on the DDC as the representative of the City Council. I have worked to keep the DDC in compliance with its mission to encourage economic revitalization within a context of historic preservation, community involvement and activities, and additionally to develop a strong identity and increase tourism opportunities and revenues.

I have recently been appointed the new Director of the Downtown Merchants Association, whose mission statement parallels the DDC. I believe my work in this position will create a valuable partnership that will benefit both the DDC and the Downtown Merchants Association.

Thank you for your consideration on this nomination.

Sincerely,

Joseph A. Ciolino



## CERTIFICATE OF VOTE

The Gloucester City Council, at a meeting held on, **TUESDAY**,  
September 04, 2007, at 7:00 p.m. In the Fred J. Kyrouz Auditorium, City  
Hall voted to approve the following action:

### IN CITY COUNCIL:

MOTION: On motion of Councilor Tobey, seconded by  
Councilor Hardy the City Council voted 9 in favor, 0 opposed  
that Division 7, entitled "Downtown Development Commission",  
Section 2-492, entitled "Created; membership; terms" be  
amended by **DELETING**: (a) There is hereby recreated and  
reestablished in the City of Gloucester a commission to be known  
as the downtown development commission consisting of seven (7)  
members, all of whom shall be appointed by the mayor of the  
city and shall be confirmed by the Gloucester City Council and  
by **ADDING**: (a) There is hereby recreated and reestablished in  
the City of Gloucester a commission to be known as the  
downtown development commission consisting of nine (9)  
members, one (1) member shall be a City Councilor, who shall  
serve ex officio, all of whom shall be appointed by the mayor of  
the city and shall be confirmed by the Gloucester City Council.

*Robert D. Whynott*

Robert D. Whynott, City Clerk

APPROVAL OF THE MAYOR

*John P. Bell*  
John P. Bell, Mayor

VETOED BY THE MAYOR

John P. Bell, Mayor

SIGNED THIS 6 DAY OF Sept, 2007

All Ordinances shall become effective 31 days after passage except:  
Emergency Orders shall become Effective Next Day  
Zoning Changes shall be Effective Next Day.

purpose of filling a vacancy for any other reason, the appointment of the unexpired term immediately shall be made by the mayor and forwarded to the city council for their approval.  
(Ord. No. 21-1991, 6-18-91)

**Sec. 2-475. Assistance of city officials, boards and employees.**

The commission shall receive regular support and assistance from the community development department. Such department may undertake planning, implementation and review responsibilities on behalf of the commission. Further, the commission may request the services and assistance of any of the officials, boards; and through the mayor, employees of the city at all reasonable times when the commission determines that it requires the assistance and advice of such officials, boards and employees in the performance of its duties.

(Ord. No. 21-1991, 6-18-91)

**Sec. 2-476. Semi-annual reports.**

The tourism commission shall submit semi-annually a report to the mayor and the city council of its activities.

(Ord. No. 21-1991, 6-18-91)

Secs. 2-477--2-490. Reserved.

**DIVISION 7. DOWNTOWN DEVELOPMENT COMMISSION\***

\*Editor's note--Inasmuch as Ord. No. 28-1991, adopted July 7, 1991, did not specify manner of codification, inclusion herein as Division 7, §§ 2-491--2-495, was at the discretion of the editor.

**Sec. 2-491. Purpose.**

In recognition of the continuing need for preservation, revitalization and improvement of Gloucester's central business district and its environs, a downtown development commission is hereby recreated and reestablished.

(Ord. No. 28-1991, 7-7-91)

**Sec. 2-492. Created; membership; terms.**

(a) There is hereby recreated and reestablished in the City of Gloucester a commission to be known as the downtown development commission consisting of seven (7) members, all of whom shall be appointed by the mayor of the city and shall be confirmed by the Gloucester City Council. Upon the establishment of this commission the mayor shall appoint three (3) members for three (3) years; two (2) members for two (2) years; and two (2) members for one (1) year; and as each term expires the mayor in like manner shall appoint members to serve for three (3) years.

(b) In the case of resignation, death or disqualification of any member of the commission, or for the purpose of filling a vacancy for any other reason, the appointment for the unexpired term shall immediately be made by the mayor.

(Ord. No. 28-1991, 7-7-91)

**Sec. 2-493. Mission.**

It shall be the mission of the downtown development commission to encourage economic revitalization within a context of historic preservation, community involvement and activities, a strong identity and tourism. The commission shall undertake, but not be limited to, the following activities:

- (1) Examine and evaluate conditions on an on-going basis.
- (2) Propose and promote physical improvements.
- (3) Coordinate public and private efforts.
- (4) Encourage, in cooperation with the Cape Ann Chamber of Commerce, a creative marketing plan, coordinated advertising, promotions and special events.
- (5) Promote the establishment of new businesses.
- (6) Encourage the establishment of special committees, composed of municipal officials, bankers, merchants, industrialists, preservationists, chamber of commerce officials, downtown residents, design professionals, developers, real estate brokers, and others concerned with downtown.
- (7) Promote and encourage the proper mix of goods, services, housing, recreation and entertainment.
- (8) Coordinate, through the community development department, the activities related to downtown of the historical commission, the historic district commission, the waterways commission, the planning board, the tourism commission, the economic development and industrial corporation, the redevelopment authority, and the housing authority.

(Ord. No. 28-1991, 7-7-91)

**Sec. 2-494. Assistance of city officials, boards and employees.**

The commission shall receive regular support and assistance from the community development department. Such department may undertake planning, implementation and review responsibilities on behalf of the commission. Further, the commission may request the services and assistance of any of the officials, boards and, through the mayor, employees of the city at all reasonable times when the commission determines that it requires the assistance and advise of such officials, boards and employees in the performance of its duties.

(Ord. No. 28-1991, 7-7-91)

**Sec. 2-495. Annual report.**

The downtown development commission shall submit an annual report of its activities to the city council.

(Ord. No. 28-1991, 7-7-91)

**DIVISION 8. HUMAN RIGHTS COMMISSION****Sec. 2-496. Policy.**

It is hereby declared to be the public policy of the city, including its employees, agents and officials, to protect and promote the constitutional, civil and human rights of all people within the city. Further, the city asserts that:

# **ENCLOSURE 19**

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 13, 2014

Ms. Betsy Works Cook  
5 Brier Road  
Gloucester, MA 01930

Dear Betsy:

I am pleased to reappoint you to a two year term as a Trustee of the **Affordable Housing Trust**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,



Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Tom Daniel, Community Development Director

Enclosure  
CAK/c

EFFECTIVE 2/14/2014

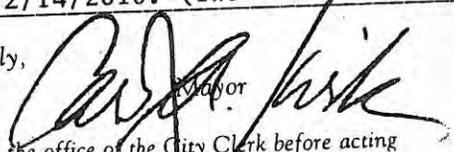
**The City of Gloucester, Massachusetts**

Dear Betsy Works Cook, 5 Brier Road, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
as a Trustee of THE AFFORDABLE HOUSING TRUST of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2016. (TWO YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 13, 2014

Mr. George Sibley  
17 Rocky Neck Avenue  
Gloucester, MA 01930

Dear George:

I am pleased to reappoint you to a two year term as a Trustee of the **Affordable Housing Trust**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk".

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Tom Daniel, Community Development Director

Enclosure  
CAK/c

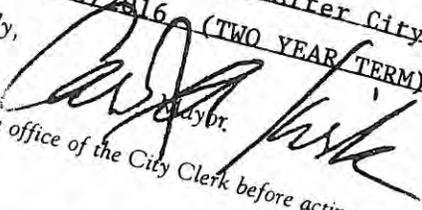
EFFECTIVE 2/14/2014

**The City of Gloucester, Massachusetts**

Dear George Sibley, 17 Rocky Neck Avenue, Gloucester, MA  
It is my pleasure to inform you that I have this day appointed you

as a Trustee of THE AFFORDABLE HOUSING TRUST of the City of  
Gloucester, Massachusetts. After City Council  
approval, term to expire 2/14/2016 (TWO YEAR TERM)

Respectfully,



N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 13, 2014

Ms. Mary John Boylan  
85 Mt. Pleasant Avenue  
Gloucester, MA 01930

Dear Mary John:

I am pleased to reappoint you to a two year term as a Trustee of the **Affordable Housing Trust**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk". The signature is fluid and cursive.

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Tom Daniel, Community Development Director

Enclosure  
CAK/c

EFFECTIVE 2/14/2014

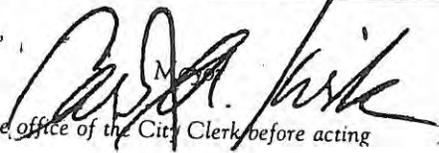
**The City of Gloucester, Massachusetts**

Dear Mary John Boylan, 85 Mt. Pleasant Ave., Gloucester

It is my pleasure to inform you that I have this day appointed you  
as a Trustee of THE AFFORDABLE HOUSING TRUST of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2016. (TWO YEAR TERM)

Respectfully,



N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

# AFFORDABLE HOUSING TRUST

## An Ordinance Creating the Gloucester Affordable Housing Trust Fund Article VI, Division 4, Sections 2-601 – 2-615

### Sec. 2-601. Gloucester Affordable Housing Trust Fund - Purpose.

The Commonwealth of Massachusetts has recently enacted legislation clarifying the ability of municipalities to create Affordable Housing Trust funds by enacting Section 55C of Chapter 44 of the Massachusetts General Laws; and

due to the high cost of housing, it is becoming harder to maintain economic diversity in the housing stock of the City of Gloucester; and

this rising cost affects the ability of all ages of Gloucester residents to remain in Gloucester as well as affecting the ability of the City to attract new residents of all age ranges; and

the City of Gloucester is dedicated to providing diversity in housing, which diversity includes economic diversity; and

by adopting this Affordable Housing Trust Fund ordinance, it will allow flexibility in addressing the needs of the city in a regulatory and problematic fashion.

### Section 2-602. Same - Policy of the City of Gloucester.

It is the policy of the City of Gloucester to support the creation, preservation and maintenance of affordable housing. In doing so, it is also the policy of the City of Gloucester to protect, preserve, and enhance the economic and social diversity of the City, to provide affordable rental and homeownership options for people of all ages and income levels, and to accommodate the changing housing needs of families and individuals. The Gloucester Affordable Housing Trust Fund is created to promote this policy.

### Section 2-603. Same - Establishment of the Gloucester Affordable Housing Trust Fund.

There is hereby created the Gloucester Affordable Housing Trust Fund in accordance with Massachusetts General Laws Chapter 44, Section 55C, as now or hereafter amended or superseded. The Gloucester Affordable Housing Trust Fund shall hereinafter be known as the Trust.

### Section 2-604. Same - Definition.

For the purposes of Sections 2-601 through and including 2-615, as well as for the Declaration of Trust for the Trust or any other documents, Board shall mean the Board of Trustees of the Trust. Board Members and Trustees shall both mean members of the Board of the Trust, which terms maybe used interchangeably.

### Section 2-605. Same - Membership.

Acting under the authority of M.G.L. Chapter 44 Section 55C, there is hereby created a Board of Trustees for the Trust established pursuant to Sections 2.604 through 2.615 of the Code of Ordinances of the City of Gloucester, Massachusetts for the purposes set out in the M.G.L. Chapter 44, Section 55C. The Board shall include no fewer than five (5) Trustees, including the Mayor, ex officio, or his or her written designee, ex officio. The remaining Trustees shall be appointed by the Mayor and approved by the City Council for a term not to exceed two years.

The Board Members shall have knowledge or expertise in areas including, but not limited to, affordable housing, real estate, real estate finance, or housing construction. The Mayor, however, shall not be required to appoint Board Members from all of these areas of knowledge or expertise, but shall only be required to make his or her best effort to find persons that meet this requirement. In addition, the City of Gloucester Community Development Director shall serve as an ex officio Trustee.

**Section 2-606. Same - Terms of the Board Members; Election of Officers.**

- (A) The terms of the Board Members set out in Sections 2-605 and 2-606 shall be two (2) year terms; provided, however, that for the appointment of the initial Board Members, three (3) members shall be appointed for one (1) year, and the remaining Trustees for two (2) years. The Board Members shall serve until their successors have been appointed and qualified. The Mayor, however, shall serve for his or her entire term of office as Mayor. The Mayor's written designee shall serve for the term of his or her written designation, which may be amended or revoked at any time in writing. The Community Development Director shall serve for the entire term of his or her employment as Community Development Director.
- (B) Pursuant to Section 7.5 of the Charter of the City of Gloucester, Massachusetts, every appointment to the Trust shall begin on the fifteenth day of February for the term specified in this Article and shall continue until a successor is chosen and qualified as specified in this Article, but in no case longer than six (6) months when the office shall be declared vacant.
- (C) The Board shall, annually, elect a Chairman and Vice-Chairman of the Board at the first regularly scheduled meeting after February 15.

**Section 2-607. Same - City Board.**

The Trust is a board of the City for purposes of M.G.L. Chapter 30B (Uniform Procurement Act) and Section 15A of M.G.L. Chapter 40 (Transfers of Land); but agreements and conveyances between the Trust and agencies, boards, commissions, authorities, departments and public instrumentalities of the City shall be exempt from said Chapter 30B.

**Section 2-608. Same - Removal of Trustees.**

Pursuant to Section 7.14 of the Charter of the City of Gloucester, Massachusetts, any Trustee may be removed from the Board and have his or her place declared vacant for the reasons set out in and under the procedures set out in said Section 7.14.

**Section 2-609. Same - Meetings of the Trust; Notice; Quorum.**

- (A) The Trust shall meet monthly as long as there is business requiring the attention of the Trust; provided, however, that the Trust shall meet at least on a quarterly basis. The meetings of the Trust shall be at such time and at such place as the Trustees shall determine. Notice of all meetings of the Trust shall be given in accordance with the provisions of the Open Meeting Law, M.G.L. Chapter 39, Sections 23A, 23B and 23C.
- (B) A quorum at any meeting shall be a majority of the Trustees qualified and present in person.

**Section 2-610. Same - Powers and Duties.**

The Trust, acting through the Trustees, shall have the powers and duties set out in M.G.L. Chapter 44, Section 55C, as now or hereafter amended or superseded, which include but are not limited to the following:

(A) General Powers

- (1) with the approval of the City Council, to accept and receive property, whether real or personal, by gift, grant, devise, or transfer from any person, firm, corporation or other public or private entity, including without limitation, grants of funds or other property tendered to the trust in connection with provisions of any zoning ordinance or any other ordinance. Acceptance or receipt of funds shall require City Council approval pursuant to M.G.L. Chapter 44, Section 55C;
- (2) with the approval of the City Council to the extent required by ordinance and M.G.L. Chapter 30B, to purchase and retain real or personal property, including without restriction, investments that yield a high rate of income or no income;
- (3) with the approval of the City Council, to sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertakings relative to Trust property as the Trustees deem advisable notwithstanding the length of any such lease or contract;
- (4) to employ advisors and agents, such as accountants, appraisers and lawyers as the Board deems necessary;
- (5) to pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the Board deems advisable;
- (6) with the approval of the City Council, to comprise, compromise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the Trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of M.G.L. Chapter 44, Section 55C, to continue to hold the same for such period of time as the Board may deem appropriate;

(B) Real Estate Related Powers:

- (1) with the approval of the City Council to execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the Board engages for the accomplishment of the purposes of the Trust; and
- (2) to own, manage or improve real property and, with the approval of the City Council, to sell or transfer any property which the Trustees determine not to be worth retaining;

(C) Financial Powers:

- (1) with the approval of the City Council, to disburse trust funds for the purpose of making loans or grants in furtherance of the creation or preservation of affordable housing in the City of Gloucester upon such terms as the Trustees shall deem most appropriate to carry out such purposes;
- (2) to incur debt;
- (3) to apportion receipts and charges between income and principal as the Board deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;

- (4) with the approval of the City Council, to participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution, to vote any securities or certificates of interest, and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;
- (5) with the approval of the City Council, to deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the Board may deem proper and to pay, out of Trust property, such portion of expenses and compensation of such committee as the Board, with the approval of the City Council, may deem necessary and appropriate;
- (6) to carry property for accounting purposes other than acquisition date values;
- (7) with the approval the City Council, to borrow money on such terms and conditions and from such sources as the Trust deems advisable, and to mortgage and pledge trust assets as collateral;
- (8) to make distributions or divisions of principle in kind;
- (9) to hold all or part of the trust property uninvested for such purposes and for such time as the Board may deem appropriate; and
- (10) to extend the time for payment of any obligation to the Trust.

**Section 2-611. Same - Funds Paid into the Trust.**

Pursuant to M.G.L., Chapter 44, 55C.(d), and notwithstanding any general or special law to the contrary, all moneys paid to the Trust in accordance with the Gloucester Zoning Ordinance, exaction fee, or private contributions shall be paid directly into the Trust and need not be appropriated or accepted and approved into the Trust. General revenues appropriated into the Trust become Trust property and these funds need not be further appropriated to be expended. All moneys remaining in the Trust at the end of any fiscal year, whether or not expended by the Board within one year of the date they were appropriated into the Trust, remain Trust property.

**Section 2-612. Same - Custodian of the Funds.**

*The City Treasurer will be the custodian of the funds.*

**Section 2-613. Same - Taxes.**

The Trust is exempt from M.G.L. Chapters 59 and 62, and from any other provisions concerning payment of taxes based upon or measured by property or income imposed by the Commonwealth or any political subdivision thereto.

**Section. 2-614. Same - Governmental Body.**

The Trust is a governmental body for purposes of Sections 23A, 23B and 23C of M.G.L. Chapter 39.

**Section 2-615. Same - Reports to the Mayor and City Council; Annual Audits.**

- (A) The Trust shall, on a quarterly basis, provide written reports to the Mayor and City Council on each and every aspect of the business conducted by the Trust. The reports shall be provided on or before the 15th day of the month following the first day of a calendar quarter.

(B) Pursuant to M.G.L. Chapter 44, Section 55C(h), the books and records of the Trust shall be audited annually by an independent auditor in accordance with accepted accounting practices for municipalities. The Trust shall forward a copy of the audit to both the City Council and the Mayor. The auditor shall work for the City Treasurer. However, the costs of the audit shall be paid from the Trust.

Secs. 2-616 - 2-649. Reserved.

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 13, 2014

Ms. Sarah Dunlap  
3 Mason Square  
Gloucester, MA 01930

Dear Sarah:

I am pleased to reappoint you to a three year term on the **Archives Committee**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90-day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk".

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to City Council  
Enclosure

CAK/c

EFFECTIVE 2/14/2014

**The City of Gloucester, Massachusetts**

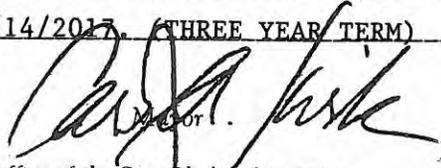
Dear Sarah Dunlap, 3 Mason Square, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you

to the ARCHIVES COMMITTEE \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 13, 2014

Ms. Jane Walsh  
439 Western Avenue  
Gloucester, MA 01930

Dear Jane:

I am pleased to reappoint you to a three year term on the **Archives Committee**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90-day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk". The signature is fluid and cursive.

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to City Council

Enclosure

CAK/c

EFFECTIVE 2/14/2014

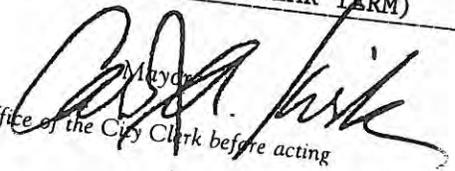
**The City of Gloucester, Massachusetts**

Dear Jane Walsh, 439 Western Avenue, Gloucester, MA  
It is my pleasure to inform you that I have this day appointed you

to the ARCHIVES COMMITTEE \_\_\_\_\_ of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 13, 2014

Ms. Stephanie Buck  
3 Church Street  
Gloucester, MA 01930

Dear Stephanie:

I am pleased to reappoint you to a three year term on the **Archives Committee**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90-day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

**The City of Gloucester, Massachusetts**

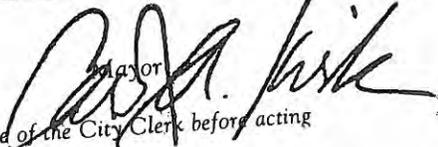
Dear Stephanie Buck, 3 Church Street, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the ARCHIVES COMMITTEE \_\_\_\_\_ of the City of

Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary apointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

- e) implement retention and disposition schedules (see Sec.2-756, 757);
- f) receive from City agencies for permanent archival storage records scheduled for permanent retention and those records which have an enduring historical value, when those records are no longer necessary for conducting current business;
- g) plan, establish and operate an archives repository in order to store, secure, process and conserve said records and to make them available for governmental reference and public use;
- h) in consultation with agencies having custody, identify the records most vital to the operation of the City, which records shall be preserved in protected storage in order to survive disaster;
- i) prepare plans and schedules relative to the retention, disposition and preservation of records, and insure the compliance with Commonwealth regulations governing them;
- j) prepare inventories, indexes, guides and other resource aids to facilitate the use of the public records of the City;
- k) establish procedures for identifying the authoritative copy of record of documents, reflecting all amendments made during the approval process and identifying the office responsible for retaining the copy of record.

In order to carry out the above duties and procedures, the City Clerk may request advice from the Records Management Advisory Board and/or the Archives Committee.

**Sec. 2-753. Archivist; appointment; duties.**

- a) There shall be within the office of the City Clerk, an archives and records clerk, appointed by the City Clerk, and hereinafter called the Archivist. Said Archivist shall oversee the City Clerk's program (see Sec. 2-752) for the administration and preservation of the records of the City of Gloucester under the provisions of M.G.L.A. c. 66.
- b) The Archivist shall be the liaison between the City Clerk and the various agencies of the City regarding the safekeeping and administration of City records.
- c) The City Clerk may employ, within budget constraints, temporary professional and technical assistance to the Archivist as may be required in the performance of the duties of that office.

**Sec. 2-754. Archives Committee; appointment; duties.**

- a) Members of the Archives Committee shall be appointed by the Mayor for three-year terms (or the unexpired portion thereof) expiring on February 15, such appointments to be confirmed by the City Council.
- b) The Committee shall assist the City Clerk and the departments in the performance of such tasks as are mutually agreeable to the Committee, the City Clerk and the departments as applicable. The Committee shall have no independent authority.
- c) One member of the Committee may be appointed to serve also on the Records Management Advisory Board.

- d) All members of the Committee shall serve without compensation. They shall be deemed special municipal employees under the Code of Ordinances, Section 2-44 for the purposes of M.G.L.A. c. 268a.

**Sec. 2-755. Records Management Advisory Board established; appointments; duties.**

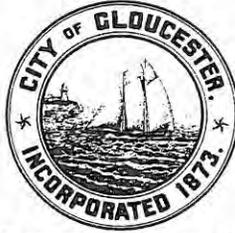
- a) In order to promote adequate assurance of the long-term storage, security, preservation and accessibility of all records held by the City of Gloucester, there shall be in the City of Gloucester a Records Management Advisory Board hereinafter called the Board.
- b) The Board shall consist of seven (7) persons, one of whom may be a member of the Archives Committee, appointed by the Mayor and confirmed by the City Council. Members shall be appointed for three-year terms (or the unexpired portion thereof) expiring on February 15. In making such appointments the Mayor shall give preference to persons with broad management experience and familiarity with the care and custody of records and with the use of archival materials.
- c) The chairperson, vice-chairperson and recorder shall be elected by the members of the Board. The City Clerk shall serve as a non-voting consultant. Department representatives may be invited as consultants when needed. Minutes of meetings of the Board shall be submitted to the office of the City Clerk on a regular basis.
- d) All members of the Board shall serve without compensation. They shall be deemed special municipal employees under the Code of Ordinances, Section 2-44 for the purposes of M.G.L.A. c. 268a.
- e) The Board shall continually review and assess the records storage and preservation systems of the City and advise the Administration, the City Council and the City Clerk about records management issues. The Board shall render annually to the Mayor and City Council a report regarding the development and status of municipal archives and records management and the adequacy of planning therefor.
- f) The Board shall, at intervals chosen by the members, review its mission and suggest changes in the ordinances that govern its actions.

**Sec. 2-756. Agencies of the City; custody and preservation of records.**

Unless otherwise provided for by law, records shall be kept in the custody of the manager of each City agency, or his/her designee. The manager of each City agency shall:

- a) make and preserve public records containing proper documentation of its organization, functions, policies and procedures;
- b) establish and maintain effective controls over the creation, maintenance and use of records and guard against the loss or the unauthorized or unlawful removal of City records;
- c) apply the provision of approved records retention schedules to execute the orderly disposition of records including transfer to the City's records center or archives repository of noncurrent or inactive records;
- d) designate a liaison between the agency and the City Clerk on all matters relating to the department's records and record-keeping practices; and

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 13, 2014

Ms. Claudia Schweitzer  
25 High Street  
Gloucester, MA 01930

Dear Claudia:

I am pleased to reappoint you to a three year term on the **Board of Health**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Noreen Burke, Public Health Director

Enclosure  
CAK/c

EFFECTIVE 2/14/2014

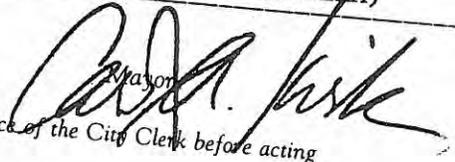
**The City of Gloucester, Massachusetts**

Dear Claudia Schweitzer, 25 High Street, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the BOARD OF HEALTH \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

*Mayor*  


N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_

By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 13, 2014

Mr. Fred Cowan  
660R Washington Street  
Gloucester, MA 01930

Dear Fred:

I am pleased to reappoint you to a three year term on the **Board of Health**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Noreen Burke, Public Health Director

Enclosure  
CAK/c

EFFECTIVE 2/14/2014

**The City of Gloucester, Massachusetts**

Dear Fred Cowan, 660R Washington Street, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you

to the BOARD OF HEALTH

\_\_\_\_\_ of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

*[Handwritten Signature]*  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

(Code 1970, § 2-187)

**State law reference(s)**--Selection of board chairman, M.G.L.A. c. 41, § 24.

**Sec. 2-417. Duties of secretary.**

The secretary of the board of assessors shall keep a full and complete record of the doings of the board, and shall have in his custody the official records to be kept by assessors and he likewise shall perform the duties required of a secretary of a board of assessors by law or as may be required by the commissioner of the department of revenue of the commonwealth.

(Code 1970, § 2-188)

**State law reference(s)**--Selection of secretary, M.G.L.A. c. 41, § 24.

**Sec. 2-418. Books and records.**

The board of assessors shall cause to be carefully protected and preserved all books, records and papers belonging to the assessor's department and a detailed and accurate record in permanent form shall be kept relating to all the official acts of the board of assessors.

(Code 1970, § 2-189)

Secs. 2-419--2-424. Reserved.

**DIVISION 3 BOARD OF HEALTH\***

**\*State law reference(s)**--City and town boards of health generally, M.G.L.A. c. 111, §§ 26--32.

**Sec. 2-425. Composition; appointment, term and removal of members.**

The board of health shall consist of five (5) members all of whom shall be appointed by the mayor, subject to the approval of the city council, staggered terms of three (3) years each.

(Code 1970, § 2-297; Ord. No. 4-1991, § 1, 2-26-91)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 111, § 26.

**Sec. 2-426. Members not compensated.**

Members of the board of health shall receive no compensation for their services.

(Code 1970, § 2-298)

**State law reference(s)**--Members of board of health to receive such compensation as council determines, M.G.L.A. c. 111, § 26.

**Sec. 2-427. Selection of chairman.**

The board of health shall organize annually by the selection of one (1) of its members as chairman.

(Code 1970, § 2-299)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 111, § 27.

**Sec. 2-428. Rules and regulations.**

The board of health may make rules and regulations for its own government and for the government of its officers, agents, and assistants.

(Code 1970, § 2-303)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 111, § 27.

**Sec. 2-429. Appointment of physician to take and examine cultures and school physician.**

The board of health may appoint a physician to the board, who shall take and examine all cultures, and shall appoint a school physician, neither of whom shall be a member of the board. Such physicians shall hold their offices according to the provisions of the civil service laws and regulations governing such offices.

(Code 1970, § 2-300)

**Cross reference(s)**--Duty of school physician relative to vaccination of pupils, § 18-4.

**State law reference(s)**--Appointment of physician to board, M.G.L.A. c. 111, § 27; appointment of school physician, M.G.L.A. c. 71, § 53.

**Sec. 2-430. Employment of clerk and other assistants.**

The board of health may appoint a clerk according to the provisions of the civil service laws and regulations governing such an office, which clerk shall not be a member of the board. The board may also employ the necessary officers, agents and assistants to execute the health laws and the board's regulations.

(Code 1970, § 2-301)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 111, § 27.

**Sec. 2-431. Compensation of clerk and assistants.**

The board of health may fix the salaries or compensation of its clerk and other agents and assistants.

(Code 1970, § 2-302)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 111, § 27.

Secs. 2-432--2-439. Reserved.

**DIVISION 4. COUNCIL FOR THE AGING****Sec. 2-440. Established; composition; appointment and terms of members.**

There is hereby established a council for the aging consisting of the director of public works, the chairman of the board of health, or their respective representatives, and not less than three (3) nor more than seven (7) additional members appointed by the mayor from the voters and residents of the city. Appointees shall serve staggered terms of three (3) years, commencing at the date of the appointment.

(Code 1970, § 2-343; Ord. of 2-22-77, § 1; Ord. of 5-27-86, § 1)

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 13, 2014

Mrs. Lucia Sheehan  
3 Blueberry Lane  
Gloucester, MA 01930

Dear Lucy:

I am pleased to reappoint you to a three year term on the **Board of Registrars**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

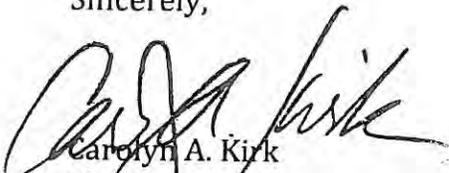
In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,



Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

**The City of Gloucester, Massachusetts**

Dear Lucia Sheehan, 3 Blueberry Lane, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the BOARD OF REGISTRARS \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

*[Handwritten Signature]*  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

# BOARD OF REGISTRARS

## The General Laws of Massachusetts

Search the Laws

### PART I. ADMINISTRATION OF THE GOVERNMENT

#### TITLE VIII. ELECTIONS

#### CHAPTER 51. VOTERS

#### REGISTRARS OF VOTERS

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Next Section  
Previous Section  
Chapter Table of Contents  
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Chapter 51: Section 15. Board of registrars in certain cities and towns; appointment; term of office

Section 15. Except as provided in section seventeen, there shall be in every city, other than one having a board of election commissioners or an election commission, and in every town a board of registrars of voters consisting of the city or town clerk and three other persons who shall, in a city, be appointed by the mayor, with the approval of the aldermen, and in a town, by a writing signed by the selectmen and filed with the town clerk. When a board of registrars is first appointed, the registrars shall be appointed in February or March for terms respectively of one, two and three years, beginning with April first following. In February or March in every year after the original appointment, one registrar shall be appointed for the term of three years, beginning with April first following.

