

Ordinance & Administration Standing Committee  
Monday, November 16, 2020 – 6:00 p.m.  
-Minutes-  
Remote Meeting

**Present: Chair, Councilor Sean Nolan; Member, Councilor James O’Hara; Councilor John McCarthy**

**Absent: Vice Chair, Councilor Steve LeBlanc**

**Also Present: Mayor, Sefatia Romeo Theken; City Clerk, Joanne M. Senos; Acting CAO Vanessa Krawczyk; HR Director Holly Dougwillo, Assistant Harbormaster, Chad Johnson**

**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 10 people, this meeting will be conducted by remote participation to the greatest extent possible. 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. New Appointments:**

***Management Appointment***

**Ryan Knowles** TTE 2/14/21 IT Director (*fulfilling an unexpired term*)

**Summary of Discussion: Ryan Knowles** introduced himself, and shared that although he moved to Gloucester in May from Beverly, he loved living here. In what he described as his post-academic life, he has developed interests in both Information Technology and Operations management. He felt that this IT Director position had been adequately described, and provided a nice blend of those two fields. He has experience working in municipal government in Portland, Maine; Providence, Rhode Island; Lynnfield, MA, and Virginia Beach. He stated that he enjoyed the interview process, and felt that it was thoroughly transparent. He enjoyed having challenges being something that can be improved on every time they occur rather than being punitive situations. He stated he would be happy to respond if anyone had any questions or comments.

**Councilor O’Hara** congratulated **Mr. Knowles**. He commended his wealth of education. He said that by coming to Gloucester, he could do great things for the constituents, particularly with the state of the virus and online access since they are looking to gain as much information as possible from the City website, and to participate in Zoom meetings. He stated that he had received a few constituent complaints, so any work that could be done to improve the ease of access would be appreciated since City employees work for the taxpayers and citizens. He thanked him, and stated that he supported his appointment this evening.

**Councilor McCarthy** mentioned that he had read **Mr. Knowles’** resume, and it was clear that he had spent a lot of time in school. He welcomed him, and stated that he was sure that he would not have any problems finding his way around.

**Mayor Romeo Theken** stated that she was pleased to introduce **Ryan Knowles** in confirmation as **Director of Information Systems** for the city of Gloucester. The position had been vacated in May, and it had been very difficult since the Director's primary responsibility was to oversee and streamline operations of the information services department, as well as provide hands-on management, so everyone was looking forward to **Mr. Knowles** starting in that position. She explained that the screening committee was comprised of 6 members from the City management team, and several rounds of interviews had been conducted, until it was narrowed down to 3 applicants who were recommended to her. **Mayor Romeo Theken, Acting CAO Vanessa Krawczyk, and HR Director Holly Dougwillo** had conducted the last interview, and **Mr. Knowles'** background experience and professionalism made him the best choice. She mentioned that she looked forward to working with him after his appointment during the **November 24, 2020** City Council meeting, where she would introduce him to the City Councilors before the vote is conducted. She thanked everyone who had assisted in the hiring process, and stressed the importance of clear, accessible communication and technology, especially during the pandemic where more people are home attending Zoom meetings and conducting searches to locate information. She told him that the team he will be working with are very good, helpful, and hands-on.

The **Acting CAO** clarified for **Mayor Romeo Theken** that if **Mr. Knowles** is confirmed by the City Council during their next meeting, a 90-Day appointment would not be necessary since his start date would be November 30<sup>th</sup>.

**Mayor Romeo Theken** thanked **Councilor O'Hara** for mentioning the difficulties his constituents had experienced, and told **Mr. Knowles** that she was sure **Councilor O'Hara** would discuss them with him. She also thanked **Chairman Nolan** for being given the opportunity to speak, and those in attendance at the meeting.

**Ms. Dougwillo** stated that she also looked forward to working with **Mr. Knowles**. There had been a great interview process, and he had certainly come out on top shining. She also thanked Interim IT Director Vicky Stringfellow, who had done a wonderful job during the time that the position had been vacant.

