

**Ordinance & Administration Standing Committee**  
**Monday, September 21, 2020 – 6:00 p.m.**  
**-Minutes-**  
**Special Remote Meeting**

**Present: Chair Sean Nolan, Vice Chair Steve LeBlanc, Member Councilor O'Hara**

**Absent: None**

**Also Present: Mayor, Sefatia Romeo Theken; City Clerk, Joanne M. Senos; Acting CAO Vanessa Krawczyk; Acting HR Director Holly Dougwillo; Councilor Jen Holmgren**

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

**Chairman Nolan** stated, "This meeting is recorded by video and audio in accordance with state open meeting law. Consistent with the Governor's orders, suspending certain provisions of the open meeting law and banning gatherings of more than 25 people, this meeting will be conducted by remote participation. The public may not physically attend this meeting but every effort will be made to allow the public to view and listen to the meeting in real time. Persons who wish to do so are invited to view the meeting and you have the information that was on the posting. If you are calling in on a phone, you can press \*9 to request to speak. If you're watching on a computer a device, there is a raised hand button that you can tap or press to request to speak. Please use either these options to be recognized to speak."

**1. Management Appointment**

**HR Director**

**Holly Dougwillo (fulfilling an unexpired term)**

**TTE 2/14/21**

**Summary of Discussion: Ms. Dougwillo** has worked for the City of Gloucester for 26 years, 23 of which have been in the Human Resources Department. The **Mayor** appointed her to fill in as Interim Director in June 2020 when Donna Leete retired. She began as an HR Assistant for three years, was promoted and worked as the Worker's Compensation & Benefits Agent for 16 years, and has previously worked as the Assistant H.R. Director for the past four years.

The **Mayor** endorsed **Ms. Dougwillo**. She explained that she started working at Addison Gilbert Hospital in 1997, and during the 20 years that she worked there, and their employment at City Hall, she has worked closely with her to do whatever is best for the citizens, employees, and taxpayers of Gloucester. That included navigating health insurance, negotiating contracts and reimbursements, Worker's Compensation, OSHA, and Group Insurance Commission.

They share an understanding of Human Services, and want everyone to be able to go to the HR office and feel comfortable talking about anything, and make sure that everyone knows about the opportunities and resources available to them. The **Mayor** expressed that **Ms. Dougwillo** has the experience and strength to provide accountability when necessary, while also being approachable and accommodating. She believes that **Ms. Dougwillo** is long overdue for this promotion, that she had the opportunity to advance before now, but was waiting for the right place and time, which the **Mayor** can relate to. She also credited her for reinstating the Human Rights Commission. She believes this is the right position for her, and that she is an asset to the city.

**Acting CAO Vanessa Krawczyk** elaborated on the **Mayor's** endorsement, that **Ms. Dougwillo** is a committed City of Gloucester employee who has worked there for more than 25 years. She has a diverse background that would benefit the city greatly. She has worked in all of the major HR disciplines: recruitment, human resource management, employee relations, occupational safety, health benefits, and worker's compensation. She mentioned that there is a lot happening in the city right now, and it is

comforting to know that the city has the HR foundation that it needs. She shared that she has personally relied on **Ms. Dougwillo** since becoming the Interim CAO, and she is a consummate professional and trusted employee who will do great in this role, so the **Mayor's** office is happy to submit her for consideration for full appointment.

**Council President Steve LeBlanc** congratulated **Ms. Dougwillo**, who he has known for many years, and stated that he is happy that the **Mayor** is hiring from within. He believes this is a great fit, her appointment has his full support, and he is looking forward to working with her in this new role. He also told her that she could contact the City Council if she ever needed any assistance.

**Councilor James O'Hara** thanked her for her years of service to the city, everyone appreciates it, and wished her the best of luck.

**Chairman Sean Nolan** commented that she has always been a positive influence in the office that she clearly enjoys her job even though it can be tough and thankless at times because there are rules that need to be followed, but that is what keeps people doing their job properly. He mentioned that Donna Leete did a good job up to her retirement, and he believes that **Ms. Dougwillo** will make a wonderful HR Director.

**COMMITTEE RECOMMENDATION: On a motion by Councilor LeBlanc, seconded by Councilor O'Hara, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed to recommend that the City Council appoint Holly Dougwillo as HR Director (fulfilling an unexpired term) TTE 02/14/21.**

**2. CC#2020-011(Holmgren) : Ordered that the City Council, based on a Traffic Commission Speed Study, petition the MassDOT to reduce the speed limit on Nashua Avenue to 15 MPH (To Be Withdrawn)**

**Summary of Discussion: Councilor Holmgren** explained that after some discussion with the neighborhood, she has decided to withdraw this order. She thanked **Council President LeBlanc, Councilor Gilman, Traffic Commission Chair Bob Ryan, Police Chief Ed Conley, City Clerk Joanne M. Senos**, and the neighborhood for their assistance with this matter.

**COMMITTEE RECOMMENDATION: On a motion by Councilor LeBlanc, seconded by Council Nolan, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed, to permit the withdrawal of CC2020-011(Holmgren): request that the City Council, based on the Traffic Commission Speed Study, petition the MassDOT to reduce the speed limit on Nashua Avenue to 15 MPH.**

**A motion was moved by Councilor LeBlanc, seconded by Councilor Nolan, and by ROLL CALL vote the meeting was adjourned at 6:13 p.m.**

**Respectfully submitted,  
Brianna Komi,  
Administrative Support  
City Clerk's Office**