

Special Ordinances & Administration Committee
Remote Meeting
Tuesday, January 19, 2021 – 6:00 p.m.
-Minutes-

Present: Chair, Councilor Sean Nolan; Vice Chair, Councilor Steven LeBlanc; Councilor O’Hara
Absent: None.

Also Present: Mayor Sefatia Theken; Councilor Gilman; Councilor McCarthy; Nicole Kieser; Vanessa Krawczyk

Holly Dougwillo; Michael Hale, Adam Curcuru; Chip Payson, William Sanborn, Gary Johnstone; Ryan Knowles,
Joanne Senos

The meeting was called to order at 6:00 p.m. There was a quorum of the City Council.

Chairperson Nolan announced 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.

Additionally, all votes taken by the Committee during this and future remote meetings will be by roll call vote.

If you are calling in on a phone you can press Star 9 (*9) to request to speak. If you are watching on a computer or device there is a “raise hand” button that you can tap or press to request to speak. Please use either of these options to be recognized to speak.

1. ***Appointments & Reappointments***

Management Appointment:

Chief Administrative Officer Nicole Kieser TTE 2/14/23 (TBC 03/15/21)

Mayor Theken asked to continue this appointment because she wanted Ms. Kieser first meet her staff, councilors and wanted to let everyone know who she is.

This matter is continued to March 15, 2021.

Management Reappointments:

Director of Veterans Services	Adam Curcuru	TTE 2/14/23
Human Resources Director	Holly Dougwillo	TTE 2/14/23
DPW Director	Michael Hale	TTE 2/14/23
Information Services Director	Ryan Knowles	TTE 2/14/23
General Counsel	Charles Payson	TTE 2/14/23
Inspector of Buildings	William Sanborn	TTE 2/14/23
Assessor	Gary Johnstone	TTE 2/14/24

Mayor Theken voiced her support for the management reappointments of Adam Curcuru, Holly Dougwillo, Michael Hale, Ryan Knowles, Charles Payson, William Sanborn and Gary Johnsonsone, She gave a brief overview of their accomplishments and told them that she was proud and honored to have them on her team. She hoped that Committee would reappoint her staff until 2023.

Director of Veterans Services

Adam Curcuru

TTE 2/14/23

Mr. Curcuru conveyed to the Committee that he continues to love his job. It has been difficult year during the pandemic but he is grateful that he is here for the communities they have. He is willing and able help those individuals in those communications. **Councilor Nolan** thanked Mr. Curcuru for a great job he is doing.

Councilor LeBlanc made a blank statement for all the reappointments so that way they can try to get through everyone efficiently. He is blessed to have a working relationship with every single person that is being reappointed. He is looking forward along with the administration to working with them this year. As the Mayor said, they have a great team and that goes with city council reaching out to city staff to make sure their constituent's needs are met with their requests. He acknowledged the appointees for doing a great job. He said everyone bends over backwards for each of them, and he really appreciates everything they do for them every single day. He thanked the reappointees for making his job pleasant and easier. **Councilor Nolan** added that he felt the same way about everybody on the list tonight. Every one of them has done something to touch this community and make it better for what they do. They do have a strong team. Ryan Knowles is new, but from his updates on his e-mails and what he's doing in IT, he thought that everything is going well. He thanked them all. **Councilor O'Hara** thanked Mr. Curcuru. He said that it has been a difficult year, but he managed to continue to help the men and women of our armed forces. They truly appreciate that and the city appreciates it.

COMMITTEE RECOMMENDATION: On a motion by Councilor LeBlanc, seconded by Councilor O'Hara, the Ordinances and Administration Committee voted by Roll Call 3 in favor, 0 opposed to recommend that the City Council reappoint Adam Curcuru as Director of Veteran Services, TTE 02/14/23.

Human Resources Director

Holly Dougwillo

TTE 2/14/23

Ms. Dougwillo conveyed to the Committee that things are going well considering what they have been through the last couple of months. They are all new in her office in their roles and there are three of them. They are really moving right along, keeping things afloat, and learning day by day. She loved working with the council and thanked them. The Committee thanked Ms. Dougwillo.