As the terms of the several registrars expire, and in case a vacancy occurs in the board of registrars of voters, the selectmen or the appointing authority shall so appoint their successors that as nearly as possible the members of the board shall represent the two leading political parties, as defined in section one of chapter fifty; provided, that a city or town clerk need not be enrolled in a political party; and provided further, that in no case shall an appointment be made as to cause a board to have more than two members, including the city or town clerk, of the same political party. Every such appointment shall be made in a town by the selectmen or the appointing authority from a list to be submitted to them by the town committee of the political party from the members of which the position is to be filled, containing the names of three enrolled members of such party resident in the town, selected by a majority vote at a duly called meeting, at which a quorum is present, of such committee; and every member of a board of registrars of voters shall serve until the expiration of his term and until his successor has qualified; provided, however, if the chairman of the town committee has not submitted such list to the selectmen or the appointing authority within forty-five days after a notification to said chairman by certified mail, the selectmen or the appointing authority shall make said appointment without reference to such a list.

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

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

January 13, 2014

Mr. Tom Kiely  
246 Western Avenue  
Gloucester, MA 01930

Dear Tom:

I am pleased to reappoint you to a three year term on the **Clean Energy Commission**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

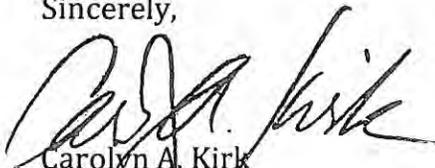
In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,



Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

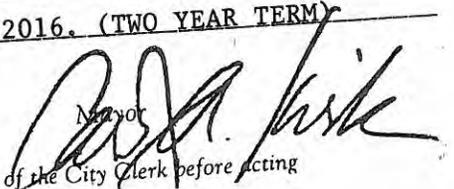
**The City of Gloucester, Massachusetts**

Dear Tom Kiely, 246 Western Avenue, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the CLEAN ENERGY COMMISSION of the City of  
Gloucester, Massachusetts.

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/ 2016. (TWO YEAR TERM)

Respectfully,

Mayor  


N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 13, 2014

Ms. Linda Stout-Saunders  
52 Bennett Street  
Gloucester, MA 01930

Dear Linda:

I am pleased to reappoint you to a three year term on the **Clean Energy Commission**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk". The signature is fluid and cursive.

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

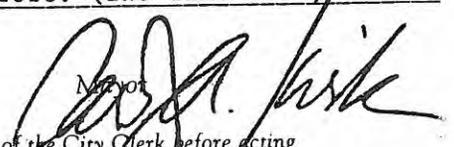
**The City of Gloucester, Massachusetts**

Dear Linda Stout-Saunders, 52 Bennett Street, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the CLEAN ENERGY COMMISSION of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2016. (TWO YEAR TERM)

Respectfully,

*Mayor*  


N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 13, 2014

Ms. Candace Wheeler  
8 Rockholm Road  
Gloucester, MA 01930

Dear Candace:

I am pleased to reappoint you to a three year term on the **Clean Energy Commission**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

**The City of Gloucester, Massachusetts**

Dear Candace Wheeler, 8 Rockholm Road, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the CLEAN ENERGY COMMISSION \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2016. (TWO YEAR TERM)

Respectfully,

*Paul A. Pusk*  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

DIVISION 11

SECTION 2-514 CLEAN ENERGY COMMISSION

Be it enacted by the City Council assembled and by the authority of the same as follows:

Sec. 2-514 The Gloucester Clean Energy Commission is created to promote clean energy options in Gloucester, including energy efficiency, conservation and the development of clean and renewable energy.

Sec. 2-515 The Commission shall pursue the following tasks:

- a) Propose and develop strategies to reduce energy costs of city-owned facilities and vehicles through energy conservation, efficiency and renewable energy measures. The strategies may include electricity, vehicle fuel, natural gas and oil conservation and may identify innovative cost-saving measures.
- b) Recommend city-wide programs including participation in federal or state-wide energy initiatives, such as the Green Communities Program, to promote and facilitate smart energy strategies for Gloucester citizens on both public and private real property.
- c) Work with appropriate city departments to track energy usage and costs associated with key assets and operations of the City.
- d) Identify climate adaptation and mitigation issues and strategies to safeguard the long-term economic and cultural vitality of the City.
- e) Follow emerging federal and state mandates, as well as initiatives and funding opportunities for energy conservation, renewable energy, or climate adaptation and mitigation strategies. Recommend strategies to comply with applicable mandatory or voluntary standards.
- f) Provide guidance, in the form of education or information, to the Mayor, City Council and key city departments and personnel, to support their decision-making on recommended strategies and clean energy opportunities.
- g) Serve as a communications and information resource on clean energy issues and city initiatives for the public through:
  - i) Meetings and sponsored events;
  - ii) Maintenance of an active web site;
  - iii) Regular communications to interested parties; and
  - iv) Public/private partnerships.

Sec. 2-516

a) The Commission shall consist of seven (7) members. Members shall be appointed by the Mayor and approved by the City Council, subject to the provisions of the City Charter. Appointees shall serve staggered terms of two years beginning at the date of appointment and ending on February 14 as required by the city charter. Commission members shall be Gloucester residents and may include representation by appropriate city employees as determined by the Mayor. Members will be selected based on relevant experience and knowledge in energy management strategies, renewable and alternate energies, energy efficiency and/or community sustainability. A vacancy occurring other than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment.

b) The terms of the members shall be staggered, as such, the initial members shall be for the following terms:

- i. Three members for one year;
- ii. Four members for two years.

c) The Commission shall:

- i. Meet on a monthly basis and retain meeting minutes;
- ii. Report to the Mayor on a quarterly basis; and
- iii. Beginning six months after its initial formation, the Commission shall submit to the Council on a semi-annual basis a report of its activities and its progress in achieving its mission.

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 13, 2014

Mrs. Barbara Markell  
61 Shore Road  
Gloucester, MA 01930

Dear Mrs. Markell:

I am pleased to reappoint you to a four year term on the **Committee for the Arts**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expired. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk".

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

**The City of Gloucester, Massachusetts**

Dear Barbara Markell, 61 Shore Road, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you

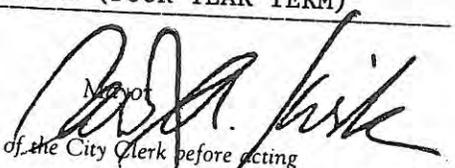
to the COMMITTEE FOR THE ARTS

\_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2018. (FOUR YEAR TERM)

Respectfully,

Mayor



N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_

By: \_\_\_\_\_

- (1) Organize and direct volunteer efforts to keep Gloucester beautiful;
- (2) Keep the mayor and the appropriate city departments informed of the maintenance and beautification needs of public property;
- (3) Work with all city departments, including the department of public works, the department of parks and recreation, the school department, the conservation commission, and the waterways board, to keep Gloucester beautiful.

(Ord. No. 20-1996, § I, 7-9-96)

**Sec. 2-507. Powers and duties.**

The powers and duties of the commission shall include the following:

- (1) To support and assist all city departments in their efforts to maintain a safe and clean environment;
- (2) To submit reports to the mayor and the appropriate city departments concerning the matters set forth in section 2-506 herein;
- (3) To submit plans for resolving problems concerning the matters set forth in section 2-506 herein to the mayor and the appropriate city departments; and
- (4) To render to the mayor, the city council and the appropriate city departments a full written report of its activities and its recommendations, not less than once a year.

(Ord. No. 20-1996, § I, 7-9-96)

**DIVISION 10. COMMITTEE FOR THE ARTS**

**Sec. 2-508. Created.**

This is hereby created and established a committee to be known as the committee for the arts.

(Ord. No. 112-2000, § I, 11-28-00)

**Sec. 2-509. Composition; appointment and terms of members.**

The committee for the arts shall consist of a minimum of five (5) members and a maximum of seven (7) members, one to be the mayor or his designee from time to time acting in his stead and the other four (4) to be residents of the city appointed by the mayor to serve staggered terms of four (4) years. The mayor in office shall continue his membership on the committee for the term for which he is elected.

(Ord. No. 112-2000, § I, 11-28-00)

**Sec. 2-510. Qualifications of members; city officers not eligible except as mayoral designee from time to time.**

- (a) At least three (3) of the appointed members of the committee for the arts shall have had experience in the arts by reason of vocation, avocation, or by membership in a private or public entity devoted to the arts.
- (b) None of the appointed members of the committee for the arts shall hold any elected office.

(Ord. No. 112-2000, § I, 11-28-00)

**Sec. 2-511. Chairman.**

The chairman of the committee for the arts shall be elected by majority vote of the membership.  
(Ord. No. 112-2000, § I, 11-28-00)

**Sec. 2-512. Assistance of city officials, board and employees.**

The committee shall receive regular support and assistance from the community development department. Such department may undertake planning, implementation and review responsibilities on behalf of the committee. Further, the committee may request the services and assistance of any of the officials, boards, and through the mayor, employees of the city at all reasonable times when the committee determines that it requires the assistance and advice of such officials and employees in the performance of its duties.

(Ord. No. 112-2000, § I, 11-28-00)

**Sec. 2-513. Duties.**

It shall be the duty of the committee for the arts to promote the arts, visual, written, performed and spoken, to foster within the community, a knowledge and appreciation of artistic endeavors, commercial or otherwise, to seek out private or public assistance by way of donations or grants and to do all appropriate acts that encourage the continuation of artistic endeavors within the city; to establish premises and offices and to spread the fame of local artists and educate the public.

(Ord. No. 112-2000, § I, 11-28-00)

Secs. 2-514--2-559. Reserved.

**ARTICLE VI. FINANCE\***

**\*Charter reference(s)**--Provisions relating to council committee on budget and finance, section 2-9; provisions relating to municipal financial procedures, section 6-1 et seq.

**Cross reference(s)**--Ordinances promising or guaranteeing payment of money for the city or authorizing the issuance of any bonds of the city or any evidence of the city's indebtedness, or any contract or obligation assumed by the city saved from repeal, § 1-7(2); appropriation ordinances saved from repeal, § 1-7(14); ordinances levying or imposing taxes saved from repeal, § 1-7(15).

**State law reference(s)**--Municipal finance generally, M.G.L.A. c. 44, § 1 et seq.

**DIVISION 1. GENERALLY**

**Sec. 2-560. Fiscal year.**

The city's fiscal year shall begin on the first day of July in each year and end on the thirtieth day of the following June in each year including both days.

(Code 1970, § 2-1)

**State law reference(s)**--Fiscal year of cities, M.G.L.A. c. 44, § 56A.

**Sec. 2-561. Payroll procedure.**

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 14, 2014

Mr. William Dugan  
15 Cherry Street  
Gloucester, MA 01930

Dear Bill:

I am pleased to reappoint you to a three year term as the Gloucester Housing Authority representative on the **Community Preservation Committee**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk". The signature is fluid and cursive.

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

**The City of Gloucester, Massachusetts**

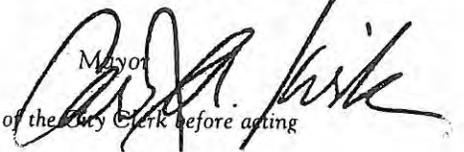
Dear William Dugan, 15 Cherry Street, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the COMMUNITY PRESERVATION COMMITTEE of the City of  
(Gloucester Housing Authority representative)  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

Mayor



N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 14, 2014

Mr. Scott Smith  
12 Grapevine Road  
Gloucester, MA 01930

Dear Scott:

I am pleased to reappoint you to a three year term as an at large member on the **Community Preservation Committee**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk".

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

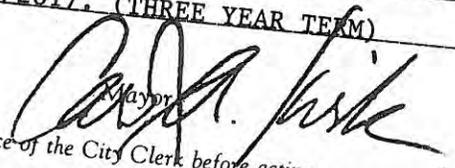
**The City of Gloucester, Massachusetts**

Dear Scott Smith, 12 Grapevine Road, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the **COMMUNITY PRESERVATION COMMITTEE** of the City of  
(AT LARGE MEMBER)  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

# COMMUNITY PRESERVATION COMMITTEE

## Chapter XXXX City of Gloucester Community Preservation Act

Section X	Establishment
Section XX	Membership and Terms
Section XXX	Terms of Office
Section XXXX	Authority, Duties and Responsibility
Section XXXXX	Quorum and Voting
Section XXXXXX	Severability

### Section X Establishment

There shall be a Community Preservation Committee ("Committee"), in accordance with Chapter 267 of the Acts of 2000, Massachusetts Community Preservation Act, MGL chapter 44B, §1, et seq., which shall consist of nine (9) members as follows:

### Section XX Membership and Terms

The community preservation committee shall consist of nine (9) members, all of whom shall be residents of the city. Committee members shall be appointed by the Mayor and confirmed by the city council for a period of three years expiring on February 15. Committee shall be composed of the following:

- 1) Four members shall be members of the boards and commission as required by the Community Preservation Act, GL c. 44B section 5 and appointed by the Mayor subject to confirmation of the City Council. If a statutory board or commission no longer functions or exists within the city then the Mayor shall appoint a member from the general public who has expertise or performs like duties as the board or commission. Each board or commission shall submit the name of one of its members to sit on the committee within 45 days of a vacancy of the statutory membership. The statute directs that a member from each of the following shall be designated as a member of the committee:
  - a) one member of the Conservation Commission as designated by the Commission.
  - b) one member of the Historical Commission as designated by the Commission.
  - c) one member of the Planning Board as designated by the Board.
  - d) one member of the Parks and Recreation Department.
  - e) one member of the Housing Authority as designated by the Authority.
- 2) There shall be four members of the general public not currently holding elected or appointed office, as appointed by the Mayor.
  - a) The At-Large members shall include at least one citizen who has expertise or demonstrated interest in open space, at least one citizen who has expertise or

demonstrated interest in recreation, at least one citizen who has expertise or demonstrated interest in historic preservation and at least one citizen who has expertise or demonstrated interest in affordable housing.

- b) To the extent possible the members of the committee will be selected so that the five wards are fairly represented.

The commission and boards which may designate a member for appointment shall do so within 45 days of the effective date of this ordinance and shall forward the names to the Mayor. Should a commission or board fail to designate a member for appointment within 45 days, the Mayor shall appoint the member from the general public.

Should a member from a designated commission or board be no longer able to serve on the Preservation Committee, the Mayor shall appoint a successor member.

### **Section XXX            Terms of Office**

- 1) The term of office for each member of the Committee shall be three years. No member shall serve more than two terms.
- 2) In order to stagger the terms of the members, the terms of the initial appointments shall be as follows:
  - a. the Historic Commission member, the Conservation Commission member, two At-Large member appointed by the Mayor shall serve for three (3) years;
  - b. the Housing Authority member, the Planning Board member and one At-Large member appointed by the Mayor shall serve for two (2) years;
  - c. the Parks and Recreation Member and one At-Large member appointed by the Mayor shall serve for one (1) year.
  - d. For purposes of this clause, the initial one (1) and two (2) year appointments shall be deemed not to constitute full terms.

#### **Officers:**

- 1) The committee shall annually elect one of its members to serve as chairperson and may elect such other officers, adopt procedural rules and regulations and establish any subcommittees as it deems appropriate.
- 2) A Committee member may serve as chairperson for 2 consecutive years, after which he/she shall not be eligible to be nominated for the same position. However, a two-thirds (2/3) vote of the Committee can waive this provision.

**Vacancies:**

Any vacancy shall be filled by the respective Board, Commission, Authority or Mayor for the remainder of the unexpired time.

- 1) In the event that a Committee member is unable for any reason to complete serving a term, whether by failure of reappointment to his or her underlying board, commission or authority, or otherwise, the board, commission or authority responsible for designating said committee member shall forthwith designate another of its members to complete the remainder of the term.
- 2) All committee members shall serve on the committee without compensation.

**Section XXXX      Authority, Duties and Responsibility**

- 1) The Community Preservation Committee shall study the needs, possibilities and resources of the city regarding community preservation. The committee shall consult with the Mayor, the City Council, the Community Development Director, the Housing Authority Director, the Conservation Commission, the Historical Commission, the Zoning Board, the Parks and Recreation Director, the Chair of the Gloucester Housing Trust, Grants Director, Public Works Director and any persons acting in those capacities or performing like duties when conducting such studies.
- 2) As part of its study, the Committee shall hold one or more public information hearings annually on the needs, possibilities and resources of the City regarding the community preservation possibilities and resources, notice of which shall be posted publicly and published for each of the two weeks preceding a hearing in a newspaper of general circulation in the City and published electronically on the city's web site.
- 3) The Committee shall meet as necessary to carry out its duties, but in any fiscal year shall hold no fewer than three (3) meetings.
- 4) On or before November 1<sup>st</sup> of each year, the Committee shall make recommendations to the City Council for:
  - a. the acquisition, creation and preservation of open space;
  - b. the acquisition, preservation, rehabilitation and restoration of historic resources;
  - c. the acquisition, creation, preservation and support of community housing;
  - d. the acquisition, creation and preservation of land for recreational use; and
  - e. the rehabilitation or restoration of open space, land for recreational use and community housing that is acquired or created as provided in this section.
- 5) With respect to community housing, the Committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.
- 6) The Committee may include in its proposal to the City Council, a recommendation to set aside

for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund or to set aside for later spending funds for general purposes that are consistent with community preservation.

- 7) The Committee may recommend the issuance of general obligation bonds or notes, in accordance with the provisions of M.G.L., Chapter 44B, § 11, in anticipation of revenues to be raised pursuant to M.G.L., Chapter 44B, § 3, the proceeds of which shall be deposited in the Community Preservation Fund.
- 8) In every fiscal year, the Committee shall recommend that the City Council either spend, or set aside for later spending, not less than 10% of the annual revenues in the Community Preservation Fund for each of the following:
  - a. open space (not including land for recreational use);
  - b. historic resources
  - c. community housing
- 9) All recommendations and proposals submitted by the Committee to the City Council shall include the anticipated costs thereof.
- 10) No appropriation shall be made from the Community Preservation Fund without the approval of the City Council.
- 11) The Committee shall submit to the City Council, by March 1<sup>st</sup> of each year, an annual administrative and operating budget for the Committee for the next fiscal year, which shall not exceed five (5%) percent of that year's estimated annual Community Preservation Fund revenues.

**Section XXXXX Quorum and Voting**

- 1) Five (5) members shall constitute a quorum for the purpose of convening a meeting and of conducting the business of the Committee.
- 2) The Committee shall approve its actions by a majority vote of the quorum.

**Section XXXXXX Severability**

In the event any part of this Ordinance is for any reason declared invalid or unconstitutional by any court, the remainder of this Article shall continue in full force and effect.

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 13, 2014

Mr. Robert Gulla  
593 Essex Avenue  
Gloucester, MA 01930

Dear Rob:

I am pleased to reappoint you to a three year term on the **Conservation Commission**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

**The City of Gloucester, Massachusetts**

Dear Robert Gulla, 593 Essex Avenue, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the **CONSERVATION COMMISSION** \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

*[Handwritten Signature]*  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

### ARTICLE III. CONSERVATION COMMISSION\*

\***Cross reference(s)**--Boards, commissions, councils and committees, § 2-400 et seq.; conservation commission to promulgate rules and regulations relating to marshlands, § 12-19.

#### **Sec. 16-30. Created.**

There is hereby created a conservation commission under the authority of M.G.L.A. c. 40, § 8C.

(Code 1970, § 2-328)

#### **Sec. 16-31. Composition; appointment; terms of members.**

The conservation commission shall consist of seven (7) members, all of whom shall be residents of the city and all of whom shall be appointed by the mayor, subject to approval of the city council, to staggered terms of three (3) years.

(Code 1970, § 2-329)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 40, § 8C.

#### **Sec. 16-32. Powers and duties.**

The conservation commission shall have all the duties and powers given to conservation commissions by M.G.L.A. c. 40, § 8C.

(Code 1970, § 2-330)

#### **Sec. 16-33. Condemnation of land or water upon commission's request.**

(a) For the purposes of this article, the city may, upon the written request of the conservation commission, take, by eminent domain under M.G.L.A. c. 79, the fee or any lesser interest in any land or waters located in the city, provided the taking has first been approved by two-thirds vote of the city council, which land and water shall thereupon be under the jurisdiction and control of the conservation commission.

(b) No action taken under this section shall affect the powers and duties of the state reclamation board or any mosquito control or other project operating under or authorized by M.G.L.A. c. 252, or restrict any established public access.

(c) Lands used for farming or agriculture, as defined in M.G.L.A. c. 128, § 1A shall not be taken by eminent domain under the authority of this section.

(Code 1970, § 2-331)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 40, § 8C.

#### **Sec. 16-34. Rules and regulations; penalty for violations thereof.**

The conservation commission may adopt rules and regulations governing the use of land and waters under its control, and prescribe penalties, not exceeding a fine of one hundred dollars (\$100.00), for any violation thereof.

(Code 1970, § 2-332)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 40, § 8C.

Secs. 16-35--16-44. Reserved.

#### ARTICLE IV. RESERVED\*

**\*Editor's note**--An ordinance of May 27, 1986, § 1, repealed Art. IV, §§ 16-45--16-48, pertaining to the downtown development commission, as derived from Code 1970, §§ 2-414--2-417.

Secs. 16-45--16-59. Reserved.

#### ARTICLE V. HISTORIC DISTRICT\*

**\*State law reference(s)**--Historic districts, M.G.L.A. c. 40C.

##### Sec. 16-60. Purpose.

The purpose of this article is to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places significant in the history or architecture of the city, and through the maintenance and improvement of settings for such buildings and places and the encouragement of designs compatible therewith.

(Ord. of 5-24-77, § 2)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 40C, § 2.

##### Sec. 16-61. Created.

There is hereby established under the provisions of M.G.L.A. a historic district to be known as the Gloucester Historic District, which district shall include the area as shown on the plan on file in the city clerk's office.

(Ord. of 5-24-77, § 3)

**State law reference(s)**--Municipal authority to establish historic districts, M.G.L.A. c. 40C, § 3.

**Sec. 16-62. Historic district commission**--Established; membership; term of office; office.

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 13, 2014

Mrs. Jane Fonzo  
129 Atlantic Road  
Gloucester, MA 01930

Dear Jane:

I am pleased to reappoint you to a three year term on the **Downtown Development Commission**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

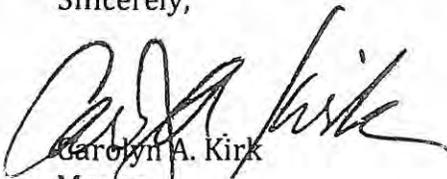
In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,



Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

**The City of Gloucester, Massachusetts**

Dear Jane Fonzo, 129 Atlantic Road, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the **DOWNTOWN DEVELOPMENT COMMISSION** \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

**This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)**

Respectfully,

*[Handwritten Signature]*  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 13, 2014

Mr. Douglas Cook  
11 Oakes Avenue  
Gloucester, MA 01930

Dear Doug:

I am pleased to reappoint you to a three year term on the **Downtown Development Commission**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,



Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

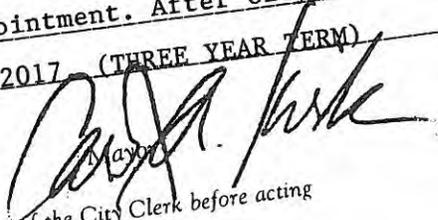
**The City of Gloucester, Massachusetts**

Dear Douglas Cook, 11 Oakes Avenue, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the DOWNTOWN DEVELOPMENT COMMISSION of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017 (THREE YEAR TERM)

Respectfully,

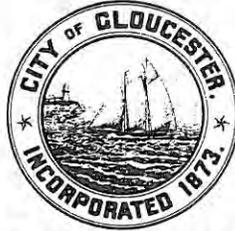


Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 13, 2014

Mrs. Katherine Cuddyer  
53 Grapevine Road  
Gloucester, MA 01930

Dear Kathy:

I am pleased to reappoint you to a three year term on the **Downtown Development Commission**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

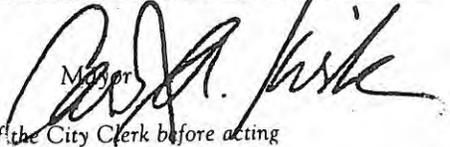
**The City of Gloucester, Massachusetts**

Dear Katherine Cuddyer, 53 Grapevine Road, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the DOWNTOWN DEVELOPMENT COMMISSION of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

DOWNTOWN DEVELOPMENT  
COMMISSION

CERTIFICATE OF VOTE



The Gloucester City Council, at a meeting held on, **TUESDAY, September 04, 2007**, at 7:00 p.m. In the Fred J. Kyrouz Auditorium, City Hall voted to approve the following action:

IN CITY COUNCIL:

**MOTION:** On motion of Councilor Tobey, seconded by Councilor Hardy the City Council voted 9 in favor, 0 opposed that Division 7, entitled "Downtown Development Commission", Section 2-492, entitled "Created; membership; terms" be amended by **DELETING:** (a) There is hereby recreated and reestablished in the City of Gloucester a commission to be known as the downtown development commission consisting of seven (7) members, all of whom shall be appointed by the mayor of the city and shall be confirmed by the Gloucester City Council and by **ADDING:** (a) There is hereby recreated and reestablished in the City of Gloucester a commission to be known as the downtown development commission consisting of nine (9) members, one (1) member shall be a City Councilor, who shall serve ex officio, all of whom shall be appointed by the mayor of the city and shall be confirmed by the Gloucester City Council.

*Robert D. Whynott*

Robert D. Whynott, City Clerk

APPROVAL OF THE MAYOR

*John P. Bell*  
John P. Bell, Mayor

VETOED BY THE MAYOR

John P. Bell, Mayor

SIGNED THIS 6 DAY OF Sept, 2007

All Ordinances shall become effective 31 days after passage except:  
Emergency Orders shall become Effective Next Day  
Zoning Changes shall be Effective Next Day.

purpose of filling a vacancy for any other reason, the appointment of the unexpired term immediately shall be made by the mayor and forwarded to the city council for their approval.

(Ord. No. 21-1991, 6-18-91)

**Sec. 2-475. Assistance of city officials, boards and employees.**

The commission shall receive regular support and assistance from the community development department. Such department may undertake planning, implementation and review responsibilities on behalf of the commission. Further, the commission may request the services and assistance of any of the officials, boards; and through the mayor, employees of the city at all reasonable times when the commission determines that it requires the assistance and advice of such officials, boards and employees in the performance of its duties.

(Ord. No. 21-1991, 6-18-91)

**Sec. 2-476. Semi-annual reports.**

The tourism commission shall submit semi-annually a report to the mayor and the city council of its activities.

(Ord. No. 21-1991, 6-18-91)

Secs. 2-477--2-490. Reserved.

**DIVISION 7. DOWNTOWN DEVELOPMENT COMMISSION\***

\*Editor's note--Inasmuch as Ord. No. 28-1991, adopted July 7, 1991, did not specify manner of codification, inclusion herein as Division 7, §§ 2-491--2-495, was at the discretion of the editor.

**Sec. 2-491. Purpose.**

In recognition of the continuing need for preservation, revitalization and improvement of Gloucester's central business district and its environs, a downtown development commission is hereby recreated and reestablished.

(Ord. No. 28-1991, 7-7-91)

**Sec. 2-492. Created; membership; terms.**

(a) There is hereby recreated and reestablished in the City of Gloucester a commission to be known as the downtown development commission consisting of seven (7) members, all of whom shall be appointed by the mayor of the city and shall be confirmed by the Gloucester City Council. Upon the establishment of this commission the mayor shall appoint three (3) members for three (3) years; two (2) members for two (2) years; and two (2) members for one (1) year; and as each term expires the mayor in like manner shall appoint members to serve for three (3) years.

(b) In the case of resignation, death or disqualification of any member of the commission, or for the purpose of filling a vacancy for any other reason, the appointment for the unexpired term shall immediately be made by the mayor.

(Ord. No. 28-1991, 7-7-91)

**Sec. 2-493. Mission.**

It shall be the mission of the downtown development commission to encourage economic revitalization within a context of historic preservation, community involvement and activities, a strong identity and tourism. The commission shall undertake, but not be limited to, the following activities:

- (1) Examine and evaluate conditions on an on-going basis.
- (2) Propose and promote physical improvements.
- (3) Coordinate public and private efforts.
- (4) Encourage, in cooperation with the Cape Ann Chamber of Commerce, a creative marketing plan, coordinated advertising, promotions and special events.
- (5) Promote the establishment of new businesses.
- (6) Encourage the establishment of special committees, composed of municipal officials, bankers, merchants, industrialists, preservationists, chamber of commerce officials, downtown residents, design professionals, developers, real estate brokers, and others concerned with downtown.
- (7) Promote and encourage the proper mix of goods, services, housing, recreation and entertainment.
- (8) Coordinate, through the community development department, the activities related to downtown of the historical commission, the historic district commission, the waterways commission, the planning board, the tourism commission, the economic development and industrial corporation, the redevelopment authority, and the housing authority.

(Ord. No. 28-1991, 7-7-91)

**Sec. 2-494. Assistance of city officials, boards and employees.**

The commission shall receive regular support and assistance from the community development department. Such department may undertake planning, implementation and review responsibilities on behalf of the commission. Further, the commission may request the services and assistance of any of the officials, boards and, through the mayor, employees of the city at all reasonable times when the commission determines that it requires the assistance and advise of such officials, boards and employees in the performance of its duties.

(Ord. No. 28-1991, 7-7-91)

**Sec. 2-495. Annual report.**

The downtown development commission shall submit an annual report of its activities to the city council.

