

**Ordinances & Administration Committee**

Remote Meeting

Monday, May 3, 2021 – 6:00 p.m.

-Minutes-

**Present: Chair, Councilor Sean Nolan; Vice Chair, Councilor Steven LeBlanc; Councilor Jamie O’Hara**

**Other Councilors Present: Councilor Melissa Cox; Councilor Val Gilman; Councilor Jennifer Holmgren; Councilor John McCarthy**

**Also Present: Mayor Sefatia Romeo Theken; City Clerk, Joanne Senos; CAO, Nicole Kieser; General Counsel, Chip Payson; Assistant to CAO, Chris Sicuranza; DPW Director, Mike Hale; Clerk of Committees, Sherry Karvelas**

**The meeting was called to order at 6:02 p.m. There was a quorum of the City Council.**

*This meeting was conducted remotely through ZOOM  
All votes conducted by ROLL CALL*

**Chairman Nolan** announced consistent with the Governor's orders suspending certain provisions of the Open Meeting Law and banning certain gatherings such that an in person meeting of the Ordinances & Administration Standing Committees is not possible, 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 and participate when necessary. 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.

**Matters were taken out of order.**

**1. Boards, Commission and Committees New Appointments**

City-Owned Cemeteries Advisory Cmte Augustave M. Sabia, Jr (*fulfilling an unexpired term*) TTE 2/14/22

**Summary of Discussion:** Matter to be continued until May 17, 2021.

Gloucester Archives Committee

Beth Welin

TTE 2/14/24

**Summary of Discussion:** **Ms. Welin** stated she now works as the Director/Co-Curator of the Manchester Historical Museum, with a background working in the City Archives and formerly working on the Gloucester Adventure as the Education Program Director teaching about the City’s history and fishing history. She also stated she previously was a 5<sup>th</sup> grade elementary school teacher at St. Ann’s teaching American History. She stated she has spent greater than 20 years teaching Gloucester history and was very excited to be involved in that again.

**Councilors LeBlanc, O’Hara and Nolan** thanked Ms. Welin for her energy and dedication to the City. **Mayor Sefatia Romeo Theken** wished to thank Ms. Welin for her willingness to volunteer and also thanked **CAO, Nicole Kieser** for getting the word out to find quality candidates for the City’s boards and commissions.

**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 Beth Welin to the Gloucester Archives Committee, TTE 2/14/24.**

Gloucester Cultural Council

Arthur Thomas

TTE 2/14/24

**Summary of Discussion:** Mr. Thomas stated he first worked on a computer back in 1961 while in the Army and eventually went to school to become a professional programmer, project manager and stated he had done a variety of database work. He stated he was contacted by Elizabeth Neumeier of the Gloucester Cultural Council to see if he could help with their data management. Mr. Thomas stated the members of the Gloucester Cultural Council were very knowledgeable and he would like to help make their jobs easier with proper database management to easily search for and access information.

Councilors Nolan, LeBlanc and O'Hara thanked Mr. Thomas for volunteering.

**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 Arthur Thomas to the Gloucester Cultural Council, TTE 2/14/24.**

Historical Commission

Ralph Pisaturo

TTE 2/14/24

**Summary of Discussion:** Mr. Pisaturo stated the simple reason he would like to serve on the Historical Commission was that he cared. He stated the City was an amazing place and the history of the City needed to be preserved for the City's children and grandchildren. He stated he had a long career managing large IT projects and customer service, along with prior experience on different historical boards and commissions, including being the current President for the Lanes Cove Historical Association and wished to expand on that. He stated he wanted to apply some of his interest and energy into preserving the City.

Councilors Nolan, LeBlanc and O'Hara thanked Mr. Pisaturo for volunteering.

**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 Ralph Pisaturo to the Historical Commission, TTE 2/14/24.**

Open Space & Recreation Committee Liam Anastasia-Murphy

TTE 2/14/24

**Summary of Discussion:** Mr. Anastasia-Murphy stated he grew up in the City and graduated from Gloucester High School in 2008 and then went to school in Virginia where he realized his appreciation for where he grew up. He stated he would like to give back to the community that he gained so much from and the Open Space & Recreation Committee would be a great starting point.