**Chairman Nolan** was impressed that **Mr. Knowles** had been able to turn a philosophy degree into something that he found as desirable as Information Technology. He said he believed he was going to be a great fit for the City, and looked forward to working with him as well.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Nolan, seconded by Councilor O'Hara, the Ordinances & Administration Standing Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend the City Council appoint Ryan Knowles to the position of IT Director, TTE 2/14/21.**

*Committee Appointment*

**Lucas Cotterman (fulfilling an unexpired term) TTE 2/14/21**

**Gloucester Cultural Council**

**Summary of Discussion:** **Lucas Cotterman** thanked everyone for carrying on with this the way they have. As someone who attended many Zoom meetings himself, he acknowledged that it was not easy. He shared that was a California native who has resided in Gloucester for about 4 years because his wife Caroline had been born and raised here. He had been involved in the arts his entire life, as a writer, photographer, and lighting designer, and he and his wife had owned Dogtown Books for the past two years. He said that they really wanted to become involved with Gloucester's culture and community of Gloucester since he felt that it an incredible city.

He explained that they had outgrown the event space they had used, and began using the Movement Arts Gloucester Massachusetts (MAGMA) ballroom, and ended up co-sponsoring a few events with the

Gloucester Cultural Council, which he was unaware existed. Cultural Council member Elizabeth Neumeier came into Dogtown Books about a week later, and they had talked and exchange ideas. He had never realized that the council was involved with the Cape Ann Symphony Orchestra, the museum, the writer's center, and MAGMA. He had felt immediately energized, and had attended one in-person meeting before the pandemic, and another one via Zoom. He believed that the Cultural Council has enormous growth potential to reach youth, as well as the under-privileged, or those who currently lacked access. He expressed excitement to be able to be part of a group that sponsored arts from the ground up.

**Councilor O'Hara** thanked **Mr. Cotterman** for stepping forward. He commented with his background, he believed he would be a great fit for the Cultural Council.

**Councilor McCarthy** thanked **Mr. Cotterman** for volunteering, and commented that he had read his resume'. He informed him that the Cultural Council is designed by statute that was attached in the packet for tonight's meeting available on the City website if **Mr. Cotterman** wanted to read it.

**Chairman Nolan** thanked **Mr. Cotterman** for moving to Gloucester. He mentioned the fact that **Mr. Cotterman** previously provided lighting design for ESPN boxing events for 4 years, which he found to be interesting and varied.

When **Chairman Nolan** asked, **Mr. Cotterman** informed him that he had completed his online test, but had not yet been sworn in. The **City Clerk** explained that if he was comfortable visiting City Hall and the City Clerk's office, he could be sworn in prior to the City Council meeting.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Nolan, seconded by Councilor O'Hara, the Ordinances & Administration Standing Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend the City Council appoint Lucas Cotterman to the Gloucester Cultural Council, TTE 2/14/21.**

**2. CC#2020-013 (Nolan): Amendments to GCO Ch. 10 "Waterways Administration", Article V "Other Waterway Regulations", Sec. 10-87 "Harbormaster Patrol Details"**

**Summary of Discussion: Assistant Harbormaster Chad Johnson** thanked the committee for the invitation to attend. He explained that about 2 years ago, this was entered into the ordinance since the office had started to receive a lot of detail requests, when they had not been done prior to that. When the MBTA bridge project began, a Coast Guard regulation was enacted that stated that any time a federal channel (such as the Annisquam River) was going to be blocked for any type of maintenance that a detail would be required. The Coast Guard regulation stated that the Harbormaster shall be in charge of the detail. He elaborated that it does not say that the detail has to be done by the Harbormaster, just that that office would be in charge of organizing the detail. So the ordinance that Harbormaster T.J. Ciarametaro has put through because was in response to what the Ordinances & Administration had edited, and those edits have been agreed upon by the Harbormaster.

**Chairman Nolan** shared that this had been formed when the Harbormaster had requested the ability to be able to pay for a detail performed by that office for work that could not or should not be filled by the police department. Through the organization of **General Counsel Chip Payson, HR Director Holly Dougwillo**, the police chief, and **Mayor Romeo Theken's** office, different criteria was reviewed so the best solution could be determined that would not influence or deter any type of contractual obligations to workers in the police department. He believed that the language being put forward tonight was something that would work for both the Harbormaster and Police Chief Ed Conley.