(Ord. No. 28-1991, 7-7-91)

**DIVISION 8. HUMAN RIGHTS COMMISSION****Sec. 2-496. Policy.**

It is hereby declared to be the public policy of the city, including its employees, agents and officials, to protect and promote the constitutional, civil and human rights of all people within the city. Further, the city asserts that:

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

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

January 14, 2014

Ms. Angela Sanfilippo  
3 Beauport Avenue  
Gloucester, MA 01930

Dear Angela:

I am pleased to reappoint you to a three year term on the **Fisheries Commission**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

**The City of Gloucester, Massachusetts**

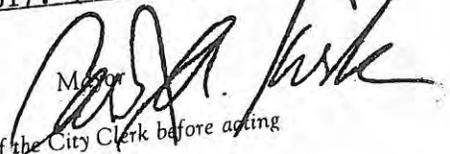
Dear Angela Sanfilippo, 3 Beauport Avenue, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the FISHERIES COMMISSION \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

Mayor



N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_

By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 14, 2014

Mr. Al Cottone  
8 Lendall Street  
Gloucester, MA 01930

Dear Al:

I am pleased to reappoint you to a three year term as the Conservation Commission representative on the **Fisheries Commission**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

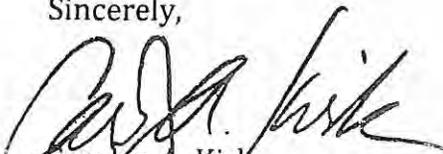
In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,



Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

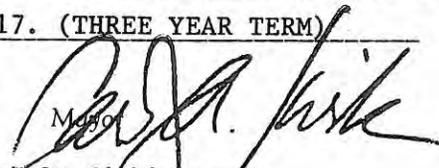
**The City of Gloucester, Massachusetts**

Dear Al Cottone, 8 Lendall Street, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the FISHERIES COMMISSION of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

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

January 14, 2014

Mr. Paul Vitale  
4 Haskell Court  
Gloucester, MA 01930

Dear Paul:

I am pleased to reappoint you to a three year term on the **Fisheries Commission**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

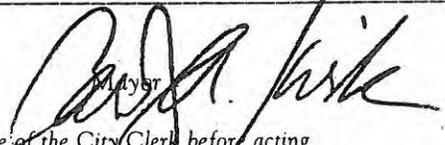
**The City of Gloucester, Massachusetts**

Dear Paul Vitale, 4 Haskell Court, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the FISHERIES COMMISSION \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 14, 2014

Mr. Mark Ring  
P.O. Box 3034  
Gloucester, MA 01931

Dear Mark:

I am pleased to reappoint you to a three year term on the **Fisheries Commission**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

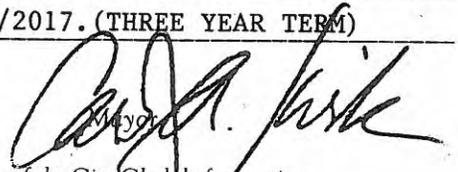
**The City of Gloucester, Massachusetts**

Dear Mark Ring, P.O. Box 3034, Gloucester, MA 01930

It is my pleasure to inform you that I have this day appointed you  
to the FISHERIES COMMISSION \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,



Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 14, 2014

Mr. Joseph Orlando  
7 Birch Grove Heights  
Gloucester, MA 01930

Dear Joe:

I am pleased to reappoint you to a three year term on the **Fisheries Commission**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

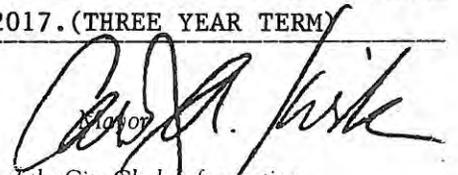
**The City of Gloucester, Massachusetts**

Dear Joseph Orlando, 7 Birch Grove Heights, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the FISHERIES COMMISSION \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 14, 2014

Mr. William "BG" Brown  
4 Pigeon Lane  
Gloucester, MA 01930

Dear BG:

I am pleased to reappoint you to a three year term on the **Fisheries Commission**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

  
Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

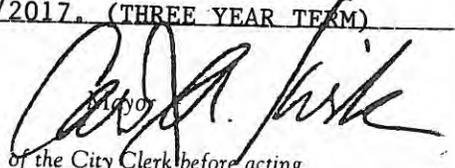
**The City of Gloucester, Massachusetts**

Dear William "BG" Brown, 4 Pigeon Lane, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the FISHERIES COMMISSION \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,



Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

# FISHERIES COMMISSION

1956

AN ACT INCORPORATING THE GLOUCESTER FISHERIES COM-  
MISSION. Chap. 260

*Be it enacted, etc., as follows:*

SECTION 1. There is hereby created a body politic and corporate to be known as the Gloucester Fisheries Commission which shall be deemed to be a public instrumentality for the purposes of this act and shall have an official seal as determined by the original membership of the commission.

SECTION 2. Said Gloucester Fisheries Commission shall be set up and sponsored by the city of Gloucester to investigate, advocate and recommend measures for the promotion, preservation and protection of the Gloucester fishing industry.

SECTION 3. Members of this commission shall be appointed by the mayor for a term concurrent with that of the mayor and shall be the mayor who shall be chairman, three members of the city council and five persons who are actively connected with the production, processing or employment phases of the industry.

SECTION 4. The city of Gloucester is hereby authorized to appropriate annually a sum of money not exceeding three thousand dollars for the purposes of said Gloucester Fisheries Commission.

SECTION 5. This act shall take effect upon its passage.  
Approved April 11, 1956. ¶

62

Chap. 631. AN ACT RELATIVE TO THE MEMBERSHIP OF THE GLOUCESTER FISHERIES COMMISSION AND INCREASING THE AMOUNT OF MONEY THAT THE CITY OF GLOUCESTER MAY APPROPRIATE FOR SAID COMMISSION.

*Be it enacted, etc., as follows:*

SECTION 1. Chapter 260 of the acts of 1956 is hereby amended by striking out section 3 and inserting in place thereof the following section:—*Section 3.* The commission shall consist of the mayor and twelve persons to be appointed by him, of whom two shall be members of the city council and five shall be connected with the production, processing or employment phases of the industry. Each member shall serve for a term concurrent with that of the mayor, who shall be chairman thereof.

SECTION 2. Said chapter 260 is hereby further amended by inserting after section 3 the following section:—

*Section 3A.* The city manager may appoint a permanent secretary to said commission upon its recommendation. Said secretary shall have no vote and shall receive such compensation as may be determined by the city manager with the approval of the city council.

SECTION 3. Said chapter 260 is hereby further amended by striking out section 4 and inserting in place thereof the following section:—

*Section 4.* The city of Gloucester is hereby authorized to appropriate annually a sum of money not exceeding twenty thousand dollars for the purposes of said Gloucester Fisheries Commission.

SECTION 4. This act shall take effect upon its acceptance by the city of Gloucester.  
Approved July 5, 1962.



The Commonwealth of Massachusetts

1970

IN THE YEAR ONE THOUSAND NINE HUNDRED AND SEVENTY.

AN ACT

CODIFYING AND AMENDING THE ACTS OF 1956, CHAPTER 260 AND OF 1962, CHAPTER 631 RELATIVE TO THE INCORPORATION OF, MEMBERSHIP IN, AND MONIES TO BE APPROPRIATED BY THE CITY OF GLOUCESTER FOR THE BENEFIT OF, THE GLOUCESTER FISHERIES COMMISSION.

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

SECTION 1. Chapter 260 of the Acts of 1956 and Chapter 631 of the Acts of 1962 are hereby amended by striking out, in their entirety, said Chapter 260 of the Acts of 1956 and Chapter 631 of the Acts of 1962 and inserting in place thereof the following codified and amended version:

Section 1. There is hereby created a body politic and corporate to be known as the Gloucester Fisheries Commission which shall be deemed to be a public instrumentality for the purposes of this Act and shall have an official seal as determined by the original membership of the Commission.

THE COMMONWEALTH OF MASSACHUSETTS

In the Year One Thousand Nine Hundred and Seventy-eight

AN ACT RELATIVE TO THE GLOUCESTER FISHERIES COMMISSION.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Chapter 620 of the acts of 1956 is hereby amended by striking out section 3, as amended by section 1 of chapter 631 of the acts of 1962, and inserting in place thereof the following section:-

Section 3. There shall be nine members of the commission one of whom shall be the mayor of the city of Gloucester who shall be the chairman and eight persons to be appointed by said mayor, in accordance with the city charter, three of whom shall be members of the city council of said city and five of whom shall be actively connected with the production, processing or employment phases of the fishing industry.

SECTION 2. Said chapter 260 is hereby further amended by striking out section 3A, inserted by section 2 of said chapter 631, and inserting in place thereof the following section:-

Section 3A. The mayor may appoint an executive secretary to said commission upon its recommendation. Said executive secretary shall have no vote and shall receive such compensation as may be determined by the mayor with the approval of the city council.

SECTION 3. Said chapter 260 is hereby further amended by striking out section 4, as amended by section 3 of said chapter 631, and inserting in place thereof the following two sections:-

Section 4. The city of Gloucester is hereby authorized to appropriate annually a sum of money not exceeding sixty thousand dollars for the purposes of said commission.

Section 4A. Said commission may accept and expend gifts, bequests or devises of personal property or interests in real property for the purposes of said commission in the name of said city or of said commission subject to the approval of the mayor and the city council of said city as provided in section fifty-three A of chapter forty-four of the General Laws.

SECTION 4. This act shall take effect upon its passage.

BA

Gloucester

AN ACT RELATIVE TO THE MEMBERSHIP OF THE GLOUCESTER FISHERIES COMMISSION.

1980

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Chapter 260 of the acts of 1956 is hereby amended by striking out section 3, as most recently amended by section 1 of chapter 519 of the acts of 1978, and inserting in place thereof the following section:-

Section 3. The commission shall consist of thirteen members, as follows: (a) the mayor or his designee, shall be the chairman and (b) twelve persons to be appointed by the said mayor, seven of whom shall be heads of organizations within the city relating to the fishing industry and four of whom shall be other persons residing in the city.

SECTION 2. Said chapter 260 is hereby further amended by striking out section 3A, as amended by section 2 of said chapter 519, and inserting in place thereof the following section:-

Section 3A. The mayor upon the recommendation of the commission may appoint an executive director who shall receive such compensation as may be determined by the mayor with the approval of the city council.

SECTION 3. This act shall take effect upon its passage.

House of Representatives, June 20, 1980.

Passed to be enacted, George Laveriau, Speaker.

In Senate, June 23, 1980.

Passed to be enacted, William M. Bulger, President.

July 3, 1980.

Approved, 1, 0 o'clock and 37 minutes, A. M.

Edward J. King, Governor.

at



City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 15, 2014

Mr. Stephen Miller  
10 Revere Street  
Gloucester, MA 01930

Dear Mr. Miller:

I am pleased to reappoint you to a three year term as an Alternate Member on the **Historic District Commission**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

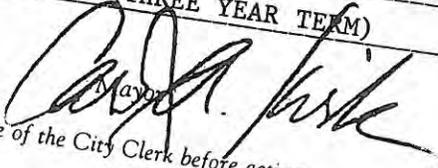
**The City of Gloucester, Massachusetts**

Dear Stephen Miller, 10 Revere Street, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the HISTORIC DISTRICT COMMISSION (Alternate) \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_

By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 14, 2014

Mr. David Porper  
6 Poplar Street  
Gloucester, MA 01930

Dear David:

I am pleased to reappoint you to a three year term on the **Historic District Commission**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

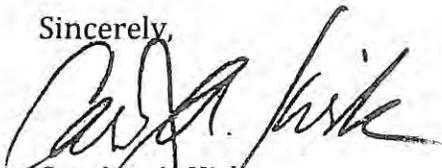
In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,



Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

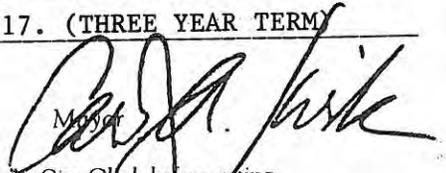
**The City of Gloucester, Massachusetts**

Dear David Porper, 6 Poplar Street, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the HISTORIC DISTRICT COMMISSION \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 14, 2014

Ms. Nancy Goodick  
21 Shore Hill Road  
Gloucester, MA 01930

Dear Nancy:

I am pleased to reappoint you to a three year term on the **Historic District Commission**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk". The signature is fluid and cursive.

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

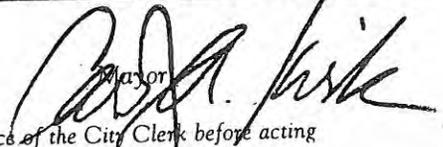
**The City of Gloucester, Massachusetts**

Dear Nancy Goodick, 21 Shore Hill Road, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the HISTORIC DISTRICT COMMISSION \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 14, 2014

Mr. Charles Nazarian  
956 Washington Street  
Gloucester, MA 01930

Dear Mr. Nazarian:

I am pleased to reappoint you to a three year term on the **Historic District Commission**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

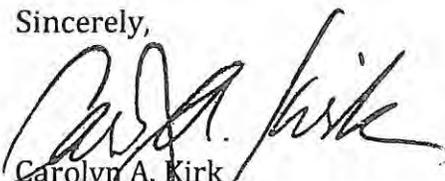
In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,



Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2017

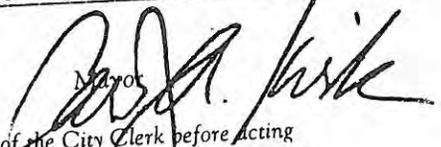
**The City of Gloucester, Massachusetts**

Dear Charles Nazarian, 956 Washington Street, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the HISTORIC DISTRICT COMMISSION \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

Mayor  


N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

(Code 1970, § 2-331)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 40, § 8C.

*HISTORIC DISTRICT  
COMMISSION*

**Sec. 16-34. Rules and regulations; penalty for violations thereof.**

The conservation commission may adopt rules and regulations governing the use of land and waters under its control, and prescribe penalties, not exceeding a fine of one hundred dollars (\$100.00), for any violation thereof.

(Code 1970, § 2-332)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 40, § 8C.

Secs. 16-35--16-44. Reserved.

**ARTICLE IV. RESERVED\***

**\*Editor's note**--An ordinance of May 27, 1986, § I, repealed Art. IV, §§ 16-45--16-48, pertaining to the downtown development commission, as derived from Code 1970, §§ 2-414--2-417.

Secs. 16-45--16-59. Reserved.

**ARTICLE V. HISTORIC DISTRICT\***

**\*State law reference(s)**--Historic districts, M.G.L.A. c. 40C.

**Sec. 16-60. Purpose.**

The purpose of this article is to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places significant in the history or architecture of the city, and through the maintenance and improvement of settings for such buildings and places and the encouragement of designs compatible therewith.

(Ord. of 5-24-77, § 2)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 40C, § 2.

**Sec. 16-61. Created.**

There is hereby established under the provisions of M.G.L.A. a historic district to be known as the Gloucester Historic District, which district shall include the area as shown on the plan on file in the city clerk's office.

(Ord. of 5-24-77, § 3)

**State law reference(s)**--Municipal authority to establish historic districts, M.G.L.A. c. 40C, § 3.

**Sec. 16-62. Historic district commission--Established; membership; term of office; office.**

(a) There is hereby established, under M.G.L.A. c. 40C, a historic district commission with

all the powers and duties of a historic district commission specified in M.G.L.A. c. 40C.

(b) The historic district commission shall consist of seven (7) regular members and two (2) alternate members, appointed by the mayor, subject to confirmation by the city council who shall serve staggered terms of three (3) years. The commission shall include one (1) regular member appointed from two (2) nominees submitted by the Cape Ann Historical Association, one (1) regular member appointed from two (2) nominees submitted by the Boston chapter of the American Institute of Architects and one (1) regular member appointed from two (2) nominees submitted by the Cape Ann Board of Realtors. Two (2) regular members of the commission shall be owners of property within a historic district in the city. All members of the commission, with the exception of that member nominated by the Boston chapter of the American Institute of Architects, shall be residents of the city. Vacancies shall be filled by appointment for the unexpired term. In case of the absence, inability to act or unwillingness to act because of self-interest on the part of a member of the commission, his place shall be taken by an alternate member designated by the chairman. Each member and alternate shall continue in office after the expiration of his term until his successor is duly appointed and qualified. All members shall serve without compensation.

(c) The historic district commission shall elect annually a chairman and vice-chairman from its own number and a secretary from within or without its number.

(Ord. of 5-24-77, § 4)

**Cross reference(s)**--Boards, commissions, councils and committees, § 2-400 et seq.

**State law reference(s)**--Municipal authority to establish historic district commission, M.G.L.A. c. 40C, § 4.

**Sec. 16-63. Same--Duties.**

(a) In passing upon matters before it, the historic district commission shall consider, among other things, the historic and architectural value and significance of the site, building or structure, the general design, arrangement, texture, material and color of the features involved, and the relation of such features to similar features of buildings and structures in the surrounding area. In the case of new construction or additions to existing buildings or structures, the commission shall consider the appropriateness of the size and shape of the building or structure both in relation to the land area upon which the building or structure is situated and to buildings and structures in the vicinity, and the commission may in appropriate cases impose dimensional and set-back requirements in addition to those required by applicable Code section, ordinance or by-law. The commission shall not consider interior arrangements or architectural features not subject to public view.

(b) The historic district commission shall not make any recommendation or requirement except for the purpose of preventing developments incongruous to the historic aspects or the architectural characteristics of the surroundings and of the historic district.

(Ord. of 5-24-77, § 5)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 40C, § 7.

**Sec. 16-64. Same--Limitations on authority.**

(a) Notwithstanding any contrary provision of this article, the authority of the historic district commission shall not extend to control of the following categories of buildings, structures, or exterior architectural features:

(1) Terraces, walks, driveways, sidewalks, and other similar structures, provided the structure is at grade level;

- (2) Storm doors and windows, screen doors and windows, window air conditioners, lighting fixtures, antennas, and similar appurtenances;
- (3) The color of paint;
- (4) Temporary signs and structures, provided, however, that the commission shall have authority to define "temporary signs" and "temporary structures;"
- (5) The repair or reconstruction of a building, structure, or exterior architectural feature damaged or destroyed by fire, storm, or other disaster, provided that: the exterior design is found by the commission to be substantially similar to the original and the repair or reconstruction is begun within one (1) year after the damage occurred and is carried on with due diligence.

(b) The authority of the historic district commission shall, however, extend to parking areas used by three (3) or more vehicles, provided any such area is visible from any public or private way within the district.

(Ord. of 5-24-77, § 7; Ord. of 1-22-80, § I; Ord. of 2-21-84, § I)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 40C, § 8.

**Sec. 16-65. Appeals from determinations of historic district commission.**

Any applicant aggrieved by a determination of the historic district commission may, within twenty (20) days after the filing of the notice of the determination contested with the city clerk, file a written request with the commission for a review by a person of competence and experience in such matters, designated by the Metropolitan Area Planning Council. The finding of the person or persons making such review shall be filed with the city clerk within forty-five (45) days after the filing of the request and shall be binding on the applicant and on the commission, unless an appeal is sought in court as provided in M.G.L.A. c. 40C, § 12A.

(Ord. of 5-24-77, § 6)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 40, § 12.

**Chapter 17 POLICE\***

**\*Cross reference(s)**--Offenses generally, § 14-1 et seq.; alarm systems, § 14-26 et seq.; Ch. 14; traffic and motor vehicles, Ch. 22.

**State law reference(s)**--Police generally, M.G.L.A. c. 147.

**ARTICLE I. IN GENERAL**

**Sec. 17-1. Administration of waterways.**

(a) *Police department.* [The following duties shall be the responsibility of the police department in the administration of waterways:]

- (1) Enforce all Massachusetts Commonwealth laws while patrolling the city waterways.
- (2) Operate, maintain and manage equipment and vessels assigned (Police boat/fire boat).
- (3) Investigate, prosecute criminal activity on waterways and waterfront in

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

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

January 14, 2014

Mr. David Rhineland  
16 Pine Street  
Gloucester, MA 01930

Dear David:

I am pleased to reappoint you to a three year term on the **Historical Commission**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

**The City of Gloucester, Massachusetts**

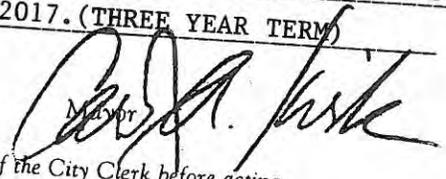
Dear David Rhineland, 16 Pine Street, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the HISTORICAL COMMISSION

\_\_\_\_\_ of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 14, 2014

Ms. Susan Albiero  
84 Prospect Street  
Gloucester, MA 01930

Dear Susan:

I am pleased to reappoint you to a three year term on the **Historical Commission**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk". The signature is fluid and cursive.

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

**The City of Gloucester, Massachusetts**

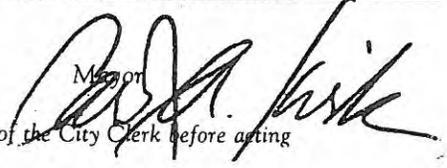
Dear Susan Albiero, 84 Prospect Street, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the HISTORICAL COMMISSION of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

Mayor



N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

Section 8D. A city or town which accepts this section may establish an historical commission, hereinafter called the commission, for the preservation, protection and development of the historical or archeological assets of such city or town. Such commission shall conduct researches for places of historic or archeological value, shall cooperate with the state archeologist in conducting such researches or other surveys, and shall seek to coordinate the activities of unofficial bodies organized for similar purposes, and may advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which it deems necessary for its work. For the purpose of protecting and preserving such places, it may make such recommendations as it deems necessary to the city council or the selectmen and, subject to the approval of the city council or the selectmen, to the Massachusetts historical commission, that any such place be certified as an historical or archeological landmark. It shall report to the state archeologist the existence of any archeological, paleontological or historical site or object discovered in accordance with section twenty-seven C of chapter nine, and shall apply for permits necessary pursuant to said section twenty-seven C. Any information received by a local historical commission with respect to the location of sites and specimens, as defined in section twenty-six B of chapter nine, shall not be a public record. The commission may hold hearings, may enter into contracts with individuals, organizations and institutions for services furthering the objectives of the commission's program; may enter into contracts with local or regional associations for cooperative endeavors furthering the commission's program; may accept gifts, contributions and bequests of funds from individuals, foundations and from federal, state or other governmental bodies for the purpose of furthering the commission's program; may make and sign any agreements and may do and perform any and all acts which may be necessary or desirable to carry out the purposes of this section. It shall keep accurate records of its meetings and actions and shall file an annual report which shall be printed in the case of towns in the annual town report. The commission may appoint such clerks and other employees as it may from time to time require. The commission shall consist of not less than three nor more than seven members. In cities the members shall be appointed by the mayor, subject to the provisions of the city charter, except that in cities having a city manager form of government, said appointments shall be by the city manager, subject to the provisions of the charter; and in towns they shall be appointed by the selectmen, excepting towns having a town manager form of government, in which towns appointments shall be made by the town manager, subject to the approval of the selectmen. When a commission is first established, the terms of the members shall be for one, two or three years, and so arranged that the terms of approximately one third of the members will expire each year, and their successors shall be appointed for terms of three years each. Any member of a commission so appointed may, after a public hearing if requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than by expiration of a term shall in a city or town be filled for the unexpired term in the same manner as an original appointment. Said commission may acquire in the name of the city or town by gift, purchase, grant, bequest, devise, lease or otherwise the fee or lesser interest in real or personal property of significant historical value and may manage the same.

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700

FAX 978-281-9738

ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 14, 2014

Mr. Thomas Falzarano  
7 Flume Road  
Gloucester, MA 01930

Dear Thom:

I am pleased to reappoint you to a three year term on the **Magnolia Woods Oversight and Advisory Committee**. Your reappointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

  
Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

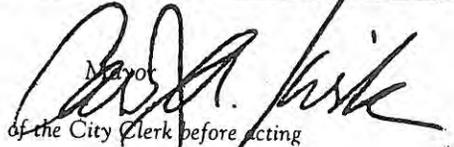
**The City of Gloucester, Massachusetts**

Dear Thomas Falzarano, 7 Flume Road, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the MAGNOLIA WOODS OVERSIGHT & ADVISORY COMM. of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

Mayor  


N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 14, 2014

Mr. Alexander Monell  
405 Essex Avenue  
Gloucester, MA 01930

Dear Alexander:

I am pleased to reappoint you to a three year term on the **Magnolia Woods Oversight and Advisory Committee**. Your reappointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,



Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

**The City of Gloucester, Massachusetts**

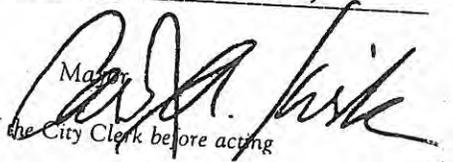
Dear Alexander Monell, 405 Essex Avenue, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the MAGNOLIA WOODS OVERSIGHT & ADVISORY COMM. of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

Mayor



N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

MAGNOLIA WOODS  
OVERSIGHT & ADVISORY COMMITTEE



Gloucester City Council  
CERTIFICATE OF VOTE  
Certificate Number: 2011-194

The Gloucester City Council, at a meeting held on **Tuesday, August 23, 2011** at 7:00 p.m. in the Kyrouz Auditorium, City Hall, voted to approve the following :

**IN CITY COUNCIL:**

**MOTION:** On motion by Councilor Theken, seconded by Councilor Whynott, the City Council voted BY ROLL CALL 9 in favor, 0 opposed to AMEND the Gloucester Code of Ordinances by ADDING the following:

Chapter 2 Administration, Art. V Boards, Commissions, Councils and Committees,  
Division 15, Magnolia Woods Oversight and Advisory Committee

**Section 2-555 - Purpose.**

In recognition of the continuing need for oversight in the city's ownership, operation and maintenance of Magnolia Woods so its full recreational utilization can be sustainably realized and its integrity as an environmental remediation project and as a natural resource for the entire community can be fully protected, the Magnolia Woods Oversight and Advisory Committee is hereby created and established.

The committee shall undertake but not be limited to the following activities:

- (1) Recommend an overall and coordinated program for the use of the recreational facilities at the Magnolia Woods that balances the competing needs for the various recreational and sports programs seeking to use those facilities.
- (2) Review and make recommendations upon plans for proposed maintenance of or capital improvements to any of the facilities or property contained within the Magnolia Woods and provide advisory oversight to the execution of any such plans.
- (3) Recommend programs and activities which can generate revenue streams which can be dedicated to the maintenance or improvement of any of the facilities or property contained within the Magnolia Woods.

**Section 2-556 – Tenure; composition; requirements.**

The Magnolia Woods Oversight and Advisory Committee shall consist of nine (9) members, one of whom will be the Gloucester School System Athletic Director (or his/her designee), two of whom shall be the Director of Public Works (or his/her designee) and the ward councilor representing Ward 5, who shall serve so long as they hold the aforementioned positions. The six remaining members shall initially be appointed by the mayor of the city and approved by the city council under §2-10 of the city charter for the terms listed below and shall be residents of Gloucester:

- 1) Two (2) members for one (1) year;
- 2) Two (2) members for two (2) years; and
- 3) Two (2) members for three (3) years.

The successors to these initial appointees shall serve for a term of three years. The six appointed members shall represent the following interests:

- 1) The Cape Ann Youth Soccer Association;
- 2) The Cape Ann Youth Lacrosse Association;
- 3) The Cape Ann Model Airplane Flying Association;
- 4) The neighborhood abutting the Magnolia Woods; and
- 5) The Magnolia community at large provided, however, that this member shall be a resident in Ward 5 of the City; and provided, further, that the member initially appointed to represent this interest shall have been a member of the Magnolia Woods Ad Hoc Committee, as indicated in the records of the City Clerk;
- 6) A representative from the community at large, provided that this member, however, will be a registered voter of the City.

Section 2-557 – Vacancies.

In case of resignation, death or disqualification of any member of the committee, or for the purpose of filling a vacancy for any other reason, the appointment of a new member to fill the unexpired term of such previous member immediately shall be made by the mayor and forwarded to the city council for its approval.

Section 2-558 – Assistance of city officials, boards and employees.

The committee shall receive regular support and assistance from the Department of Public Works.



\_\_\_\_\_  
Linda T. Lowe, City Clerk

Date: **AUG 25 2011**

APPROVED BY THE MAYOR

  
\_\_\_\_\_  
Carolyn A. Kirk, Mayor

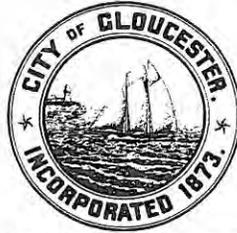
VETOED BY THE MAYOR

\_\_\_\_\_  
Carolyn A. Kirk, Mayor

SIGNED THIS 25 DAY OF Aug, 2011

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

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 14, 2014

Mr. Charles Crowley  
6 Eveleth Road  
Gloucester, MA 01930

Dear Mr. Crowley:

I am pleased to reappoint you to a three year term on the **Open Space and Recreation Committee**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk". The signature is fluid and cursive.

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure

CAK/c

EFFECTIVE 2/14/2014

**The City of Gloucester, Massachusetts**

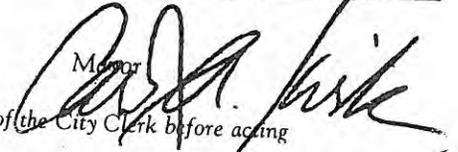
Dear Charles Crowley, 6 Eveleth Road, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the OPEN SPACE & RECREATION COMMITTEE \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

Mayor



N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 14, 2014

Ms. Susan Hedman  
86 Bond Street  
Gloucester, MA 01930

Dear Susan:

I am pleased to reappoint you to a three year term on the **Open Space and Recreation Committee**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

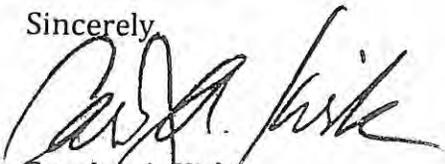
In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,



Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

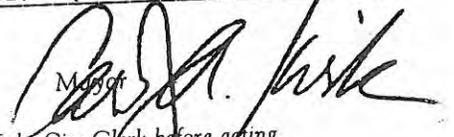
**The City of Gloucester, Massachusetts**

Dear Susan Hedman, 86 Bond Street, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the OPEN SPACE & RECREATION COMMITTEE of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

# OPEN SPACE AND RECREATION COMMITTEE



## Gloucester City Council CERTIFICATE OF VOTE Certificate Number: 2009-183

The Gloucester City Council, at a Special City Council meeting held on, **TUESDAY, AUGUST 25, 2009** at 7:00 p.m. in Fred J. Kyrouz Auditorium, City Hall, voted to approve the following action:

### IN CITY COUNCIL:

**MOTION:** On motion of Councilor Foote, seconded by Councilor Devlin, the City Council voted 8 **IN FAVOR** 0 **OPPOSED** to **AMEND** Chapter 2 "Administration" by **ADDING** "Open Space and Recreation Advisory Committee" Sections 2-517 through 2-520 as follows:

Be it enacted by the City Council assembled and by the authority of same as follows:

Section 2- 517 - Establishment; composition; appointment and terms of members

There is hereby established an Open Space and Recreation Committee which is created to formulate and implement an Open Space and Recreation Plan (OSRP) for the City of Gloucester. The Open Space and Recreation Committee will assist the city in its future actions with regard to open space parcels within the city. The committee shall consist of seven (7) members who shall be appointed by the Mayor from the residents of the city and confirmed by the City Council. The members shall serve for three-year staggered terms beginning on the date of appointment and ending on February 14 as required by City Charter.