COMMITTEE RECOMMENDATION: On a motion by Councilor LeBlanc, seconded by Councilor O'Hara, the Ordinances and Administration Committee voted by Roll Call 3 in favor, 0 opposed to recommend that the City Council reappoint Holly Dougwillo as Human Resources Director, TTE 02/14/23.

DPW Director

Michael Hale

TTE 2/14/23

Mr. Hale conveyed to the Committee the feeling of gratitude being appointed again is an opportunity that he never takes for granted. He is in his twenty-second year with the city. It is an incredibly challenging position at Public Works. This year has been it's been a struggle for all of them. They felt that they have not left the campus since the pandemic began. They have had a lot of productivity this year. He sees a lot of opportunities for his department growing in the upcoming couple of years. Looking forward to it if given the opportunity. **Councilor O'Hara** commented that Mr. Hale had an absolutely thankless job. He is being torn in all directions but with a limited budget he seemed to keep the city going and managed to get through the pandemic. He commended Mr. Hale and his entire department for doing a tremendous job. He told Mr. Hale to let them know what they can do to improve the relationship to make his life and his department easier, and thanked him.

Councilor LeBlanc told Mr. Hale that he has been watching other town selectmen and council meetings, and they are blessed to have him. His levelheadedness, to the point and having a good relationship with all of them telling them what they can or cannot do makes their job easier. They appreciate his levelheadedness and honesty. As he stated, these other cities and towns around them have their hands full in what they are doing. He is happy Mr. Hale is at the reins as DPW Director and supports him one hundred percent. Mr. Hale thanked Councilor LeBlanc and his comments meant a lot coming from him. **Councilor Nolan** told Mr. Hale that it is not a thankless job. He thanks him all the time for considering the people his ward, There are a lot of things he has learned from him over the years. One of them is the quote that he said about a quick band-aid. If you can't do anything about it and it's not really a serious problem, you just pull it off. He lets them know up front. A lot of times he has had issues in the past with neighbors talking about different discussions. Once they find out the truth that it is not really a city issue, they find a way to remedy themselves. Some of the best advice he has gotten as a councilor is owed to him. He thanked Mr. Hale for everything he does for the city.

COMMITTEE RECOMMENDATION: On a motion by Councilor LeBlanc, seconded by Councilor Nolan, the Ordinances and Administration Committee voted by Roll Call 3 in favor, 0 opposed to recommend that the City Council reappoint Michael Hale as Public Works Director, TTE 02/14/23.

Information Services Director

Ryan Knowles

TTE 2/14/23

Councilor LeBlanc commented that Mr. Knowles is doing a great job. **Councilor O'Hara** added that he is looking forward to his service to the city, wished him well going forward and supported his reappointment. **Councilor Nolan** told Mr. Knowles that he is new to the guest of characters they have here tonight, and he will be a great asset to the team.

COMMITTEE RECOMMENDATION: On a motion by Councilor LeBlanc, seconded by Councilor O'Hara, the Ordinances and Administration Committee voted by Roll Call 3 in favor, 0 opposed to recommend that the City Council reappoint Ryan Knowles as Information Services Director, TTE 02/14/23.

General Counsel

Charles Payson

TTE 2/14/23

Councilor LeBlanc conveyed to Mr. Payson that he appreciated everything that he has done for him and was glad that they get to work together every day. He appreciated his guidance and helping each other which Councilor LeBlanc said made him feel part of the team. He would support his reappointment. **Councilor O'Hara** thanked Mr. Payson for his service to the city where they have had some very difficult decisions as a city council to which his guidance was obviously very much needed. They cannot always agree and decisions are not always clear, right or wrong. He has to be the voice of the legal system, appreciated it and to continue the good work. **Councilor Nolan** conveyed to Mr. Payson that he was the best counselor that he ever worked with. There have been a lot of times they talked about a lot of city issues and a lot of the law that they were looking to do and upkeep maintain or change to update. He has always been there for him, appreciated it and supports his reappointment one hundred percent.

