

CITY CLERK
GLOUCESTER, MA
2017 JUL 13 AM 8:01



GLOUCESTER CITY COUNCIL
Ordinances & Administration Committee
Monday, July 17, 2017 – 6:00 p.m.
1st Fl. Council Committee Room – City Hall
AGENDA

(Items may be taken out of order at the discretion of the Committee)

1. Appointments & Reappointments:

A. Boards, Committees, Commissions & Councils Appointments

Capital Improvement Advisory Board	Jason Hakes	TTE 02/14/20
Clean City Commission	Beverly Low (Cont'd from 06/19/17)	TTE 02/14/20
Tourism Commission	Catlin A. Pszeny (Cont'd from 06/19/17)	TTE 02/14/18
Zoning Board of Appeals	H. Sage Walcott to full member	TTE 02/14/20

2. *Memorandum from General Counsel re: Amendments to GCO Art. IV, Sec's 21-80 thru 21-86 "Repair of Private Ways" (TBC to 07/31/17)*
3. *Communication regarding Williams Court traffic pattern, and Citizens Petition to change Williams Court from one-way to two-way traffic (Cont'd from 06/19/17)*
4. *CC2017-011 (Cox) Request Traffic Commission review parking spots & traffic flow on Pleasant St. from Franklin Sq. to 32 Pleasant St. to address safety issue of 2-way traffic & depending on review recommend to Council possible GCO amendments (Cont'd from 06/05/17)*
5. *CC2017-015 (Memhard) Request that Traffic Commission perform speed study on Hartz St. to determine whether there should be a reduced speed limit of 20 mph and whether the city should petition MassDOT to approve said speed limit (Cont'd from 06/19/17)*
6. *CC2017-016 (Memhard/O'Hara) Request that the city adopt the Commonwealth of Mass DEP Noise Regulation (310 CMR 7.10) and after adoption amend GCO Ch. 13 "Noise" (Cont'd from 06/19/17)*
7. *CC2017-017 (Nolan) Amend GCO Sec. 22-270 "Parking prohibited at all times" & Sec. 22-291 "Tow-away zones" re: Magnolia Ave. (Cont'd from 06/19/17)*
8. *CC2017-020 (Gilman) Amend Rule 4, subsection C&D of the approved 2017 City Council Rules of Procedure*
9. *CC2017-013 (O'Hara) Request that O&A & the Traffic Commission review the beach no parking areas for possible expansion; and that Sec. 22-176 "Penalties for parking violations" "Prohibited area (beach district)" be amended to increase the penalty to the maximum penalty permissible by law (Cont'd from 06/05/17)*
10. *CC2017-021 (O'Hara) Amend GCO Ch. 4 "Animals" Art. I "In General" by ADDING Sec. 4-3 re: "Prohibition of giving living creatures as prizes at events without prior city approval"*

COMMITTEE

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

CC: Joanne Senos
Jim Destino
Chip Payson

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.

City Hall
Nine Dale Avenue
Gloucester, MA 01930



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

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

May 24, 2017

Ms. Beverly Low
10 Lookout Street, Unit 2
Gloucester, MA 01930

Dear Ms. Low:

Thank you for your interest in serving on the City of Gloucester's **Clean City Commission**. I am pleased to appoint you to a three year term on the commission. So that you may attend and vote at meetings until your appointment confirmation is finalized, I have issued a 90-day temporary appointment.

Your appointment will be forwarded to the City Council for their meeting of June 13, 2017, at which time it will be referred out to the Ordinance and Administration subcommittee. You will be notified by the Clerk of Committees as to the date on which your appointment will be reviewed by the O&A Committee.

Please report to the City Clerk's office at your earliest convenience to pick up your appointment card and be sworn in.

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.

Sincerely,

A handwritten signature in black ink, appearing to read "Sefatia Romeo Theken". The signature is fluid and cursive, written over the word "Sincerely,".

Sefatia Romeo Theken
Mayor

cc: Mayor's Report to the City Council

Beverly Low
10 Lookout Street, Unit 2
Gloucester, MA 01930

May 1, 2017

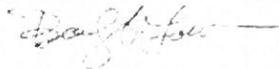
Mayor Sefatia Romeo Theken
Gloucester City Hall
9 Dale Avenue
Gloucester, MA 01930

Dear Mayor Romeo Theken,

Please accept this letter as my formal expression of interest in serving as a volunteer with the Gloucester Clean City Commission. After over 25 years in higher education, I have happily and intentionally returned to my hometown with a genuine desire to become involved in my community. I am particularly interested in helping to preserve our environmental resources for future generations, while ensuring our homeport is safe, clean, and welcoming. I am currently employed as the Director of Guidance and College Counseling for Manchester Essex Regional Middle High School, one of the greenest, most environmentally conscious public schools in the Commonwealth of Massachusetts. Serving on the Clean City Commission will be a nice bridge with the work our students are doing at MERMHS and in the greater Cape Ann community.

Prior to returning home to Gloucester in August 2014, I was most recently the Dean of First-Year Students at Colgate University in Hamilton, NY. Among my many responsibilities at Colgate was introducing a new class of students to the university's sustainability and recycling program the very instant they arrived on campus. Each student received a reusable "green bag" for gathering materials and picking up books and supplies at the Colgate bookstore. As a campus, we took great pride in reducing our carbon footprint – everyone played a role. Wind power, a community garden, and developing a climate plan were among the initiatives at Colgate. At my core, I am an educator and enjoy sharing ideas and collaborating with others toward a common goal. I look forward to sharing other examples of my experience, learning more about our city government, and contributing to the Gloucester Clean City Commission in constructive ways. Thank you for your consideration.

Sincerely,



Beverly A. Low

/BAL

Beverly A. Low
978-879-3809 (mobile)
low.beverly@gmail.com

Professional Experience

Director of Guidance & College Counseling: Manchester Essex Regional Middle High School, Manchester, Massachusetts. A top-ranked, high-performing public high school, enrolling 441 students. August 2014 to present.

Responsibilities:

- Direct guidance and postsecondary planning activities designed to assist and support students along their personal, social, emotional, and intellectual development.
- Advise a caseload of 115 high school students on career readiness and exploration, academic and curricular matters, and the various stages of the college search process.
- Manage the personnel, operations, and services provided by the Guidance office, including supervision of two full-time high school counselors and an administrative assistant. Co-supervise one middle school counselor.
- Reach all students and all types of learners.
- Cultivate strong connections with college admission representatives and consult with students, parents, teachers, and staff in providing solid career and college application assistance.

Dean of First-Year Students: Colgate University, Hamilton, New York, a nationally recognized private liberal arts college with an enrollment of 2950 undergraduates and blending 51 academic programs with Division I athletics on a residential campus. Average retention of students from first to second year is 96 percent. August 2001 to July 2014.

Responsibilities:

- Broad oversight of the overall academic and residential experience for all students in the first-year class, guiding their transition to college.
- Advise 760 first-year students and 200 upper-level students on a wide range of personal, curricular, administrative, and disciplinary matters; monitor satisfactory academic progress benchmarks.
- Authorize medical and personal leaves of absence and changes in student status; approve incompletes, course withdrawals, and course overloads.
- Chair the Committee on Standards and Academic Standing and coordinate end-of-term academic review, academic dismissals, student appeals, and readmissions.
- Guide other deans with interpretation of academic and administrative policies/procedures, important deadlines, and FERPA regulations and serve on FERPA Task Force.
- Serve on the University Petitions Committee in review of student requests for exceptions to established graduation requirements.
- Facilitate administrative conduct hearings and serve as the Dean of the College representative on the university student conduct board, stepping in to chair conduct proceedings as needed.
- Moderate panel presentations for the Office of Admission for April visit/accepted student sessions, multicultural open houses, and college counselor programs.
- Participate in recruitment activities and summer send-off events with admitted students and families.
- Select, train, mentor, and supervise 45 student peer advisers and one senior intern, and direct all aspects of the orientation and first-year experience program for new students.
- Collaborate with academic administrators on the orientation of First-Year Seminar faculty and the coordination of course registration materials for first-year students.
- Write and edit copy for university publications including the alumni/ae magazine, student handbook, and course catalogue.
- Manage operating and programming budgets for the dean of first-year students' office, the orientation program, Phi Eta Sigma Honor Society, and related activities.
- Supervise one assistant dean, one post-graduate resident fellow, and one administrative assistant.
- Serve on the dean of the college emergency on-call rotation.

Accomplishments:

- Launched a comprehensive first-year life skills program as part of Colgate's New Vision for

Residential Education, August 2003.

- Revised the training program for student peer mentor staff resulting in the creation of a combined Leadership Institute in August, prior to the start of fall term classes, May 2005.
- Served on the NCAA Recertification Steering Committee and assisted with the preparation of the university's report to the NCAA which was approved in its entirety, 2005-06.
- Revised the midterm course warning notification process and updated early warning academic notification materials, 2008-09.
- Assumed the additional title and responsibilities of Associate Dean for Administrative Advising, including oversight of the administrative advising function for the Dean of the College division and ongoing training and coordination of a team of four administrative advisers/deans, July 2009 to December 2013.
- Created an electronic "toolkit" for the administrative advising team, ensuring consistency with interpretation of university policies and procedures, July 2012.
- Implemented an electronic communication plan for the incoming first-year class, from admission through matriculation, January 2013.

Director of Student Activities: Hamilton College, Clinton, New York, a nationally recognized private liberal arts college enrolling 1700 students. July 1993 to July 2001.

Responsibilities:

- Assisting students and over 50 student organizations in the development of social, cultural, intellectual, and recreational programs.
- Supervising one full-time staff assistant, one professional assistant director and 72 part-time student employees.
- Advising the Inter Society Council, Student Assembly, Jitney shuttle service, and Student Media Board which includes the campus radio station, newspaper, yearbook and television program.
- Monitoring four operating and two revenue budgets totaling \$650K and authorizing expenditures for all recognized student organizations, Cafe Opus, and the Adirondack Adventure program.
- Authorizing and signing performance and vendor contracts on behalf of the College.
- Approving facility reservations, and social host responsibility forms for student-sponsored events with and without alcohol.
- Directing the operations and activities of Bristol Campus Center and Beinecke Student Activities Village and four campus social spaces;
- Directed all aspects of new student orientation.

Accomplishments:

- Directed the opening of the \$4M Beinecke Student Activities Village and developed policies and procedures for staffing and operating the facility, August 1993.
- Overhauled student activities programming by investing in the training and development of student programmers and restructuring the Campus Activities Board, 1993-94.
- Directly assisted with the implementation of multiple initiatives outlined in the College's Residential Life Plan including the construction and furnishing of designated social spaces, the creation of guidelines for social programming with alcohol, the development of a recognition process for student organizations, the revision of the Student Assembly Constitution, and the establishment of a student activities fee, 1995-96.
- Coordinated contractual arrangements and co-facilitated all operations for several major speakers and performers including Jimmy Carter, Lady Margaret Thatcher, Elie Wiesel, B.B. King and Colin Powell as part of the Great Names at Hamilton Series, 1996 to 2001.
- Served on the President's Task Force on Hazing and assisted with the implementation and communication of the College's new policy on hazing, 1997-98.
- Coordinated the opening of The Annex, a multi-purpose student activity facility, and developed staffing, programming, and operating policies and procedures for the building, February 2000.