**Councilor O'Hara** thanked **Chairman Nolan** and the Harbormaster's office for their efforts.

**Chairman Nolan** stated that he was interested to hear **Councilor McCarthy's** input since he had experience with the sea and law enforcement. **Councilor McCarthy** felt that it was an improvement on the existing ordinance. It addressed any of the issues that the CBA may have brought up, and that it was a collaboration between the Harbormaster and Police Chief to manage the water details. He commented that a lot of the wording had been removed, which allowed flexibility for the fees that constantly changed. **Councilor McCarthy** had spoken with Police Chief Ed Conley, who had read and had no objection to the amendment. He shared that details are not requested often, but it was good to have in place when needed.

**Chairman Nolan** thanked **Councilors McCarthy** and **O'Hara**, and said that he believed this was a step up from what existed before, and provided more harmony in terms of what the City was looking to do with legal language. He thought it was well-vetted, met the needs of the police department and the Harbormaster's office, and the ability for both agencies to bill for the usage of their boats, patrol personnel, and things that need to go forward.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Nolan, seconded by Councilor O'Hara, the Ordinance and Administration Standing Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend to the City Council to AMEND GCO Chapter 10 "Waterways Administration", Article V "Other Waterway Regulations", Section 10-87 "Harbormaster Patrol Details" as follows:**

**(a) The Harbormaster shall have the authority to conduct and manage all details on the water in coordination with the Chief of Police.**

**(b) Said water details shall be required for all marine events such as but not limited to, bridge construction, movie or commercial work, construction of waterfront property, and marine permitted events requiring a safety/security boat.**

**(c) The Harbormaster shall select the Harbormaster personnel to serve on each said water detail and each said detail, to the extent possible, shall be filled by a member of the police department consistent with the terms of the appropriate collective bargaining agreement, charge a fee of \$105.00 per hour for the use of a vessel and two Assistant Harbormasters during daytime hours (6:00 a.m.—8:00 p.m.) and a fee of \$145.00/hr. for nighttime hours (8:00 p.m.—6:00 a.m.). In the event that supervisors are required, the Harbormaster shall charge a fee of \$125.00/hr. during daylight hours and \$175.00/hr. for nighttime hours.**

**(d) The hourly rates for said water details shall be established by the Harbormaster in consultation with the Mayor's office for the Harbormaster's staff and shall be established by the terms of the appropriate collective bargaining agreement for the members of the police department. Further, said rates shall be furnished upon request.**

**3. CC#2020-014 (Nolan): Request that the State Legislators file a Home Rule petition regarding raising parking fines pursuant to Sec. 20A ½ of Chapter 90 of the General Laws**

**Summary of Discussion: Councilor McCarthy** stated that he knew fines up to \$150 were allowed, but he knew by their previous discussion that meter violations would not be charged that amount. He asked **Chairman Nolan** who would establish the different violations and fees, would it be the City Council, or would it be brought to City Council after being reviewed by a subcommittee?

**Chairman Nolan** responded that the wording created confusion because it said "up to". He explained that the effectiveness that the Ordinances & Administration Committee sought was to make all parking violations a \$100 fine, with the exclusion of meter violations (which would be a smaller violation for

overage), and he believed that handicapped parking meter violations would be set at \$175. He stated that it was in the actual verbiage of “up to” that those exclusions could be added. He thought that it should be written in the way that it had come up, and that a final draft of the verbiage should be created before it was sent before the full City Council since it was not a time-sensitive matter. He clarified that this matter had been brought to the committee’s attention due to seasonal parking issues that had occurred, and that the intention was not to charge people expensive parking fines for meter violations, but to be punitive to those who broke the law by parking in illegal spots.