COMMITTEE RECOMMENDATION: On a motion by Councilor LeBlanc, seconded by Councilor O'Hara, the Ordinances and Administration Committee voted by Roll Call 3 in favor, 0 opposed to recommend that the City Council reappoint as Charles Payson as General Counsel, TTE 02/14/23.

Inspector of Buildings

William Sanborn

TTE 2/14/23

Councilor O'Hara thanked Mr. Sanborn for his service to the city. He commented that he also had a difficult and busy job dealing with everything in inspectional services through COVID. He is sure that it has not been easy as people continue to have need, whether through necessity or through convenience. He wished him well going forward. **Councilor LeBlanc** echoed everything Councilor O'Hara said. He appreciated their working relationship over the years and always with a very prompt call back. They try to figure out solutions instead of creating problems. He is looking forward to working with Mr. Sanborn this coming year. **Councilor Nolan** conveyed to Mr. Sanborn that over the years one of the things that was brought to his attention a lot when he was running was issues with ordinances, fines and definitions of what would happen if someone did something wrong. He learned that he is very receptive in that in your approach to people to find harmony and a solution to a problem before it becomes a larger problem, and thanked him for that. He has a job that is very tough and it is not as simple as driving by and seeing something wrong as much as understanding the public, the dynamics of Gloucester and he does a great job in that. He will be supporting his reappointment.

COMMITTEE RECOMMENDATION: On a motion by Councilor LeBlanc, seconded by Councilor O'Hara, the Ordinances and Administration Committee voted by Roll Call 3 in favor, 0 opposed to recommend that the City Council reappoint William Sanborn as Inspector of Buildings, TTE 02/14/23.

Assessor

Gary Johnstone

TTE 2/14/24

Councilor LeBlanc conveyed to Mr. Johnstone that it is a pleasure going to the Assessor Office and talking to him and the other Assessors, and it makes him feel like he is part of the team. The Assessor's Office is a great asset to the city. **Councilor O'Hara** thanked Mr. Johnstone and his department for continuing to provide great service. He wished him the best going forward. **Councilor Nolan** added that one of the best things they have in the city is the Assessor's Office. They work as a team. It is a tough job for a lot of people to understand the economics, how things work financially and how things are assessed. He never has anyone call him and tell him that they have had a conversation or were misled by the department, and he thanked him and Nancy Papows for that. He would be supporting his reappointment. **Mr. Johnstone** added that he has been with the city twenty-one years, but Ms. Papows has been there a lot longer than that. He mentioned the office staff and their years of service with the city. He is amazed that that many people working together for such a long time are dedicated and talented and nice to have them working with him as well.

COMMITTEE RECOMMENDATION: On a motion by Councilor LeBlanc, seconded by Councilor O'Hara, the Ordinances and Administration Committee voted by Roll Call 3 in favor, 0 opposed to recommend that the City Council reappoint as Assessor, TTE 02/14/24.

Councilor LeBlanc stated before they go onto the Boards, Committees and Commission, he wanted to let the new appointees understand that the Boards, Committees and Commission fall under the purview of the Mayor's Office. It is great that these boards, committees and commissions can work independently, but when it comes down to it if there are any big decisions that come before them, it would be a really good idea to reach out to the Mayor's Office for some guidance or to see what the Mayor's Office thinks before moving forward. It could be for possible grants, land or open space that they typically would do without the Mayor's consent. Anything that is a major project or has to do with city-owned land should definitely go through the Mayor's Office for approval. Over the years, it has kind of gone away from this practice and the boards, committees and commissions are acting independently without the consent of the Mayor's Office. He wanted to start putting this information into the pockets of the appointees before they start moving forward throughout the year. He told the appointees to speak up at the meetings and suggest to the Chair that a major matter should be run by the Mayor's Office for approval. He wanted to make sure that they connect every once in a while and suggested that the Mayor's Office do the same for an update to make sure that everything is running in a good system rather than independently without the consent of the Mayor's Office.