Councilor LeBlanc and Councilor O'Hara thanked Mr. Anastasia-Murphy for his willingness to volunteer. Mayor Theken thanked Mr. Anastasia-Murphy and stated he received wonderful referrals. Councilor Nolan thanked Mr. Anastasia-Murphy for his enthusiasm and stated Mr. Anastasia-Murphy

was a hometown hero to many residents of the City with his many accolades he had received from running.

**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 Liam Anastasia-Murphy to the Open Space & Recreation Committee, TTE 2/14/24.**

Zoning Board of Appeals

James Gigliotti (alternate member)

TTE 2/14/24

**Summary of Discussion:** Mr. Gigliotti stated he was born and raised in the City and was currently employed in the building materials industry. He stated he previously worked on a project with **Councilors Nolan** and **O’Hara** which he very much enjoyed and wanted to volunteer and help advocate for residents with their projects and thought a nice first step would be the Zoning Board.

**Councilor LeBlanc** thanked Mr. Gigliotti for his willingness to serve. **Councilor O’Hara** thanked Mr. Gigliotti and stated that his area of expertise in construction would help serve the residents of the City on this important board. **Councilor Nolan** stated he had the privilege of working with Mr. Gigliotti on a couple of projects and that his experience in building would go a long way with the ZBA. **Mayor Theken** stated Mr. Gigliotti received the full support of the ZBA.

**Councilor LeBlanc** requested from the Administration an updated list of boards and commissions that needed volunteers. **Mayor Theken** stated the Administration had put a lot of work in updating the list and criteria associated with each board and commission to make sure the list of criteria was being followed moving forward. **Councilor LeBlanc** also wished to thank all of the members of the boards, committees and commissions in the City for volunteering their personal time to serve the City.

**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 James Gigliotti (alternate member) to the Zoning Board of Appeals, TTE 2/14/24.**

2. **CC#2021-002 (Cox/O’Hara): Amend GCO Ch. 21 “Streets, Sidewalks and Other Public Places,” Article V, “West Gloucester Firing Range”** (Cont. from 3/1/21, 3/15/21, 4/5/21)

**Summary of Discussion:** Matter to be withdrawn.

**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 to the City Council to accept the withdrawal of CC#2021-002 to amend GCO Ch. 21 “Streets, Sidewalks and Other Public Places,” Article V, “West Gloucester Firing Range”**

3. **CC#2021-004 (Cox/O’Hara/LeBlanc): Amend GCO Ch. 21, “Art. V – West Gloucester Firing Range”, Sec. 21-87 “-West Gloucester Firing Range” by DELETING “Art. V- West Gloucester Firing Range”, Sec. 21-87 “-West Gloucester Firing Range” in its entirety and ADDING “Article V. – Sec. 21-87 – Reserved.”**

**Summary of Discussion:** **Councilor Cox** stated the City Council still had not received a clear-cut explanation from Legal as to the exact reasons why the City would not be using the West Gloucester Firing Range other than the residents proved through Article 97 that it was an illegal use. She stated **Councilor**

**Gilman** also had previously requested a memo from Legal as to the reasons. **Councilor LeBlanc** stated he had a conversation with the **Mayor** and **Police Chief** where the Mayor wanted to cease and desist use, and Article 97 was not brought up in that discussion.

**Councilor LeBlanc** asked why another subsection “Article V. – Sec. 21-87 – Reserved.” was being added. **City Clerk, Joanne Senos** explained this ordinance was in the middle of the Code of Ordinances and if the City ever wanted to use that section again, the City can reserve it, so if a new ordinance applies to that section it can be used without adding new numbers.