Coordinator of New Student Programs: University of Maine, Orono, Maine. November 1989 to June 1993. Responsibilities included planning, directing, and evaluating all programs and services for new students; coordinating academic support services and providing individual study skills assistance for new

and returning students; managing an annual revenue budget of approximately \$140,000; researching and responding to current issues, concerns, and trends related to the success and retention of first-year students; planning and coordinating the undergraduate admissions open house program; directing the Student Tour Guide program; supervising two classified and four paraprofessional staff and overall management of the New Student Programs Office.

Instructor, Study Skills Strategies: Division of Conferences and Institutes, University of Maine, Orono, Maine. Fall 1991 and spring 1992.

Graduate Assistant, Office of the Vice President of Student Affairs: The University of South Carolina, Columbia, South Carolina. August 1988 to November 1989.

Staff Assistant, Campus Center Programs: Salem State College, Salem, Massachusetts. August 1986 to July 1988.

Relevant Experience

- Instructor, "Risk & Reward." High School Seminar Program, Colgate University February, 2013 and 2014.
- Board Member, Massachusetts College of Liberal Arts Alumni Association, May 1990 to January 1996 and January 2006 to June 2012.
- Adviser, Colgate Women's Club Ice Hockey, September 2005 to present.
- Member and driver, Southern Madison County Ambulance Corp (SOMAC), July 2005 to June 2008.
- Facilitator, Low Ropes Challenge Course, Hamilton College, June 1995 to July 2001.
- Conference Co-Chair, NASPA Region Two, November 1999 to June 2001.
- Facilitator, Maine Bound Low and High Ropes Challenge Courses, University of Maine, October 1991 to June 1993.

Publication/Media

Monthly blog for Huffington Post College.

Low, B. A. (2010, December). Dean's message: phone home. *The Colgate Scene*, p. 3.

Low, B. A. (2008). Eight things first-year students fear about college. *The Journal of College Admission*, 201, 6.

Glasser, D. & Low, B. A. (2007, February 1). Senior year an ideal time to learn independence. *The Miami Herald*, p. 22.

Consultation and Presentation

Low, B. A. (2013, April). *Onward to College*. Fountain Valley School. Colorado Springs, CO.

Low, B. A. (2013, April). *Guest Speaker Program*. Year Up Boston (LC2). Boston, MA.

Low, B. A. (2011 and 2012, July). *Ten Differences Between High School & College Academics*. KIPP Through College New York. New York, NY.

Low, B. A. (2007, May). *Six Tips for Seniors About to Start College*. Pleasantville High School. Pleasantville, NY.

Low, B. A. (2003, February). *Starting 'Gate: A Life Skills Program*. National Conference on the First-Year Experience. Atlanta, Georgia.

Low, B. A. (1999, May). *The millennials are coming!* NYSAC Annual Conference. Alfred University, Alfred, New York.

Low, B. A. & Murphy, L. A. (1998, November). *Crossing the great divide: Understanding and appreciating generational difference*. NASPA Region Two Conference, Washington, DC.

Instructor, *Risk & Reward*. Colgate University. A four-week seminar for 18 local high school juniors and seniors designed to encourage self-knowledge, boost self-confidence, enhance communication skills, and develop grit. February 2013 and 2014.

Education

Master of Education in Student Affairs Administration: The University of South Carolina, Columbia, South Carolina, 1989.

Bachelor of Arts in English: Massachusetts College of Liberal Arts (formerly North Adams State College), North Adams, Massachusetts, 1984. Concentrations in Journalism and Public Relations.

Sec. 2-503. - Established; terms; compensation.

- (a) There shall be in the city a commission known as the "Gloucester Clean City Commission," hereinafter called the commission, which shall consist of seven members and two alternates appointed by the mayor and approved by the city council, to serve without compensation.
 - (b) The commissioners shall be appointed from a list developed by the mayor through an application process, which shall include public notice as provided in Charter, § 7-6. Said list shall be updated as vacancies on the commission occur. All such appointments by the mayor shall be confirmed by the city council.
 - (c) The commissioners shall serve a term of three years; provided, however, that of the members first appointed to the commission, one shall be appointed to a term of one year, two shall be appointed to a term of two years, and two shall be appointed to a term of three years. Thereafter, the mayor shall appoint each successor to a term of three years. In the event of the death or resignation of any member, a successor shall be appointed to serve for the unexpired term for which the member has been appointed.
 - (d) The loss of office by a commissioner due to excessive absence shall be governed by Charter, § 7-14.
- (Ord. No. 20-1996, § 1, 7-9-1996; Ord. of 10-9-2001(01), § 1)

City Hall
Nine Dale Avenue
Gloucester, MA 01930



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CITY OF GLOUCESTER
OFFICE OF THE MAYOR

June 7, 2017

Ms. Caitlin A. Pszenny, M.P.H.
27 Dodge Street
Gloucester, MA 01930

Dear Ms. Pszenny:

I am pleased to appoint you to a one year term on the **Tourism Commission**. Your appointment will be sent to the City Council for their meeting of June 13, 2017. 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.

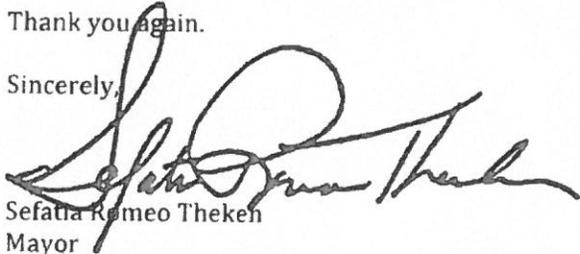
In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment. Please report to the City Clerk's Office to pick up your appointment card and be sworn in at your earliest convenience.

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,



Sefatia Romeo Theken
Mayor

cc: Mayor's Report to the City Council



Enza Taormina <etaormina@gloucester-ma.gov>

Fwd: Tourism Commission

1 message

Christopher Sicuranza <csicuranza@gloucester-ma.gov>
To: Enza Taormina <etaormina@gloucester-ma.gov>

Sat, Jun 3, 2017 at 2:36 PM

----- Forwarded message -----

From: <caitlin@capeannlanes.com>

Date: Sat, Jun 3, 2017 at 1:58 PM

Subject: Tourism Commission

To: <stheken@gloucester-ma.gov>, <Jorlando@gloucester-ma.gov>, <csicuranza@gloucester-ma.gov>

Hello Mayor Thekken

I am submitting my resume to be considered for a position on the City of Gloucester Tourism Commission. As you know, I am very passionate about the Gloucester community and like to get involved however I can. Having lived here for only 7 years, I have been able to meet and form relationships with a very large network of amazing people in many industries and all walks of life. Gloucester is now my forever home and I cannot imagine living or raising children anywhere else. As a resident and business owner here in Gloucester, I know it is my responsibility to engage and participate in making this great place grow and thrive. As such, I believe my pride in Gloucester, immense experience with event coordination and promotion, and years of business experience will greatly benefit the efforts of the Tourism Commission.

I hope that you will consider allowing me to join the Tourism Commission and lend my skills, time and energy towards making Gloucester shine as the beautiful destination that we know it truly is.

Sincerely,

Caitlin Pzenny

Cape Ann Lanes

Phone: (978) 283-9753

Mobile: (339-788-1994

Email: caitlin@capeannlanes.com

Web: www.capeannlanes.com

—
Christopher Sicuranza
Director of Communications & Constituent Services
Office of Mayor Sefatia Romeo Theken
City Hall - 9 Dale Avenue
Gloucester, MA 01930
(978) 281-9700

Caitlin A. Pszeny, M.P.H.

27 Dodge Street, Gloucester, MA 01930 * (339)-788-1994 * caitlin@capeannlanes.com

EDUCATION

Northeastern University **Boston, MA**
Bachelors in Health Science, Graduated Magna Cum Laude *May 2010*
Master of Public Health in Urban Health, Graduated with GPA 3.9 *September 2011*

PROFESSIONAL EXPERIENCE

CAPE ANN LANES **Gloucester, MA**
General Manager/owner *January 2017- present*

- Schedule and direct staff in daily tasks to ensure optimal customer service and maintain a clean, friendly center
- Advertise and coordinate all fundraisers, large events, and adult parties
- Manage all community outreach, advertising, and donations
- Perform all inventory maintenance and weekly ordering to ensure proper food and beverage service

BENT WATER BREWING CO. **Gloucester, MA**
Events Manager *September 2016-present*

- Plan and coordinate all Taproom functions, events, and weekly clubs to increase traffic and sales
- Organized and lead a fall and spring outdoor festival at the Brewery that drew 600 and 1200 people respectively
- Update website events calendar and use social media to promote events and increase attendance

MARY KAY COSMETICS **Gloucester, MA**
Independent Beauty Consultant/ Small business owner *November 2008-present*

- Provide excellent and knowledgeable skin care and cosmetic consultation and customer service
- Conduct fun, customer-focused guided group skin care classes
- Manage all aspects of business including financial, logistical, shipping and customer relations
- Train and mentor other women in starting their own businesses
- Lead training meetings, perform outreach at fairs, coordinate various events and activities for consumers

GLOUCESTER PUBLIC SCHOOL- GLOUCESTER U PROGRAM **Gloucester, MA**
Family Engagement Coordinator & Internship Coordinator *August 2014-August 2016*

- Created communications to families, students and community council
- Participated many community events to promote the program and network with community organizations
- Designed, organized, coordinated and implemented a summer internship program at Gloucester High School

HEALTHY GLOUCESTER COLLABORATIVE-CITY OF GLOUCESTER **Gloucester, MA**
Coalition Coordinator *March 2012- August 2014*

- Coordinated details and scheduling for projects, programs, campaigns and initiatives
- Created and maintained all coalition media, press releases and social media campaigns
- Worked collaboratively with other agencies to coordinate events, programs and educational trainings
- Prepared and submitted federal reports for grant requirements
- Participated in budget planning, account management and municipal spending process

EVERY LITTLE BREEZE CATERING **Marblehead, MA**
Server, Bartender *May 2012 - Present*

- Serve food and beverages to guests quickly and efficiently to ensure a positive experience
- Lead other staff in the set-up, break-down and service at both large and small events
- Present food, tables, venue and beverages in a visually appealing manner
- Perform food preparation duties such as preparing salads and appetizer trays in a fast paced catering kitchen

MEMBERSHIPS & LEADERSHIP POSITIONS

- Cape Ann Chamber of Commerce Board Member
- CACC Tourism Committee
- Cape Ann Businesswomen's Networking Group
- Next Generation Cape Ann
- Cape Ann Business Alliance
- Cape Ann Business Education Collaborative
- The Bridge Cape Ann
- John Estrella Foundation Board Member

ADDITIONAL SKILLS & CERTIFICATIONS

- ServSafe Alcohol Certification from the National Restaurant Association certificate # 13964516
- SafeID Check certified, Certified Cicerone Beer Server
- CPR & AED certified

Sec. 2-472. - Tenure; composition.