Boards, Committees & Commissions Appointments:

City-Owned Cemeteries Advisory Committee Maureen Vallis TTE 2/14/24

Councilor LeBlanc advised the Committee that Maureen Vallis has withdrawn her appointment to the City-Owned Cemeteries Advisory Committee.

COMMITTEE RECOMMENDATION: On a motion by Councilor LeBlanc, seconded by Councilor Nolan, the Ordinances and Administration Committee voted by ROLL CALL 3 in favor, 0 opposed to accept the withdrawal of the appointment of Maureen Vallis to the City-Owned Cemeteries Advisory Committee.

Community Preservation Committee Kerry McKenna TTE 2/14/24

Ms. McKenna conveyed to the Committee that she recently stopped working at the Chamber of Commerce and that has freed up a lot of her time, aside from the obvious with CPVID. This is something she always wanted to do is to give back to Gloucester since she had been here full time for almost nine years. Catherine Schlichte is a friend of hers, and she connected with her over the years about her involvement with the Community Preservation Committee. It was something she thought she would be interested in. They spoke and she is excited to go forward, help out and give back a little bit to Gloucester. She is a proponent of the act itself and is happy and proud of Gloucester for taking advantage of that. She acknowledged what Councilor LeBlanc was saying about working under the Mayor's Office and will make sure that she does her duty and to make sure they are doing things right. **Councilor LeBlanc** said he was going to support Ms. McKenna's appoint and couldn't think of a better person for this committee. He appreciated her stepping up and making sure that the CPA funds get distributed throughout the city to the right people, because everyone once in a while there is something that comes across the council that is marginal. **Councilor O'Hara thanked** Ms. McKenna for her interest in the committee and wished her the best. Councilor Nolan thanked her for everything that she has done, and asked if she met with the members of the committee regarding the start time of the meetings and was that going to affect her. Ms. McKenna replied she thinks she worked it out on her end but has not met with the members. **Councilor Nolan** inquired whether she took an ethics test and if she was sworn in. He advised her to get in touch with the City Clerk's Office to be sworn in. **The Mayor** added that Ms. McKenna has been a great help to the City's past participation that she had with the Chamber, Discover Gloucester, and Gloucester in general. She is familiar with the neighborhoods, the income, the guidelines that the city has and what people want. She is a great lover of open space, the outdoors and antiques. She wants to participate in helping the 400th anniversary and believes in our heritage. She is a great person, great fit and an asset to the city.

COMMITTEE RECOMMENDATION: On a motion by Councilor LeBlanc, seconded by Councilor O'Hara, the Ordinances and Administration Committee voted by Roll Call 3 in favor, 0 opposed to recommend that the City Council appoint Kerry McKenna to the Community Preservation Committee, TTE 2/14/24.

Gloucester Cultural Council Karen Koretsky (*fulfilling unexpired term*) TTE 2/14/22

Ms. Koretsky conveyed to the Committee that she is a new transplant moving here from Arlington in December 2019. She is a former art educator in Arlington and ran private studio where she taught classes to children and teens. She also served on the Cultural Council in Arlington for two terms where she was the recording secretary. She received three grants from the Cultural Council while she was there. One of them was a Gold Star Award, which is a prestigious award for usually only for eleven statewide programs. She understands the workings of a Cultural Council and is passionate about art and passionate about bringing culture into the community. She was