**Councilor Gilman** reiterated her request from a previous City Council meeting that the Council receive an update from the City’s Legal Counsel in terms of the interpretation of Article 97 as it was a major component of the decision. **Mayor Theken** explained that years prior when she was a City Council member the criteria that the Police Department had to meet in order to use the West Gloucester Firing Range were too high so the range was never used again. **Mayor Theken** explained that the decision was made to not move forward with the firing range because there was confusion and a lot of unknown surrounding the firing range, and the residents of the City asked for the range to be stopped. She also explained that in three years the dam needed to be repaired which would stop any activity in that area.

**MOTION TO AMEND: 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 AMEND GCO Ch. 21, “Art. V – West Gloucester Firing Range” to ADD “to never be used as a firing range or shooting range again.”**

**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 amend GCO Ch. 21, “Art. V – West Gloucester Firing Range”, Sec. 21-87 “-West Gloucester Firing Range” by DELETING “Art. V – West Gloucester Firing Range”, Sec. 21-87 “-West Gloucester Firing Range” in its entirety and ADDING “Article V. – Sec. 21-87 – Reserved.” and ADDING “to never be used as a firing range or shooting range again.”**

The Public Hearing for this matter will be May 25, 2021.

**4. Memorandum from General Counsel re: proposed amendment to the Code of Ordinances re: closing the West Gloucester Firing Range**

**Summary of Discussion:** There was no discussion specific to this memo; no motion offered.

**5. CC#2021-005 (LeBlanc): Amend GCO Ch. 22, Art. VI “Traffic Schedules,” Sec. 22-280 “Fifteen-minute parking” by ADDING “Grove Street, westerly side, beginning at a point 20’ from its intersection with Washington Street in a northerly direction for a distance of 22”**

**Summary of Discussion:** **Councilor LeBlanc** stated the owner of Carl’s Cones on Washington Street had reached out to him regarding a 15-minute parking sign be placed on the Grove Street side of the building. He stated Carl’s Cones had installed a takeout window on the Grove Street side and cars have been parking on the curb up against the side of the building by the takeout window. **Councilor LeBlanc** stated he had reached out to the **DPW Director** to install a “no parking 20 feet from corner” sign and if this matter passed a “15-minute parking” sign would be added to the same pole. **Councilor LeBlanc** stated he let the owner of Carl’s Cones know that the 15-minute parking would also benefit the other surrounding businesses. **Councilors O’Hara** and **Nolan** stated they were in full support of measures to help small businesses.

The Public Hearing for this matter will be May 25, 2021.

**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 amend GCO Ch. 22, Art. VI "Traffic Schedules," Sec. 22-280 "Fifteen-minute parking" by ADDING "Grove Street, westerly side, beginning at a point 20' from its intersection with Washington Street in a northerly direction for a distance of 22'"**

**6. CC#2021-006 (Gilman/Cox/McCarthy/O'Hara/Memhard/LeBlanc): City of Gloucester Code of Conduct Resolution**

**Summary of Discussion:** Councilor Gilman stated she developed this Code of Conduct after attending a seminar in January 2020 from the Massachusetts Municipal Association (MMA), with a more recent webinar in March of 2021 giving her additional information. She stated this was a best practice example for elected officials, boards and commissions. She stated she worked to get best practices from some of the towns that had implemented Code of Conducts, mostly for elected officials, and used those as examples of best practices, but she stated she used the framework from the MMA best practice doctrine from 2020 that had been submitted. Councilor Gilman stated she received an email from the City's attorney on April 13, 2021 where he suggested that she "*consider amending this document to reflect a sense of the City Council--as is appropriate--and avoid any overreach into elected officials (which includes the mayor), the boards/commissions and the administration...a clear violation of the charter.*" Councilor Gilman stated she incorporated the comments made by the City's attorney into her resubmission amendment, which she had submitted to Councilor Nolan and the City Clerk, which would be a starting point moving forward.

Councilor LeBlanc stated the City Council had done three civility resolutions in about four or five years. He stated after reading the City Attorney's email and reading Linda Brayton's email to the City Council and the Gloucester Daily Times he did not feel comfortable moving this forward. He stated if it was just for the City Council he would understand, but if it was nonbinding for the boards and commissions he stated he did not understand the purpose. For those reasons, Councilor LeBlanc asked to withdraw his name from this order.