The tourism commission shall consist of not less than seven members and may be up to 11 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.

(Ord. No. 21-1991, 6-18-1991; Ord. No. 18-1996, § J, 6-25-1996; Ord. of 8-14-2012(01))

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
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stheken@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

June 23, 2017

Mr. H. Sage Walcott
359 Eastern Avenue
Gloucester, MA 01930

Dear Mr. Walcott:

I am pleased to appoint you as a **regular member** from an **alternate member** to a three year term of the City of Gloucester's **Zoning Board of Appeals**. Your appointment will be sent to the City Council for their meeting of July 11, 2017. 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.

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,

Sefatia Romeo Theken
Mayor

Cc: Mayor's Report to the City Council
William Sanborn, Inspector of Buildings



Enza Taormina <etaormina@gloucester-ma.gov>

Re: Zoning Board of Appeals

1 message

Sage Walcott <swalcott17@gmail.com>

Wed, Jun 21, 2017 at 4:09 PM

To: Enza Taormina <etaormina@gloucester-ma.gov>

Hi Enza,

What a wonderful way to begin the first day of summer. I would be honored and proud to join the Board of Appeals as a regular member. Please accept my thanks and extend them to the Mayor as well.

Thank you both,

Sage Walcott

On Wed, Jun 21, 2017 at 2:23 PM, Enza Taormina <etaormina@gloucester-ma.gov> wrote:
Good Afternoon Mr. Walcott:

On behalf of Mayor, Romeo Theken I am emailing you to invite you to join the Zoning Board of Appeals as a regular member. As of now, you are an alternate member of the Board, if you choose to remain as an alternate you may do so.

Please let me know if you are interested.

Warmest Regards,

--
Enza Taormina
Confidential Clerk
Office of Mayor Sefatia Romeo Theken
City Hall - 9 Dale Avenue
Gloucester, MA 01930
(978) 281-9700

**Public Records Law**

Please be aware that all communications pertaining to City of Gloucester Massachusetts matters, including e-mail sent or received, are a public record subject to disclosure under the Massachusetts Public Records Law. If requested, e-mail may be disclosed to another party unless exempt from disclosure. E-mails are retained by the City of Gloucester in compliance with Massachusetts Public Records Retention Schedule. All Electronic messages sent through the City of Gloucester system are archived in conformance with the Massachusetts and federal Public Records law.

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PART I ADMINISTRATION OF THE GOVERNMENT

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 Hall
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FAX 978-281-9738
stheken@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

July 5, 2017

Mr. Jason Hakes
12 Washington Square
Gloucester, MA 01930

Dear Mr. Hakes:

Thank you for your interest in serving on the City of Gloucester's **Capital Improvement Advisory Board**. I am pleased to appoint you to a three year term on the Board. Your appointment will be sent to the City Council for their meeting of July 11, 2017. 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.

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 "Sefatia Romeo Theken".

Sefatia Romeo Theken
Mayor

cc: Mayor's Report to the City Council

Jason & Shannon Hakes
12 Washington Square
Gloucester, MA 01930

June 14, 2017

Mayor Sefatia Romeo Theken
9 Dale Avenue
Gloucester, MA 01930

Dear Madam Mayor;

I am writing in regard to the important role that your Capital Improvement Advisory Board (CIAB) plays in Gloucester's future. As a proud and active Gloucester resident I ask that you please consider me for a position on the CIAB. I would like to see capital improvement throughout the city but I also recognize the need to be good stewards of tax payer funds. I would like to serve our community as a volunteer on the CIAB and be part of bettering our great city.

I look forward to hearing from you at your earliest convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "JM Hakes", with a long horizontal flourish extending to the right.

Jason M Hakes

Jason M Hakes
12 Washington Sq
Gloucester, MA 01930 US
Mobile: 9783252614 - Ext:
Day Phone: 617-887-9023 - Ext:
Email: jhakes1978@gmail.com

Work Experience:
Jason M Hakes

Federal Air Marshal Service
70 Everett Ave
2nd Floor
Chelsea, MA 02150 United States

11/2016 - Present

Administrative Officer (This is a federal job)
Duties, Accomplishments and Related Skills:

- Responsible for the management of all administrative programs within the field office.
- Technical advisor to SES Supervisory Air Marshal in Charge (SAC) and management team on administrative and operational programs for the field office, including: payroll, travel, portal, and time and attendance
- Serving as the budget expert, responsible for formulating and presenting the field office budget submissions; analyzing, and making recommendations to the area manager as to budget requested items submitted. Managing the execution of the Field Office budget process and expenditures and preparing justifications. Serving as the Purchase Card approver on behalf of the Program Office.
- Conduct annual Management Assessment Program inspections of all field office programs for compliance with agency policies and procedures.
- Conduct evaluations of administrative program systems to identify patterns of inconsistencies and recommend solutions to improve the efficiency of the program.
- Attend weekly management meetings to discuss administrative/operational program areas.

- Safeguard and maintain the integrity of sensitive documents and files, to include Sensitive Security Information and Law Enforcement Sensitive.
- Participate in working groups to assist in implementation and assessment of agency wide program databases.
- Responsible for oversight of the field office transition to new personnel, payroll and travel systems. Meet with management and support staff to provide an overview of the process, set timelines, and establish requirements for successful system integration with minimal impact on daily operations.
- Train employees and management on the use of new systems and created instructional guides for all field office employees on the newly implemented web-based travel system.
- Developed and conduct all new employee orientation.
- Oversight of Travel and Purchase Card Programs through complex data reports management.
- Plan, develop, and execute annual budget allocations for operational, travel, and training expenses.
- Prepared justifications, obtained funding and approval for infrastructure improvements and workspace renovation.
- Coordinate all award and performance based salary increases.
- Initiate personnel actions for new hires, promotions, reassignments, and resignations.
- Provide guidance to employees on benefits entitlements, to include: Health benefits, Life insurance, payroll, disability, workers compensation (OWCP), and retirement.
- Designated Clearance Officer (DCO) for separating/resigning employees. Collect equipment, schedule exit interview and provide information regarding benefits termination.
- Serving as the travel regulations/policies Point of Contact; overseeing the verification and certification of all travel authorizations and vouchers in the CONCUR database, ensuring all travelers get reimbursed.

- Coordinate field office training with outside vendors.

Supervisor: Timothy O'Connor (617-887-9007)
Okay to contact this Supervisor: Yes

70 Everett Ave
2nd Floor
Chelsea, MA 02150 United States

10/2006 – 11/2006

Program Assistant (This is a federal job)

Duties, Accomplishments and Related Skills:

Perform a wide range of administrative activities for FAMS Boston Field Office. Ensuring that the Federal Air Marshal Service (FAMS) Boston Field Office (BOS) complies with both Department of Homeland Security (DHS) and General Services Administration (GSA) Rules and Guidelines as they pertain to vehicles, property, and purchases. Maintain contact with all FAMS personnel and provide them with technical guidance. Write this guidance and explain it in a manner that is both easily understood and implemented

The FAMS has expanded rapidly in the past 14-years, growing from a few FAMS and no offices to several thousand employees and over 20 offices spread throughout the United States. A completely new set of policies is continuously formulated and revised and ensure the policies are fully adopted by the office. Maintain contact with other federal entities to ensure the FAMS receive needed equipment in a timely manner. Maintain professional contact both with internal and external stakeholders and routinely require developing reports, strategies and solutions.

- Primary back-up for Administrative Officer.
- Provide administrative support to the Operation, Training and Visible Intermodal Protection and Response (VIPR) programs.
- Maintain a purchase card in order to purchase supplies, materials, professional development classes, etc. for the office.
- Manage the field office budget with line items of General expense, training expense and travel expense budget.

- Process time and attendance for all FAMS Field Office employees by entering leave and payroll data into the WebTA database.
- Serve as the field office property custodian for all sensitive property with a value well over one million dollars.
- Maintain Employee Performance Files (EPFs) and administrative files, records such as property, purchase card etc., employees and calendars for assigned squads within the Field Office.
- Verify and certify all travel authorizations and vouchers entered into the Fed Traveler database, ensuring that all travelers get reimbursed.

I have working knowledge of the following systems:

- Sunflower (Asset Management System)
- FAMIS (Employee Management System)
- Webta (Time and attendance database)
- Concur (Travel Reimbursement System)
- Current purchase card holder for the Boston Field Office
- Contracting Officer Representative (COR) for the Boston Field Office.

Federal Air Marshal Service

Atlantic City International Airport
Atlantic City, NJ 08405 United States

01/2002 - 10/2006

Program Specialist (This is a federal job)

Duties, Accomplishments and Related Skills:

Served as the National Fleet Manager for the FAMS and established the vehicle fleet program for the newly-expanded agency. Started from a fleet of 10 and singlehandedly managed the expansion to 400 vehicles. Coordinated and met the vehicle needs for all 25 FAMS locations in the country and provided and maintained maintenance and mileage records for all vehicles. As Fleet Manager you also manage the FAMS government credit cards for the fuel and purchase card programs while providing direction and guidance to all fleet custodians in the field. Produced and kept up-to-date fleet metrics on usage while also producing and managing a \$3 million budget.

Served as the National Property Custodian for the FAMS and was an active member in establishing the FAMS property program. This required involvement

in establishing property accounting procedures and protocols for over \$20 million worth of property. Providing guidance to all stakeholder which would include property custodians, management and senior leadership.

Supervisor: Kathy Herman (609-813-3337)

Okay to contact this Supervisor: Yes

Wackenhut Services Inc.

Atlantic City International Airport
Atlantic City, NJ 08405 United States

06/2000 - 01/2002

Mobile Records Clerk

Duties, Accomplishments and Related Skills:

Wackenhut Services Inc., served as a Facilities Operations Support Services contractor for the Federal Aviation Administration (FAA) William J. Hughes Technical Center. Mobile records clerk duties were to maintain history records for all General Services Administration (GSA), Department of Transportation (DOT) and Wackenhut vehicles located on and off the FAA Technical Center's base a total of more than 100 vehicles completed all required reports for GSA, DOT and Wackenhut in a timely manner.

- Controlled all fuel usage on the base by working with the Gas-Boy system and establishing usage reports on monthly basis through the use of an in-house credit card system.
- Dispatched GSA, DOT, and Wackenthut vehicles for employees traveling for work obligations. Coordination of all scheduled preventive maintenance and repairs for all vehicles in the fleet.