He suggested that this matter should appear before Ordinances & Administration again at the next meeting scheduled for **Monday, November 30, 2020**

**Councilor McCarthy** agreed, and shared that it was his experience that there were about 20 different violations included in the parking ordinance, so he did not know whether each one should be looked at and assigned a specific dollar amount for each fine, because they were currently segregated into different amounts of money. He was not sure if further action needed to be taken because they were all covered by saying that they would be up to \$150. He did not know if there was another ordinance that listed the fine amounts for different violations.

**Chairman Nolan** mentioned that he had verified with **General Counsel Chip Payson** today that the fines did go up to \$150, and after his conversation with Attorney Payson, he thought that it was the special event parking enforcement and summer parking that needed to be reviewed. He believed that more preparation was needed before a Home Rule petition was submitted to the state, and consulted with the **City Clerk** to determine the correct way to proceed. She recommended that the matter be continued until the November 30th meeting, which would allow for further discussion with and clarification from the General Counsel. She then explained that if the matter went forward after the November 30<sup>th</sup> meeting, then it would be placed on the agenda for the last scheduled City Council meeting of the year on **Tuesday, December 8, 2020.**

If approved by the City Council, it would be submitted to the state legislators by the **City Clerk**. She informed **Chairman Nolan** that a vote could be taken if he wanted to have the consensus of the committee to continue the matter until November 30th.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Nolan, seconded by Councilor O’Hara, the Ordinance and Administration Standing Committee voted by ROLL CALL 3 in favor, 0 opposed, to continue CC#2020-014 (Nolan): Request that the State Legislators file a Home Rule petition regarding raising parking fines pursuant to Sec. 20A ½ of Chapter 90 of the General Laws until November 30, 2020.**

**Councilors O’Hara and McCarthy** agreed, and **Chairman Nolan** thanked **Councilor McCarthy** for his input, and stated that he planned on having a further discussion with him since he believed that **Councilor McCarthy’s** vast knowledge of this matter would positively impact make a big difference in how it proceeded to the state.

**Councilor McCarthy** asked the **City Clerk** if she knew how the fines were currently set since there were different blocks of them. She said that she did not know how the fines were set, but when the meters were redone with the parking kiosk, the ordinance on all the meters and fines were supposed to be reviewed, however, she had been excluded from that conversation due to the election. She recommended that the **Acting CAO** be consulted to see if this matter would be part of the overhaul of the parking meter ordinances.

The new parking meters are scheduled to be installed. **Ms. Krawczyk** stated that due to the pandemic, a recommendation to change the rates has not been made yet, but is something that could be reviewed. The current rates would be applied to the meters until they are able to be adjusted in 2021. The **City Clerk** offered to locate the ordinance section regarding the fines and forward it to the members of the Ordinances & Administration Committee before the next meeting. **Chairman Nolan** thanked the **City Clerk**, and stated that he would like to make the language more transparent and easy to understand so that people knew what to expect.

**4. CC#2020-015 (Nolan): Amend GCO Ch. 22 “Traffic and Motor Vehicles”, Article VI “Traffic Schedules”, Sec. 22-270.1 “Resident Parking Only” by ADDING Fenley Road and Cedarwood Road**

**Summary of Discussion:** **Chairman Nolan** explained that he would like to change the time period from May 1st through September 15th to keep it in consistent with other Resident Only and seasonal parking signs. The **City Clerk** stated that since there would be an addition to the ordinance, a public hearing for this matter would be held on **Tuesday, December 8, 2020**.

**Chairman Nolan** wanted to make everyone aware of the fact that the Ordinances & Administration Committee has a list of requested changes to street signs, and the petition for this one was received prior to the pandemic, so he was trying to move it forward as soon as possible.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Nolan, seconded by Councilor O’Hara, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend to the City Council to Amend GCO Ch. 22 “Traffic and Motor Vehicles”, Article VI “Traffic Schedules”, Sec. 22-270.1 “Resident Parking Only” by ADDING as follows:

**Fenley Road from May 1 – September 15 only.**

**Cedarwood Road from May 1 – September 15 only.**

**MOTION:** On a motion by Councilor Nolan, seconded by Councilor O’Hara, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed, to adjourn the meeting at 6:35 p.m.

Respectfully submitted,  
Brianna Komi,  
Administrative Support  
City Clerk’s Office