Councilor Cox stated she had not seen the amended version of the order but wanted to applaud Councilor Gilman's efforts. She stated the language that Councilor Gilman had added to the Civility Resolution made it more robust and there were valid points in Councilor Gilman's order.

Councilor Gilman reiterated she had done exactly what the City's Attorney had suggested, by deleting boards and commissions and deleted the Mayor being part of the overreach. She stated this was best practice for MMA throughout the whole Commonwealth and what MMA recommended. She stated she had worked hard on this matter and that it contained good data and worthy of further discussion. Councilor LeBlanc stated he was unaware of the amendments before withdrawing his name and asked in the future, for best practice, any amendments be sent to all Councilors supporting the order before the meeting.

Councilor Holmgren asked Councilor Gilman to clarify the difference between the Civility Resolution versus the Code of Conduct Resolution. Councilor Gilman stated the Civility Resolution was developed about 6 years ago with the help of the Mayor and the former Human Resources Director to make sure that the City's most vulnerable population was comforted and feeling secure about their safety in the community. She stated this doctrine was based on that premise. She stated the Code of Conduct that she has brought forward for elected officials for the City Council (without any overarching goals of including the Mayor or boards and commissions) was based more on the conduct of the City Councilors with each other and the public and how to treat people with civility and respect moving forward. She stated that she and Councilor Holmgren had spoken a few weeks ago about being able to do two doctrines in parallel.

**Councilor Nolan** asked to move this matter forward to the next O&A meeting so every councilor could see the amendments made by **Councilor Gilman**.

This matter will be continued until May 17, 2021.

**7. CC#2021-008 (Memhard/McCarthy/Nolan/Gilman): AMEND GCO Ch. 22, Sec. 22-270.1 “Resident Sticker Parking Only” (6:00 a.m. through 6:00 p.m. May 1<sup>st</sup> to September 15<sup>th</sup>), and Sec. 22-291 “Tow-away zones” regarding streets and roads throughout the city**

**Summary of Discussion:** **Councilor McCarthy** stated this was a collaborative effort that started last summer between the City Council, Mayor’s office and DPW. He stated the DPW erected temporary no-parking signage on streets throughout the City most affected. He stated neighborhoods were being used for everyday parking to avoid the beach fee and he believed the City was losing a lot of revenue. He stated this matter was brought to the Traffic Commission where the Chair help build a list of streets.

**Councilor Gilman** stated during the climax of last summer where parking was an issue **Councilors Memhard, McCarthy, Nolan, Gilman**, the **Police Chief** and **Chair of the Traffic Commission** came together to come up with the list of streets most affected. She stated in her particular ward she came up with a list that had the temporary signage that she requested be tow-away streets from May 1<sup>st</sup> through September 15<sup>th</sup>. She stated she brought this forward to her constituents at length with many community meetings and stated she felt there would be vigorous support from her ward.

**Councilor LeBlanc** stated there were 45 streets being added and he was concerned about residents on these streets not being able to host visitors at their home because the streets were resident-only parking. **Councilor O’Hara** stated he agreed with **Councilor LeBlanc’s** concerns and stated that this may not be a perfect solution, but for the benefit of the City’s residents something different needed to be tried.

**Councilor Gilman** stated the **City Clerk** researched Councilor Orders and votes years ago when the City Council first started naming these streets. She stated a suggested “work around” brought up previously was to let the guest/s park in the yard and the home’s occupants with the resident sticker would be parked on the street. **Councilor LeBlanc** suggested the possibility of providing official laminated placards to the residents of each affected street that could be put in the windshield of the vehicle to show it was legally parked if, for instance, a particular resident didn’t have a driveway or had a guest. **Councilor Gilman** suggested doing a Sunset Clause if the Council was tentative on the finality of this as a regular order. **Councilor LeBlanc** agreed with a Sunset Clause to work the bugs out for a year. **Councilor LeBlanc** wondered how many of the streets on the list were private streets and asked where the City stood on designating private roads as resident only. **Councilor McCarthy** stated many of the streets on the list were private roads with parking restrictions already in place for Saturdays, Sundays and holidays where residents already cannot park on the street on those days. **Councilor Nolan** stated most of the roads in his ward were surrounded by Stage Fort Park and were private roads with public access. He stated most of the residents in his ward on these streets were looking forward to this matter passing.