Spirit Airlines

Atlantic City International Airport
Atlantic City, NJ 08405 United States

06/1997 - 07/2000

Lineman

Duties, Accomplishments and Related Skills:

As Lineman at Atlantic City International Airport the responsibilities were, handling luggage, marshalling airplanes, and operating all airport vehicles. Was an active member of a Hazmat response team, assisting in the cleanup of fuel and oil leaks on the Airport's tarmac.

J.A. Jones Inc.

Atlantic City International Airport
Atlantic City, NJ 08405 United States

02/1997 - 06/1997

Laborer

Duties, Accomplishments and Related Skills:

J.A. Jones Inc., served as a Facilities Operations Support Services contractor for the Federal Aviation Administration (FAA) William J. Hughes Technical Center. As a laborer, the team would handle all roads and grounds responsibilities and material handling. This would include grounds keeping, snow removal and delivery of equipment.

Turkey and Salad Inc.

4403 E Black Horse Pike
Mays Landing, NJ 08330 United States

05/1994 - 02/1997

Lead

Duties, Accomplishments and Related Skills:

As working lead my duties consisted of opening and closing of store, supervision of 10 employees, accounting of money, and inventory control.

Education:

Egg Harbor Township High School Egg Harbor Township, NJ United States
High School or equivalent 06/1997

Job Related Training:

Rising Leaders Development Program 12/8/2016

References:

Name	Employer	Title	Phone	Email
Timothy O'Connor (*)	TSA	SFAM	617-887-9007	Timothy.P.O'Connor@ole.tsa.dhs.gov

Name	Employer	Title	Phone	Email
John Chamberlain (*)	TSA	Investigator	617-887-9007	John.G.Chamberlain@tsa.dhs.gov
Donna Haberman (*)	TSA	Property	609-813-3323	donna.haberman@tsa.dhs.gov
James Galvin (*)	TSA	Warehouse Manager	609-813-3495	james.galvin@dhs.gov

(*) Indicates professional reference

CAPITAL IMPROVEMENTS ADVISORY BOARD

Sec. 2-585. - Advisory board—Established; annual planning.

A long range plan to serve as guidelines for capital improvements in the city shall be prepared each year in writing by the mayor subject to approval by the city council. Development of the plan shall take into account the recommendations made by a capital improvements advisory board, which is hereby established.

(Code 1970, § 2-18)

Sec. 2-586. - Same—Function; composition; appointment; terms of office.

- (a) The capital improvements advisory board shall consist of seven members appointed by the mayor from the community at large with due care for providing an optimum mix of background and expertise, whose terms of three years shall be staggered. The mayor shall designate a chairperson of the board, who shall serve for a term of one year and may be reappointed. All the members of the board shall elect a vice-chairperson from the membership, again on a yearly basis. No member of the city council shall serve as a member of the board.
- (b) The board shall be apprised of the preparation of the ten-year capital improvements program developed by the community development department on a continuing basis, shall review the final ten-year program and shall submit a report on its review to the mayor.
- (c) Minutes of each meeting of the capital improvements advisory shall be forwarded forthwith to each member of the city council.

(Code 1970, § 2-21; Ord. of 8-6-1985, § 1; Ord. No. 6-1991, § 1, 2-26-1991)

CITY OF GLOUCESTER
LEGAL DEPARTMENT

Memorandum

TO: Mayor Sefatia Romeo Theken

FROM: Chip Payson, General Counsel 

CC: Councilor Sean Nolan
Jim Destino, CAO
John Dunn, CFO
Mike Hale, DPW Director
Gregg Cademartori, Planning Director

RE: Re-draft of Article IV, Sections 21-80 through 21-86 Repair of Private Ways

DATE: July 6, 2017

As you are aware, over the past couple of years we have encountered some substantive issues with the ordinance that governs the repair of private ways.

Several months ago, Councilor Sean Nolan led an effort to revise this ordinance in order to make it easier to follow and to correct some of the problems that had arisen in the past.

Councilor Nolan along with Jim Destino, John Dunn, Mike Hale, Gregg Cademartori and I met several times and reviewed multiple re-drafts before finally settling on the attached.

This new ordinance will streamline the process while making it easier for members of the public to follow it should they want to have the City repave their private roads.

Accordingly, attached hereto, for your and the City Council's consideration, please find an ordinance re-draft for article IV Repair of Private Ways.

NOTE: A red lined version of this ordinance will be made available prior to its first hearing in Committee.

Thank you.

Attachment

ORDINANCE RE-DRAFT
JULY 6, 2017

Gloucester Code of Ordinances
Article IV. – REPAIR OF PRIVATE WAYS

Sec. 21 – 80. – Purpose; definitions; exclusions; city not required to maintain.

- (a) Purpose. The purpose of this article is to provide for the permanent or temporary construction or repair of private ways in the interest of public safety.
- (b) Definitions. The following words, terms and phrases, when used in this article shall have the meanings ascribed to them in this subsection except where the context clearly indicates a different meaning.

Abutter and *abutting owner* means all persons holding ownership rights in property abutting a private way and all persons holding ownership rights in any property the access to which, by necessity, requires travel over such private way.

Abutting parcel means any property actually abutting the private way regulated by this article and any property the access to which, by necessity, requires travel over such private way.

Private way.

- (1) The term “private way” includes, within the scope of this article, statutory private ways and dedicated private ways.
 - a. The term “statutory private ways” means those ways which have been laid out pursuant to M.G.L. c. 82, § 21 and are subject to M.G.L. c. 84, §§ 23, 24. Such ways are open to the same type and extent of use as public ways.
 - b. The term “dedicated private ways” are those ways that were not laid out under statutory authority but are open to free public use of a nature and extent sufficient to constitute evidence of the permanent intention of abutting property owners to abandon private rights in the ways.
- (2) The term “private ways” within the scope of this article does not include permissive private ways or unconstructed (paper) ways.
 - a. The term “permissive private ways” means those ways that have not been laid out by a public authority or dedicated to public use and are wholly the subject of private ownership. A permissive private way is open to public use solely by the continuing permission or license of the owner or abutter where such owner or

abutter displays a continuing intent to exercise dominion over the way and may, for example, post the way with signs limiting or prohibiting public use.

b. The term “unconstructed” or “paper ways” means those ways or portions thereof that have been created on paper by a deed, easement, plan or other instrument or by subdivision or approval not required (ANR) plan under the Subdivision Control Act, but have not yet been paved, improved or otherwise constructed on the ground.

c. Pursuant to chapter 325 of the Acts of 2002 and M.G.L. c. 84, § 12 and c. 40, § 6N, this article is intended to establish the process by which temporary and permanent repairs may be made to private ways.

d. In order to qualify for permanent or temporary construction or repair under this article, all private ways otherwise eligible must have been open to the public for six or more years and must abut four or more occupied residences or operating businesses.

e. None of the ways described in this section are of the type of which the city has an existing duty of maintenance or repair for which the city is liable in damages for defects. Abutters to private ways are responsible for the maintenance of such ways. Constructed private ways must be maintained so that there are no defects to impede the safe passage of emergency vehicles. Nothing in this article is intended to create any duty to maintain or repair such private ways or to subject the city to any liability for defects therein.

Sec. 21 – 81. – Permanent construction or repair.

- (a) Permanent construction or repair may be performed by the city in accordance with the procedures set forth in section 21-84.

Sec. 21 – 82. – Temporary repair.

- (a) Temporary repair shall include the filling of potholes in the subsurface of private ways and repairs to the surface materials, but shall not include significant excavation, regrading, drainage work, or the resurfacing thereof.
- (b) Temporary repair may be performed by the city upon a determination by the director of public works that the condition of a way adversely affects the safety of the inhabitants and that repair of a permanent nature is unnecessary to cure the condition, or upon a determination that the condition of the way constitutes an emergency which requires immediate repair in order to protect the health or safety of the inhabitants of the city.

- (c) Such temporary repair shall not be considered as maintenance of the private way nor shall the way be considered a public way as the result of any repair.

Sec. 21 – 83. – Funding for approved construction or repair.

- (a) The total cost of the approved permanent construction or repair work shall be paid by the abutting owners, the amount to be paid will be divided by the number of abutting parcels and assessed to the owners thereof.
- (b) Betterments shall be assessed and collected for such work in accordance with the provisions of M.G.L. c. 80, § 1 et. seq. and other applicable laws.
- (c) In the case of temporary repairs, the city shall pay the total cost.

Sec. 21 – 84. – Permanent construction or repair.

- (a) Any performance of permanent construction or repair to a private way as set forth in this article is subject to the availability of funding and the authorization for said funding must be made by recommendation of the mayor and a two-thirds vote of the city council.
- (b) Abutters to a private way shall begin the process of seeking permanent repair to the private way by submitting a petition to the city clerk signed by not less than seventy-five percent of all abutting owners to the private way. Petitioners shall use only official petition forms, available from the city clerk's office upon request. Petitioners shall agree in writing that (1) the city may not accept the road as public as a result of the permanent repair process outlined herein; (2) city employees shall be allowed on each abutting parcel in order to repair the private way; (3) any deviation from the current road layout of the existing travelled way as a result of the repair of the private way shall be done at the discretion of the director of public works; and (4) a non-refundable fee shall be assessed with the petition of \$1.00 per linear foot of the private way at the discretion of the director of public works. Petitioners shall include the name and contact information for no less than three primary contact persons who shall also be abutting owners. In order to proceed, the city clerk must certify all signatures on the petition as submitted.
- (c) The city clerk shall refer the petition to the mayor's office with a request for a feasibility determination.
- (d) The mayor's office shall refer the petition to the department of public works for a feasibility determination whereby the department of public works shall (1) consult with the fire department, police department, conservation commission, chief financial officer/treasurer, and the city engineer; (2) determine the parameters of the project; and (3) set a price range for the project. The director of public works shall then

respond to the primary contact persons with, among other things, a memorandum outlining the determinations and an official abutters' list to be used in noticing a meeting of all abutters' as outlined in section 21-84(e).

- (e) Three or more abutting owners shall call and hold a meeting of abutting owners. Notice of such meeting shall include the date, time and location thereof and shall be given at least seven days in advance by posting the notice in the city clerk's office and by mailing the notice to all abutting owners by certified mail, return receipt requested. A receipt of the certified mailing shall be required as evidence that notice has been provided to all abutting owners.
- (f) At the meeting as outlined in section 21-84(e), the abutting owners shall vote to determine whether certain repairs are to be sought according to (1) the project parameters and (2) the price range as provided by the director of public works. Seventy-five percent of all abutting owners on the private way must be present at the meeting; sixty-six percent of all abutting owners on the private way must vote in favor in order to qualify for permanent repair under this article. No proxy votes shall be allowed.
- (g) An official record of the meeting as outlined in section 21-84(f), including the attendees' names, addresses and signatures, as well as evidence of the votes cast shall be submitted to the city clerk within seven days of the meeting.
- (h) The city clerk shall file a copy of the official record with the mayor's office.
- (i) The mayor's office may submit the petition and official record with a recommendation to the city council for funding consideration.
- (j) Upon the Mayor's submission of the petition, the city council shall hold a public hearing within sixty calendar days except that, by a two-thirds vote thereof, the deadline for the hearing may be extended by no more than thirty days. Review of the petition by the city council shall include a vote on (1) a determination that the construction or repair is required by public necessity and (2) an authorization of funding for the project.
- (k) Notice of the city council's decision shall be posted and a copy thereof shall be provided to all abutting owners.