Section 2 - 518 Purpose

The Committee shall create and implement an OSRP which shall:

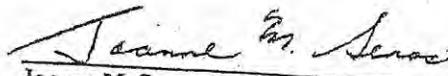
- a. Ensure the existence, smart use and access to open space in perpetuity.
- b. Ensure that contiguous areas and functions and values that depend on them are maintained
- c. Propose a process for agreements with abutters with shared use/conservation interests for enhancing open space.
- d. Recommend planned city growth and business development in a way that fully contemplates and strives to maintain the functions, values, uses and vision for open space in Gloucester.
- e. Establish a criteria and process for ceding open space to development or dedicated use
- f. Promote awareness and use of open spaces through a descriptive inventory of open spaces.

Section 2 - 519 Process

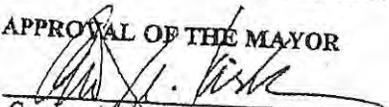
The former open space plans shall be used to create the plan which shall be submitted to the Commonwealth.

Section 2-520 Authorities and Responsibilities

- a. The Open Space and Recreation Committee shall act as an advisory committee to the Mayor, City Council, municipal boards, and the general public on matters concerning open space and recreation and shall have no budgetary powers.
- b. A majority of appointed members serving on the committee shall constitute a quorum and no meeting shall be continued without a quorum being present, unless a subcommittee has been established.
- c. The committee shall submit a summary of its activity and its progress on semiannually basis in the months of September and April.
- d. The Open Space and Recreation Committee may promote ad-hoc committees to develop stewardship for public open spaces. Such activities shall be coordinated with the Parks Department and Conservation Commission.

  
Joanne M. Senos, Interim City Clerk

APPROVAL OF THE MAYOR

  
Carolyn A. Kirk, Mayor  
SIGNED THIS 31 DAY OF Aug 2009

VETOED BY THE MAYOR

\_\_\_\_\_  
Carolyn A. Kirk, Mayor

*All Ordinances shall become effective 31 days after passage except:  
Emergency Orders shall become Effective Next Day  
Zoning Changes shall be Effective Next Day.*

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 14, 2014

Mr. David Roach  
16 Cleveland Street  
Gloucester, MA 01930

Dear Mr. Roach:

I am pleased to reappoint you to a three year term on the **Shellfish Advisory Commission**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

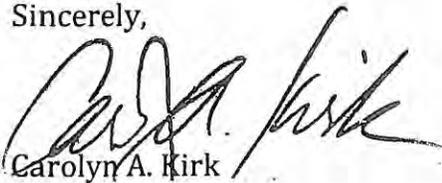
In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,



Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
David Sargent, Shellfish Constable

Enclosure  
CAK/c

EFFECTIVE 2/14/2014

**The City of Gloucester, Massachusetts**

Dear David Roach, 16 Cleveland Street, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the SHELLFISH ADVISORY COMMISSION \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

*Paul A. Kirk*  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

# SHELLFISH ADVISORY COMMISSION

		<del>4-13-82</del>	<del>16-1991</del>		<del>5-28-91</del>
		<del>5-18-82</del>	<del>17-1991</del>		<del>5-28-91</del>
		<del>11-9-82</del>	<del>7-1992</del>		<del>7-7-92</del>
		<del>4-19-83</del>			

**Cross reference(s)**--Animals, Ch. 4; harbors and related tidal waters, Ch. 10.

**State law reference(s)**--Marine fish and fisheries, M.G.L.A. c. 130; local control of shellfisheries, M.G.L.A. c. 130, §§ 52-56.

## ARTICLE I. IN GENERAL

### Sec. 20-1. Shellfish constable; deputy shellfish constables.

The mayor shall appoint a shellfish constable in accordance with M.G.L.A. c. 130, § 98, and may appoint two (2) full-time or part-time deputy shellfish constables. Each shellfish constable shall be paid such salary as is established by ordinance. The mayor also may appoint as many unpaid deputy shellfish constables as he deems necessary.

(Ord. No. 49-95, § 1, 12-29-95)

**Cross reference(s)**--Officers and employees generally, § 2-140 et seq.

**State law reference(s)**--Shellfish constables, M.G.L.A. c. 130, § 98.

### Sec. 20-2. Shellfish advisory commission.

(a) *Created; membership; appointment; compensation.* There is hereby created and established in the city a commission to be known as the shellfish advisory commission. The commission shall consist of five (5) members of all whom shall be citizens of the city and shall be appointed by the mayor, subject to confirmation by the city council, and shall be unpaid.

(b) *Terms of members; chairman.* All members of the shellfish advisory commission shall be appointed for three (3) year terms. The commission shall choose one (1) of their members to be chairman.

(c) *Compensation of commission.* The shellfish advisory commission shall consist of three (3) persons from the shellfish industry, the chairman of the conservation commission or his designee and a marine biologist, if available.

(d) *Duties:* The shellfish advisory commission shall advise the mayor and city council on all matters pertaining to shellfish, seaworms and eels. The commission may establish, subject to approval by the city council, a

management plan with rules and regulations relating to the issuance of permits and taking of shellfish, seaworms and eels.

(Ord. No. 49-95, § I, 12-29-95)

**reference(s)**--Boards, commissions, councils, and committees, § 2-400 et seq.

### **Sec. 20-3. Definitions.**

*Bushel:* A unit of measure, equivalent to four (4) pecks or sixty (60) pounds.

*City:* City of Gloucester.

*Commonwealth:* Commonwealth of Massachusetts.

*Full-time student:* A student submitting proof of full-time student status, providing school transcript showing full course load, proof of age and parental consent if under age of seventeen (17).

*Private grant:* A time limited lease of a specified shellfish growing area to one or more individuals.

*Resident:* A person whose primary residence is the City of Gloucester.

*Seaworm:* Invertebrate animals belonging to the Phylum Annelida. Specifically, sea worms, sometimes called blood worms or clam worms.

*Seed clam:* Juvenile shellfish.

*Shellfish:* Invertebrate animals belonging to the Phylum Mollusca. Specifically, soft shell clam, blue mussel, horse mussel, quahog, ocean quahog, oyster, razor clam, surf clam, bay scallop, sea scallop.

*Shellfish industry:* Activities involving the cultivation, harvest, processing, selling of shellfish.

*Temporary resident:* A person who owns real estate in the City of Gloucester or possesses a year-round lease on real estate in the City of Gloucester and who occupies that real estate on at least a seasonal basis.

(Ord. No. 49-95, § I, 12-19-95; Ord. No. 11-96, § I, 4-2-96)

### **Sec. 20-4. Area set aside for noncommercial taking of shellfish.**

The city council does hereby set aside the area of tidal flats located in the city, commencing from a point west of No. 10 nun buoy bordering Annisquam River, thence in a northerly direction to the sand bar opposite Annisquam Light. From this area, shellfish may be taken, for their own family use, by any resident of the commonwealth holding the permit mentioned in section 20-22, and from which area the commercial taking of shellfish is hereby prohibited in accordance M.C.L.A. Chapter 130, Section 52.

(Ord. No. 49-95, § I, 12-29-95)

### **Sec. 20-5. Taking shellfish from contaminated areas.**

No person shall dig or take shellfish from "prohibited" areas as defined by the Massachusetts Division of Marine Fisheries. No person shall dig or take shellfish from

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

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

January 14, 2014

Ms. Catherine Ryan  
17 High Rock Terrace  
Gloucester, MA 01930

Dear Catherine:

I am pleased to reappoint you to a three year term on the City of Gloucester's **Tourism Commission**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office at your earliest convenience to pick up your appointment card (*copy enclosed*) and be sworn in.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,



Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Tom Daniel, Community Development Director

Enclosure  
CAK/c

EFFECTIVE 2/14/2014

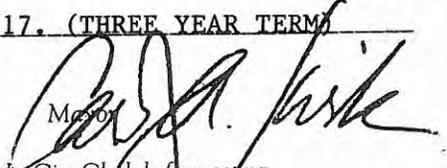
**The City of Gloucester, Massachusetts**

Dear Catherine Ryan, 17 High Rock Terrace, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the TOURISM COMMISSION \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

Mayor  


N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_



**Gloucester City Council**  
**CERTIFICATE OF VOTE**  
**Certificate Number: 2012-165**

The Gloucester City Council, at a meeting held on **Tuesday, August 14, 2012** at 7:00 p.m. in the Kyrouz Auditorium, City Hall, voted to approve the following:

**IN CITY COUNCIL:**

**MOTION:** On motion by Councilor Theken, seconded by Councilor LeBlanc, the City Council voted BY ROLL CALL 9 in favor, 0 opposed, to Amend the GCO Chapter 2, "Administration", Art. V "Boards, Commissions, Councils, and Committees," Div. 6A "Tourism Commission," sec. 2-471 through 2-476 as follows:

**"Sec. 2-471 Purpose:**

- (a) In recognition of the continuing need for tourism in the city as a means to encourage economic revitalization and the promotion of history, culture and recreation , a tourism commission **DELETE** "is hereby recreated and reestablished" and **ADD** "has been established and shall be funded by the City;"
- (b) It shall be the purpose of the tourism commission to encourage and promote tourism throughout the year and throughout the city. The Commission may undertake but not be limited to the following activities:
  - (1) Recommend **ADD** "and implement" overall coordinated tourism and **DELETE** "program" and **ADD** "plan" that is related to the city's community and economic development activities, historical resources, recreational opportunities, **ADD** "visitor welcoming" and natural and scenic attractions;
  - (2) Recommend the organization , creation and maintenance of tourist attractions **ADD** "and welcoming services;"
  - (3) Recommend and implement **DELETE** "an advertising" **ADD** "a marketing program for the city;"
  - (4) Coordinate public and private **DELETE** "efforts" **ADD** " a marketing program for the city;"**ADD**
  - (5) "With the assistance of the community development department staff implement and manage a grant program to help accomplish the purposes referenced in this section."

**Sec. 2-472 Tenure; composition**

**DELETE** entire section and **ADD** new as follows:

"The tourism commission shall consist of not less than seven members and may be up to eleven members if deemed necessary by the tourism commission. All members shall be appointed by the mayor and confirmed by the city council for the following terms:

- (1) at least two members for one year;
- (2) at least three members for two years;
- (3) at least two members for three years; and,

consideration shall be given so that members are chosen from persons with a vested interest in tourism who are distributed among the several tourism sectors of restaurants, accommodations, tourist attractions, retailers, arts and culture; and there shall be at least one at large member . One member shall be a City Councillor who shall be ex-officio."

**Sec. 2-473 Requirements**

- (a) Residency requirements. All members shall be residents of the city,

**A TRUE COPY ATTEST**  
*[Signature]*  
City Clerk

ADD "however, up to two members, who need not be residents, but who otherwise meet the requirements of this section and section 2-472, may be appointed as ex-officio members for a term of up to two years."

DELETE "(b) Membership requirement. One member of the commission shall be a member of the Cape Ann Chamber of Commerce."

Sec.2-474 Vacancies

"In case of resignation, death or disqualification of any member of the commission, for the purposes of filling the vacancy for any other reason, the appointment ~~DELTE~~ "of" ADD "for" the unexpired term ~~DELETE~~ "immediately" shall ADD "promptly" be made by the Mayor and forwarded to the city council for their approval."

Sec.2-475 Assistance of city officials, boards and employees

DELETE entire section and ADD as follows:

"The commission shall receive regular support and assistance from the community development department including but not limited to planning, implementation, communications and assistance on securing and managing tourism grants. Further, when the commission determines that it requires assistance, the commission may request, through the Mayor, and upon request shall receive the services of assistance from other city officials and boards on matters based on the performance of their duties."

Sec.2-476 ~~DELETE~~ "Semiannual reports" and ADD "Periodic Reports and Plans"

DELETE entire section and ADD new:

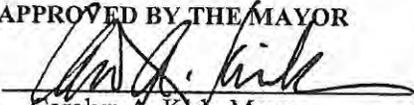
"Beginning in 201\_ the commission with the assistance of the community development department, shall prepare and submit a five year plan for tourism to the Mayor and the City Council; and in addition , based on the execution of the plan, the commission shall submit quarterly reports, with the assistance of the community development department as provided in sec. 2-475 , to the Mayor and to be forwarded by the Mayor to the City Council."

  
Linda T. Lowe, City Clerk

Date:

8/16/12

APPROVED BY THE MAYOR

  
Carolyn A. Kirk, Mayor

VETOED BY THE MAYOR

\_\_\_\_\_  
Carolyn A. Kirk, Mayor

SIGNED THIS 16 DAY OF Aug, 2012

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

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 14, 2014

Mr. Larry Ingersoll  
20 Macomber Road  
Gloucester, MA 01930

Dear Larry:

I am pleased to reappoint you to a three year term on the **Traffic Commission**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk".

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Robert Ryan, Chair-Traffic Commission

Enclosure  
CAK/c

EFFECTIVE 2/14/2014

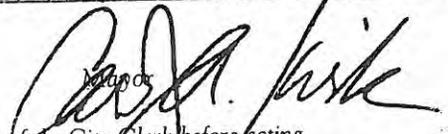
**The City of Gloucester, Massachusetts**

Dear Larry Ingersoll, 20 Macomber Road, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the **TRAFFIC COMMISSION** \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

required to be accomplished in the interest of public betterment.

(c) Whenever signs are in place giving notice that any street or highway has been closed pursuant to this section, it shall be unlawful for any person to drive any vehicle on any such closed street or highway.

(Code 1970, § 21-4; Ord. No. 4-96, § 1, 2-20-96)

**Cross reference(s)**--Streets, sidewalks and other public places, Ch. 21.

**Sec. 22-23. Experimental regulations.**

For purposes of trial, the city vehicle may make temporary rules regulating traffic. No such experimental rule regulating traffic shall remain in effect for a period of time longer than thirty (30) days.

(Code 1970, § 21-5)

Secs. 22-24--22-29. Reserved.

**DIVISION 2 TRAFFIC COMMISSION\***

**\*Cross reference(s)**--Boards, commissions, councils and committees, § 2-400 et seq.

**Sec. 22-30. Created; purpose.**

As a continuation of planning board work and for the purpose of promoting the health, safety, convenience and general welfare of the inhabitants of the city, to lessen congestion and confusion in the streets, to lessen the danger from fire and assist the fighting of it and to facilitate the creation of more adequate provision for transportation and parking, there is hereby created a traffic commission. The commission shall have as its primary purpose the making of studies and presenting of recommendations to the mayor in the matter of regulating traffic and parking in the city.

(Code 1970, § 21-22)

**Sec. 22-31. To act in official capacity under control of mayor.**

The traffic commission shall act in an official capacity for the city and shall be under the over-all control and authority of the mayor.

(Code 1970, § 21-25)

**Sec. 22-32. Composition; appointment; terms of members.**

The traffic commission shall consist of five (5) members appointed by the mayor and confirmed by the city council. Appointments to the commission shall be for terms of three (3) years. In case of the resignation, death or disqualification of any member of the commission, or for the purpose of filling a vacancy for any other reason, an appointment for the unexpired term shall immediately be made by the mayor.

(Code 1970, § 21-23)

**Sec. 22-33. Organization meeting; officers.**

As soon as possible after the membership of the traffic commission is determined in each year, the commission shall meet and elect from its own membership a chairman and secretary-treasurer to

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 14, 2014

Mr. Anthony Gross  
18 Nashua Avenue  
Gloucester, MA 01930

Dear Tony:

I am pleased to reappoint you to a three year term on the **Waterways Board**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk".

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE 2/14/2014

**The City of Gloucester, Massachusetts**

Dear Anthony Gross, 18 Nashua Avenue, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the WATERWAYS BOARD \_\_\_\_\_ of the City of

Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

*Paul A. Kisk*  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_



**Gloucester City Council  
CERTIFICATE OF VOTE  
Certificate Number: 2011-222**

The Gloucester City Council, at a meeting held on **Tuesday, September 27, 2011** at 7:00 p.m. in the Kyrouz Auditorium, City Hall, voted to approve the following:

**IN CITY COUNCIL:**

**MOTION:** On motion by Councilor Theken, seconded by Councilor Ciolino, the City Council voted BY ROLL CALL 5 in favor, 4 (Tobey, Verga, McGeary, Mulcahey) opposed to AMEND c. 10 of the Code of Ordinances entitled Waterways Administration, §10-2(a) "Composition" by DELETING §10-2(a) in its entirety and by ADDING:

"The Gloucester Waterways Board shall consist of nine (9) citizens of Gloucester appointed by the Mayor and confirmed by the City Council. The appointees shall include three (3) persons who are directly involved with the fishing industry, two (2) persons who are recreational boaters, two (2) persons who are directly involved with economic development of the City, and two (2) persons at large who need not be involved with any marine-related activity."

**MOTION:** On motion by Councilor Theken, seconded by Councilor Ciolino, the City Council voted BY ROLL CALL 9 in favor, 0 opposed to AMEND c. 10 of the Code of Ordinances entitled Waterways Administration, Art. 1, §10-4(b) formerly §10-4(c) "Public Facilities Committee" by DELETING the second sentence and by ADDING:

"This Committee shall consist of three (3) members of the board; an advocate of public landings appointed by the Mayor; the Director of Public Works or his designee; and a member of the Tourism Commission as needed."

**MOTION:** On motion by Councilor Theken, seconded by Councilor Ciolino, the City Council voted BY ROLL CALL 9 in favor, 0 opposed to AMEND c. 10 of the Code of Ordinances entitled Waterways Administration, Art. 1, §10-4(c) formerly §10-4(d) "Operations and Finance/Safety Committee" by DELETING the third sentence and ADDING:

"This Committee shall consist of three (3) members of the Board; a member of the Fisheries Commission; and a member of the City Council."

  
Linda T. Lowe, City Clerk

Date: **SEP 29 2011**

APPROVED BY THE MAYOR

  
Carolyn A. Kirk, Mayor

VETOED BY THE MAYOR

\_\_\_\_\_  
Carolyn A. Kirk, Mayor

SIGNED THIS 29 DAY OF Sept, 2011

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

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 14, 2014

Ms. Virginia Bergmann  
512 Essex Avenue  
Gloucester, MA 01930

Dear Ginny:

I am pleased to reappoint you to a three year term on the **Zoning Board of Appeals**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

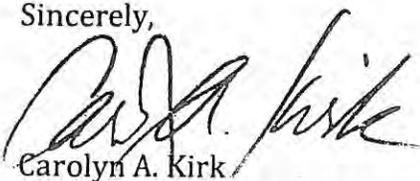
In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

  
Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council

Enclosure  
CAK/c

EFFECTIVE 2/14/2014

**The City of Gloucester, Massachusetts**

Dear Virginia Bergmann, 512 Essex Avenue, Gloucester, MA

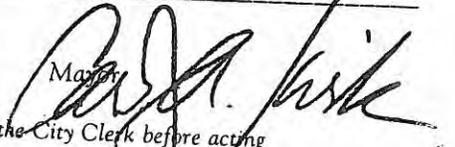
It is my pleasure to inform you that I have this day appointed you

to the ZONING BOARD OF APPEALS \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

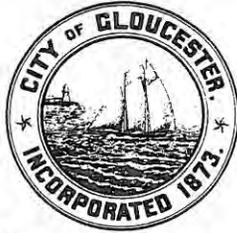
Mayor



N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 14, 2014

Mr. Francis Wright  
12R Sunset Point Road  
Gloucester, MA 01930

Dear Mr. Wright:

I am pleased to reappoint you to a three year term on the **Zoning Board of Appeals**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

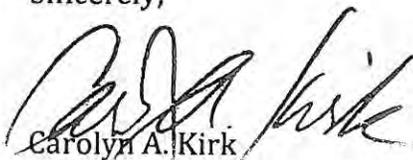
In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

  
Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council

Enclosure  
CAK/c

EFFECTIVE 2/14/2014

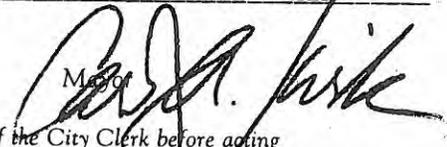
**The City of Gloucester, Massachusetts**

Dear Francis Wright, 12R Sunset Road, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the ZONING BOARD OF APPEALS \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

Mayor  


N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 14, 2014

Mr. David Gardner  
96 Middle Street  
Gloucester, MA 01930

Dear David:

I am pleased to reappoint you to a three year term on the **Zoning Board of Appeals**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council

Enclosure  
CAK/c

EFFECTIVE 2/14/2014

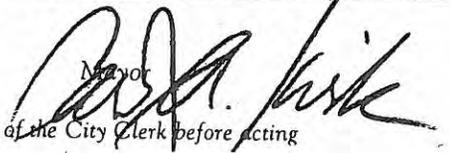
**The City of Gloucester, Massachusetts**

Dear David Gardner, 96 Middle Street, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the ZONING BOARD OF APPEALS \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

Mayor  


N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 14, 2014

Mr. Leonard A. Gyllenhaal  
32 Rockport Road  
Gloucester, MA 01930

Dear Mr. Gyllenhaal:

I am pleased to reappoint you to a three year term as an Alternate Member on the **Zoning Board of Appeals**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk". The signature is fluid and cursive.

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council

Enclosure  
CAK/c

EFFECTIVE 2/14/2014

**The City of Gloucester, Massachusetts**

Dear Leonard Gyllenhaal, 32 Rockport Road, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
an ALTERNATE member on the ZONING BOARD OF APPEALS of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2017. (THREE YEAR TERM)

Respectfully,

*Carol A. Kirk*  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

# ZONING BOARD OF APPEALS



**PART I ADMINISTRATION OF THE GOVERNMENT**  
(Chapters 1 through 182)

**TITLE VII CITIES, TOWNS AND DISTRICTS**

**CHAPTER 40A ZONING**

**Section 12** Boards of appeal; membership; rules

Section 12. Zoning ordinances or by-laws shall provide for a zoning board of appeals, according to the provisions of this section, unless otherwise provided by charter. The mayor subject to confirmation of the city council, or board of selectmen shall appoint members of the board of appeals within three months of the adoption of the ordinance or by-law. Pending appointment of the members of the board of appeals, the city council or board of selectmen shall act as the board of appeals. Any board of appeals established hereunder shall consist of three or five members who, unless otherwise provided by charter, shall be appointed by the mayor, subject to the confirmation by the city council, or by the selectmen, for terms of such length and so arranged that the term of one member shall expire each year. Each zoning board of appeals shall elect annually a chairman from its own number and a clerk, and may, subject to appropriation, employ experts and clerical and other assistants. Any member may be removed for cause by the appointing authority upon written charges and after a public hearing. Vacancies shall be filled for unexpired terms in the same manner as in the case of original appointments. Zoning ordinances or by-laws may provide for the appointments in like manner of associate members of the board of appeals; and if provision for associate members has been made the chairman of the board may designate any such associate member to sit on the board in case of absence, inability to act or conflict of interest on the part of any member thereof, or in the event of a vacancy on the board until said vacancy is filled in the manner provided in this section.

The board of appeals shall adopt rules, not inconsistent with the provisions of the zoning ordinance or by-law for the conduct of its business and for purposes of this chapter and shall file a copy of said rules with the city or town clerk. In the event that a board of appeals has appointed a zoning administrator in accordance with section thirteen said rules shall set forth the fact of such appointment, the identity of the persons from time to time appointed to such position, the powers and duties delegated to such individual and any limitations thereon.



## **CITY OF GLOUCESTER 2014 CITY COUNCIL ORDER**

**ORDER:** CC#2014-004  
**COUNCILLOR:** Melissa Cox

**DATE RECEIVED BY COUNCIL:** 01/28/2014  
**REFERRED TO:** O&A & TC  
**FOR COUNCIL VOTE:**

**ORDERED** that the Code of Ordinances Chapter 22 “Traffic” Sec. 22-287 “Disabled veteran, handicapped parking” be amended by **ADDING:** Dale Avenue, westerly side, from a point beginning 120’ from its intersection with Warren Street for a distance of 24’ in a northerly direction. (the space between the crosswalk and 10’ from fire hydrant-the code); and further

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

Melissa Cox  
Ward 2 Councillor

**GLOUCESTER CITY COUNCIL MEETING**

Tuesday, January 14, 2014 – 7:00 p.m.

Kyrouz Auditorium – City Hall

**-MINUTES-**

**Present: Chair, Councilor Paul McGeary; Vice Chair, Councilor Sefatia Theken; Councilor Hardy; Councilor Steven LeBlanc; Councilor Melissa Cox; Councilor Paul Lundberg; Councilor Greg Verga; Councilor William Fonvielle**

**Absent: Councilor Whycott**

**Also Present: Linda T. Lowe; Jim Duggan; Kenny Costa; Jim Caulkett; Fire Chief Eric Smith; Deputy Chief Stephen Aiello; Bethann Godhino**

**The meeting was called to order at 7:00 p.m.**

**Council President McGeary** introduced the 2014-2015 City Council, noting that Councilor Whycott was absent this evening due to illness.

**Flag Salute & Moment of Silence.** **Council President McGeary** dedicated the Moment of Silence in memory of Kathleen K. Bruni, Librarian of the Isabel Babson Memorial Library.

**Oral Communications:** None.

**Presentations/Commendations:** None.

**Confirmation of New Appointments:** None.

**Consent Agenda:**

- **MAYOR'S REPORT**

1. Announcement of 90 day temporary appointment of John Dunn as the City's Chief Financial Officer (Info Only)
2. Memorandum from Community Development Director re: request for debt reduction for the Newell Stadium Project (Refer B&F)
3. Memorandum from CAO re: funding for a Feasibility Site Analysis for a proposed Public Safety Building (Refer B&F)
4. Memorandum from Fire Chief re: City Council acceptance of a Student Awareness of Fire Education grant (S.A.F.E) in the Amount of \$2,066 (Refer B&F)
5. Memorandum from Police Chief re: City Council approval of rectifying an employee STEP increase issue (Refer B&F)
6. Letter from President of Gloucester Rotary Club re: City Council acceptance of a donation in the amount of 14,000 for metal work On the Stage Fort Park Gazebo (Refer B&F)
7. Memorandum from Director of Public Works re: request for a Loan Authorization in the amount of 4,000,000 for the CSO Modified Consent Decree and Long-Term Control Plan, CSO Areas 005, 006 and 009 (Refer B&F)
8. Special Budgetary Transfer Request (2014-SBT-14) from CFO in the amount of \$1,249.50 (Refer B&F)
9. Special Budgetary Transfer Request (2014-SBT-15) from CFO in the amount of \$3,000 (Refer B&F)
10. Memorandum from Fire Chief re: reorganization of the Gloucester Fire Department (Refer O&A)
11. New Appointment: Shellfish Advisory Commission (TTE 02/14/17) Roger Hussey (Refer O&A)
  - **COMMUNICATIONS/INVITATIONS**
  - **APPLICATIONS/PETITIONS**
1. SCP2014-001: Poplar Street #28, Assessors Map 105, Lot 18-19, GZO Sec. 3.1.6(b) for building height in excess of Sec. 3.2 Limits & Building height in excess of 35 feet (Refer P&D)
5. SCP2014-002: Concord Street #10, Assessors Map 229, Lot 21-22, GZO Sec. 3.1.6(b) for building height in excess of Sec. 3.2 Limits & Building height in excess of 35 feet (Refer P&D)
  - **COUNCILORS ORDERS**
1. CC2014-001 (Verga/McGeary) Request that B&F Committee in consultation with Police Dept. and local merchants consider adopting certain days as "parking meter holidays" to begin in FY14 (Refer B&F & P.D.)
2. CC2014-002 (Verga/Fonvielle) Request that P&D Committee in consultation with the Planning Dept., DPW & Legal Dept. Undertake the process for City action to determine if the City should lay out a public way within the existing Biskie Head Point Road (Refer P&D, Planning Dept., DPW & Legal Dept.)
  - **APPROVAL OF MINUTES FROM PREVIOUS COUNCIL AND STANDING COMMITTEE MEETINGS**
1. City Council Meeting: 12/10/13
2. Special City Council Meeting: 01/01/14 - Inauguration
3. Standing Committee Meetings: B&F 01/09/14 (under separate cover), O&A 12/16/13 Workshop, 01/06/14, P&D 01/08/14

**Unanimous Consent Calendar:**

1. Addendum to SCP2014-002: Concord Street #10, Assessors Map 229, Lot 21-22, GZO Sec. 3.1.6(b) for building height in excess of Sec. 3.2 Limits & Building height in excess of 35 feet

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

**Councilor Cox** asked to remove Item #1, CC2014-001 (Verga/McGeary) Request that B&F Committee in consultation with Police Dept. and local merchants consider adopting certain days as “parking meter holidays” to begin in FY14 under Council Orders so it may also be referred to the Ordinances & Administration Committee in addition to the Budget & Finance Committee.

**Councilor McGeary** wished to remove Item #10, Memorandum from Fire Chief re: reorganization of the Gloucester Fire Department under the Mayor’s Report in order to refer it to the Budget & Finance Committee as well as to the Ordinances & Administration Committee.