**Councilor Nolan** stated the cost of the signs and poles for these streets, to make this order legal and enforceable, was close to \$50,000. **CAO, Nicole Kieser** stated the funds for the signs could possibly come from the Cares Act. She stated the funding was not guaranteed, but it was appropriate to put forth the funding for these signs based on the fact this matter was coming forward based on the impact of visitors last summer and the anticipation of visitors this summer due to COVID. The **CAO** stated another possibility for the funds would be the stabilization fund.

**Mayor Theken** recommended O&A put this matter forward to Public Hearing so as not to lose any more time. She stated she expected the same volume of visitors to the City this summer as there were last

summer and if this gets pushed back to another meeting the signs would not be set up in time for this summer. She stated the time restrictions to be placed on the signs were crucial as well. **Councilor Gilman** stated if the Council delayed this matter anymore it would not be ready to go until the middle of July. She agreed with **Mayor Theken** to move the matter forward to Public Hearing but to have any questions answered in the meantime.

**Councilor Nolan** asked **DPW Director Mike Hale** if there were any streets on the list that he knew of any legal reason as to why it should not be on the list. The **DPW Director** stated all those streets have some sort of city service so there would not be an issue placing the signs on those streets; the issue would be timing. He stated it would take about four weeks just to receive the signs and then the time needed to erect them. He had originally allotted 300 hours in his first proposal, but now believed it would take longer for 45 streets. The **DPW Director** stated he did not have any temporary signs left in his inventory; the cost last summer for temporary signage was \$8,000. **Councilor Nolan** expressed his thanks and appreciation to the **DPW Director** and that the Council was working with the Mayor's office to find the funding for the signs and conveyed that the cost would not be covered by the DPW budget.

**Councilor LeBlanc** and **Mayor Theken** had a discussion regarding amending the motion with a Sunset Clause. **Mayor Theken** stated the funds should not be spent on signs if there was going to be a possibility that the signs would come down due to a Sunset Clause.

The Public Hearing for this matter will be May 25, 2021.

**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 amend GCO Ch. 22, Sec. 22-270.1 "Resident Sticker Parking Only" (6:00 a.m. through 6:00 p.m. May 1<sup>st</sup> to September 15<sup>th</sup>), and Sec. 22-291 "Tow-away zones" be amended to include the following streets:**

**Marina Drive  
Brightside Avenue  
Edgemoor Road  
Farrington Avenue (from St. Louis Avenue to Atlantic Road)  
St. Louis Avenue  
Cabo Drive  
Loma Drive  
Puerto Drive  
Rio Drive  
Hartz Street  
Tolman Street  
Williams Court  
Harrison Avenue  
Eastern Avenue (Easterly side in front of numbers 72 through 84, Hartz Street to Abbott Road)  
Elizabeth Road  
Abbott Road  
Traverse Street  
Stage Fort Avenue  
Beachmont Avenue  
Tolman Avenue  
Crowell Avenue  
Old Salem Road  
Hough Avenue  
Winsor Lane**

**Western Avenue (from Winsor Lane to Hough Avenue)**  
**Bond Street**  
**Essex Avenue (from Western Avenue to Bond Street)**  
**Andrews Street**  
**Duley Street**  
**Vulcan Street**  
**High Street**  
**Cross Street**  
**Mondello Square**  
**Sayward Street**  
**Decatur Street**  
**Middle Street (from Western Avenue to Washington Street)**  
**East Main Street (from Eastern Avenue to the Rt. 128 Traffic lights)**  
**Eastern Point Road (from Grapevine Road to Niles Beach)**  
**Bass Avenue (from Brightside Avenue for a distance of 500.” Across from 7-11 Store)**  
**Moorland Road**  
**Haskell Street**  
**Colburn Street**  
**Quarry Street**  
**Dornell Road**  
**Hodgkins Cove Parking Area (next to entrance of UMASS Marine Station off Washington Street)**