Sec. 21 – 85. – Petition submission schedule.

- (a) All petitions requesting permanent construction or repair pursuant to section 21-84 shall be submitted annually to the city clerk no later than December 31st in order to be scheduled for completion the following year.

- (b) Should the city fail to complete a project in any given year, the project shall automatically be re-scheduled for the following year.
- (c) Should the abutters fail to secure the appropriate and necessary approval, the project shall be eligible for re-submission in no less than two years.

Sec. 21 – 86. – Municipal liability for construction or repair.

- (a) The city shall not be liable for any damage whatsoever caused by construction or repair performed pursuant to this article.
- (b) No term or provision of this article shall be interpreted or construed to constitute the acceptance by the city of any duty, responsibility or liability for the enforcement of any private right of any petitioner or abutting owner, including without limitation any right to improve or maintain a private way or to keep a private way free from encroachment.



CITY of GLOUCESTER TRAFFIC COMMISSION

Robert B. Ryan, Chairman
Larry Ingersoll, Secretary

A meeting of the Gloucester Traffic Commission was held on Thursday, June 29, 2017 at 6:00 p.m. in the third floor conference room at Gloucester City Hall.

The meeting was opened by Chairman Robert B. Ryan at 6:00 p.m. Attending were members Anthony Bertolino, Larry Ingersoll, Robert Francis and Michael Mulcahey; City Councilors Sean Nolan, Scott Memhard and Val Gilman; JD McEachern (Beach Cmtee.); Anna and Robert Viator (HP request); Matthew O'Neil, Robert Harris and Kris Harris (Williams Ct. one way; and John Silva and Carl Silva (Williams Ct. 2 way)

AGENDA

- Approval of the minutes from our 5/25/17 meeting

A MOTION was made, seconded and PASSED to APPROVE the minutes.

- Handicapped Parking request

One space at 9 Friend Street

After speaking to the requestor and a discussion, a MOTION was made, seconded and PASSED to APPROVE the request.

*There are no handicapped spaces in that area of Friend Street and the home as a driveway that is being used by the owner of the house. **The sign should be located as close as possible to #9 Friend Street.***

The following was continued from our May Meeting:

Order #CC2017-013 (Councilor O'Hara) ORDERED that the Ordinances & Administration Standing Committee request that the Traffic Commission review the beach no parking areas for possible expansion of beach no parking areas.

(May Meeting) After speaking to Councilor O'Hara and a discussion, a MOTION was made to CONTINUE the order.

Most of the streets in the Good Harbor Beach area are currently posted but some are Saturday P.M., Sunday and holiday only, some are prohibited at all times and some have no restrictions. Some streets may have to be added (Hartz Street for example) and could be made for resident parking only. Councilor O'Hara, the TC and Ward One Councilor

Memhard will continue to research the restrictions and speak to affected residents on their input. At this time the area to Wingaersheek Beach is not an issue as the only street approaching it is already prohibited at all times.

(June meeting) JD McEachern and Councilor Nolan updated the TC on the continuing progress on this matter.

A MOTION was made, seconded and PASSED to CONTINUE the order further.

Order #CC2017-015 (Councilor Memhard) ORDERED that the Ordinances & Administration Standing Committee request that the Traffic Commission perform a speed study on Hartz Street to determine whether there should be a reduced speed limit of 20 mph from 25 mph; and

FURTHER ORDERED that the Ordinances & Administration Standing Committee, depending on the results of the speed study, shall recommend to the City Council that the Council request that the MassDOT approve a 20 mph speed limit for Hartz Street.

*After speaking to Councilor Memhard and a discussion, a MOTION was made, seconded and PASSED to **RECOMMEND the city request that Mass DOT approve a 20 mph speed limit on Hartz Street.***

The results of the speed study showed Hartz street had an approximate average of 1100 cars a day. (7826 during the study week). The study showed twice as many cars using the street northbound (from Bass Ave. to Eastern Ave.) at an average speed of 20 mph with 13% exceeding the current 25 mph limit. Southbound had 6% exceeding the limit.

Hartz Street is a densely populated residential street with parking on both sides and a Day Care center. The street is mainly used as a connector cut through road for vehicles intending to by-pass the traffic lights at Bass Avenue and Route 128.

Order #CC2017-017 (Councilor Nolan) ORDERED that the Gloucester Code of Ordinances Sec. 22- 270 “Parking prohibited at all times” and Sec. 22-291 “Tow-away zones be amended by **ADDING** Magnolia Avenue on both sides for a distance of 2500 feet from the MBTA Train Station Bridge in a southeasterly direction towards Magnolia.

*After a discussion and speaking to Councilor Nolan, a MOTION was made, seconded and PASSED to **APPROVE** the order.*

There are no residences in the affected area.

Order #CC2017-018 (Councilor Cox) ORDERED that Chapter 22, Sec. 22- 288 “Off-street parking areas” the Town Landing parking lot (St. Peter’s Square), be **AMENDED** by **DELETING** “118 parking spaces as shown on Drawing No. 30003,

DRAFT

dated August 27, 1957” and **ADDING** “73 parking spaces as shown on Drawing No. 30003 revised and dated January 15, 1979”.

*After a discussion, a MOTION was made, seconded and PASSED to **APPROVE** the order.*

Note: At the 5/25/17 meeting of the TC Councilor Cox made a request to add an additional Handicapped Parking space on the westerly side of the lot. The TC recommended that one space be moved from the easterly side to the westerly side. Since then, the TC has learned that to comply with ADA requirements three spaces are needed. At the 6/5/17 O&A meeting, the Committee recommended that a third space be added to the westerly side of the lot.

Communication regarding William Court traffic pattern, and citizens' petition to change Williams Court from one-way to two-way.

*After a discussion and speaking to area residents, a MOTION was made, seconded and PASSED to **RECOMMEND that the street stay one way as it is currently. (Enter off Eastern Avenue and exit onto Hartz Street).***

Apparently, the street was one way back before the early 1970's and in August of 1974 it was made seasonal one-way. This was rescinded in January of 1976 and it went back to it's original one way status. Over the years, it appears signs were either never installed or taken down during construction. The residents were used to it being two way even though the street is only 16 feet wide and allows parking on one side. (The State requires a street to be 20 feet wide for two-way traffic). Recent residents have learned that the street was one-way and asked that the signs be replaced to help with neighborhood safety and to reduce the cut-thru traffic trying to avoid the Eastern Avenue and Hartz Street intersection. Due to the width of the road and public safety, the TC felt that the one way restriction should remain as it is now.

The residents in favor of two-way traffic feel that since that's the way it's always been, it should remain while the residents in favor of one-way traffic have said they have already seen a reduction of traffic since the one-way signs have been put up.

The TC also would like to see a DO NOT ENTER sign at the Hartz Street exit and also a NO RIGHT TURN sign should be installed at the end of Tolman Street where it meets with Williams Court.

If the street is changed to two-way traffic, the TC would like to see no parking on the entire street in order for cars to travel safely

The meeting was adjourned at 7:05 p.m..



CITY of GLOUCESTER TRAFFIC COMMISSION

Robert B. Ryan, Chairman
Larry Ingersoll, Secretary

A meeting of the Gloucester Traffic Commission was held on Thursday, May 25, 2017 at 6:00 p.m. in the third floor conference room at Gloucester City Hall.

The meeting was opened by Chairman Robert B. Ryan at 6:00 p.m. Attending were members Larry Ingersoll, Robert Francis and City Councilor Jamie O'Hara.

AGENDA

- Approval of the minutes from our 4/27/17 meeting

-

*A MOTION was made, seconded and PASSED to **APPROVE** the minutes as written.*

- Handicapped Parking request

Order #CC2017-012 (Councilor Cox) ORDERED that Chapter 22, Sec. 22- 288 “Off-street parking areas” the Town Landing parking lot (St. Peter’s Square), be **AMENDED** by **ADDING** one handicap parking space on the Commercial Street side of the Town Landing parking lot, and **AMEND** the number of parking spaces as shown on Drawing No. 30003, dated August 27, 1957, the original of which is on file in the office of the City Clerk;

*After a discussion, a MOTION was made, seconded and PASSED to **RECOMMEND that one of the current two HP spaces on the east side of the lot be relocated to the west side of the lot.** This way there would be no need to amend the current ordinance and it would not reduce the current parking space number. If additional HP spaces are needed, they can be added at a later date.*

The TC also questioned the map referenced (Drawing #30003 from August 1957) as there should have been a more recent map which should have been made when the park was bricked and redesigned.

Order #CC2017-011 (Councilor Cox) ORDERED that the Ordinances & Administration Standing Committee request that the Traffic Commission review the parking spots on Pleasant Street from Franklin Square to 32 Pleasant Street and traffic flow in order to address the safety issue of the two way traffic.

FURTHER ORDERED that the Ordinances & Administration Committee, depending on the results of the Traffic Commission’s review, shall recommend to the full Council possible traffic ordinance amendments.

After a discussion, a *MOTION* was made, seconded and *PASSED* to **RECOMMEND** that ch. 22-270 (Parking Prohibited at All Times) be amended by *ADDING*:

Pleasant Street, westerly side, from Warren Street to Franklin Square.

There seems to already be an ordinance prohibiting parking from Prospect St. to Franklin Square on the westerly side and possibly this can be amended to include the area up to Warren Street.

There are two business concerned which have parking at the rear of their buildings and three condos which have their own parking. This would eliminate ten metered spaces and the meters can be used at other places in the downtown area which need them.

This would make the road safer as currently, it is very tight for two vehicles to pass by each other without one of them stopping.

Order #CC2017-013 (Councilor O'Hara) **ORDERED** that the Ordinances & Administration Standing Committee request that the Traffic Commission review the beach no parking areas for possible expansion of beach no parking areas.

*After speaking to Councilor O'Hara and a discussion, a *MOTION* was made to **CONTINUE** the order.*

Most of the streets in the Good Harbor Beach area are currently posted but some are Saturday P.M., Sunday and holiday only, some are prohibited at all times and some have no restrictions. Some streets may have to be added (Hartz Street for example) and could be made for resident parking only. Councilor O'Hara, the TC and Ward One Councilor Memhard will continue to research the restrictions and speak to affected residents on their input. At this time the area to Wingersheek Beach is not an issue as the only street approaching it is already prohibited at all times.