**Both matters were referred as stated by the Councilors by the unanimous consent of the Council.**

**By unanimous consent of the Council the Consent Agenda and Unanimous Consent Calendar were accepted as amended.**

**Additionally, with the unanimous consent of the Council, “FOR COUNCIL VOTE” matters would be taken up during Standing Committee Reports related to the respective Committee in date order.**

**For Council Vote:**

- 1. Budget & Finance Standing Committee Report of December 5, 2013 continued from City Council Meeting of December 10, 2013**

**MOTION: On a motion by Councilor Cox, seconded by Councilor LeBlanc, the City Council voted 8 in favor, 0 opposed, 1 (Whynott) absent) to accept the Budget & Finance Committee’s Unanimous Consent Agenda dated December 10, 2013 as follows:**

**Acceptance of grants requiring no cash match by the city**

**MOTION: On motion by Councilor Cox, seconded by Councilor LeBlanc, the City Council voted 8 in favor, 0 opposed, 1 (Whynott) absent, to accept under MGL c. 44, §53A the FY2014 Bulletproof Vest Program grant, a pass-through grant from the United States Department of Justice to the Massachusetts Executive Office of Public Safety and Security of the State of Massachusetts for a total of \$9,298.22. The Federal portion of the grant is \$4,649.11 and the State portion is \$4,649.11.**

**Payment of invoices without a purchase order in place.**

**MOTION: On a motion by Councilor Cox, seconded by Councilor LeBlanc, the City Council voted 8 in favor, 0 opposed, 1 (Whynott) absent, to authorize payment of an outstanding invoice #2892 from the Town of Ipswich Police Department incurred by the Gloucester School Department for Private Detail services rendered on September 6, 2013, for a total of \$384.00 without a purchase order in place. The invoice will be paid from current FY2014 School Department budget.**

**MOTION: On a motion by Councilor Cox, seconded by Councilor LeBlanc, the City Council voted 8 in favor, 0 opposed, 1 (Whynott) absent, to authorize payment of an outstanding invoice from the Town of Rockport Police Department, Invoice #2975 incurred by the Gloucester School Department for Private Detail services rendered on September 6, 2013, for a total of \$768.00 without a purchase order in place. The invoice will be paid from current FY2014 School Department budget.**

**MOTION: On a motion by Councilor Cox, seconded by Councilor LeBlanc, the City Council voted 8 in favor, 0 opposed, 1 (Whynott) absent, to authorize payment to the City of Beverly School Department of \$1,846.70 for its portion of split gate receipts from a Gloucester Football Sectional Quarter-Final Game played on November 1, 2013 in Gloucester, Mass., without a purchase order in place. The invoice will be paid from current FY2014 School Department budget.**

**\* End B&F December 10, 2013 Unanimous Consent Agenda \***

**MOTION:** On a motion by Councilor Cox, seconded by Councilor Ciolino, the Budget & Finance Committee voted 0 in favor, 3 opposed to recommend that the City Council request that the Mayor recommend a Supplemental Appropriation of the available Water and Sewer Retained Earnings ("Free Cash") as of July 1, 2013, as certified and approved by the Department of Revenue for the purpose of reducing the Fiscal Year 2014 Water Rate of \$9.17 per 1,000 gallons and Sewer Rate of \$12.21 per 1,000 gallons.

**DISCUSSION:**

**Councilor Cox** explained that based on the advice of General Counsel, who pointed out to the Committee MGL c. 83, §16, it is not advisable once sewer and water rates are set by a vote of the City Council they should not be changed to which the B&F Committee unanimously agreed.

**MOTION: On a motion by Councilor Cox, seconded by Councilor LeBlanc, the City Council voted by ROLL CALL 1 (Verga) in favor, 7 opposed, 1 (Whynott) absent, to Council request that the Mayor recommend a Supplemental Appropriation of the available Water and Sewer Retained Earnings ("Free Cash") as of July 1, 2013, as certified and approved by the Department of Revenue for the purpose of reducing the Fiscal Year 2014 Water Rate of \$9.17 per 1,000 gallons and Sewer Rate of \$12.21 per 1,000 gallons.**

**MOTION FAILS.**

**MOTION:** On a motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council under MGL c.44, §53A accept a grant in the amount of \$200,000 from the Massachusetts Executive Office of Energy & Environmental Affairs, Seaport Advisory Council Rivers and Harbors Program for Phase 2 of the City of Gloucester Floating Docks project.

**DISCUSSION:**

**Councilor Cox** said this \$200,000 Seaport Advisory Council funding is a grant for floating docks. The total grant is \$250,000 of which \$50,000 was previously received by the City. The money will be used for dockage including slips for transient boaters, she said; and pointed out that the grant in-kind match has already been fulfilled by the Waterways Board's contract with GZA Vine, the engineering consulting firm hired by the Board for the engineering and permitting of the project at a cost of \$58,000. It is still to be determined where the rest of the \$700,000 needed to complete the project will come from. **Councilor Cox** said.

**Councilor Theken** asked where the \$700,000 would come from, to which **Councilor Cox** responded by saying the B&F Committee was told the Waterways Board was pursuing other grants. **Councilor Theken** also asked if the project would be done piecemeal or would this project move forward in whole, expressing her concern that there may be obstacles to navigation to commercial fishermen due to the project especially if it takes an extended time without complete funding in place.

**Harbormaster Jim Caulkett** in response to **Councilor Theken** explained: that the \$700,000 will not slow the project at all, and it would not be done piecemeal. The grant will allow the Waterways Board to pursue the purchase of the docks whether they are used in advance for possible transient boaters somewhere in the inner harbor, or if the docks are delayed which the Massachusetts Department of Conservation & Recreation had stated the project could be put off until 2015 so it meets the remediation schedule of National Grid's clean up of contaminants at Solomon Jacobs Pier, the Maritime Heritage Center and the Coast Guard station at Harbor Loop. The Board is actively working with the boating infrastructure grant program, pursuing funds through the Seaport Advisory Council now folded into the state Department of Transportation; and additionally, National Grid is stepping up to fund some of this project as well.

**MOTION: On a motion by Councilor Cox, seconded by Councilor Fonvielle, the City Council voted 8 in favor, 0 opposed, 1 (Whynott) absent, under MGL c.44, §53A to accept a grant in the amount of \$200,000 from the Massachusetts Executive Office of Energy & Environmental Affairs, Seaport Advisory Council Rivers and Harbors Program for Phase 2 of the City of Gloucester Floating Docks project.**

**Budget & Finance: Committee Report: January 9, 2014**

**MOTION:** On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council approve Supplemental Appropriation 2014-SA-7 in the amount of \$277,606 (Two Hundred Seventy Seven Thousand Six Hundred Six Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”)Account #101000.10.000.35900.0000.00.000.00.000 to Fire Department-Salaries/Wages-Full Time, Account #101000.10.220.51100.0000.00.000.00.051 for the purpose of eliminating a projected deficit in the account.

**DISCUSSION:**

**Councilor Cox** said this transfer from Free Cash of \$277,606 would allow the Fire Department to meet its contractual obligations agreed to with the firefighter’s union which happened just as the FY14 budget was passed. She explained that the \$277,606 does not include overtime costs associated with keeping the Bay View Fire Station open full time. That funding will come forward to the Council on an as needed basis determined by the Fire Chief and the CAO from Free Cash, she said.

**Councilor Hardy** asked for assurances that the Magnolia Fire Station work is in process now, and that the July 1<sup>st</sup> occupancy date by the Fire Department will be met. **Fire Chief Eric Smith** said his department is working with the Facilities Manager; money is allocated for the station’s renovation, noting that the roof is completed; asbestos removal completed; and electrical and plumbing work is underway. **Councilor Hardy** asked that the Chief keep the Council updated on the station rehabilitation.

**MOTION: On a motion by Councilor Cox, seconded by Councilor Fonvielle, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (Whynott) absent, to approve Supplemental Appropriation 2014-SA-7 in the amount of \$277,606 (Two Hundred Seventy Seven Thousand Six Hundred Six Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”)Account #101000.10.000.35900.0000.00.000.00.000 to Fire Department-Salaries/Wages-Full Time, Account #101000.10.220.51100.0000.00.000.00.051 for the purpose of eliminating a projected deficit in the account.**

**MOTION:** On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council approve Special Budgetary Transfer 2014-SBT-13 in the amount of \$144.14 from Special Reserve, Contractual Services, Account #101000.10.900.52000.0000.00.000.00.052 to City Clerk, Salary/Wage-Part-time Position, Account #101000.10.161.51250.0000.00.000.00.051 for the purpose of eliminating a projected deficit in the account.

**DISCUSSION:**

**Councilor Cox** said this transfer is to eliminate a small deficit in a salary/wage account for the City Clerk’s office that was budgeted for FY14 but never transferred.

**MOTION: On a motion by Councilor Cox, seconded by Councilor Theken, the City Council Committee voted by ROLL CALL 8 in favor, 0 opposed, 1 (Whynott) absent, to approve Special Budgetary Transfer 2014-SBT-13 in the amount of \$144.14 from Special Reserve, Contractual Services, Account #101000.10.900.52000.0000.00.000.00.052 to City Clerk, Salary/Wage-Part-time Position, Account #101000.10.161.51250.0000.00.000.00.051 for the purpose of eliminating a projected deficit in the account.**

**MOTION:** On a motion by Councilor Fonvielle, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council permit the Harbormaster to apply for a grant from the Massachusetts Division of Marine Fisheries under its Clean Vessel Act Pumpout Grant Program for \$8,307.00 for the purpose of purchasing a new engine for the City’s pumpout boat.

**DISCUSSION:**

**Councilor Cox** said this grant program through the State’s Division of Marine Fisheries is an annual grant the City applies for. This year the proceeds from the grant award will be put towards a new engine for the City’s pumpout boat, with a 25 percent grant match to be met by a transfer from the Waterways Board Enterprise Fund upon receipt of the grant.

**MOTION: On a motion by Councilor Cox, seconded by Councilor LeBlanc, the City Council voted 8 in favor, 0 opposed, 1 (Whynott) absent, to permit the Harbormaster to apply for a grant from the Massachusetts Division of Marine Fisheries under its Clean Vessel Act Pumpout Grant Program for \$8,307.00 for the purpose of purchasing a new engine for the City's pumpout boat.**

MOTION: On a motion by Councilor Fonvielle, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council approve Supplemental Appropriation 2014-SA-6 in the amount of \$100,000 (One Hundred Thousand Dollars) from the General Fund – Fund Balance Undesignated, Account #101000.10.000.35900.0000.00.000.00.000 to Facilities, Contracted Services, Account #101000.10.472.52000.0000.00.000.00.052 for the purpose of funding the design related costs of the swing space for West Parish Students and Staff during the rebuilding of the West Parish Elementary School.

#### **DISCUSSION:**

**Councilor Cox** explained that the Administration is requesting \$100,000 for the swing space plans and specifications to be developed and for modulars to be placed at Beeman School. Part of the temporary transition would be moving the West Parish 5<sup>th</sup> graders to the O'Maley School, she noted, and the Special Education section from West Parish housed at the Beeman School.

**Councilor Hardy** asked when the modulars would be moved. **Jim Duggan**, CAO said that research is underway whether the modulars will be new or refurbished, and will begin with the next school year at the Beeman School.

**Council President McGeary** asked if there was some time pressure in order to meet the deadline of the new school year in September. **Mr. Duggan** said a proposal to the Council will come forward in February for a bond authorization for the entire West Parish project which will also include the retrofitting of the swing space (St. Ann's School), and to enter into a lease with the Archdiocese for the swing space. He said it is anticipated the City would access the swing space as of March 1<sup>st</sup> which will be necessary in order to prepare the space in time for teachers to access their classrooms in August and for the school year's start in September.

**Councilor LeBlanc** said in a meeting last month to tour the facilities a question was raised as to whether the modulars could be moved. He said there was a suggestion the modulars could not be moved. **Mr. Duggan** said there is a need for the existing modulars to stay in place according to the Superintendent of Schools. He said due to space and student needs it necessitates two new modular classrooms. He pointed out that when the new West Parish School is built and all the students move back, the two modulars will stay at the Beeman because it is a necessary to meet needed additional space at the Beeman School. **Mr. Duggan** and **Councilor LeBlanc** discussed the condition of some other school modular classrooms and whether the current modulars could be moved to meet the new need with the relocation of West Parish students.

**Councilor Fonvielle** confirmed with **Mr. Duggan** that the \$100,000 being requested is for soft costs only and not for the physical purchase of modulars but that the modular classrooms would be included in the designs for the swing space as a whole.

**Councilor Hardy** asked about the Massachusetts School Building Authority (MSBA) involvement in the swing space process. **Mr. Duggan** said the MSBA wants to be completely satisfied that the designated temporary swing space not only be adequate and appropriate for the students but be financially reasonable even though the MSBA regulations does not allow any contribution by that Authority towards the swing space. **Councilor Hardy** said the City still needs to obtain funding from the MSBA, and the Administration has yet to obtain funding from the Council. **Mr. Duggan** said the Administration would come to the Council for funding in February. He said the Administration was strongly recommended by the MSBA that it would not be appropriate to borrow funds for a project before its board meeting on January 29<sup>th</sup>. On further inquiry by **Councilor Hardy**, **Mr. Duggan** added that as the process is set up, the timetable will be met. He said that if a district obtains the funding through an override, local legislative vote, in the MSBA's experience it has not been enough to fund a school project; and so the MSBA board set a policy that it votes first to approve a building project, and then the district goes forward with obtaining the funding.

**MOTION: On a motion by Councilor Cox, seconded by Councilor LeBlanc, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (Whynott) absent, to approve Supplemental Appropriation 2014-SA-6 in the amount of \$100,000 (One Hundred Thousand Dollars) from the General Fund – Fund Balance Undesignated, Account #101000.10.000.35900.0000.00.000.00.000 to Facilities, Contracted Services, Account**

**#101000.10.472.52000.0000.00.000.00.052 for the purpose of funding the design related costs of the swing space for West Parish Students and Staff during the rebuilding of the West Parish Elementary School.**

**MOTION:** On motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council to accept the provisions of MGL c. 44, §31D Snow and ice removal, emergency expenditures not to exceed \$1,300,000. The increase of emergency expenditure authority is \$650,000 added to the current FY2014 Snow & Ice Removal appropriation budget of \$650,000.

**DISCUSSION:**

**Councilor Cox** said that as a result of the last snow storm, Hercules, the City has used its \$650,000 set aside for snow removal. As a consequence with approximately \$20,000 in invoices from that storm still to be paid, it is necessary to raise the debt limit on the Snow & Ice account which is the only account the City is allowed to run in deficit by the Department of Revenue, based on MGL c. 44, §31D, for the recent storm's debt and any further snow storms anticipated for the rest of the winter. On the recommendation of the City Auditor, the Committee is recommending that the debt spending limit be raised to \$1,300,000 which is double of the FY14 base amount. Recent years' spending on Snow & Ice was: FY13 the City spent about \$1.2 million; in FY11 \$1.3 million and in FY10 \$880,000.

**Mr. Costa**, City Auditor at the request of **Council President McGeary** elaborated that the Council is setting a spending limit not making an appropriation with this vote. He said this is so he can allow the accounts to go into the red. He pointed out that this debt will have to be funded at some point later in the fiscal year, by June 30<sup>th</sup>; or funds will have to be raised on the next fiscal year's recap which would erode Proposition 2-½ funds.

**MOTION:** On motion by Councilor Cox, seconded by Councilor Theken, the City Council voted by 8 in favor, 0 opposed, 1 (Whynott) absent, to accept the provisions of MGL c. 44, §31D Snow and ice removal, emergency expenditures not to exceed \$1,300,000. The increase of emergency expenditure authority is \$650,000 added to the current FY2014 Snow & Ice Removal appropriation budget of \$650,000.

**Mr. Duggan** noted with regard to Councilor LeBlanc's inquiry about modulars at West Parish School, upon further investigation he said there is one modular classroom at the West Parish School which the architect and designer did an evaluation on and determined it can't be moved.

**Ordinances & Administration:**

**For Council Vote:**

- 2. Ordinances & Administration Standing Committee Report of December 2, 2013 continued from City Council Meeting of December 10, 2013**

**Councilor Theken** reported there were no matters for Council action from this meeting.

**Ordinances & Administration: Committee Report: January 6, 2014**

**Councilor Theken** said as a result of a December 16, 2013 workshop held by the O&A Committee, and reconfirmed at the January 6<sup>th</sup> O&A meeting, the Committee is recommending to Council President McGeary approve the O&A Committee's choices for an Ad Hoc Committee for the purpose of a review and updating of the City's leash laws.

**Council President McGeary** said he has received the names and would appoint the people recommended by the Committee noting the Committee has made good choices.

**Planning & Development: Committee Report: January 8, 2014**

**Councilor Verga** reported the Committee had no matters for Council action from the January 8<sup>th</sup> meeting. He noted there was a brief discussion on the Free Petition regarding the condition, restoration and preservation of Stage Fort Park. Due to scheduling conflicts, he said, no one from the Administration was available, but that P&D was assured representatives would be at the next regularly scheduled meeting of January 22<sup>nd</sup>.

**Scheduled Public Hearings:**

1. **PH2014-001: Adoption MGL Chapter 60A, §1 which provides for an exemption from the Motor Vehicle Excise Tax on a vehicle owned and registered by former prisoners of war or the surviving spouses for former prisoners of war**

**This public hearing is opened.**

**Those speaking in favor: None.**

**Those speaking in opposition: None.**

**Communications: None.**

**Councilor Questions: None.**

**This public hearing is closed.**

**MOTION:** On a motion by Councilor Cox, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council accept the provision of Massachusetts General Law c. 60A, §1 which provides that:

The motor vehicle tax imposed by MGL c. 60A, §1 shall not apply to a motor vehicle owned and registered by a former prisoner of war defined as any regularly appointed, enrolled, enlisted or inducted member of the military forces of the United States who was captured, separated and incarcerated by an enemy of the United States during an armed conflict; provided however, that the excise tax shall not apply to a motor vehicle owned and registered by the surviving spouse of a deceased former prisoner of war, until such time as the surviving spouse remarries or fails to renew such registration.

**DISCUSSION:**

**Councilor Cox** said that by the Council's adoption of MGL c. 60A, §1 of the local option allows for those Gloucester citizens who may have been Prisoners of War (POWs), or their surviving spouses, to receive an abatement/exemption on their vehicle's excise tax locally. There are two registered POW's in the City that could benefit from the exemption, she noted and said that it is an honor for her to present this.

**Councilor Verga** said this is the least the City can do for those City servicemen who were POW's.

**Council President McGeary** also noted that former Veteran's Agent Richard Barbato, who recently left the City's employ, did a great deal of outreach to the City's veterans, especially those who served in recent conflicts. He wished Mr. Barbato well in his new endeavor and thanked him for the service he provided the City.

**Councilor Hardy** asked what paperwork was needed for a POW or a POW's spouse to apply for the special abatement and to which department would it be presented. **Bethann Godhino**, Assessor said veterans will be required to file an application with the Assessor's Office annually. She said the first application submitted will include discharge papers or other documents showing that they were a POW. She added it is less than one page on the usual abatement application which identifies the motor vehicle; the taxpayer and the supporting documents for the first time. There would be no sticker or indication of any kind that would be placed on a vehicle, she pointed out on inquiry by **Councilor Hardy**.

**MOTION:** On a motion by Councilor Cox, seconded by Councilor Theken, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (Whynott) absent, to accept the provision of Massachusetts General Law c. 60A, §1 which provides that:

**The motor vehicle tax imposed by MGL c. 60A, §1 shall not apply to a motor vehicle owned and registered by a former prisoner of war defined as any regularly appointed, enrolled, enlisted or inducted member of the military forces of the United States who was captured, separated and incarcerated by an enemy of the United States during an armed conflict; provided however, that the excise tax shall not apply to a motor vehicle owned and registered by the surviving spouse of a deceased former prisoner of war, until such time as the surviving spouse remarries or fails to renew such registration.**

2. **PH2014-002: Amend GCO Chapter 22, Sec. 22-287 "Disabled veteran, handicapped parking" re: Pleasant Street #27**

**This public hearing is opened.****Those speaking in favor:**

**Attorney John D. Cunningham III**, 730R Washington Street, President of the Cape Ann Museum Board said the museum has undertaken an extensive interior renovation, it was discussed with their contractor, and the Chair of the Traffic Commission, Robert Ryan to learn if the City would consider temporarily changing the handicap space in front of the museum to a loading zone, and then when the project is near completion the museum would contact Councilor Cox and the Traffic Commission to see that the space is returned promptly to handicapped parking.

**Those speaking in opposition: None.****Communications: None.****Councilor Questions:**

**Councilor Theken** confirmed with **Mr. Cunningham** that if someone who is handicapped and lives nearby or a person with a handicap would need to park close to the museum that the museum has a designated handicapped space in its parking lot directly across the street from the museum.

**Councilor Cox** said that the museum agreed that as soon as the museum has an estimated project completion date she would put in a Council Order to reinstate the handicap parking space at 27 Pleasant Street. She noted she had contact with a vehicle owner who parks in the handicap space at night who is willing to use the designated space in the museum's parking lot instead, and said that no one is being displaced as a result of this action.

**Councilor Fonvielle** asked how necessary the handicap space is for residents and for museum patrons. **Councilor Cox** said it was the museum who requested the handicap space to be put in place which is not only for patrons but for anyone with handicap plates which is why, she added, she did her due diligence and made sure that anyone who had been using the spot knew of the coming change and the alternate designated handicap space.

**Councilor Hardy** asked about how long the renovation project will take. **Mr. Cunningham** said construction is supposed to end in late May/early June. He noted there would be a period after that when exhibits would be installed, and it may be by the end of July the museum is reopened to the public. **Councilor Hardy** said if it was possible, she would appreciate the museum adding a second handicap space in its parking lot.

**Councilor Theken** reiterated that Councilor Cox assured the O&A Committee that she would come forward to ensure the handicap space is returned in as timely manner as possible upon completion of the museum's renovation. **This public hearing is closed.**

**MOTION: On a motion by Councilor Theken, seconded by Councilor Cox, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (Whynott) absent, to Amend GCO Chapter 22, Sec. 22-287 "Disabled veteran, handicapped parking" by DELETING one handicap parking space at Pleasant Street #27.**

3. PH2014-003: Amend GCO Chapter 22, Sec. 22-284 "Service or Loading Zone" re: Pleasant Street #27
4. PH2014-004: Amend GCO Chapter 22, Sec. 22-291 "Tow-away zones" re: Pleasant Street #27

**These public hearings are opened.****Those speaking in favor:**

**Mr. Cunningham** spoke in favor of the loading zone amendment.

**Those speaking in opposition: None.****Communications:**

**Robert Ryan**, Chair of the Traffic Commission expressed his support the removal of the handicap space and the creation of a service or loading zone space in front of the Cape Ann Museum for the safety and well being of the general public and the return of the handicap space upon the completion of the museum's renovation.

**Councilor Questions: None.****These public hearings are closed.**

**MOTION: On a motion by Councilor Whynott, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend that the City Council Amend GCO c. 22 "Traffic," Sec. 22-284 "Service or loading zones" by ADDING a loading zone space in front of Pleasant Street #27.**

**DISCUSSION:**

**Councilor Theken** reiterated that the Cape Ann Museum is undergoing major renovations at this time, and said this amendment to the ordinance was a way to keep heavy trucks out of the street so traffic can flow appropriately

because there is no room on the museum's property for the construction and delivery vehicles simultaneously. When the handicap space is reinstated the loading zone will be removed, she said.

**Council President McGeary** added that the Traffic Commission minutes of November 26, 2013 showed a unanimous vote in favor of both of the change.

**MOTION: On a motion by Councilor Theken, seconded by Councilor Cox, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (Whynott) absent, to Amend GCO c. 22 "Traffic," Sec. 22-284 "Service or loading zones" by ADDING a loading zone space in front of Pleasant Street #27.**

MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Whynott, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend that the City Council Amend GCO c. 22 "Traffic," Sec. 22-291 "Tow away zones" by ADDING a Tow away zone in front of Pleasant Street #27.

#### **DISCUSSION:**

**Councilor Theken** said this second motion was for the purpose of enforcement to ensure the converted space is used just for a loading zone.

**MOTION: On a motion by Councilor Theken, seconded by Councilor LeBlanc, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (Whynott) absent, to Amend GCO c. 22 "Traffic," Sec. 22-291 "Tow away zones" by ADDING a Tow away zone in front of Pleasant Street #27.**

**For Council Vote: Taken up and completed under Committee Reports.**

**Unfinished Business: None.**

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

**Councilors' Requests to the Mayor:**

**Councilor LeBlanc** thanked the Department of Public Works for their snow removal effort after the last snow storm. He also thanked Charlie Mahoney, City Electrical Inspector for his extra effort to see to the removal of a wire on Riverside Avenue.

**Councilor Cox** said the YMCA Teen Leaders Rock-a-thon will take place Saturday, January 11<sup>th</sup> from 8 a.m. to Sunday morning 8 a.m. to restock the Open Door Food Pantry. She said she hoped the public support the fundraiser by contributing canned goods to the YMCA teen center. She also noted the Art Haven buoy auction is Friday, January 24<sup>th</sup> and doors open at 5 p.m. Also **Councilor Cox** noted she will hold two ward meetings – the first to take place on Wednesday, January 29<sup>th</sup> at 6 p.m. at J&L Welding, 5 Cedar Street, to discuss train noise with representatives of the Metro Boston Commuter Rail to educate neighbors on why trains blow their horns and when, for instance. She said a the second ward meeting takes place on Thursday, January 30<sup>th</sup> at the Unitarian Universalist Church at 7 p.m. to discuss the downtown neighborhood as it relates to vandalism, the Grace Center and other issues that have come up for that neighborhood, she noted.

**Councilor Lundberg** recommended the Child Safety Seat Installation Program, a program run by the Gloucester Police Department (at no cost to the public). Training for public safety officers is a 40 hour course on how to properly install the seat, he noted, and learning how to educate caregivers and parents on the child safety seat's proper use. Police Lieutenant Joe Fitzgerald installed two car seats for his new grandchild, he reported, and commended Lt. Fitzgerald and the Police Department for this program, encouraging anyone who needs a child car seat installed to use this service. **Councilor Lundberg** said to make an appointment for a child seat installation; email Lt. Fitzgerald at: [jfitzgerald@gloucester-ma.gov](mailto:jfitzgerald@gloucester-ma.gov) .

**Councilor Theken** recounted problems folks are having obtaining medical insurance through the Affordable Care Act (ACA) on line. She said she has paper ACA applications available in her office at the Addison Gilbert Hospital. Commonwealth Care is extended to March, but those who have Commonwealth Care must still obtain medical insurance through the ACA. She also warned about other issues surrounding the on-line applications and noted that there are several certified agencies locally to assist folks to make their application; they are: Massachusetts Fishermen's Partnership, Gloucester Family Health Center, Addison Gilbert Hospital and Beverly Hospital. She urged folks to call Massachusetts Health Customer Service at 1-800-841-2900 and listen for the prompts for more information and assistance as well.

**Councilor Fonvielle** reported that the Cape Ann Symphony Association is having its annual meeting the following evening at the Gloucester House. Donors and ticket purchasers to the symphony are welcome to attend, he noted, and the dinner associated with the meeting is \$30, but one can attend the meeting only.

**A motion was made, seconded and voted unanimously to adjourn the meeting at 8:06 p.m.**

**Respectfully submitted,**

**Dana C. Jorgensson**  
**Clerk of Committees**

**DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.**

**DRAFT**

**BUDGET & FINANCE MEETING**

**01/23/14**

**MINUTES**

**(UNDER SEPARATE COVER)**

CITY COUNCIL STANDING COMMITTEE  
**Planning & Development Committee**  
Wednesday, January 22, 2014 – 6:00 p.m.  
1<sup>st</sup> Fl. Council Committee Room – City Hall  
**-Minutes-**

**Present:** Chair, Councilor Greg Verga; Vice Chair, Councilor Paul Lundberg; Councilor Steven LeBlanc

**Absent:** None.

**Also Present:** Councilor William Fonvielle; Suzanne Egan; Jim Duggan; Mike Hale; Tom Daniel; Stephen Winslow; Jim Hafey; Robert Ryan; Kevin Buckley; Gregg Cademartori; Dr. Richard Safier; Jonathan Pope; Heidi Wakeman

**The meeting was called to order at 6:00 p.m. Agenda items were taken out of order.**

**1. *Revisit of Free Petition in accordance with City Charter Sec. 9-1(b) re: Condition, Restoration and Preservation of Stage Fort Park (Cont'd from 01/08/14)***

**Councilor Verga** reviewed in brief the history of the Free Petition submitted to the Council led by George Roark (present) the resultant public hearing at the end of 2013. He noted the Committee would hear from City staff, some of whom were at the public hearing and heard some of the ideas put forward to the care and restoration of Stage Fort Park. **Councilor Verga** also noted that the Department of Public Works (DPW) oversees the park. He asked the Chief Administrative Officer to share the Administration's vision for the park related to the ideas presented at the public hearing but pointed out that the public hasn't heard a City response to date.

**Jim Duggan**, CAO explained that the investment for Stage Fort Park will have to be taken through the budget process. He said the DPW doesn't have the resources or manpower to bring Stage Fort Park back to the level that has been recently expressed. The City would have to review and coordinate a continued phasing in through the budget process for the reparation of the park, he said.

**Councilor Verga**, noting he and Mr. Duggan had spoken recently on this matter, said that he had put forward that there is the possibility of setting up an oversight and advisory committee similar to what was created by the Council for Magnolia Woods. He said there is no plan for the park, and with the advent of the City's 400<sup>th</sup> anniversary in 2023 he expressed he would like to see a plan and hear what the Administration thinks regarding a possible Stage Fort Park advisory committee. **Mr. Duggan** expressed his concern for the investment of time of City staff. He said he is not saying no but wanted to create realistic expectations going forward. If they can continue to examine that, and recognizing the 400<sup>th</sup> anniversary, he said he didn't want to create false expectations in starting a process because there are so many things City staff is focused on right now. Much of this effort would come out of the Community Development, he noted, acknowledging Tom Daniel, Director of that department with Stephen Winslow, a department Project Manager who could speak to the current demands on staff.

**Councilor Verga** said he recalled that in early summer there was an agenda item for the Open Space & Recreation Committee (OSRC) that didn't get taken up about consolidation of some committees, as there were committees and commissions related to parks and recreation that are unfilled; and if they are not going to be filled, he said, those tasks should be moved and utilized in another committee, such as the OSRC. **Councilor Verga** also acknowledged the presence of Heidi Wakeman from the OSRC.