**8. CC#2021-009 (Holmgren): Request the O&A Committee review the Human Right’s Commission’s proposed amendments to the 2020 City Council Civility Resolution**

**Summary of Discussion:** Councilor Holmgren stated the Human Right’s Commission was looking at the language in detail and was preparing to make a recommendation. She stated once the final draft was prepared, she would submit the draft to O&A.

This matter is to be continued to May 17, 2021.

**9. CC#2021-010 (Memhard): Pursuant to MGL c. 54, §24 and Sec. 8.6 of the City Charter, request the City Council move the Ward 1, Precinct 2 polling place currently at 11 Webster Street to the Cape Ann YMCA, 7 Gloucester Crossing Road, effective with the Preliminary Election of September 14, 2021**

**Summary of Discussion:** City Clerk, Joanne Senos stated since the residents of the City voted to move forward with the combined school, the polling location of the Ward 1, Precinct 2 had to be changed. As a City, she stated moving the polling location had limitations in that when moving a ward and precinct it had to be adjacent to the current precinct. The City Clerk stated Councilors Cox and Memhard spoke to Tim Flaherty, Executive Director of the Cape Ann YMCA where it was determined that the polling location could be changed to the Cape Ann YMCA. She stated she took a tour of the YMCA with two of her staff where it was decided that the polling location would be set up in the new gymnasium. The City Clerk stated Mr. Flaherty of the YMCA gave his approval to utilize the YMCA in all future elections at no cost to the City; once there was approval from the City Council and Secretary of State’s office, then there would be a Memorandum of Understanding signed between the YMCA and City. The City Clerk stated she had communication in support of this matter by the Board of Registrars, Judy Peterson and Lucia Sheehan.

Councilor LeBlanc stated Councilor Memhard reached out via email in support of this matter. He also wished to acknowledge Councilor Cox for initially reaching out to the YMCA and Mr. Flaherty for not hesitating in allowing the City to move forward with a polling location at the YMCA.



**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, pursuant to Chapter 5 of the Acts of 2021, that the City Council evaluate and report on whether, changing the Ward 1, Precinct 2 polling location from the Veteran's Memorial School, 11 Webster Street, to the Glen T. MacLeod Cape Ann YMCA, 7 Crossing Road would have a disparate adverse impact on access to the polls on the basis of race, national origin, disability, income or age.

**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, pursuant to MGH c. 54, § 24 and Sec. 8.6 of the City Charter, that the City Council vote to move the Ward 1, Precinct 2 polling location from the Veteran's Memorial School, 11 Webster Street, to the Glen T. MacLeod Cape Ann YMCA, 7 Crossing Road, to become effective with the Preliminary Election on September 14, 2021 and all future elections.

**10. CC#2020-003 (LeBlanc):** Request review of City Charter pursuant to Sec. 10-1(b) (Postponed from 3/16/20; Cont. from 5/4/20, 5/18/20, 6/1/20)

**Summary of Discussion:** Councilor LeBlanc stated every year that ends in a '0' the City Council was supposed to elect a committee to make any changes to the City Charter. He stated if any member of the public wanted to join the City Charter Committee to please reach out to any of the Councilors. The **City Clerk** stated the review was to make minor amendments or recommendations to the Charter as long as they have nothing to do with the electoral process. The **City Clerk** stated a committee did not need to be formed, as O&A could review the Charter. **Mayor Theken** added that this committee would be an ad-hoc committee.

**MOTION:** 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 adjourn the meeting at 7:56 p.m.

Submitted by Sherry Karvelas, Clerk of Committees

**Documents submitted at the meeting:** None.

**Meeting Recording:** <http://gloucester-ma.gov/1097/Past-Remote-Public-Meetings>