The following were continued from our previous meeting:

ORDER #CC2017-010 (Councilor Gilman) **ORDERED** that the Ordinances & Administration Standing Committee request that the Traffic Commission perform a speed study on Riverview Road to determine whether there should be a speed limit of 20 mph

(April Meeting) The speed study has not yet been conducted. After a discussion and speaking to Councilor Gilman and a resident, a good location to put the meter was decided upon.

*A *MOTION* was made, seconded and *PASSED* to **CONTINUE** the order until the results of the speed study are done.*

*(May Meeting) After a discussion and viewing the results of the speed study, a *MOTION* was made, seconded and *PASSED* to **APPROVE the order for a 20 mph speed limit.***

The speed study results showed approximately 3800 vehicles traveled the street in a seven day period. The 85th percentile was 24 mph with only 14 vehicles exceeding the

current (non-posted) 30 mph thickly settled limit. The TC as well as Councilor Gilman and the residents feel that this is still too much for the narrow road in which two vehicles cannot pass by, has no sidewalks and is all residential.

At the request of the Mayor's Office, to have a review of the one-way Kent Circle restriction.

(April Meeting) After a discussion and hearing from many residents and people concerned, a MOTION was made, seconded and PASSED to conduct a site visit of the area which now includes the intersection of Essex and Western Avenue, before a review can be completed.

The residents of Kent Circle who attended, and also sent e mails, were all in favor of leaving it the way it is now. Some residents of Western Avenue and beyond wanted it back to either two way, or changed to the opposite direction.

A check of police department records showed no accidents involving either intersection of Kent Circle from February of 2015 until this meeting.

Mayor Romeo-Theken stated the original order was not permanent and was meant to be reviewed and that the intersection of Western and Essex Avenues is a bigger problem and needs some type of signage and/or regulation.

Councilor LeBlanc stated that the one way restriction was done for safety reasons and not for the convenience of other West Gloucester and Magnolia residents who use the road as a short cut to skip the Western and Essex Avenue intersection. He said a previous meeting before the original one way request was attended by 45 people who were all in favor of the one way designation.

The TC originally chose the direction of the one way as southwesterly because it allows the traffic to flow into Kent Circle from Essex Avenue and onto Western Avenue without crossing traffic. If the one way was changed to the other direction, traffic entering from Western would have to cross traffic at both Western and again when entering Essex Avenue, which also has poor sight lines and would be a solid line of traffic if the bridge was up.

Everyone felt that some type of signage, road markings and lane markings needs to be done at the Western and Essex Avenue intersection.

After the site visit and review is completed, recommendations will need to be forwarded to the Mass DOT from the Council or Mayor's office. The Mayor believed that our state reps should both be invited to the site visit which has not had a date chosen as of this time.

*(May Meeting) After a group site visit and further discussion. A MOTION was made, seconded and APPROVED to **RECOMMEND that no changes be made to the current Kent Circle one way restriction.***

*A second MOTION was made, seconded and PASSED to **RECOMMEND that the City Council, Mayor's Office and DPW work with Mass DOT to do the following:***

Create a second lane at the terminus of Essex Avenue from Kent Circle to Western Avenue. The lanes should be designated with the left lane (easterly) for Gloucester/Rockport and the right lane (westerly) for Magnolia/Manchester. There should be signage at both the Kent Circle and Western Avenue intersections informing vehicles of the options. The lanes should also be marked with road arrows.

This area is very wide and would help reduce the single long waiting line when the bridge is up, giving vehicles the option of turning right in a marked lane without trying to pass stopped vehicles as is the case now.

***Install a 'Keep Right' sign at the terminus of the traffic island at Essex Avenue and Western Avenue.** This would help prevent vehicles from turning onto the wrong lane of Essex Avenue when making the left turn from Western Avenue.*

Extend the double yellow line on Western Avenue approximately 50 feet in an easterly direction to help vehicles make the correct turn onto Essex Avenue

The meeting was adjourned at 6:45 p.m.

CITY CLERK
GLOUCESTER, MA
2017 JUN -1 PM 12:46
Survey

- Williams Court -

One Way / 2 Way?

	<u>Name</u>	<u>Address</u>	<u>Phone/email</u>	<u>? One way / 2 way</u>
1	MAEIE SILVA	- 11 Williams Ct	Glov. 978-283-7820	✓
2	Maeie Silva			
3	Carl Silva	- 11 Williams Ct	Glov. 978-283-7820	✓
4	Ethel Vadala	8 Williams Ct	Glov. 283-4749	✓
5	John Silva Jr	6 Williams Ct	Glooucester 978-283-3491	✓
6	Wm Silva	13 Williams Court	978-283-9950	✓
7	Pauline McKeedy	13 Williams Court	978-283-9950	✓
8	E Scott	10 Williams Ct		—
9	Meredith Lockwood	7 1/2 Williams Ct.	978-290-6873	✓
10	Kory Curcun	7 1/2 Williams Ct	978-943-2182	✓
11	Paulette Silva	6 Williams Ct.	978-283-3491	✓
12	Kimberly Parsons	15 Williams Ct.	978-283-3699	✓
13	Kimberly Parsons	(Brad Parsons) 15 Williams Ct.	"	✓
14	Roger Duchane	5 WILLIAMS CT., GLOUC.	978-283-2885	✓
15	Brian H. Auburn	9 Williams Ct. Glov.	978-281-4892	✓
16	Jennifer Anderson	9 Williams Ct	Glov. 978-281-6192	✓
17	Lilly Anderson	9 Williams Ct	978-281-6192	✓
18	Mary Kathy Carter	3 Marion Way	978-879-8059	✓
19	TD Malcolm Bell	4 Marion Way	978-675-7755	✓
20	Abigail Stroven	9 Marion Way	616-401-8016	✓
21	Jane Flynn	34 HARTZ ST	978-491-9234	✓
22	Eric Green	9 Williams Ct	978-985-5644	✓
✓ 23	Judy Ann	49 HARTZ ST	978-281-4644	✓

We're sorry, this property's data cannot be found on the parcel map.

Return Suburb 99
Williams Ct
Gloucester, Mass
01938 828.3.3431

CITY CLERK
GLOUCESTER, MA
2017 JUN -1 PM 12:46

042 years? & why?

Visibility exiting onto Eastern Ave
from Williams Ct



Map data ©2017 Google

Alison Wiley
Frank Trovati's
Lynn

Kassie Harris
Marylou Trovati's

Christine Scott
#10 Williams Ct.

CITY CLERK
GLOUCESTER, MA

2017 JUN - 1 PM 12:46

5/26/17

Re: one way Public Safety Hazard/Health Hazard, Seniors

I want to address the one way sign that was posted without our knowledge on Williams Ct.

- East Gloucester: Williams Ct. is sort of J shaped and runs off Eastern at the narrowest part, down the hill and swings left onto the widest part with Marion Court running off that section of the street and Williams Ct. terminates on Harts. The one way sign is posted for this direction.
- The person who filed the petition for 1 way did so without consulting the majority of neighbors who are against it. While they have small children who play in the street, they also have a backyard if that is the concern to them. We were not told why it changed. I think they are near Tolman. I want to address the issue not the person. If the intent was to direct traffic away from the house that will backfire as it will make all service trucks who use to access the widest part of Williams Ct. and Marion off Harts now be forced go right by their house.
- Had they left it alone, those services would have gone through the widest part of Williams Ct. off Harts. ^{Some turned around}

To address the concerns:

You cannot accelerate on this narrow part of Williams when coming up the hill as it is a short run. You only do so to get to the top and that is a very low speed. So that is not the issue.

Also cars often block the narrow street and force people to go around them which makes it almost impassable. One set belongs to the one-way petitioner as a truck. And the other belongs to an elderly person who needs ambulance assistance. This further narrows the street.

- I don't wish to take street parking away from them...but move the damn cars closer to the house. Children hide behind these because their parents let them play in the street where cars actively pass by. I get that kids play in the street but in the interest of safety and increased traffic these days..that is not the best idea. And the children are older now but with parent supervision.

Because the street is so narrow (cars) and now made a one way, it is a public safety and health hazard.

I believe no matter how you cut it. It should Not BE a ONE WAY and stop fiddling with it. Too many people with life threatening disabilities needing medical attention on Williams Ct. and Marion Ct. and are being forced to go around starting at the narrowest part of the street - right by the petitioner's house, increasing traffic, to get to the widest part of the street. ^{would otherwise use entry by Harts.}

- Ambulance assist has been needed several times at my home and also on Marion Court on the other wider side of Williams Ct. off Harts. I have a life threatening breathing disability as a senior. We have several seniors like this on this street. And these drivers ^{some of these} can't back up so they have to go up the street to the narrow part of Williams. Sometimes onto Tolman.
- I have a severe respiratory medical disability and now due to the one way, they want me, to go around to the narrow part of the street down the hill. Seconds count as my air goes way down and I need access to my medical equipment. Last time I ended up in the hospital on a respirator. I cannot be delayed when I need medical attention and my machine is near my front door. Before the one way crape, that was not a problem. I could go from the wide part of the street 200 feet or so to my driveway.

- I can't afford to have this one way affect my health. It's difficult enough to get packages in the house IN all seasons, but especially during cold weather via the front door, never mind having to go around and also, my driveway is only perhaps 200 or so feet from the wider part of Williams Ct where the petitioner wants me to go around. As I said, it is life threatening respiratory. ^{Groceries} _{off HARTS}
- People on Marion court often have had ambulance calls. You can't fit an ambulance down the narrow part of Williams Ct. easily due to their cars being in the street.
- On the narrow part off Eastern, re: Williams Ct. How are they going to get by your huge cars and truck, SUV'S if I can't even fit a small car down there? Do you think?
- What do you want from us..do you want these trucks going right by your house as the petitioner? Note: At the bottom of Williams court by Harts which is the widest part ..people would go in and out of there and Marion Ct. and not have to go by petitioner's home which is opposite Tolman as they are essentially are in a different section of the neighborhood but still Williams Ct.
- Do the rest of us have to forego health and safety just because the petitioner decides it benefits them and not others as the one way forces fire department, ambulance, police, oil trucks, construction trucks (as I may be participating in that soon enough) to come down the narrow part of the street right in front of the petitioner's home at the top of Eastern to go around. _{WHICH CAN'T FIT A CAR DUE TO PARKING ON ST.}

So there should be no one way at all. Just pull the kids from the street and use your backyard. Park your damn trucks and cars closer to your property so drivers can see them when up and down the street as that is the issue there, not one-way. As for other seniors parking on the street: One of them is a disabled senior.

I pity the other senior near that house, he can't get out his driveway without going around. And it's tough in winter so he needs to have 2 way. Most others not on the narrow side usually avoid it in winter. Too icy. It's difficult to get out Williams Ct. in winter and we need options, ESPECIALLY when it is blocked by other cars. _{and during emergencies}

Blind Spot

The thought is why not use Harts Street? Yes, you not only want to make one way, you also want to kill us. This is a serious intersection.