**Tom Daniel**, Community Development Director said the OSRC has formulated a recommendation and does have a plan for consolidation for inactive committees to be moved to a similar committee, which he added, made sense. He advised that there is work that needs to be done internally among departments and the Administration of what it will ultimately look like because the duties, powers and responsibilities of the Parks & Recreation Commission, and the Recreation Committee, and the OSRC are different. He said there will need to be a process on how the defunct committees can be consolidated in an efficient way and what responsibilities gets shifted where. **Mr. Daniel** said that is a step that has yet to be taken.

**Stephen Winslow**, Project Manager said that the OSRC has an idea for consolidation but that it needs assurance that the DPW is on board, as he noted the Parks Commission is focused on DPW operations, and the OSRC was formed to develop an open space plan. Now that the plan is complete, the OSRC is taking on another role as a sounding board on plans for the future which would be a shift of focus for it. He pointed out that there is a strong OSRC made up of open space people who have interests in recreation, parks, playgrounds, and conservation which he said was good overall. **Mr. Winslow** said that in terms of Stage Fort Park whether the oversight is consolidated into a subcommittee of OSRC or something else remains to be determined, as well as whether OSRC can take that

responsibility on. He pointed out there are diverse groups interested in the Stage Fort Park's different aspects; and he suggested it is important before forming an advisory committee to have an initial meeting to see who would be interested in participating in a committee rather than rushing to set one up. He cautioned it will also take a while to build consensus. He confirmed Mr. Duggan's and Mr. Daniel's statements of the investment of time by City staff. He pointed out currently he does a great deal of the open space work but he also has to focus on health grants and civic design which impacts his availability. **Mr. Winslow** said ultimately if this is working towards a master plan, the City will have to commit significant funding to hire a landscape architectural firm to work a plan through which is a significant. This not only involves, he pointed out, a commitment of staff time, and the need for an expert consultant, but should go through a slow, careful community process to ensure a good overall plan.

**Mr. Duggan** said acknowledged the different levels of interest with the diverse interest groups – the Friends of Stage Fort Park, the Friends of the Gloucester Dog Park, the Farmer's Market, the Gloucester Rotary Club, and others noting there is demand for the park's use, the financial obligation and investment that needs addressing with the DPW. He asked the P&D Committee to allow him the time to have an internal team meeting to formulate suggestions and recommendations to hit all the points that have come forward regarding the park.

**Councilor LeBlanc** asked how much will be spent in FY14 on the Stage Fort Park. **Mr. Hale** said that for all City parks, ball fields and open spaces, the DPW has a budget of \$20,000. What is spent at Stage Fort Park depends on need with what is budgeted. Stage Fort Park, he noted, has the most dedicated staff of all parks unlike other City facilities. **Mr. Duggan** added that every year for the last six years, Mr. Hale has recommended a higher investment, but he said it is a matter of delivery of City services; if more is invested in Stage Fort Park he has to take it away from somewhere else.

**Councilor Verga** said the Committee is looking for a plan that shows where the park is today, and using the goal of 2023, where the City wants the park to be, and what the costs associated with that plan are. **Mr. Duggan** assured the Committee he would convene a meeting of DPW staff, Community Development staff, and General Counsel to formulate a plan that will highlight some of the issues and in 30 days to come back to the P&D Committee with a report.

**Councilor Verga** acknowledged the presence of members of the Friends of Stage Fort Park, the Rotary Club and others who have a vested interest in the renewal and maintenance of the park.

**Councilor Lundberg** said what Mr. Duggan is referring to are some of the parameters of taking care of the park as it exists today with the current resources, but there are many folks who have a vision of the park that is different than just maintaining it. He said their responsibility is to somehow gather that vision to come together in a plan and then to then figure out what the costs associated with that plan are. **Councilor Lundberg** suggested there needs to be a way, having read about the diverse visions through Council minutes, to pull those diverse visions together.

**George Roark**, 15 Beauport Avenue said he filed the Group Free Petition in August 2013. He reviewed the Council actions to date. The recommendation of his group was to see the City establish a revolving fund for the care, improvement and maintenance of Stage Fort Park. Stage Fort Park revenue, he said, is about \$140,000 in parking fees and about \$40,000 for park use; about \$150,000 a year about. He noted former City Councilor Joseph Ciolino had asked, and another request has gone forward to the Administration, for the creation of a revolving fund. **Mr. Roark** suggested 10 percent of the park's parking fees and use fees be used to fund a Stage Fort Park revolving fund. He pointed out the areas of need in Stage Fort Park to the Committee and said there is an obligation of the City to maintain the park, adding that at this time it is a negligent stewardship. He mentioned the Dog Park, the Rotary Club, the users of the sports fields, the people who use the bocce courts and the Fisherman's Wives Association, who all have an interest in the park. **Mr. Roark** also recalled that another recommendation made at the public hearing was for the City to pursue State PARC grants and other grant monies that may be available to help fund these improvements. He said there is a need to act now and looked forward to the on-going conversation.

**Councilor Verga** said he would continue this matter to March 5<sup>th</sup> to give the Administration the time to present a preliminary report.

**This matter is continued to March 5, 2014.**

**2. Memorandum and pertinent material from Planning Director re: Land Disposition Committee Recommendations on 6 Stanwood Street (Easement Request by Karen Elliot, 6 Stanwood Street Cont'd from 12/04/13)**

**Councilor Verga** said at the request of General Counsel, the Committee would continue the matter to February

**This matter is continued to March 5, 2014.**

**3. RZ2013-002: A portion of #52 Whitmore St., Assessor's Map 21, Lot 7 from General Industrial (GI) to R-10 (Medium/High Density Residential) (Cont'd from 01/08/14)**

**Attorney Deborah Eliason**, 63 Middle Street representing the Cape Ann Forge Trust, John D. McNiff, Jr. Trustee (present) noted that trust is the owner of the property at 52 Whittemore Street.

- Overview:

**Ms. Ellison** explained that she is before the Committee requesting that a small portion of the Whittemore Street property at #52 currently zoned as General Industrial (GI) be rezoned to Residential R-10 (R-10) so that it will be consistent with the zoning of the remainder of the property. **Ms. Ellison**, displaying a plot plan of the property (on file), gave the following information to the Committee:

The property is predominantly zoned R-10 (Residential). A small piece at 52 Whittemore Street is zoned GI (General Industrial). The adjacent property is also owned by Cape Ann Forge and is GI. The area the applicant is asking to be re-zoned from GI to R-10 to be consistent with the rest of the parcel. The area to be rezoned is approximately 2,345 square feet. The entire parcel contains 3.33± acres. The zoning discrepancy is the result of a reconfiguration of lot lines between the two parcels. Originally both parcels were GI, and many years ago zoning for a portion of the parcel was rezoned to R-3 (at that time). Some time after that there was a reconfiguration of the property line for a development that was being contemplated which didn't go forward. The property line changed but the zoning did not. Therefore, there is a small area zoned GI which juts out into the R-10 portion of the parcel. Once rezoned to R-10, the parcel has a preliminary definitive plan before the Planning Board to develop the property into five residential lots, and this small area will be used as part of a proposed residential subdivision road to access five lots planned for the property. As it stands now based on current zoning, it creates an awkward access to the property. It was noted that the Planning Board voted in favor of this rezoning at their meeting of January 16th.

**Gregg Cademartori**, Planning Director pointed out there is a great deal of language under Sec. 2 of the Zoning Ordinance when the zoning district boundary doesn't follow the lot line which causes a lot of complications in terms of future use planning for the two properties. He noted other things could be rectified through potential easements but that this is the cleanest way to make a clear path for the development of the parcel as well as maintaining set back requirements for the existing us. **Mr. Cademartori** confirmed there was a unanimous vote by the Planning Board to recommend to the City Council the rezoning of this parcel (recommendation memo on file).

**Councilor LeBlanc** and **Ms. Eliason** discussed the entry road to the property. **John D. McNiff, Jr.** displayed the subdivision plans, and pointing out the property lines (subdivision plans on file with the Planning Board). He confirmed they are looking to rezone a small triangle of the property. **Ms. Eliason** added that the subdivision plans are currently being considered by City staff, and at the suggestion of the Planning Director they are before the Committee to clean up the zoning of the parcel.

**MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Lundberg, the Planning & Development Committee voted 3 in favor, 0 opposed to recommend that the City Council grant a zoning change for the property at Whittemore Street #52, Assessors Map #21, Lot #7 from its present zoning classification of General Industrial (GI) to R-10 (Medium/High Density Residential) and to amend the Zoning Map accordingly.**

**4. SCP2014-001: Poplar Street #28, Assessors Map 105, Lot 18-19, GZO Sec. 3.1.6(b) for building height in excess of Sec. 3.2 Limits & Building height in excess of 35 feet**

**Ms. Egan** said this Council Special Permit is for a 42 feet height exception under GZO Sec. 1.10.1 and 3.1.6(b) and 3.2.3 for a salt containment center with building height in excess of thirty-five (35) feet to be located in the DPW yard.

**Mike Hale**, DPW Director informed the Committee the current salt shed was built in 1994 to hold approximately 700 tons of salt. On average his department uses 7,000 tons a year, and he said that holding 10 percent of what is used annually is far below what a public works facility should have. Snow and ice technology has transitioned since 1994, in that before it was about de-icing, and now the process is about pre-treatment of streets in the face of advancing storms to meet the expectation that there will be black pavement.

He said the ability to procure salt in a timely manner is difficult, although the City is part of a salt consortium giving them a good price per ton which comes from Chelsea, Everett or Portsmouth, New Hampshire. The City is as far away as possible to where the salt is trans-shipped, **Mr. Hale** noted. During a snow event delivery will not be made to the City. He explained about the difficulties of the recent storm events and salt procurement. He said that

the idea is to have enough capacity to fill up a salt containment center that would be enough for the entire winter.

**Mr. Hale** explained that the location of the new salt containment center will be near the back of the DPW property towards the mechanics barn which, he said, is far enough back so as not to be seen much from the street. The building will be a steel-framed and fabric structure (pictures and plans on file) which is the epitome of a modern salt containment building. He noted that North Shore Technical School just built a similar structure which can be seen on Route 62. This structure will be white or cream in color, he noted. **Mr. Hale** acknowledged this building will be taller than the current structure, but that is so trailer trucks can back into the structure and off load the salt under cover. Currently the department must move the salt physically around which he said takes a great deal of staff time.

**Councilor Lundberg** confirmed the current storage facility's capacity is 700 tons and the new salt containment center will have a 7,000 ton capacity. **Mr. Hale** confirmed depending on how the salt is stacked; it can have capacity up to 7,200 tons. He noted on inquiry by **Councilor Lundberg** that for an average winter, 7,000 tons of salt is what the department uses, and that to date the department has used 4,600 tons of salt this winter.

**Councilor LeBlanc** discussed the durability of the fabric cover. **Mr. Hale** confirmed there is a 10 year warranty for the new structure; and if the fabric tears it can be replaced. The new structure will be constructed using a pre-engineered metal building to be connected to and supported by a concrete foundation up 10 feet which meets all the current wind loads and building codes. It is hoped to set the new structure down by two feet, but the height is necessary to get a trailer into the structure. This structure is what the Massachusetts Highway Department uses and is the preferred model. The choice is I-beam or tubular steel construction, he said. **Mr. Hale** said this is a kit and the fabric fits over it. He also discussed a wood structure building versus what is proposed with the fabric and steel structure with **Councilor LeBlanc**.

**Joseph Gross**, 25 Poplar Street asked about access to the DPW yard with the advent of the new structure. **Mr. Hale** said the drive into the DPW yard is not altered, and will remain the same entrance which he showed **Mr. Gross** (plot plan on file) the path the salt trucks take to prevent back up of the trucks. He noted for **Mr. Gross** the fact that the Conservation Commission issued an Order of Conditions (on file). **Mr. Gross** said he lives across the street from the DPW yard and that this proposal made sense to him.

**MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Lundberg, the Planning & Development Committee voted 3 in favor, 0 opposed, to recommend that the City Council grant to the City of Gloucester a Special Council Permit (SCP2014-001) for the property located at 28 Poplar Street (Assessor's Map 105, Lots 18 and 19), zoned EB (Extensive Business), pursuant to Gloucester Zoning Ordinance Sections 1.10.1 and 3.1.6(b) for a building height in excess of 35 feet, for a Salt Containment Shed to be 42 feet (for a total height increase of 7 feet over 35 feet). This permit is made on the basis of the plans and elevations dated October 23, 2013 drawn by Legacy Bldg. Solutions, submitted to the City Clerk on January 8, 2014, all as incorporated in this decision, and as approved with this special permit.**

**5. SCP2014-002: Concord Street #10, Assessors Map 229, Lot 21-22, GZO Sec. 3.1.6(b) for building height in excess of Sec. 3.2 Limits & Building height in excess of 35 feet**

**Suzanne Egan**, General Counsel said this is a very timely decision through a Special Council permit because of the process of the Massachusetts School Building Authority which will be reviewing the West Parish School project the day after the City Council review (Tuesday, January 28<sup>th</sup>) of this Special Permit decision. The height exception requested, **Ms. Egan** said is for 49 feet with the actual height slated at 48 feet, 10 inches.

**Kevin Buckley**, Owner's Project Manager said that the way that the new West Parish School is designed, when approaching the building a one/two story building will be in view. The front elevation of the school will be only one story which steps back to a two story structure averaging 28 feet in height, with the three story section is in the far left corner of the property, by the woods and ledge next to the cemetery at the back of the property. **Ms. Egan** confirmed that the way the school was designed when approaching the building the vision is that it is a one to two story building, but only when coming up to the school and going to its back will the three story portion be in full view.

**Councilor LeBlanc** said he has seen all the slide shows and been to all the meetings to date on the construction of the new school and approves of the height exception.

**Councilor Fonvielle** added that he thought this was a necessary height exception and overall project.

**Councilor Verga** said he can see the school from his house and is not offended by the project's extra height.

**MOTION: On a motion by Councilor Lundberg, seconded by Councilor LeBlanc, the Planning & Development Committee voted 3 in favor, 0 opposed, to recommend that the City Council grant to the City of**

Gloucester School Department a Special Council Permit (SCP-2014-002) for the property located at 10 Concord Street (Assessor's Map 229, Lots 21 and 22), zoned R-20 (Low/Medium Density Residential), pursuant to Gloucester Zoning Ordinance Sections 1.10.1 and 3.1.6(b) for a building height in excess of 35 feet, for the new West Parish Elementary School Building to be 49 feet (for a total height increase of 14 feet over 35 feet). This permit is made on the basis of the plans dated January 7, 2014 and "Elevations," dated January 13, 2014 drawn by Dore & Whittier Architects, Inc. 260 Merrimac St., Newburyport, MA, submitted to the City Clerk on January 9, 2014 and January 13, 2014 respectively, all as incorporated in this decision, and as approved with this special permit.

6. *CC2014-002 (Verga/Fonvielle) Request that the Planning & Development Committee in consultation with the Planning Dept., DPW & Legal Dept. undertake the process for City action to determine if the City should lay out a public way within the existing Biskie Head Point Road*

The P&D Committee had a discussion with Councilor Fonvielle, Ms. Egan and Mr. Hale regarding whether there should be a lay out of a public way at Biskie Head Point Road. The Committee asked that the DPW do further research into the matter and that when that research was completed to report the findings to the Committee.

A motion was made, seconded and voted unanimously to adjourn the meeting at 7:00 p.m.

Respectfully submitted,

Dana C. Jorgenson  
Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.



## GLOUCESTER CITY COUNCIL 2014 PUBLIC HEARING

**PUBLIC HEARING NUMBER:** PH2014-005  
**SUBJECT:** Group Free Petition under City Charter Sec. 9-1(b) which requests the City Council to amend the Code of Ordinances Sec. 4-16a "Dogs prohibited on beaches at certain times"  
**DATE OPENED:** 01/28/14  
**CONTINUED TO:** TBC  
**CONTINUED FROM:**  
**COMMITTEE:** O&A

### Legals

#### **NOTICE OF A PUBLIC HEARING**

In accordance with the provisions of Gloucester City Charter Sec. 9-1(b), the **Gloucester City Council** will hold a public hearing on **Tuesday, January 28, 2014 at 7:00 PM** in the **Kyrouz Auditorium, City Hall**, relative to the following:

A Group Free Petition under City Charter Sec. 9-1(b) which requests the City Council to amend the Code of Ordinances Sec. 4-16a "Dogs prohibited on beaches at certain times".

The complete Petition is available for review at the office of the City Clerk, City Hall, during regular business hours.

At the public hearing, all interested persons will have the opportunity to be heard.

By Vote of the City Council  
Linda T. Lowe, City Clerk

GT - 1/14/14

**THIS PUBLIC HEARING WILL BE OPENED AND CONTINUED TO A FUTURE CITY COUNCIL MEETING DETERMINED BY THE CITY COUNCIL**



## GLOUCESTER CITY COUNCIL 2013 PUBLIC HEARING

**PUBLIC HEARING NUMBER:** PH2013-060  
**SUBJECT:** Recommendations of the Community Preservation Committee for Round 4, FY2013 Funds re: Project #6 – City Hall Restoration Committee: City Hall Restoration – Repairs/Restoration of Auditorium Windows - \$36,000

**DATE OPENED:** 01/28/14  
**CONTINUED TO:**  
**CONTINUED FROM:** 11/12/13, 12/10/13  
**COMMITTEE:** B&F 08/22/13, 09/19/13, 11/07/13, 11/21/13

NOTICE OF PUBLIC HEARING 11/12  
LEGAL NOTICE  
NOTICE OF PUBLIC HEARING

In accordance with the provisions of City Charter Section 2-11(d), the Gloucester City Council will hold a public hearing on Tuesday, November 12, 2013 at 7:00 P.M. in the Kyrouz Auditorium, City Hall, relative to the following:

Under Gloucester Code of Ordinances sec. 2-517(8) of the Gloucester Community Preservation Act and MGL Chapter 44B sec. 5(b) (2) and sec. 5(d) of the Massachusetts Community Preservation Act, the Gloucester City Council will hear recommendations of the Community Preservation Committee Round 4 for FY13 and will determine whether to take action and approve appropriations/expenditures from the Gloucester Community Preservation Fund or set aside for later appropriation/expenditures from the City of Gloucester Community Preservation Fund for the purpose of "Open Space" "Historic Resources", and "Community Housing."

The recommendations of the City of Gloucester Community Preservation Committee are on file in the Office of the City Clerk and are available for viewing by the public.

At the public hearing, all interested persons will have the opportunity to be heard based on procedures determined by the Council.

By Vote of the City Council  
Linda T. Lowe, City Clerk

AD#13024750  
Cape Ann Beacon 11/1/13

grant to the Rocky Neck Art Colony, Inc. for the purpose of the rehabilitation and preservation of the former Christian Science Church, 6 Wonson Street in Gloucester, Massachusetts, in order to restore a historic resource. The appropriation will be allocated to the Historic Preservation category and funded from Unrestricted Reserves in Fund #270000. The project will be tracked in the Community Preservation Fund – Historic Preservation Projects Fund #275021.

#### **DISCUSSION:**

**Councilor McGeary** said that this is a worthy project. The building is at this time is unfriendly to the handicapped, and this project will allow for the building's full accessibility. **Councilor McGeary** noted that Ms. Ristuben has been the heart and soul of the RNAC and the creation of the City's first cultural district for which he commended her.

**Councilor Ciolino** said this is the model in the state for a cultural center organization. He said he supported the project funding. **Council President Hardy** added her approbation also.

**MOTION:** On a motion by Councilor McGeary, seconded by Councilor Ciolino, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (Tobey) absent, to appropriate up to \$50,000.00 (Fifty Thousand Dollars) from the Community Preservation Act Funds as recommended by the Community Preservation Committee, for a grant to the Rocky Neck Art Colony, Inc. for the purpose of the rehabilitation and preservation of the former Christian Science Church, 6 Wonson Street in Gloucester, Massachusetts, in order to restore a historic resource. The appropriation will be allocated to the Historic Preservation category and funded from Unrestricted Reserves in Fund #270000. The project will be tracked in the Community Preservation Fund – Historic Preservation Projects Fund #275021.



**Project #6 – City Hall Restoration Committee: City Hall Restoration – Repairs/Restoration of Auditorium Windows - \$36,000**

**Ms. Ronan** explained the following:

The City Hall Restoration Committee is recommended to receive \$36,000 in Community Preservation Act (CPA) funds for the purpose of rehabilitation and restoration of an historic asset by repairing City Hall windows on the second level of City Hall (Warren Street side). This project will continue the restoration of the exterior of City Hall, specifically repairs and restoration of the Kyrouz Auditorium windows and will represent three windows only. The approved 2010 application of CPA funding to restore the exterior of City Hall included these windows; however, the final project budget necessitated that the repairs of the windows south and east elevations be delayed until other funding was secured.

**Maggie Rosa**, City Hall Restoration Committee submitted a hand out on the restoration of City Hall. In 2009 the Committee applied for \$3.5 million for the restoration of the exterior of City Hall. As it was the first round, it was a \$2.6 million loan order in the end for a term of 13 years. The money would not be sufficient to complete the restoration of the exterior of the building. The specific request was for \$150,000 to complete the window restoration of the Pleasant Street side and the windows on Warren Street of City Hall. All the windows facing the Post Office and the west elevation have been restored and are being reinstalled, she noted. The CPC recommended \$36,000 together with funds that remain from the on-going project, and funds privately raised the Committee will be able afford to restore the four windows on the Warren Street side of the building. The windows facing Pleasant Street in Kyrouz Auditorium would have to wait. The Committee has applied to the Administration for some Free Cash. They have also applied through State Rep. Ferrante and Sen. Tarr who through their efforts City Hall should be eligible for funding as a municipal building which would have to be matched funds. Each passing year, she pointed out, the building continues to deteriorate, and restoration is an on-going project. **Ms. Rosa** also reviewed her handout to the Council in brief which covered the progress of the City Hall restoration project.

**Those speaking in opposition: None.**

**Communications: None.**

**Questions:**

**Councilor Whynott** asked if the restored windows would be an improvement over what had been done before. **Ms. Rosa** said the Commission hired a historical architectural firm which is top notch, McGinley Kelso, who tested the windows to be sure they would stand the test of time. There will be drafts, she pointed out, because the interior of the building has not been addressed yet.

**Councilor LeBlanc** requested that regular maintenance be done on the new windows. **Ms. Rosa** said that her Committee has advocated for DPW line items for maintenance on the City buildings. It is a matter for the Administration and Council to consider, she said.

**Councilor McGeary** said if and when the interior trim is completed it would obviate some of the drafts coming through now. **Ms. Rosa** said the interior window frames do need work, but that they need help from the DPW and the Administration on that matter. Things have to be maintained; an assessment will have to be done, she said. The Committee's mission was to stop the building from falling down, **Ms. Rosa** pointed out.

**Council President Hardy** and **Ms. Rosa** discussed the issue of the newly restored windows, on-going maintenance issues and issues concerning the Facilities Manager.

**Mr. Cole** said the Mass. Historic Association was very strict with what could be done and said the department can only maintain the windows not change them. He said this is the first he has heard of any issues with the Facilities Manager, and said he would talk with the Facilities Manager to learn what the current issues are.

**Ms. Rosa** and the **Council President** also discussed other aspects of the City Hall restoration problems and the lack of communication with the Office of the Mayor despite the Committee's attempts to communicate their position and needs. **Council President Hardy** asked for a progress update on the City Hall restoration to the Council. Until the issues are resolved with the recently installed windows she said would propose a postponement of this vote. **Ms. Rosa** said the contract for the windows had to be extended; and with the \$36,000 to do the Warren Street windows it would extend the contract to May 2014. **Mr. Bell** added that the windows recently installed had not been finished via a punch list; and he pointed out many windows don't have their storm windows installed yet.

**MOTION: On motion by Councilor Hardy, seconded by Councilor Ciolino, the City Council voted 8 in favor, 0 opposed to request that the Mayor appoint an alternate for the Facilities Manager to the City Hall Restoration Committee when the Facilities Manager is unavailable to attend the City Hall Restoration Committee meetings.**

**Councilor McGeary** asked what recourse there was for windows found to be defective. **Ms. Rosa** said the contractors are very responsive but must be told about the issues, and commented that somewhere there seemed to be a significant lack of communication. **Councilor McGeary** recalled there was a time constraint that if the money is not spent that the current contract will have to be closed. **Ms. Rosa** confirmed that was the case. If there is a delay in this funding, it will be an issue for the City to abide by the State rules and regulations for procurement; she had been informed by the City's Purchasing Agent. **Council President Hardy** said the Building Inspector can't sign off on the window project to date. **Ms. Rosa**, noting that the Building Inspector sits on their committee, and at the Committee's request it was he who went through the building to survey compliance with ADA regulations.

**Councilor Ciolino** noted the inside trim on the newest installed windows appears compromised commenting that the windows are tight on the outside but are not on the inside. **Ms. Rosa** said the \$2.6 million was insufficient to do it all. There had to be compromises, she said; and she suggested that the DPW could do the inside trim and further look at the building for things like this.

**Councilor Verga** said this is a communication breakdown and that he would not vote for the \$36,000. He suggested that the vote be postponed. **Ms. Rosa** said with this \$36,000 approved this evening combined with private funds the four windows could be done and the contractor would still be on site. Without a vote this evening to approve the funding the contract would cease, she reiterated.

**Councilor LeBlanc** said he is a contractor and on construction sites all the time. A properly installed window with insulation without the interior trim should not create drafts. He said he wanted to ensure the casings were being insulated and wanted to be sure someone is checking before the casings go on the building.

**Councilor Whynott** expressed concern that by postponing a vote it would impede the current contract. **Mr. Bell** said that contract was up in September and was extended to May 2014. He said he didn't know if a postponement of the vote would work for January.

**MOTION: On a motion by Councilor Verga, seconded by Councilor Theken, the City Council voted by ROLL CALL 4 in favor, 4 (Ciolino, Cox, McGeary, Whynott) opposed to continue the portion of the public hearing for the funding of the City Hall Restoration Committee of \$36,000 be continued to January 28, 2013.**

**MOTION FAILS.**

**MOTION: On a motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council appropriate up to \$36,000.00 (Thirty Six Thousand**

Preservation Committee, for a grant to the Phyllis A. Marine Association to rebuild the stern of the vessel, Phyllis A. in Gloucester, Massachusetts, in order to restore a historic resource. The appropriation will be allocated to the Historic Preservation category and funded from Unrestricted Reserves in Fund #270000. The project will be tracked in the Community Preservation Fund – Historic Preservation Projects Fund #275020.

**Project #5 – Rocky Neck Art Colony: Rehabilitation and Restoration of former Christian Science Church, 6 Wonson Street - \$50,000**

MOTION: On a motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council appropriate up to \$50,000.00 (Fifty Thousand Dollars) from the Community Preservation Act Funds as recommended by the Community Preservation Committee, for a grant to the Rocky Neck Art Colony, Inc. for the purpose of the rehabilitation and preservation of the former Christian Science Church, 6 Wonson Street in Gloucester, Massachusetts, in order to restore a historic resource. The appropriation will be allocated to the Historic Preservation category and funded from Unrestricted Reserves in Fund #270000. The project will be tracked in the Community Preservation Fund – Historic Preservation Projects Fund #275021.

→ **Project #6 – City Hall Restoration Committee: City Hall Restoration – Repairs/Restoration of Auditorium Windows - \$36,000**

MOTION: On a motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council appropriate up to \$36,000.00 (Thirty Six Thousand Dollars) from the Community Preservation Act Funds as recommended by the Community Preservation Committee, for a grant to the City Hall Restoration Committee for the purpose of the City Hall repairs and restoration of the Kyrouz Auditorium windows in Gloucester, Massachusetts, in order to restore a historic resource. The appropriation will be allocated to the Historic Preservation category and funded from Unrestricted Reserves in Fund #270000. The project will be tracked in the Community Preservation Fund – Historic Preservation Projects Capital Fund #346001.

**Project #7 – Ocean Alliance: Tarr and Wonson Paint Manufactory – Repair Chimney & Support Building - \$30,000**

MOTION: On a motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council appropriate up to \$30,000.00 (Thirty Thousand Dollars) from the Community Preservation Act Funds as recommended by the Community Preservation Committee, for a grant to the Ocean Alliance for the purpose of repairing a chimney and supporting building at the Tarr and Wonson Paint Manufactory in Gloucester, Massachusetts, in order to restore a historic resource. The appropriation will be allocated to the Historic Preservation category and funded from Unrestricted Reserves in Fund #270000. The project will be tracked in the Community Preservation Fund – Historic Preservation Projects Fund #275022.

**Project #8 – Magnolia Historical Society, Inc.: Rehabilitation and Restoration of the Blynman Schoolhouse to enable use as the Magnolia Historical Museum and Cultural Center - \$30,000**

MOTION: On a motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council appropriate up to \$30,000.00 (Thirty Thousand Dollars) from the Community Preservation Act Funds as recommended by the Community Preservation Committee, for a grant to the Magnolia Historical Society, Inc. for the purpose of the rehabilitation and restoration of the Blynman School House in Gloucester, Massachusetts, in order to restore a historic resource. The appropriation will be allocated to the Historic Preservation category and funded from Unrestricted Reserves in Fund #270000. The project will be tracked in the Community Preservation Fund – Historic Preservation Projects Fund #275023.

**Project #9 – Gloucester Committee for the Arts: City Hall WPA Mural Restoration Project – Phase II - \$35,000**

MOTION: On a motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council appropriate up to \$35,000.00 (Thirty Five

Dollars) from the Community Preservation Act Funds as recommended by the Community Preservation Committee, for a grant to the City Hall Restoration Committee for the purpose of the City Hall repairs and restoration of the Kyrouz Auditorium windows in Gloucester, Massachusetts, in order to restore a historic resource. The appropriation will be allocated to the Historic Preservation category and funded from Unrestricted Reserves in Fund #270000. The project will be tracked in the Community Preservation Fund – Historic Preservation Projects Capital Fund #346001.

**DISCUSSION:**

**Councilor Theken** expressed her concern for the funding of this project without answers to issues just raised by the Council. **Councilor McGeary** read from B&F minutes about the contract issues now raised by the Council. He said he believed if the Council doesn't fund this project now they'll lose one of the four Warren Street windows because of the cost going back out to bid. The new contractor has done a better job; he noted and said he would vote for the windows, although it is a risk. There is still \$140,000 of City Hall windows to be done, he pointed out. **Mr. Bell** said the Committee is looking to other sources for funding as well. **Council President Hardy** suggested that the funding request be withdrawn.