looking for a way to connect, contribute and this is sort of a great fit for her. Councilor LeBlanc said in his statement of what the commissions do, they make recommendations to the Mayor and City Council so it makes their job easier. They want to try to make her job easier. If she has any questions to help the Cultural Council be more efficient to reach out to any one of the nine councilors, and they will try to point you in the right direction. If she had any questions that she felt uncomfortable with around the city, she should definitely reach out to one of them. Their job is to help her, and the City Clerk has all of their contact information. Councilor LeBlanc added that some of the councilors have been around for awhile. He is in his tenth year and has quite a bit of institutional Knowledge of what goes on in the city and can help her. The volunteers are what helps make the city run, not only with the administrative appointments they appointed earlier, but also with the new appointees here too. **Councilor O'Hara** welcomed Ms. Koretsky to the city and to the Cultural Council. He added Gloucester certainly has different cultural aspects, and he is sure she will be a great addition. **Councilor Nolan** conveyed to Ms. Koretsky that they were absolutely ecstatic to have her. The fact that she started the Artisan Arts Council in Arlington is unbelievable. In Gloucester, they have no shortage of art and talented people in the way we're respected in our districts. The youth outreach with the children in the programs that she did in Arlington is key to what they are looking for in the city is key for what she could help them with. If she can make things happen in Arlington, where he didn't want to say that it's not Gloucester and Gloucester is beautiful, he thought that she could add to that and would be supporting her tonight. **Ms. Koretsky** said she was honored that Councilor Nolan took the time to read her resume so closely. She added that she has taken a part time job working for Action, Inc. in their Compass Program. Action has received some private funding to start not an art therapy but a creative expression program for the teens, which she is going to lead, and is dear to her heart in helping youth heal by using creative expression. **Councilor Nolan** commented that she is going to find that our administration and council is going to be one hundred percent behind her. They are here to help her, and reiterated what Council LeBlanc said to get their contact information. They are all in this together.

COMMITTEE RECOMMENDATION: On a motion by Councilor LeBlanc, seconded by Councilor O'Hara, the Ordinances and Administration Committee voted by Roll Call 3 in favor, 0 opposed to recommend that the City Council appoint Karen Koretsky (fulfilling the unexpired term) to the Gloucester Cultural Council, TTE 02/14/22.

Open Space & Recreation Committee

Mark Poulin (*fulfilling unexpired term*) TTE 2/14/23

Mr. Poulin conveyed to the Committee that he has been an employee at Applied Materials for thirty-two years and has been a resident for twenty-five years. This is where he raised his family and enjoyed all the open spaces. He served on the Little League Board. He felt that he can bring a sense of teamwork to these different organizations. One of the things they do at work all the time is design reviews and really try to understand requirements of jobs and things like that. There are a couple of issues right now in Gloucester, as we know, with the ballfields and the shooting range. It is things like that that they need to address and work as a team. Gloucester is a great place and it really ties together with these other groups, the Cultural Committee and the CPC, to a full city commitment to do the right thing. **Councilor LeBlanc** said he is looking forward to helping him, and if he needed any guidance, to reach out to any one of them. The Mayor always says that she has an open door policy and suggested he definitely reach out to the Mayor's office for any guidance, especially with this Open Space and Recreation Committee. This is a hot topic right now. It is a tough board to sit on and appreciated volunteering for this committee. **Councilor O'Hara** thanked Mr. Poulin for his interest in helping the city. He appreciated his thoughts in helping, as well as every other person who is on the city's boards and commissions, and wished him the best. **Councilor Nolan** thanked Mr. Poulin on working for saving our shores on the back shore. Along with his family, he was were very instrumental to that. It was a tough cause and there could have a legal situation that would have gone down a tunnel in that we didn't know what the state would have said. He applauded

him on all the work they have done. **Councilor Nolan** went on to say that Mr. Poulin has been involved in a lot of things with open space. He is obviously an avid walker and hiker and enjoys our environment. He heard him on the city council call last week about the firing range, and told him he could reach out to any one of them to talk about that. He thought he would be a great fit in that he is astute to what is going around him and that he cares about the community. **Councilor Nolan** looked forward to supporting him today.

COMMITTEE RECOMMENDATION: On a motion by Councilor LeBlanc, seconded by Councilor O'Hara, the Ordinances and Administration Committee voted by Roll Call 3 in favor, 0 opposed to recommend that the City Council appoint Mark Poulin (fulfilling an unexpired term) to the Open Space & Recreation Committee, TTE 02/14/23

A motion was made, seconded and voted by ROLL CALL to adjourn the meeting at 6:57 p.m.

Respectfully submitted,

Joanne M. Senos
City Clerk