- Jeff's variety has no parking. When SUV's park there, frequently at Jeff's left and right and down Harts, I physically have to be $\frac{3}{4}$ the way into the street and traffic won't stop. Several times I almost got slammed because I can't see what is coming on the left or right. It is actually easier to come in and out at the narrowtop of Williams and also go home that way and avoid Harts.

Try getting out to Bass Ave. _{Blind Spot}

There is a blind corner by Sullivan Tire and they fly by. Even if going right in a small car onto Bass Ave, you can't see them until the last minute. It's actually safer coming in and out of the narrow part of the street as drivers on Eastern can see you when edging out. _{Williams Ct T}

Then there are the lights which because of the one way, my neighbors and I have to go all the way around just to suit one person in the neighborhood. I already have a 1:45 commute to Boston and that adds .15 as those set of lights are long. Before that I didn't have to deal with lights. I could go up and down the narrow part of the street and swing left, right onto 128.

This one way was not thought through and is not only inconsiderate of the neighborhood, it creates a public health and safety threat to the neighborhood. And essentially with the one way, no matter which way you put a one way, that will increase traffic in front of their home coming down that location to begin with which was NOT the case before the one way. Do you think? Please, get it removed permanently.

The neighborhood at Williams Ct.

A slow children sign would have made more sense than a 1 way. we all look for them anyways.

Why can't they use their YARD?

Christine Scetti
#10 Williams Ct.



Williams Court

Sat, May 27, 2017 at 1:55 PM

KRIS HARRIS <krharris1@comcast.net>
Reply-To: KRIS HARRIS <krharris1@comcast.net>
To: Scott Memhard <smemhard@gloucester-ma.gov>

Scott,

As you have probably become aware most of the residents are not happy about the installation of the one way signs on our street, I was unaware they would be unhappy also. I was unaware that they had petitioned to make it a 2 way street a long time ago also. The cut through traffic coming from Hartz street down Tollman onto Williams Court has drastically decreased since the signs went up, which was our big concern and we are happy about it. However, the last thing I wanted to do was to upset our neighbors we have a nice neighborhood perhaps we could come up with an alternate way to stop the cut thru traffic. Would it be better to have a no right turn sign at the end of Tollman so the cut thru traffic will stop as they can't turn right onto Williams Court to exit but Williams court will go back to a 2 way street making the other residents of Williams Court happy. Sorry for all the commotion regarding this matter. We were just looking at a way to cut down on the cut through traffic onto a small neighborhood road and to keep our kids safe from this traffic, which was continuing to increase.

Thank you, please advise

Kris Harris

CITY CLERK
GLOUCESTER, MA
2017 JUN 30 AM 11:13

Carol Blanchard

4 Tolman Street
Gloucester, Ma
01930

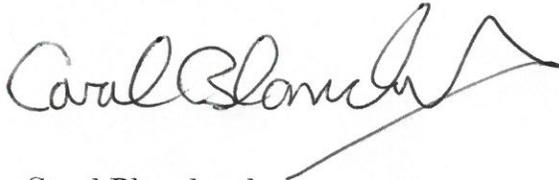
June 26, 2017

Traffic Commission
City of Gloucester

To those concerned,

I have lived on Tolman street for the past 16 years, and over that time, the increase in traffic is astounding. I have young grandchildren, and an elderly mother who are at my house most if not all the time. We have had several "near misses" with vehicles who were using Tolman Street as a cut through to Eastern Ave. Having Williams Court as a marked one way has shown to be a real help in decreasing the traffic flow. I appreciate your help and attendance to this matter. I am relieved to see that safety has taken precedence over convenience.

Sincerely yours,



Carol Blanchard



**CITY OF GLOUCESTER 2017
CITY COUNCIL ORDER**

ORDER: CC#2017-011
COUNCILLORS: Melissa Cox

DATE RECEIVED BY COUNCIL: 04/25/17
REFERRED TO: O&A & TC
FOR COUNCIL VOTE:

ORDERED that the Ordinances & Administration Standing Committee request that the Traffic Commission review the parking spots on Pleasant Street from Franklin Square to 32 Pleasant Street and traffic flow in order to address the safety issue of the two way traffic.

FURTHER ORDERED that the Ordinances & Administration Committee, depending on the results of the Traffic Commission's review, shall recommend to the full Council possible traffic ordinance amendments.

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

Melissa Cox
Ward 2 Councillor



CITY OF GLOUCESTER 2017
CITY COUNCIL ORDER

ORDER: CC#2017-015
COUNCILLORS: Scott Memhard

DATE RECEIVED BY COUNCIL: 06/13/17
REFERRED TO: O&A & TC
FOR COUNCIL VOTE:

ORDERED that the Ordinances & Administration Standing Committee request that the Traffic Commission perform a speed study on Hartz Street to determine whether there should be a reduced speed limit of 20 mph from 25 mph; and

FURTHER ORDERED that the Ordinances & Administration Standing Committee, depending on the results of the speed study, shall recommend to the City Council that the Council request that the MassDOT approve a 20 mph speed limit for Hartz Street; and

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

Scott Memhard
Ward 1 Councillor

Background: Hartz Street is a dense residential neighborhood, a narrow roadway with parking on both sides and with young families and a child care facility, which is also used by many non-residents and beach-goers as a pass through/"short-cut" between Eastern Avenue and Bass Avenue. A reduction in the posted speed would seem appropriate to improve safety and to reduce risk of accident or injury.



**CITY OF GLOUCESTER 2017
CITY COUNCIL ORDER**

ORDER: CC#2017-016
COUNCILLORS: Scott Memhard & James O'Hara

DATE RECEIVED BY COUNCIL: 06/13/17
**REFERRED TO: O&A, General Counsel &
Board of Health**
FOR COUNCIL VOTE:

ORDERED that the City adopt the Commonwealth of Massachusetts DEP, Division of Air Quality Control Policy, Noise Regulation (310 CMR 7.10) dated February 1, 1990 DAQC Policy 90.0001: <http://www.mass.gov/eea/docs/dep/air/community/noisepolicy.pdf>

FURTHER ORDERED that after adoption of the above policy, that the Gloucester Code of Ordinances Chapter 13 "Noise" be amended to include the following:

A source of sound will be considered to be violating the City's noise regulation if the source:

1. Increases the broadband sound level by more than 10 dB (A) above ambient, or
 2. Produces a "pure tone" condition - when any octave band center frequency sound pressure level exceeds the two adjacent center frequency sound pressure levels by 3 decibels or more.
- These criteria are measured both at the property line and at the nearest inhabited residence. Ambient is defined as the background A-weighted sound level that is exceeded 90% of the time measured during equipment operating hours; and

FURTHER ORDERED that this matter be referred to the Ordinances & Administration Standing Committee, General Counsel and the Board of Health for review and recommendation.

Scott Memhard
Ward 1 Councilor

James O'Hara
Councilor At Large



The Commonwealth of Massachusetts
Executive Office of Environmental Affairs
Department of Environmental Quality Engineering
Division of Air Quality Control
One Winter Street, Boston 02108

February 1, 1990

DAQC Policy 90-001

DIVISION OF AIR QUALITY CONTROL POLICY

This policy is adopted by the Division of Air Quality Control. The Department's existing guideline for enforcing its noise regulation (310 CMR 7.10) is being reaffirmed.

P O L I C Y

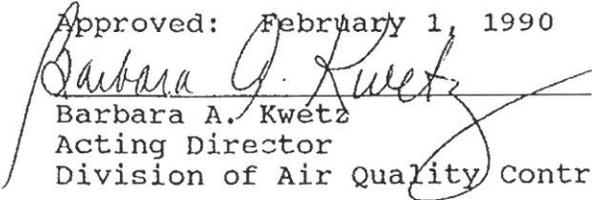
A source of sound will be considered to be violating the Department's noise regulation (310 CMR 7.10) if the source:

1. Increases the broadband sound level by more than 10 dB(A) above ambient, or
2. Produces a "pure tone" condition - when any octave band center frequency sound pressure level exceeds the two adjacent center frequency sound pressure levels by 3 decibels or more.

These criteria are measured both at the property line and at the nearest inhabited residence. Ambient is defined as the background A-weighted sound level that is exceeded 90% of the time measured during equipment operating hours. The ambient may also be established by other means with the consent of the Department.

Approved: February 1, 1990

Effective: Immediately


Barbara A. Kwetz
Acting Director
Division of Air Quality Control



**CITY OF GLOUCESTER 2017
CITY COUNCIL ORDER**

ORDER: CC#2017-017
COUNCILLORS: Sean Nolan

DATE RECEIVED BY COUNCIL: 06/13/17
REFERRED TO: O&A & TC

FOR COUNCIL VOTE:

ORDERED that the Gloucester Code of Ordinances Sec. 22- 270 “Parking prohibited at all times” and Sec. 22-291 “Tow-away zones” be amended by **ADDING** Magnolia Avenue on both sides for a distance of 2500 feet from the MBTA Train Station Bridge in a southeasterly direction towards Magnolia; and

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

Sean Nolan
Ward 5 Councilor



CITY OF GLOUCESTER 2017
CITY COUNCIL ORDER

ORDER: CC#2017-020
COUNCILLORS: Valerie Gilman

DATE RECEIVED BY COUNCIL: 06/27/17
REFERRED TO: O&A
FOR COUNCIL VOTE:

ORDERED request to **AMEND** the approved City Council Rules of Procedure 2017 Rule 4 “Public Hearings” subsection C “Presentations from Proponents” and subsection D “Presentation from Opponents” by **ADDING** the following:

“Public testimony should be consistent with the public hearing matter. Speakers should refrain from commenting on character, whether positive or negative.”