**Mr. Bell** reiterated that these windows have just been finished and the architect has not come back to punch them out. Without this funding the City Hall Restoration Committee will lose this contractor, he said. He asked the Council for a continuance.

**By unanimous consent, the Council continued this portion of the public hearing to January 28, 2014.**

**Project #7 – Ocean Alliance: Tarr and Wonson Paint Manufactory – Repair Chimney & Support Building - \$30,000**

**Ms. Ronan** explained the following:

The Ocean Alliance is recommended to receive \$30,000 in CPA funds for the purpose of the rehabilitation and restoration of the chimney and accompanying brick building with repointing and stabilization of the Tarr and Wonson Paint Factory chimney.

**Ian Kerr**, Director of Ocean Alliance summarized the project as follows: The chimney is cracking and pointing is gone so that water egress is taking place. This is a project that would start in the spring. The organization is a 501(C) 3 oceanographic research institute. Some Ocean Alliance recent research projects worldwide were touched upon, that the Ocean Alliance made a documentary and that Mr. Kerr had speaking engagements at the United Nations and at the National Academy of Sciences. The site is open Monday through Friday, and the site free and clear, he pointed out, with one building completed. The total project cost is estimated at \$80,650, of which \$53,000 worth of work will be completed by this winter.

**Those speaking in opposition: None.**

**Communications: None.**

**Questions:**

**Councilor LeBlanc** asked why the Ocean Alliance is coming forward for CPA funding. **Mr. Kerr** said most of the people that give them money are interested in the research, not in saving a chimney. It is Gloucester and his organization is interested in the building which is iconic and historic to the City, he said. **Councilor LeBlanc** asked what would happen to the chimney without the funds. **Mr. Kerr** said the goal is to restore the whole site. He would still do his best to raise the money for the chimney's restoration as they are in a race to save it.

**This portion of the public hearing is closed.**

**MOTION:** On a motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council appropriate up to \$30,000.00 (Thirty Thousand Dollars) from the Community Preservation Act Funds as recommended by the Community Preservation Committee, for a grant to the Ocean Alliance for the purpose of repairing a chimney and supporting building at the Tarr and Wonson Paint Manufactory in Gloucester, Massachusetts, in order to restore a historic resource. The appropriation will be allocated to the Historic Preservation category and funded from Unrestricted Reserves in Fund #270000. The project will be tracked in the Community Preservation Fund – Historic Preservation Projects Fund #275022.

**DISCUSSION:**

**MOTION: On a motion by Councilor Theken, seconded by Councilor LeBlanc, the City Council voted 6 in favor, 0 opposed, 3 (Cox, Hardy, Tobey) absent, that CC2013-043 to Amend GCO c. 22, Sec. 22-287 (Disabled veteran, handicapped parking) by ADDING one (1) handicapped parking space adjacent to Herrick Court #5 BE WITHDRAWN.**

**Planning & Development: November 6, 2013**

MOTION: On a motion by Councilor Hardy, seconded by Councilor McGeary, the Planning & Development Committee voted 3 in favor, 0 opposed to recommend to the City Council to permit the Downtown Gloucester Christmas Parade and Tree Lighting from 3 p.m. to 5 p.m. on Sunday, December 1, 2013 with a rain date of Sunday, December 8, 2013. Sign offs from the Fire and Police Departments are to be on file as well as written documentation of the parade route in the City Clerk's Office and proof of insurance coverage as a sanctioned event by the City of Gloucester, insurance for the event which falls under the City's General Liability Insurance.

**DISCUSSION:**

**Councilor Ciolino**, one of the lead organizers of this annual event said that this is children's parade and tree lighting, but as an organizer would recuse himself from the vote. **Councilor Theken** took the gavel from **Councilor Ciolino** for the Council vote.

**MOTION: On a motion by Councilor Verga, seconded by Councilor McGeary, the City Council voted 5 in favor, 0 opposed, 3 (Cox, Hardy, Tobey) absent, 1 (Ciolino) recused to permit the Downtown Gloucester Christmas Parade and Tree Lighting from 3 p.m. to 5 p.m. on Sunday, December 1, 2013 with a rain date of Sunday, December 8, 2013. Sign offs from the Fire and Police Departments are to be on file as well as written documentation of the parade route in the City Clerk's Office and proof of insurance coverage as a sanctioned event by the City of Gloucester, insurance for the event which falls under the City's General Liability Insurance.**

**Councilor Theken** handed the gavel back to **Councilor Ciolino**.

**Scheduled Public Hearings – Taken Out of Order:**

→ **1. PH2013-060: Recommendations of the Community Preservation Committee for Round 4, FY2013 funds**

**Councilor Ciolino** opened and continued the public hearing saying that the Council is awaiting the certification of Free Cash from the Department of Revenue before this matter can move forward.

**This public hearing is continued to December 10, 2013.**

**3. PH2013-056: Amend GCO Chapter 4 "Animals," Art. II "Dogs," Sections 4-15 to 4-22 and GCO Sec. 1.15 by adding "Running at large prohibited" and fines**

**This public hearing is opened.**

**Councilor Verga** said that the only change to the ordinance is the increase in the fine for dogs running at large, but he asked the Council to suspend its rules to allow public input on the dog ordinance. At the conclusion of that public commentary he said he would ask that the Council to return the matter to the O&A Committee. **Councilor McGeary** clarified that the Council could vote on the fine increase and return the ordinance to O&A if it so chose.

**The Council agreed by unanimous consent to allow for the suspension of the Council rules.**

**Public Comment:**

**Eric Natti**, 93 Quarry Street asked why raise the fee for dogs running at large if it has never been enforced.

**Stacy Randell**, 8 Haven Terrace said that there were more important issues to concentrate on in the City than dogs. She said an increased fine for dogs running at large will not make a difference to those owners who love their dogs. She pointed out that those with money can pay the increased fines but poor folks cannot. She noted all the businesses dog owners support and that dog owners should not be punished for loving their dogs.

**Councilor McGeary** said there was a proposal to grow shellfish on lines and in lobster pots and asked if this was under the same program. **Ms. Garcia** said this grant would be to support an experimental program of growing shellfish in lobster pots in State waters and an identification of a possible area permit in municipal waters. The project to grown shellfish in federal waters was separate, she said.

**MOTION: On a motion by Councilor Cox, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council grant permission to the Harbor Planning Director on behalf of the City of Gloucester to apply for a grant under the U.S. Department of Commerce Fisheries Development and Utilization Research and Development Grants and Cooperative Agreements Program in the amount of \$274,098 for the purpose of developing sustainable aquaculture in subtidal waters in the City of Gloucester, Mass.**

The Committee had a brief discussion with Ms. Garcia about the awarding of \$5.6 million in funding from the Seaport Advisory Council earlier in the day for the rebuilding of the Stacy Boulevard seawall with public restrooms also to be included.

**6. Memorandum from Principal Assessor re: Tax Classification (Cont'd from 10/17/13) TBC – 11/21/13**

**Jeff Towne**, CFO updated the Committee that the Triennial Recertification of the City's property values was submitted in September on time to the Department of Revenue (DOR). The City's report has gone through the first evaluation stage and is now in the second stage of the DOR review. The City's Principal Assessor, Nancy Papows spoke to the DOR Director to get an update on the City's recertification status which has been delayed due to short staffing at the DOR. The State gave the City authorization to advertise the City's values ahead of the preliminary certification of the City's valuations which **Mr. Towne** said it means the DOR has enough confidence in the City's values to allow for the advertising. The City still needs the preliminary certification and the final certification before the Tax Classification can be moved forward. He said that in speaking with the Council President he noted that the certification will not be completed before the Nov. 26, 2013, City Council meeting and that the matter will probably have to be taken up at a Special City Council meeting in early December, which **Councilor Hardy**, as City Council President, confirmed.

This matter is continued to November 21, 2013.

→ **7. Community Preservation Committee Recommendations re: Votes to Recommend Applicant Funding to the City Council for Community Preservation Funding, Round 4, FY13 TBC – 11/21/13**

This matter is continued to November 21, 2013.

**8. Capital Improvement Plan FY2013-2017 (Cont'd from 10/03/13)**

**Mr. Towne** said that FY14 capital plan will still come to the Committee and that Tuesday the staff committee will meet to look at FY15 through FY19 capital planning and affordability. **Councilor McGeary** said he would like to see the capital spending plan for FY15 when the Council reviews the City's FY15 budget.

**Councilor Cox** noted the capital projects descriptions identify a source of funding, and that for the proposed public safety building the wind turbine revenue is not listed as a source of funding. **Mr. Towne** said the plan was written May 2012 and was before the turbines were fully operational but that the next plan would reflect the use of the revenue from the wind turbine project to fund the center. Councilor Cox noted the plan called for a public restroom facility in the downtown area. **Mr. Towne** said the project would probably be funded by the grant for repairs to the Stacy Boulevard seawall. He said he would make an inquiry of the DPW Director. **Councilor Cox** said that in her view the boulevard restrooms would not be a replacement for a downtown facility and did not want to see that deleted. **Mr. Towne** said this is a high priority in FY16 and a location would have to be determined.

**Councilor Cox** discussed with Mr. Towne the City's plan to install more parking fee kiosks, which **Mr. Towne** said that will be extended one more year to identify more areas to be switched from parking meters to kiosks. He noted that the Community Development Department is doing a detailed parking study and is analyzing data gleaned from the City's first year of using kiosks. **Councilor Cox** and **Mr. Towne** also discussed the parking lot at 65 Rogers St. (I4-C2). It was noted there will be a budget for maintenance of the kiosks that will come

of money and is why the recommendation is \$25,000 which came about from the discussions Mr. Cole had with the group of regular users of the skate park. **Mr. Cole** said trash and recycling will be in enclosed containers that will be aesthetically pleasing. He pointed out that he did not initiate this proposal but took it on and put it forward on behalf of the group who are using the park. **Councilor Cox** expressed concern that it appeared the DPW initiated and is carrying out the request for this funding, and suggested that the group who came forward to ask about the funding for repair of the skate park through the DPW should come to the City Council public hearing. **Ms. Laurie** pointed out this is the same situation as Mattos Field and Stage Fort Park where the DPW is partnering with groups to improve City facilities.

**Councilor McGeary** asked about the insurance liability. **Mr. Cole** said the liability to the City for the skate park is no different than at any other facility in the City. **Councilor McGeary** asked if these planned equipment and apparatus are relatively vandal proof. **Mr. Cole** said the new installation and repairs are; they are mostly concrete structures.

**Councilor Ciolino** said he would look forward to the skate park being repaired and used more frequently to keep skateboarders there as opposed to being on city streets.

**The Committee will not conduct a site visit to view the Skate Park.**

- City Hall Restoration Committee (windows) \$36,000



Speaking for the City Hall Restoration Committee was **Maggie Rosa**. She conveyed the following information:

The City Hall Restoration Committee is recommended to receive \$36,000 in Community Preservation Act (CPA) funds for the purpose of rehabilitation and restoration of an historic asset by repairing City Hall windows on the second level of City Hall (Warren Street side). This project will continue the restoration of the exterior of City Hall, specifically repairs and restoration of the Kyrouz Auditorium windows and will represent three windows only. The approved 2010 application of CPA funding to restore the exterior of City Hall included these windows; however, the final project budget necessitated that the repairs of the windows south and east elevations be delayed until other funding was secured. **Ms. Rosa** submitted two documents, one entitled "City Hall Restoration Phase II Costs" and a schematic drawing of the Kyrouz Auditorium. She said the original \$2.6 million appropriation was not sufficient to complete all of the windows. What the \$2.6 million got was the base fee of the contractor plus three of the seven alternatives which then left a contingency fee of \$269,000. Working through the project there have been a few change orders: there were asbestos removal, the chimney issues, and on the advice of the architects there were other change orders that were approved for more structural work and significant masonry work on the windowsills, adding gutter guards and snow railings. Another change order was the first floor windows on the east elevation and basement windows because the windows were in such badly deteriorated shape. The City Hall Restoration Committee (CHRC) was then able to do the windows on the east side of the first floor which were just installed last week. There was money remaining from funds raised to extend the work to the second floor auditorium windows. Windows on the east and south elevations on the auditorium level still remain to be done. As of today there is \$9,000 in contingency fees remaining.

With the \$36,000 that the CPC has recommended, there would be enough money to do three windows on the Warren Street façade; with a fourth window may be able to be completed with \$13,000 that the City Auditor found from an old window account, **Mr. Bell** added. **Ms. Rosa** said the issue is \$150,000 is needed to complete the window project, which grant expires on Dec. 31, 2014. She said if the \$36,000 is awarded, it places the onus on the City to come up with the remaining funds in order to complete the project within the time frame. The CHRC doesn't have that kind of funding from private donations. She said that the difficulty is that every time a small job is done it is more costly and the small projects do not get the attention a larger order gets in terms of timely completion and priority. Total overall cost for this project is estimated at \$264,000.

**Councilor McGeary** said this funding was to give some money to the CHRC to keep the contractors on site. **Mr. Bell** said in the best of all possible worlds and the \$36,000 is released before the this contractor leaves the job and the CHRC can extend the contract for a month or two, the contractor would do the extra three or four more windows; but if not, the CHRC would it make sense to do it with the remaining windows and that may not be able to be done by December 31, 2014 which the CPC attached, thinking that the work would be done this fall.

The Committee then discussed the timing of the Committee's vote, the public hearing and the contractor and the extension of the contract and architectural issues with Ms. Rosa and Mr. Bell.

**Councilor Cox** asked if it was a concern that if the four windows on Warren Street with this part contract folks will forget and not finish the project. **Ms. Rosa** said she wanted to be sure the CHRC were not held to the expiration

date of December 31, 2014. **Mr. Bell** said the CPC would be willing to extend the deadline for this particular project and that it was a reasonable request.

**Debbie Laurie**, Senior Project Manager, said the deadline is a year, and it can be legally extended and is a part of the agreement. **Councilor McGeary** said the Community Preservation Committee recommendation will be taken into consideration. He suggested that the B&F Committee vote on the \$36,000. He also suggested that if it is found that the date cannot be extended, then he suggested that the \$150,000 could come forward in another CPA Fund application. **Councilor Ciolino** also offered the suggestion that the CHRC put in a request to the Mayor for a free cash allocation for the completion of the City Hall windows.

- George Roark and Susannah Wolfe (Stage Fort Park walking path) \$4,000

Speaking for Stage Fort Park Walking Path project was **George Roark**, representing the Friends of Stage Fort Park. He conveyed the following information:

The Stage Fort Park Walking Path Project sponsored by George H. Roark and Susannah Wolfe (Friends of Stage Fort Park or FSFP) is recommended to receive \$4,000 in Community Preservation Act (CPA) funds for the purpose of rehabilitation and restoration of recreational land by repairing and resurfacing a gravel path approximately 310 feet by 10 feet from the green gate at the Visitors Welcome Center at Stage Fort park on the left side to the intersecting paths towards the fort and ocean. This effort is to provide a safe travel path through a heavily traveled area of Stage Fort Park. **Mr. Roark** had submitted photographs and diagrams of the path proposed to be rehabilitated prior to the meeting (on file), which he reviewed with the Committee showing the need for the path's rehabilitation. He reviewed the 1897 plan of Stage Fort Park showing the original path which the FSFP are looking to improve and other points of interest. It was noted the Miles River landscaping and construction firm has donated its services to determine if the FSFP must go forward to the Conservation Commission. **Mr. Roark** noted that City vehicles and the recycling vehicle travel these paths and suggested that the City may wish to reconsider the use of heavy vehicles in the park and utilize golf carts or other lighter vehicles, to traverse the park paths. The entire park's paths are in poor shape, he said, and a safety hazard, he said, and that the goal is to put in a surface cover that doesn't move around much as is there now consisting of ground tarmac which is not stable. Total cost for this project is estimated at \$5,100.

**David Dow** read a letter to the Community Preservation Committee (placed on file and also a part of the CPA Fund application) that briefly described the current condition of the path to be restored by the Friends of Stage Fort Park. The letter noted that the project is supported by the Gloucester Board of Health, the Gloucester Rotary Club, the Gloucester Civic and Garden Club, and the Open Space and Recreation Committee. It also noted in the letter that the City's Department of Public Works would maintain the rehabilitated path.

**Councilor McGeary** asked if the Cyclo-Cross event used this path and if so would it be impactful. **Mr. Dow** said it is not used on the course, although path is crossed. **Councilor McGeary** said that when this path is done, he suggested the surface be bicycle resistant and once completed will be easier to walk. **Mr. Dow** said the surface they do not wish to use is recycled hot top and pointed out the Conservation Commission asked that the surface be pervious. It is to be made so that it is easier to walk on, he said.

**Councilor Ciolino** said he supported the FSFP funding for the path rehabilitation. He noted that the park can't be rehabilitated and worry about the Cyclo-Cross event. **Councilor McGeary** pointed out that particular event is only one event, and said that the public frequently traverses the paths of the park with their bicycles as well as on foot, and reiterated his suggestion that a surface to be laid down to be resistant to disturbance by bicycles.

**Councilor McGeary** also suggested perhaps the Friends might wish to see the path dedicated to Dr. John Wolfe whom Mr. Dow and Mr. Roark had mentioned was an advocate for the protection and rehabilitation of the park. **Mr. Dow** and **Mr. Roark** said they would talk with Mrs. Wolfe about the Councilor's suggestion.

**Mr. Roark** noted the other co-applicant for this funding was the Gloucester Rotary Club but was not listed, although they signed the application.

**Councilor McGeary** also pointed out there is no longer a City parks department, and that it is important to have advocates for the City's parks like this group whom he appreciated helping to raise these issues. The Cyclo-Cross event scheduled for next weekend is better for having a more rigorous permitting process, he said and that this funding is important to preserve a 60-acre City asset.

**The Committee would make its own visits to the area and would not conduct a formal site visit.**

- Magnolia Bike Club (Bike Park Bicycle Track) \$5,000

**Budget & Finance Committee**  
Tuesday, August 22, 2013 – 6:00 p.m.  
1<sup>st</sup> Fl. Council Committee Room – City Hall  
-Minutes-

**Present:** Chair, Councilor McGeary; Vice Chair, Councilor Joseph Ciolino; Councilor Melissa Cox  
**Absent:** None

**Also Present:** Jeff Towne; Kenny Costa; J. J. Bell; Sandra Dahl-Ronan; Debbie Laurie; Fire Inspector Phil Bouchie; Police Chief Leonard Campanello; Noreen Burke; Tom Daniel

The meeting was called to order at 6:00 p.m. Agenda items were taken out of order.

1. *Memorandum from Community Development Director re: recommendations from the Community Preservation Committee for Round 4, FY2013 funds*

**J.J. Bell**, Co-Chair of the Community Preservation Committee (CPC), recapped the committee's process by saying that this fourth round of Community Preservation Act funding, and that the amount to be dispersed is \$415,000. The CPA funding is normally done on the basis of one funding round per year, but it is possible to do off-cycle funding, which was done in FY13 for the first time. Also briefly reviewed was the application process for CPA grants, which starts in mid-February and concludes with the CPC's recommendations to the Council in early July. There were 20 eligible applications in Round 4, 17 of which received positive recommendations from the CPC.

**Sandra Dahl-Ronan**, Co-Chair of the CPC, said the committee's recommendations include nine requests for funding in the historic preservation category; seven requests for funding were in the newly updated recreation category and one request for funding in open space category. She said the CPC learns something with each round, mostly how to refine the process. She also noted it is an opportunity to encourage applicants to leverage other grants to develop resources. **Ms. Dahl-Ronan** noted that the CPC looks favorably on those applications that leverage other resources. She noted that the CPC works with the City Auditor who has been helpful to the CPC, and a good relationship has been developed with him. **Ms. Dahl-Ronan** said that there is about \$150,000 in reserve in the Community Preservation Act Fund overall, and the CPC will discuss how that might be put towards another project or two. There is also \$110,000 in the community housing reserve because in the last two rounds there have been no applications for housing projects, so the money reserved for housing projects accumulates, City Auditor **Kenny Costa** said.

**Councilor Ciolino** said in the last round the Sargent Murray Gilman Hough House (Sargent House) received money for a fence, tore down the old one but then decided not to replace it. **Ms. Laurie** said the unspent money was returned by the Sargent House. She said that Suzanne Egan, General Counsel, had determined that the Sargent House could not repurpose the funding to repair a stone wall as they had asked to do instead, and so the money was returned and put back into the Community Preservation Act fund. She noted as well that funded projects for the Little River, the Lanesville Fish Shack, and the North Woods project didn't need all the money they had been awarded, so that money was returned by all three entities to be reused by the CPC. **Councilor Ciolino** asked in the future how this money might be used for a successful application on behalf of the repair of Cressy's Beach and Stage Fort Park (an application to repair Cressy's Beach was one of three that was not moved forward to the Council). **Ms. Dahl-Ronan** said the Cressy's Beach project needed an engineering study first and that there was not enough information contained in the application to make an affirmative recommendation. **Mr. Bell** added that it was recommended the Cressy's Beach group should partner with the DPW. He, too, confirmed that there was serious analysis that needed to be done on that project first. Seed money for these studies would be a good proposal to move forward in the next round of CPA funding, he suggested. **Ms. Dahl-Ronan** and **Mr. Bell** confirmed an applicant can come back when they have reassessed their situation and reapply for funding when more information is obtained.

The Committee further discussed briefly with **Mr. Bell**, **Ms. Dahl-Ronan**, and **Ms. Laurie** the three applications that the CPC did not recommend for the reasons discussed earlier along with noting the guidelines that govern CPA funding.

**Ms. Dahl-Ronan** extended her thanks to the CPC commending their work. **Councilor McGeary** said that the diversity of views within the CPC makes it a very good group to assess these applications for funding. He thanked the CPC for their time and effort that benefits the entire community.

It was determined by Chair, **Councilor McGeary** that the applicants were to appear at the B&F Committee on the following dates noting that all meetings will start at 6 p.m. unless otherwise noted and that the first hour will be to take up regular City business that comes before the Committee:

**September 5<sup>th</sup>-7 p.m.** – Historic Preservation

Magnolia Historical Society (Blynman School Rehabilitation); Sargent Murray Gilman Hough House (Building Repairs); Cape Ann Museum (Fresnel lens restoration)

**September 5<sup>th</sup>-8 p.m.** -Historic Preservation

Ocean Alliance (Tarr & Wonson Paint Factory repairs); Magnolia Library (Renovation); Phyllis A. Marine Association (stem rebuild)

**September 19<sup>th</sup>-7 p.m.** – Recreation

Cape Ann Women's Softball League (Mattos Field); Department of Public Works (Skate Park)  
- Historic Preservation

City Hall Restoration Committee (windows)

**September 19<sup>th</sup>-8 p.m.** – Recreation

George Roarke and Susannah Wolfe (Stage Fort Park walking path)

Magnolia Bike Club (Bike Park Bicycle Track)

Friends of the Gloucester Dog Park (Improvements)

**October 3<sup>rd</sup>-7 p.m.** – Historic Preservation

Committee for the Arts (Mural Restoration); Rocky Neck Art Colony (Cultural Center Rehabilitation)  
- Recreation

Waterways Board (Hodgkins Cove landing); Waterways Board (Lobster Cove landing)

- Open Space

Essex County Greenbelt (Norcross Property Acquisition)

**This matter is continued to September 5, 2013.**

**2. *Essex National Heritage Commission (ENHC) grant in the amount of \$2,650 award to the City of Gloucester Visitors Welcome Center & request City Council acceptance of said grant***

**Jeff Towne**, CFO said this grant had many requirements by the Essex National Heritage Commission and piqued his concern. Among those requirements were making sure the ENHC name is on some products, compliance with accounting rules and making sure that there was insurance for vehicles, etc. When he informed the ENHC of his concerns he was informed that it is just a certificate of insurance if any of the ENHC items were damaged adding that the form appears to be more of a 'one size fits all' format. Since the purpose of this grant is for salary reimbursement, and maintaining hours at the Visitor's Welcome Center at Stage Fort Park, he said his concerns were allayed. **Councilor Ciolino** said this is an annual grant and is good to keep up the relationship. **Councilor Cox** added her assent.

**MOTION: On a motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A an Essex National Heritage 2013 Visitor Center Grant through the National Park Service for a total of \$2,650 for the purpose of supporting the activities of the City's Visitor Welcome Center at Stage Fort Park. The grant period is from May 2013 through October 2013.**

**3. *Memorandum from Police Chief requesting City Council acceptance of an FY2014 State 911 Department Support & Incentive Grant in the amount of \$61,795***

**Police Chief Leonard Campanello** asked that the FY14 State 911 Department Public Safety Answering Points (PSAP) Salaries and Support Incentive Grant be accepted by the Council. He said that this grant, received each year, helps the department pay for the dispatchers, training and equipment. In addition to supporting personnel costs, **Chief Campanello** said the some of the money will be used to pay for an administration/maintenance agreement with Delphi Technology Solutions, Inc., to assist with integrating the computer aided dispatch (CAD) system into the department's new records management system (RMS), which he hopes to bring on line in December. The agreement was adjusted to provide specificity as to what services Delphi will be expected to perform and under what circumstances. On inquiry by **Councilor McGeary**, **Chief Campanello** said that \$35,795 of the grant is

ADD "however, up to two members, who need not be residents, but who otherwise meet the requirements of this section and section 2-472, may be appointed as ex-officio members for a term of up to two years."

DELETE "(b) Membership requirement. One member of the commission shall be a member of the Cape Ann Chamber of Commerce."

Sec.2-474 Vacancies

"In case of resignation, death or disqualification of any member of the commission, for the purposes of filling the vacancy for any other reason, the appointment ~~DELTE~~ "of" ADD "for" the unexpired term ~~DELETE~~ "immediately" shall ADD "promptly" be made by the Mayor and forwarded to the city council for their approval."

Sec.2-475 Assistance of city officials, boards and employees

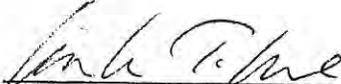
DELETE entire section and ADD as follows:

"The commission shall receive regular support and assistance from the community development department including but not limited to planning, implementation, communications and assistance on securing and managing tourism grants. Further, when the commission determines that it requires assistance, the commission may request, through the Mayor, and upon request shall receive the services of assistance from other city officials and boards on matters based on the performance of their duties."

Sec.2-476 ~~DELETE~~ "Semiannual reports" and ADD "Periodic Reports and Plans"

DELETE entire section and ADD new:

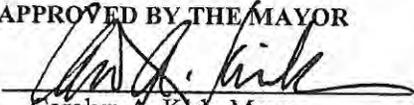
"Beginning in 201\_ the commission with the assistance of the community development department, shall prepare and submit a five year plan for tourism to the Mayor and the City Council; and in addition , based on the execution of the plan, the commission shall submit quarterly reports, with the assistance of the community development department as provided in sec. 2-475 , to the Mayor and to be forwarded by the Mayor to the City Council."

  
Linda T. Lowe, City Clerk

Date:

8/16/12

APPROVED BY THE MAYOR

  
Carolyn A. Kirk, Mayor

VETOED BY THE MAYOR

\_\_\_\_\_  
Carolyn A. Kirk, Mayor

SIGNED THIS 16 DAY OF Aug, 2012

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



## GLOUCESTER CITY COUNCIL 2014 PUBLIC HEARING

**PUBLIC HEARING NUMBER:** PH2014-006  
**SUBJECT:** SCP2014-001: 28 Poplar Street, GZO Sec. 3.1.6(b) for building height in excess of Sec. 3.2 Limits and building height in excess of 35 feet  
**DATE OPENED:** 01/28/14  
**CONTINUED TO:**  
**CONTINUED FROM:**  
**COMMITTEE:** P&D 01/22/14

### Legals

#### NOTICE OF PUBLIC HEARINGS

In accordance with the provisions of MGL Chapter 40A, section 11, the Gloucester City Council will hold public hearings on Tuesday, January 28, 2014 at 7:00 PM in the Kyrouz Auditorium, City Hall, relative to the following Special Council Permit Applications:

**SCP2014-001:** The application of the City of Gloucester for a Special City Council Permit under GZO 3.1.6(b) for building height in excess of Section 3.2 Limits and building height in excess of 35 feet located at 28 Poplar Street, Assessors Map #105 Lots #18-19 in the EB (Extensive Business) Zoning District.

**SCP2014-002:** The application of the City of Gloucester School Department for a Special City Council Permit under GZO Section 3.1.6(b) for building heights in excess of Section 3.2 Limits and building heights in excess of 35 feet located at 10 Concord Street, Assessors Map 229, Lots 21-22 in the R-20 Zoning District.

At the Public Hearings all interested persons will have the opportunity to be heard based on the procedures determined by the Council. All written communications to the Council must be received by the office of the City Clerk no later than 3 business days (excluding holidays and weekends) prior to the scheduled hearing date or any continuation by the Council of such date in order to be considered by the Council as part of the public hearing.

The complete applications are available for review at the office of the City Clerk at City Hall during regular business hours.

By Vote of the City Council  
Linda T. Lowe, City Clerk

3. ***RZ2013-002: A portion of #52 Whitmore St., Assessor's Map 21, Lot 7 from General Industrial (GI) to R-10 (Medium/High Density Residential) (Cont'd from 01/08/14)***

**Attorney Deborah Eliason**, 63 Middle Street representing the Cape Ann Forge Trust, John D. McNiff, Jr. Trustee (present) noted that trust is the owner of the property at 52 Whittemore Street.

- Overview:

**Ms. Ellison** explained that she is before the Committee requesting that a small portion of the Whittemore Street property at #52 currently zoned as General Industrial (GI) be rezoned to Residential R-10 (R-10) so that it will be consistent with the zoning of the remainder of the property. **Ms. Ellison**, displaying a plot plan of the property (on file), gave the following information to the Committee:

The property is predominantly zoned R-10 (Residential). A small piece at 52 Whittemore Street is zoned GI (General Industrial). The adjacent property is also owned by Cape Ann Forge and is GI. The area the applicant is asking to be re-zoned from GI to R-10 to be consistent with the rest of the parcel. The area to be rezoned is approximately 2,345 square feet. The entire parcel contains 3.33± acres. The zoning discrepancy is the result of a reconfiguration of lot lines between the two parcels. Originally both parcels were GI, and many years ago zoning for a portion of the parcel was rezoned to R-3 (at that time). Some time after that there was a reconfiguration of the property line for a development that was being contemplated which didn't go forward. The property line changed but the zoning did not. Therefore, there is a small area zoned GI which juts out into the R-10 portion of the parcel. Once rezoned to R-10, the parcel has a preliminary definitive plan before the Planning Board to develop the property into five residential lots, and this small area will be used as part of a proposed residential subdivision road to access five lots planned for the property. As it stands now based on current zoning, it creates an awkward access to the property. It was noted that the Planning Board voted in favor of this rezoning at their meeting of January 16th.

**Gregg Cademartori**, Planning Director pointed out there is a great deal of language under Sec. 2 of the Zoning Ordinance when the zoning district boundary doesn't follow the lot line which causes a lot of complications in terms of future use planning for the two properties. He noted other things could be rectified through potential easements but that this is the cleanest way to make a clear path for the development of the parcel as well as maintaining set back requirements for the existing us. **Mr. Cademartori** confirmed there was a unanimous vote by the Planning Board to recommend to the City Council the rezoning of this parcel (recommendation memo on file).

**Councilor LeBlanc** and **Ms. Eliason** discussed the entry road to the property. **John D. McNiff, Jr.** displayed the subdivision plans, and pointing out the property lines (subdivision plans on file with the Planning Board). He confirmed they are looking to rezone a small triangle of the property. **Ms. Eliason** added that the subdivision plans are currently being considered by City staff, and at the suggestion of the Planning Director they are before the Committee to clean up the zoning of the parcel.

**MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Lundberg, the Planning & Development Committee voted 3 in favor, 0 opposed to recommend that the City Council grant a zoning change for the property at Whittemore Street #52, Assessors Map #21, Lot #7 from its present zoning classification of General Industrial (GI) to R-10 (Medium/High Density Residential) and to amend the Zoning Map accordingly.**

4. ***SCP2014-001: Poplar Street #28, Assessors Map 105, Lot 18-19, GZO Sec. 3.1.6(b) for building height in excess of Sec. 3.2 Limits & Building height in excess of 35 feet***

**Ms. Egan** said this Council Special Permit is for a 42 feet height exception under GZO Sec. 1.10.1 and 3.1.6(b) and 3.2.3 for a salt containment center with building height in excess of thirty-five (35) feet to be located in the DPW yard.

**Mike Hale**, DPW Director informed the Committee the current salt shed was built in 1994 to hold approximately 700 tons of salt. On average his department uses 7,000 tons a year, and he said that holding 10 percent of what is used annually is far below what a public works facility should have. Snow and ice technology has transitioned since 1994, in that before it was about de-icing, and now the process is about pre-treatment of streets in the face of advancing storms to meet the expectation that there will be black pavement.

He said the ability to procure salt in a timely manner is difficult, although the City is part of a salt consortium giving them a good price per ton which comes from Chelsea, Everett or Portsmouth, New Hampshire. The City is as far away as possible to where the salt is trans-shipped, **Mr. Hale** noted. During a snow event delivery will not be made to the City. He explained about the difficulties of the recent storm events and salt procurement. He said that

the idea is to have enough capacity to fill up a salt containment center that would be enough for the entire winter.

**Mr. Hale** explained that the location of the new salt containment center will be near the back of the DPW property towards the mechanics barn which, he said, is far enough back so as not to be seen much from the street. The building will be a steel-framed and fabric structure (pictures and plans on file) which is the epitome of a modern salt containment building. He noted that North Shore Technical School just built a similar structure which can be seen on Route 62. This structure will be white or cream in color, he noted. **Mr. Hale** acknowledged this building will be taller than the current structure, but that is so trailer trucks can back into the structure and off load the salt under cover. Currently the department must move the salt physically around which he said takes a great deal of staff time.

**Councilor Lundberg** confirmed the current storage facility's capacity is 700 tons and the new salt containment center will have a 7,000 ton capacity. **Mr. Hale** confirmed depending on how the salt is stacked; it can have capacity up to 7,200 tons. He noted on inquiry by **Councilor Lundberg** that for an average winter, 7,000 tons of salt is what the department uses, and that to date the department has used 4,600 tons of salt this winter.

**Councilor LeBlanc** discussed the durability of the fabric cover. **Mr. Hale** confirmed there is a 10 year warranty for the new structure; and if the fabric tears it can be replaced. The new structure will be constructed using a pre-engineered metal building to be connected to and supported by a concrete foundation up 10 feet which meets all the current wind loads and building codes. It is hoped to set the new structure down by two feet, but the height is necessary to get a trailer into the structure. This structure is what the Massachusetts Highway Department uses and is the preferred model. The choice is I-beam or tubular steel construction, he said. **Mr. Hale** said this is a kit and the fabric fits over it. He also discussed a wood structure building versus what is proposed with the fabric and steel structure with **Councilor LeBlanc**.

**Joseph Gross**, 25 Poplar Street asked about access to the DPW yard with the advent of the new structure. **Mr. Hale** said the drive into the DPW yard is not altered, and will remain the same entrance which he showed **Mr. Gross** (plot plan on file) the path the salt trucks take to prevent back up of the trucks. He noted for **Mr. Gross** the fact that the Conservation Commission issued an Order of Conditions (on file). **Mr. Gross** said he lives across the street from the DPW yard and that this proposal made sense to him.

**MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Lundberg, the Planning & Development Committee voted 3 in favor, 0 opposed, to recommend that the City Council grant to the City of Gloucester a Special Council Permit (SCP2014-001) for the property located at 28 Poplar Street (Assessor's Map 105, Lots 18 and 19), zoned EB (Extensive Business), pursuant to Gloucester Zoning Ordinance Sections 1.10.1 and 3.1.6(b) for a building height in excess of 35 feet, for a Salt Containment Shed to be 42 feet (for a total height increase of 7 feet over 35 feet). This permit is made on the basis of the plans and elevations dated October 23, 2013 drawn by Legacy Bldg. Solutions, submitted to the City Clerk on January 8, 2014, all as incorporated in this decision, and as approved with this special permit.**

**5. SCP2014-002: Concord Street #10, Assessors Map 229, Lot 21-22, GZO Sec. 3.1.6(b) for building height in excess of Sec. 3.2 Limits & Building height in excess of 35 feet**

**Suzanne Egan**, General Counsel said this is a very timely decision through a Special Council permit because of the process of the Massachusetts School Building Authority which will be reviewing the West Parish School project the day after the City Council review (Tuesday, January 28<sup>th</sup>) of this Special Permit decision. The height exception requested, **Ms. Egan** said is for 49 feet with the actual height slated at 48 feet, 10 inches.

**Kevin Buckley**, Owner's Project Manager said that the way that the new West Parish School is designed, when approaching the building a one/two story building will be in view. The front elevation of the school will be only one story which steps back to a two story structure averaging 28 feet in height, with the three story section is in the far left corner of the property, by the woods and ledge next to the cemetery at the back of the property. **Ms. Egan** confirmed that the way the school was designed when approaching the building the vision is that it is a one to two story building, but only when coming up to the school and going to its back will the three story portion be in full view.

**Councilor LeBlanc** said he has seen all the slide shows and been to all the meetings to date on the construction of the new school and approves of the height exception.

**Councilor Fonvielle** added that he thought this was a necessary height exception and overall project.

**Councilor Verga** said he can see the school from his house and is not offended by the project's extra height.

**MOTION: On a motion by Councilor Lundberg, seconded by Councilor LeBlanc, the Planning & Development Committee voted 3 in favor, 0 opposed, to recommend that the City Council grant to the City of**

In Re:

Application of the City of Gloucester	)	DECISION OF THE CITY
for a Special Council Permit for 28 Poplar Street	)	COUNCIL OF THE
pursuant to City of Gloucester Zoning Ordinance	)	CITY OF GLOUCESTER
Sections 1.10.1 and 3.1.6 (b)	)	
(building height over 35 feet)	)	

The City Council of the City of Gloucester, Massachusetts, constituting the Special Permit granting authority under the laws of the Commonwealth of Massachusetts and the Zoning Ordinance of the City of Gloucester, hereby adopts the following Findings and Decision with regard to the application of the City of Gloucester for a Special Council Permit pursuant to Sections 1.10.1 and 3.1.6(b) (building height over 35 feet) for 28 Poplar Street, Gloucester, MA.

**Procedural History**

1. On January 8, 2014, the City of Gloucester (City) filed a Special Permit application (incorporated herein by reference) pursuant to Sections 1.10.1 and 3.1.6(b) (building height over 35 feet) for 28 Poplar to construct a Road Salt Containment Shed at the Department of Public Works Yard.
2. The Special Permit application includes plans and elevations dated October 23, 2013.
3. On January 22, 2014, after proper advertising and notice, the City Council Planning and Development Committee held a public meeting to consider the application. The Committee reviewed the plans and application and found that the requirements of the Zoning Ordinance had been met pursuant to Sections 1.10.1 and 3.1.6(b) (building height over 35 feet).
4. The Planning and Development Committee voted unanimously to recommend to the City Council to grant a Special Council Permit to the City pursuant to Sections 1.10.1 and 3.1.6(b) of the Gloucester Zoning Ordinance for a building height of 42 feet, a total height increase over 35 feet of 7 feet.
5. Following proper notice and advertisement, on January 28, 2014, the City Council held a public hearing. Michael Hale, the Director of the Department of Public Works, spoke on behalf of the applicant.

**Findings**

6. The City of Gloucester owns the property located at 28 Poplar Street, shown on Assessor's Map 105, Lots 18 and 19.
7. The zoning district is EB (Extensive Business).

8. The Applicant proposes to construct a new salt containment shed using a pre-engineered metal building to be connected to and supported by a concrete foundation. The structure will be 41.4 feet in height. It is consistent with the neighborhood and will not impact any abutters' views. It will provide additional storage for road salt to be used to keep the City's streets clear during inclement weather.
9. To construct an 80' by 100' engineered salt storage building. The proposed structure will be in excess of 40 feet in height. The height is necessary so that salt may be delivered under cover and the salt and delivery trucks will be contained within the shed.
10. The project does not create any added traffic to the neighborhood because the road salt is currently stored on the property. The shed will serve to lessen traffic as it will allow a larger quantity of salt to be delivered at one time therefore decreasing the number of salt deliveries.
11. The utilities and other public services are adequate for the project.
12. The proposed use is consistent with the character of the neighborhood and there will be no substantial detriment to the neighborhood due to obstruction of views, overshadowing of other properties, impairment of utilities or other adverse impacts. The salt containment center will be located within the existing DPW yard.
13. The applicant has obtained an Order of Conditions from the Conservation Commission. No detriment to the natural environment will result from granting the requested special permit.
14. The project will have a beneficial impact as the building will provide more storage space for salt to keep the City streets safe during inclement weather. There will be a positive fiscal impact to the City as it will allow the City to purchase salt in large quantities and take advantage of discount pricing.
15. The proposed height is consistent with the neighborhood with no view obstruction or overshadowing of other properties. The building will be set back into the property and will not affect any abutters' properties.

### **Special Permit Criteria**

Section 1.8.3 of the City of Gloucester Zoning Ordinance states that the Special Permit Granting Authority shall review the proposed use to determine that it is in harmony with the general intent of the Ordinance and that it will not adversely affect the neighborhood, zoning district or the City to such an extent as to outweigh the beneficial effects of the use. In its review, the Special Permit Granting Authority also considers the following factors:

- a) Social, economic and community needs that will be served;
- b) traffic flow and safety;
- c) adequacy of utilities and other public services;
- d) neighborhood character and social structure;

- e) qualities of the natural environment; and
- f) potential fiscal impact.

Section 3.1.6(b) of the Zoning Ordinance requires that the Special Permit Granting Authority review the proposed use to determine whether the increase in allowable height is consistent with the neighborhood character and will not be substantially detrimental to the neighborhood due to the obstruction of views, overshadowing of other properties, impairment of utilities or other adverse impacts.

### **Decision**

In view of the foregoing and having considered the entire record herein, including all minutes of the Planning and Development Standing Committee meeting and all testimony and documents received at the hearing, the City Council, acting as the Special Permit Granting Authority, hereby decides that the proposal of the City of Gloucester for 28 Poplar Street, Gloucester, MA, meets the requirements of Sections 1.10.1 and 3.1.6(b) (building height in excess of 35 feet) of the Zoning Ordinance as reflected in the Record of Votes below.

### **Record of Votes**

On motion by Councilor \_\_\_\_\_, seconded by Councilor \_\_\_\_\_, the City Council voted \_\_\_ in favor, \_\_\_\_\_ opposed, to grant to the City of Gloucester a Special Council Permit (SCP-2014-001) for the property located at 28 Poplar Street (Assessor's Map 105, Lots 18 and 19), zoned EB (Extensive Business), pursuant to Gloucester Zoning Ordinance Sections 1.10.1 and 3.1.6(b) for a building height in excess of 35 feet, for a Salt Containment Shed to be 42 feet (for a total height increase of 7 feet over 35 feet). This permit is made on the basis of the plans and elevations dated October 23, 2013 drawn by Legacy Bldg. Solutions, submitted to the City Clerk on January 8, 2014, all as incorporated in this decision, and as approved with this special permit.

The following general conditions shall also apply:

1. In granting this special permit, the City Council has relied upon the oral and written representations of the applicant, owner and representative, the documents submitted in support of its application and in its testimony at the committee meeting and the public hearing. Any failure to honor any material representation shall constitute just cause for revocation of this special permit.
2. The minutes of the Planning and Development Committee meeting and the City Council public hearing and all documents, plans and testimony received during the hearing are incorporated into this decision. All construction and use of the property must comply with the plans submitted with this permit application. Any changes which are not contemplated by this permit will require either a new special permit or an amendment hereto.

3. Each finding, term and condition of this decision is intended to be severable. Any invalidity in any finding, term or condition of this decision shall not be held to invalidate any other finding, term or condition of this decision.
4. This permit shall not take effect until a certified copy of this decision is recorded with the Registry of Deeds for Essex County. The fee for such recording shall be paid by the owner.

Accordingly, by said City Council Vote of January 28, 2014, the Special Council Permit pursuant to Sections 1.10.1 and 3.1.6 (b) of the Gloucester Zoning Ordinance is granted for 28 Poplar Street, Assessor's Map 105, Lots 18 and 19.

On January 28, 2014, the City Council adopted this decision.

Appeals, if any, shall be made pursuant to Section 17 of Massachusetts General Laws Chapter 40A, and shall be filed within twenty days after the filing of the above-referenced decision in the City Clerk's Office. Copies of the complete decision and final plans are on file with the City Clerk.

Pursuant to Rule 25 of the City Council Rules of Procedure, the President of the City Council and the City Clerk have signed this decision demonstrating that it is a true and accurate reflection of the January 28, 2014 vote of the City Council sitting as the Special Permit Granting Authority.

\_\_\_\_\_  
Paul McGeary  
President, Gloucester City Council

\_\_\_\_\_  
Linda T. Lowe, City Clerk

Dated: \_\_\_\_\_



## GLOUCESTER CITY COUNCIL 2014 PUBLIC HEARING

**PUBLIC HEARING NUMBER:** PH2014-007  
**SUBJECT:** SCP2014-002: 10 Concord Street, GZO Sec. 3.1.6(b) for building heights in excess of Sec. 3.2 Limits and building heights in excess of 35 feet  
**DATE OPENED:** 01/28/14  
**CONTINUED TO:**  
**CONTINUED FROM:**  
**COMMITTEE:** P&D 01/22/14

### Legals

#### NOTICE OF PUBLIC HEARINGS

In accordance with the provisions of MGL Chapter 40A, section 11, the Gloucester City Council will hold public hearings on Tuesday, January 28, 2014 at 7:00 PM in the Kyrouz Auditorium, City Hall, relative to the following Special Council Permit Applications:

**SCP2014-001:** The application of the City of Gloucester for a Special City Council Permit under GZO 3.1.6(b) for building height in excess of Section 3.2 Limits and building height in excess of 35 feet located at 28 Poplar Street, Assessors Map #105 Lots #18-19 in the EB (Extensive Business) Zoning District.

**SCP2014-002:** The application of the City of Gloucester School Department for a Special City Council Permit under GZO Section 3.1.6(b) for building heights in excess of Section 3.2 Limits and building heights in excess of 35 feet located at 10 Concord Street, Assessors Map 229, Lots 21-22 in the R-20 Zoning District.

At the Public Hearings all interested persons will have the opportunity to be heard based on the procedures determined by the Council. All written communications to the Council must be received by the office of the City Clerk no later than 3 business days (excluding holidays and weekends) prior to the scheduled hearing date or any continuation by the Council of such date in order to be considered by the Council as part of the public hearing.

The complete applications are available for review at the office of the City Clerk at City Hall during regular business hours.

By Vote of the City Council  
Linda T. Lowe, City Clerk

the idea is to have enough capacity to fill up a salt containment center that would be enough for the entire winter.

**Mr. Hale** explained that the location of the new salt containment center will be near the back of the DPW property towards the mechanics barn which, he said, is far enough back so as not to be seen much from the street. The building will be a steel-framed and fabric structure (pictures and plans on file) which is the epitome of a modern salt containment building. He noted that North Shore Technical School just built a similar structure which can be seen on Route 62. This structure will be white or cream in color, he noted. **Mr. Hale** acknowledged this building will be taller than the current structure, but that is so trailer trucks can back into the structure and off load the salt under cover. Currently the department must move the salt physically around which he said takes a great deal of staff time.

**Councilor Lundberg** confirmed the current storage facility's capacity is 700 tons and the new salt containment center will have a 7,000 ton capacity. **Mr. Hale** confirmed depending on how the salt is stacked; it can have capacity up to 7,200 tons. He noted on inquiry by **Councilor Lundberg** that for an average winter, 7,000 tons of salt is what the department uses, and that to date the department has used 4,600 tons of salt this winter.

**Councilor LeBlanc** discussed the durability of the fabric cover. **Mr. Hale** confirmed there is a 10 year warranty for the new structure; and if the fabric tears it can be replaced. The new structure will be constructed using a pre-engineered metal building to be connected to and supported by a concrete foundation up 10 feet which meets all the current wind loads and building codes. It is hoped to set the new structure down by two feet, but the height is necessary to get a trailer into the structure. This structure is what the Massachusetts Highway Department uses and is the preferred model. The choice is I-beam or tubular steel construction, he said. **Mr. Hale** said this is a kit and the fabric fits over it. He also discussed a wood structure building versus what is proposed with the fabric and steel structure with **Councilor LeBlanc**.

**Joseph Gross**, 25 Poplar Street asked about access to the DPW yard with the advent of the new structure. **Mr. Hale** said the drive into the DPW yard is not altered, and will remain the same entrance which he showed **Mr. Gross** (plot plan on file) the path the salt trucks take to prevent back up of the trucks. He noted for **Mr. Gross** the fact that the Conservation Commission issued an Order of Conditions (on file). **Mr. Gross** said he lives across the street from the DPW yard and that this proposal made sense to him.

**MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Lundberg, the Planning & Development Committee voted 3 in favor, 0 opposed, to recommend that the City Council grant to the City of Gloucester a Special Council Permit (SCP2014-001) for the property located at 28 Poplar Street (Assessor's Map 105, Lots 18 and 19), zoned EB (Extensive Business), pursuant to Gloucester Zoning Ordinance Sections 1.10.1 and 3.1.6(b) for a building height in excess of 35 feet, for a Salt Containment Shed to be 42 feet (for a total height increase of 7 feet over 35 feet). This permit is made on the basis of the plans and elevations dated October 23, 2013 drawn by Legacy Bldg. Solutions, submitted to the City Clerk on January 8, 2014, all as incorporated in this decision, and as approved with this special permit.**

→ 5. *SCP2014-002: Concord Street #10, Assessors Map 229, Lot 21-22, GZO Sec. 3.1.6(b) for building height in excess of Sec. 3.2 Limits & Building height in excess of 35 feet*

**Suzanne Egan**, General Counsel said this is a very timely decision through a Special Council permit because of the process of the Massachusetts School Building Authority which will be reviewing the West Parish School project the day after the City Council review (Tuesday, January 28<sup>th</sup>) of this Special Permit decision. The height exception requested, **Ms. Egan** said is for 49 feet with the actual height slated at 48 feet, 10 inches.

**Kevin Buckley**, Owner's Project Manager said that the way that the new West Parish School is designed, when approaching the building a one/two story building will be in view. The front elevation of the school will be only one story which steps back to a two story structure averaging 28 feet in height, with the three story section is in the far left corner of the property, by the woods and ledge next to the cemetery at the back of the property. **Ms. Egan** confirmed that the way the school was designed when approaching the building the vision is that it is a one to two story building, but only when coming up to the school and going to its back will the three story portion be in full view.

**Councilor LeBlanc** said he has seen all the slide shows and been to all the meetings to date on the construction of the new school and approves of the height exception.

**Councilor Fonvielle** added that he thought this was a necessary height exception and overall project.

**Councilor Verga** said he can see the school from his house and is not offended by the project's extra height.

**MOTION: On a motion by Councilor Lundberg, seconded by Councilor LeBlanc, the Planning & Development Committee voted 3 in favor, 0 opposed, to recommend that the City Council grant to the City of**

Gloucester School Department a Special Council Permit (SCP-2014-002) for the property located at 10 Concord Street (Assessor's Map 229, Lots 21 and 22), zoned R-20 (Low/Medium Density Residential), pursuant to Gloucester Zoning Ordinance Sections 1.10.1 and 3.1.6(b) for a building height in excess of 35 feet, for the new West Parish Elementary School Building to be 49 feet (for a total height increase of 14 feet over 35 feet). This permit is made on the basis of the plans dated January 7, 2014 and "Elevations," dated January 13, 2014 drawn by Dore & Whittier Architects, Inc. 260 Merrimac St., Newburyport, MA, submitted to the City Clerk on January 9, 2014 and January 13, 2014 respectively, all as incorporated in this decision, and as approved with this special permit.

6. *CC2014-002 (Verga/Fonvielle) Request that the Planning & Development Committee in consultation with the Planning Dept., DPW & Legal Dept. undertake the process for City action to determine if the City should lay out a public way within the existing Biskie Head Point Road*

The P&D Committee had a discussion with Councilor Fonvielle, Ms. Egan and Mr. Hale regarding whether there should be a lay out of a public way at Biskie Head Point Road. The Committee asked that the DPW do further research into the matter and that when that research was completed to report the findings to the Committee.

**A motion was made, seconded and voted unanimously to adjourn the meeting at 7:00 p.m.**

Respectfully submitted,

Dana C. Jorgenson  
Clerk of Committees

**DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.**

In Re:

Application of the City of Gloucester School Department	)	
for a Special Council Permit for 10 Concord Street	)	DECISION OF THE CITY
pursuant to City of Gloucester Zoning Ordinance	)	COUNCIL OF THE
Sections 1.10.1, 3.1.6 (b)	)	CITY OF GLOUCESTER
(building height over 35 feet)	)	

The City Council of the City of Gloucester, Massachusetts, constituting the Special Permit granting authority under the laws of the Commonwealth of Massachusetts and the Zoning Ordinance of the City of Gloucester, hereby adopts the following Findings and Decision with regard to the application of the City of Gloucester School Department (School) for a Special Council Permit pursuant to Sections 1.10.1, and 3.1.6(b) (building height over 35 feet) for 10 Concord Street, Gloucester, MA.

**Procedural History**

1. On January 8, 2014, the School filed a Special Permit application (incorporated herein by reference) pursuant to Sections 1.10.1 and 3.1.6(b) (building height over 35 feet) for 10 Concord Street to reconstruct the West Parish Elementary School Building.
2. The Special Permit application includes plans dated January 7, 2014, drawn by Dore & Whittier Architects, Inc., 260 Merrimac St., Newburyport, MA, and elevations dated January 13, 2014.
3. On January 22, 2014, after proper advertising and notice, the City Council Planning and Development Committee held a public meeting to consider the application. The Committee reviewed the plans and application and found that the requirements of the Zoning Ordinance had been met pursuant to Sections 1.10.1 and 3.1.6(b) (building height over 35 feet).
4. The Planning and Development Committee voted unanimously to recommend to the City Council to grant a Special Council Permit to the School, pursuant to Sections 1.10.1 and 3.1.6(b) of the Gloucester Zoning Ordinance for a building height of 49 feet, a total height increase over 35 feet of 14 feet.
5. Following proper notice and advertisement, on January 28, 2014, the City Council held a public hearing. Kevin Buckley, the Owners Project Manager, spoke on behalf of the applicant.

**Findings**

6. The City of Gloucester owns the property located at 10 Concord Street, shown on Assessor’s Map 229, Lots 21 and 22.
7. The zoning district is R-20 (Low/Medium Density Residential).

8. The applicant seeks to replace and reconstruct the existing West Parish School Building. The proposed Building is approximately 65,679 square feet. The majority of the building is one to two stories with an elevation under thirty (30) feet and is thus allowed through a building permit. However, the building will also include a 34,455 square foot three story academic wing with an elevation of forty-eight feet ten inches (48'10").
9. The overall building foot print is 38,783 square feet and the three story academic wing is thirty three (33) percent of the total area (12,708 sq. ft.). Limiting the building height to 30 feet would increase the overall building footprint by approximately 10,000 sq. ft. and would negatively impact the parking and play areas.
10. The three story academic wing is necessary so that the existing playfields, playgrounds and required parking area can remain. Additionally, construction of the wing will obviate the need for a substantial impact to the existing topography, wetlands and wooded areas and lessen the financial impact to the city.
11. The project does not create any added traffic to the neighborhood because it is not anticipated that the school population will increase and therefore no consequential increase in traffic is anticipated. On site safety will be improved due to the configuration of the new school and the separation of the parking area from the playground, climbing structures and hardscape play area.
12. The utilities and other public services are adequate for the project. Currently, City water and sewer serve the school.
13. The school building will be on the site of the existing West Parish School. It is a neighborhood elementary school that enhances the character of the neighborhood and is an integral part of the social structure.
14. The three floor academic wing is designed to preserve the natural environment and minimize disruption to the wetlands and vegetation. There is no negative impact on the natural environment.
15. The project has a beneficial fiscal impact on the City as the design minimizes the cost of the building.
16. The proposed height is consistent with the neighborhood with no view obstruction or overshadowing of other properties. The building will be set back into the property and will not affect any abutters' properties.

### **Special Permit Criteria**

Section 1.8.3 of the City of Gloucester Zoning Ordinance states that the Special Permit Granting Authority shall review the proposed use to determine that it is in harmony with the general intent of the Ordinance and that it will not adversely affect the neighborhood, zoning district or the City

to such an extent as to outweigh the beneficial effects of the use. In its review, the Special Permit Granting Authority also considers the following factors:

- a) Social, economic and community needs that will be served;
- b) traffic flow and safety;
- c) adequacy of utilities and other public services;
- d) neighborhood character and social structure;
- e) qualities of the natural environment; and
- f) potential fiscal impact.

Section 3.1.6(b) of the Zoning Ordinance requires that the Special Permit Granting Authority review the proposed use to determine whether the increase in allowable height is consistent with the neighborhood character and will not be substantially detrimental to the neighborhood due to the obstruction of views, overshadowing of other properties, impairment of utilities or other adverse impacts.

### **Decision**

In view of the foregoing and having considered the entire record herein, including all minutes of the Planning and Development Standing Committee meeting and all testimony and documents received at the hearing, the City Council, acting as the Special Permit Granting Authority, hereby decides that the proposal of the City of Gloucester School Department for 10 Concord Street, Gloucester, MA, meets the requirements of Sections 1.10.1 and 3.1.6(b) (building height in excess of 35 feet) of the Zoning Ordinance as reflected in the Record of Votes below.

### **Record of Votes**

On motion by Councilor \_\_\_\_\_, seconded by Councilor \_\_\_\_\_, the City Council voted \_\_\_\_ in favor, \_\_\_\_\_ opposed, to grant to the City of Gloucester School Department a Special Council Permit (SCP-2014-\_\_\_\_\_) for the property located at 10 Concord Street (Assessor's Map 229, Lots 21 and 22), zoned R-20 (Low/Medium Density Residential), pursuant to Gloucester Zoning Ordinance Sections 1.10.1 and 3.1.6(b) for a building height in excess of 35 feet, for the new West Parish Elementary School Building to be 49 feet (for a total height increase of 14 over 35 feet). This permit is made on the basis of the plans dated January 7, 2014 and "Elevations," dated January 13, 2014 drawn by Dore & Whittier Architects, Inc. 260 Merrimac St., Newburyport, MA, submitted to the City Clerk on January 8, 2014 and January 13, 2014 respectively, all as incorporated in this decision, and as approved with this special permit.

The following general conditions shall also apply:

1. In granting this special permit, the City Council has relied upon the oral and written representations of the applicant, owner and representative, the documents submitted in support of his application and in its testimony at the committee meeting and the public hearing. Any failure to honor any material representation shall constitute just cause for revocation of this special permit.

2. The minutes of the Planning and Development Committee meeting and the City Council public hearing and all documents, plans and testimony received during the hearing are incorporated into this decision. All construction and use of the property must comply with the plans submitted with this permit application. Any changes, which are not contemplated by this permit, will require either a new special permit or an amendment hereto.
3. Each finding, term and condition of this decision is intended to be severable. Any invalidity in any finding, term or condition of this decision shall not be held to invalidate any other finding, term or condition of this decision.
4. This permit shall not take effect until a certified copy of this decision is recorded with the Registry of Deeds for Essex County. The fee for such recording shall be paid by the owner.

Accordingly, by said City Council Vote of January 28, 2014, the Special Council Permit pursuant to Sections 1.10.1 and 3.1.6 (b) of the Gloucester Zoning Ordinance is granted for 10 Concord Street, Assessor's Map 229, Lots 21 and 22.

On January 28, 2014, the City Council adopted this decision.

Appeals, if any, shall be made pursuant to Section 17 of Massachusetts General Laws Chapter 40A, and shall be filed within twenty days after the filing of the above-referenced decision in the City Clerk's Office. Copies of the complete decision and final plans are on file with the City Clerk.

Pursuant to Rule 25 of the City Council Rules of Procedure, the President of the City Council and the City Clerk have signed this decision demonstrating that it is a true and accurate reflection of the January 28, 2014 vote of the City Council sitting as the Special Permit Granting Authority.

\_\_\_\_\_  
Paul McGeary  
President, Gloucester City Council

\_\_\_\_\_  
Linda T. Lowe, City Clerk

Dated: \_\_\_\_\_