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

Valerie Gilman
Ward 4 Councilor

Rule 4: Public Hearings

All public hearings conducted by the City Council shall proceed with the following format which shall be printed on the back of the Council meeting agenda:

- A. PUBLIC HEARING OPENED by Council President;
- B. PROCEDURES FOR ELECTRONIC PRESENTATIONS BEFORE THE CITY COUNCIL:
 - In addition to paper renditions of plans, presentations and documents to the City Council, persons making presentations before the City Council shall provide the Council through the office of the City Clerk with electronic versions of such presentations and documents. Electronic versions shall be submitted no later than 48 hours before the meeting at which they are to be presented, unless specific permission is received from the Council President.
 - In the case of documents that will not become part of a permit or other action by the Council, paper versions of documents are not required though they are encouraged.,
 - Persons making presentations before the Council shall be sufficiently versed in the software used to display the documents as to not require technical assistance from City of Gloucester staff.
 - Presentation materials may be submitted in the following formats: a) Adobe Portable Document Format (.PDF); b) Microsoft PowerPoint (.PPT or .PPTX); c) Microsoft Word (.DOC or .DOCX); d) Other electronic document formats are permitted, provided the presenter brings his or her own device to present the document which is capable of interfacing to the projection equipment in the Kyrouz Auditorium at City Hall (currently VGA and HDMI interfaces are acceptable); e) In the case where document formats other than those specified above are used, paper renditions of the document must be submitted to the office of the City Clerk.
- C. PRESENTATIONS FROM PROPONENTS. In matters related to Special Permits, petitioners may make initial oral presentations up to fifteen (15) minutes; others speaking in favor shall be allowed up to three (3) minutes each. Proponents are required (OML) to enter into the record, documentation of their presentation testimony. For Public Hearings considering general matters, each individual may speak up to three (3) minutes.
- D. PRESENTATION FROM OPPONENTS. Opponents shall be allowed initial oral presentations up to fifteen (15) minutes in total; others speaking in opposition shall be allowed up to three (3) minutes each. Opponents are also required (OML) to enter into the record documentation of their testimony.
- E. REBUTTALS. Proponents shall be allowed one person to make rebuttal up to three (3) minutes and opponents shall be allowed a total of three (3) minutes by one person representing the opposition.
- F. COMMUNICATIONS to be read into the record and filed.
- G. QUESTIONS by City Councillors to either side.
- H. PUBLIC HEARING OFFICIALLY CLOSED.
- I. STANDING COMMITTEE REPORTS.
- J. COUNCIL DISCUSSION
- K. ROLL CALL VOTE(s). Unless the Council chooses to postpone the vote pending further information.



**CITY OF GLOUCESTER 2017
CITY COUNCIL ORDER**

ORDER: CC#2017-013
COUNCILLORS: James O'Hara

DATE RECEIVED BY COUNCIL: 05/09/17
REFERRED TO: O&A & TC
FOR COUNCIL VOTE:

ORDERED that the Ordinances & Administration Standing Committee request that the Traffic Commission review the beach no parking areas for possible expansion of beach no parking areas; and

FURTHER ORDERED that Sec. 22-176 "Penalties for parking violations" "Prohibited area (beach district)" be amended to increase the penalty from \$45.00 to the maximum penalty permissible by law.

Councilor James O'Hara
Councillor at Large

Part I	ADMINISTRATION OF THE GOVERNMENT
Title XIV	PUBLIC WAYS AND WORKS
Chapter 90	MOTOR VEHICLES AND AIRCRAFT
Section 20A1/2	CITIES OF BOSTON AND CAMBRIDGE; PARKING VIOLATIONS; TAGS; APPEARANCE; FAILURE TO APPEAR; ADJUDICATION BY MAIL

Section 20A1/2. In the cities of Boston and Cambridge and in any city or town which accepts the provisions of this section, each manager in a city having a Plan D or E form of charter or the mayor, with the approval of the city council or board of aldermen in any other city, or the town council or board of selectmen of a town shall designate or appoint a parking clerk. The parking clerk shall report to the council or aldermen of a city, the council or board of selectmen of a town and shall supervise and coordinate the processing of parking notices in such city or town. The parking clerk shall have the authority, after such authorization by the mayor and city council in a city or town council or selectmen in a town, to hire and designate such personnel as may be necessary or contract by competitive bid for such services, subject to appropriation, to implement the provisions of this section; provided, however, that such positions shall be filled in the city of Boston and Cambridge by granting preference to persons who had been employees of said cities in the fire, police or traffic crossing guard service, and all such positions in said city of Boston and Cambridge shall be subject to chapter thirty-one, and in no case in the city of Boston and Cambridge shall the amount expended for administration of this section exceed eleven per cent of the total amount of the annual receipts collected by the parking clerk.

It shall be the duty of every police officer who takes cognizance of a violation of any provision of any rule, regulation, order, ordinance or by-law regulating the parking of motor vehicles established for their respective city or town, forthwith to give the offender a notice, which shall be in tag form as provided in this section, to appear before the parking clerk of the city or town wherein the violation occurred at any time during regular office hours, not later than twenty-one days after the date of such violation. All tags shall be prepared in triplicate and shall be prenumbered.

Said tag shall be affixed securely to the motor vehicle and shall contain, but shall not be limited to, the following information: the make, color and registration number of the vehicle involved and the state of issuance of said registration number, the date, time and place of the violation, the specific violation charged and, if a meter violation, the number of said meter, the name and badge number of the officer and his division, a schedule of established fines, instructions for the return of the tag and a notice which reads: This notice may be returned by mail, personally or by an authorized person. A hearing may be obtained upon the written request of the registered owner. Failure to obey this notice within twenty-one days after the date of violation may result in the non-renewal of the license to drive and the registration of the registered owner.

At or before the completion of each tour of duty, the officer shall give to his commanding officer those copies of each notice of such violation taken cognizance of during such tour. Said commanding officer shall retain and safely preserve one of such copies and shall at a time no later than the beginning of the next business day of the

city or town after receipt of such notice deliver another of such copies to the parking clerk before whom the offender has been notified to appear. The parking clerk shall maintain a docket of all such notices to appear.

Any person notified to appear before the parking clerk, as provided herein, may appear before such parking clerk, or his designee, and confess the offense charged, either personally or through an agent duly authorized in writing or by mailing to such parking clerk the notice accompanied by the fine provided therein, such payment to be made only by postal note, money order or check made out to the parking clerk. Payment of the fine established shall operate as a final disposition of the case. Notice affixed to a motor vehicle as provided in this section, shall be deemed a sufficient notice, and a certificate of the officer affixing such notice that it has been affixed thereto, in accordance with this section, shall be deemed prima facie evidence thereof and shall be admissible in any judicial or administrative proceeding as to the facts contained therein.

The traffic and parking commission of the city of Boston, the traffic commission or traffic director of any other city or town having such a commission or director with authority to promulgate traffic rules, the city council of any other city, and the board of selectmen of any other town, shall, from time to time, establish by rule or regulation a schedule of fines for violations subject to this section committed within such city or town; provided, however, that all such fines shall be uniform for the same offense committed in the same zone or district, if any; and provided, further, that the fine for the violation of the parking of motor vehicles within ten feet of a fire hydrant shall not be more than one hundred dollars, and provided, further, that the fine for the violation of parking a motor vehicle within a posted bus stop shall be \$100; and provided further, that any fine established under the provisions of this section for all other parking violations shall not exceed \$50, if paid within 21 days, nor shall it exceed \$55, if paid thereafter, but before the parking clerk reports to the registrar, as provided below and shall not exceed \$75 if paid thereafter.

Should any person notified to appear hereunder fail to appear and, if a fine is provided hereunder, to pay the same, or having appeared desire not to avail himself of the benefits of the procedure established by this section, the parking clerk shall forthwith schedule the matter before a person hereafter referred to as a hearing officer, said hearing officer to be the parking clerk of the city or town wherein the violation occurred or such other person or persons as the parking clerk may designate. Written notice of the date, time and place of said hearing shall be sent by first-class mail to the registered owner. Said hearing shall be informal, the rules of evidence shall not apply and the decision of the hearing officer shall be final subject to judicial review as provided by section fourteen of chapter thirty A.

If any person fails to appear in accordance with said notice, the parking clerk shall notify the registrar of motor vehicles who shall place the matter on record and, upon receipt of two or more such notices, shall not renew the license to operate a motor vehicle of the registered owner of the vehicle or the registration of said vehicle until after notice from the parking clerk that all such matters have been disposed of in accordance with law. Upon such notification to the registrar, an additional twenty dollar charge, payable to the registrar of motor vehicles, shall be assessed against the registered owner of said vehicle. It shall be the duty of the parking clerk to notify the registrar forthwith that such case has been so disposed of in accordance with law, provided however, that a certified receipt of full and final payment from the parking clerk of the city or town in which the violation occurred shall also serve as legal notice to the registrar that said violation has been disposed of. The notice to appear provided herein shall be printed in such form as the registrar of motor vehicles may approve. The

parking clerk shall distribute such notices to the commanding officer of the police department of the city or town upon request, and shall take a receipt therefor. The registrar shall approve such other forms as he deems appropriate to implement this section, and said forms shall be printed and used by the cities and towns.

If any person shall have failed to appear in accordance with five or more said notices, notwithstanding any notification to the registrar, the parking clerk may notify the chief of police or director of traffic and parking of said city or town that the vehicle involved in said multiple violations shall be removed and stored, or otherwise immobilized by a mechanical device, at the expense of the registered owner of said vehicle until such time as the matter has been disposed of in accordance with law.

As used in this section, the words "motor vehicle" shall, so far as apt, include trailer, semi-trailer and semi-trailer unit.

The provisions of this section shall apply to violations of rules and regulations relative to the use of parking areas subject to the control of the county commissioners adjacent to or abutting county buildings, and county commissioners are hereby authorized to make such rules and regulations. Said provisions shall also apply to violations of rules and regulations relative to the parking of motor vehicles established by any commission or body empowered to make such rules and regulations.

Any person notified to appear before the parking clerk, as provided herein, without waiving his right to a hearing before the parking clerk or hearing officer as provided by this section, and also without waiving judicial review as provided by section fourteen of chapter thirty A, may challenge the validity of the parking violation notice and receive a review and disposition of the violation from the parking clerk or a hearing officer by mail. The alleged parking violator may, upon receipt of the notice to appear, send a signed statement explaining his objections to the violation notice as well as signed statements from witnesses, police officers, government officials and any other relevant parties. Photographs, diagrams, maps and other documents may also be sent with the statements. Any such statements or materials sent to the parking clerk for review shall have attached the persons' name and address as well as the ticket number and the date of the violation. The parking clerk or hearing officer shall, within twenty-one days of receipt of said material, review the material and dismiss or uphold the violation and notify, by mail, the alleged violator of the disposition of the hearing. If the outcome of the hearing is against the alleged violator, the parking clerk or hearing officer shall explain the reasons for the outcome on the notice. Such review and disposition handled by mail shall be informal, the rules of evidence shall not apply, and the decision of the parking clerk shall be final subject to any hearing provisions provided by this section or to judicial review as provided by section fourteen of chapter thirty A. Each parking violation issued shall carry a statement explaining the procedure to adjudicate the violation by mail.



**CITY OF GLOUCESTER 2017
CITY COUNCIL ORDER**

**ORDER: CC#2017-021
COUNCILLORS: James O'Hara**

**DATE RECEIVED BY COUNCIL: 07/11/17
REFERRED TO: O&A
FOR COUNCIL VOTE:**

ORDERED that the Gloucester Code of Ordinances Chapter 4 "Animals" Article I "In General" be **AMENDED** by **ADDING** Sec. 4-3 as follows:

Any festival, carnival, fair, or assembly of any kind shall not give away, award any animal, fish, living creature of any kind without prior approval of the City;

Secs. 4-4 - 4-14. - Reserved.

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

James O'Hara
Councillor at Large