



**Special Planning & Development Standing Committee**  
**Wednesday, June 30, 2021 – 5:30 p.m.**  
**REMOTE MEETING**  
**-Minutes-**

**Present: Chair, Councilor Val Gilman; Councilor Barry Pett; Councilor Sean Nolan**

**Absent: Councilor Jen Holmgren**

**Also Present: City Clerk, Joanne Senos; Assistant to the CAO, Chris Sicuranza; Clerk of Committees, Sherry Karvelas**

**Applicants: Mark Nestor for the Fishbox Derby**

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

**Meeting called to order at 5:31 p.m.**

**Councilor Gilman** announced this meeting is recorded by video and audio in accordance with state Open Meeting law. Pursuant to Section 20 of Chapter 20 of the Acts of 2021, this meeting will be conducted by remote participation. Additionally, all votes taken by the Planning & Development Standing 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 “raised hand” button that you can tap or press to request to speak. Please use either of these options during oral communications to be recognized to speak.

**Councilor Gilman** announced the names of the P&D Committee members in attendance (Councilor Pett, Councilor Nolan and herself) and City staff who were attending via Zoom.

**Matters were taken out of order.**

**1. Special Events Application: Request for street closures re: Harbor Loop Summer Concert Series, Thursdays, July 8, 2021 thru August 26, 2021**

**Summary of Discussion:** There was a discussion regarding continuing the matter as the applicant was unavailable to attend this evening’s Special P&D meeting. **Councilor Gilman** asked the **Clerk of Committees, Sherry Karvelas**, to read an email she received today (with the email being copied to the City Clerk, the Director of Community Development, the Assistant DPW Director and the Assistant Police Chief), Wednesday, June 30, 2021 at 11:39 a.m. from Courtney Ayer of the Cape Ann Farmers Market:

*“Good Morning,*

*Yesterday I spoke with City Clerk Mrs. Senos as I was trying to gather information about the Harbor Loop concerts permitting application. She recommended that I write to you with the Cape Ann Farmers Market’s concerns. I’d like to make clear that we fully support the Harbor Loop concerts and in no way wish to be a deterrent to their success. We do have immense safety concerns about how we could co-exist on Harbor Loop simultaneously.*

*As you know, Cape Ann Farmers Market was moved by the City of Gloucester to Harbor Loop for 2021 - our 16th season. We are a nonprofit mission based farmers market. This move has been extremely challenging for us logistically.*

*During our permitting process I explained the reasoning behind our 12:00pm to 8:00pm time frame even though we are open to customers from 3:30pm through 6:30pm. This extra time is paramount to our and our vendors safety - perhaps our highest responsibility. We have 16 years of experience and a perfect safety record. We cannot have any traffic except for vendors through the market space during this time frame. Additionally, we are now located in a very condensed area - the logistics of set-up/breakdown are extremely challenging and rely on both sides of Harbor Loop as entrance/egress points for us to function. We are not able to change our timeframe from what we have been permitted for.*

*It is also of note that in this location we are relying on private business support to function. Both Cape Ann Oil and Americold are supporting us with vendor parking. The only way this works is if our vendors can access the market space from both sides of Harbor Loop. And, we have a high responsibility to respect and protect their property.*

*It has been made very clear to me that the Harbormaster/Coast Guard driveway is not to be blocked for any reason. We have worked with both the DPW and Police to figure out a specific set-up that allows this and deters drivers without business at either location from driving into and turning around in the driveway. This includes "No parking" and "Road closed to thru traffic" for a section of the road between the Harbormaster/Coast Guard driveway toward the Building Center. With their work and support we have a system that is working and we have not had any safety issues - except folks not adhering to No Parking signs, wherein the police department has been extremely helpful and quick to take action.*

*Just to reiterate, we are extremely supportive of the Harbor Loop concerts and their success and are also concerned with how we both could function safely simultaneously.*

*Thank you in advance for your consideration.*

*Sincerely,  
Courtney Ayer"*

**Councilor Gilman** offered a motion to continue this matter until July 7, 2021.

**MOTION: On a motion by Councilor Gilman, seconded by Councilor Nolan, the Planning and Development Committee voted 3 in favor, 0 opposed, to continue the Special Events Application: Request for street closures re: Harbor Loop Summer Concert Series Thursdays, July 8, 2021, through August 26, 2021, until July 7, 2021.**

## **2. Special Events Applications: Request for street closures re: Fish Box Derby on September 19, 2021**

**Summary of Discussion:** Attorney, Mark Nestor, 45 Middle Street, stated the event on September 19, 2021 (with a rain date of September 26, 2021) would be the 22<sup>nd</sup> running of the reconfigured Fishbox Derby. He stated it would be the same format as in previous years, with bales of hay lining the street on Rogers Street from Flannagan Square to Rose Baker Senior Center, with portable toilets being provided as well. Attorney Nestor stated the event would be heavily advertised and he explained that abutting businesses and residents would be notified approximately one week before the event, with no-parking notices posted on Main Street in the area of the event the evening before.

**Councilor Gilman** asked Attorney Nestor to explain why the street closure needed to start at 6:00 a.m. when the event would not start until 10:00 a.m. Attorney Nestor explained that setting up the race course for the event started at 6:00 a.m. with placement of the hay bales, starting gates, timers and weighing of the cars, and would take the full four hours to complete.

**Councilor Pett** asked Attorney Nestor if, as in previous years, he would coordinate with Gorton's to get permission to use their main parking lot for residents during the event. Attorney Nestor stated he had confirmation from Americold for use of their lot and Gorton's stated it shouldn't be a problem and would get back to him.

**Councilor Nolan** stated this was a wonderful, wholesome community event and offered his full support. **Councilor Pett** offered his full support as well and stated this event was one of the bigger family events within the City. He explained this event was also supported by veterans organizations that tried to involve younger veterans and their families in community activities. **Councilor Gilman** offered her support and thanks as well to the event organizers.

**MOTION:** On a motion by Councilor Gilman, seconded by Councilor Pett, the Planning & Development Committee voted 3 in favor, 0 opposed, to permit Fishbox Derby, Inc. on Sunday, September 19, 2021 with a rain date of Sunday, September 26, 2021, to hold the Fishbox Derby (“Soapbox Car” Race) closing Rogers Street from Manuel F. Lewis Street to Flanagan Square that day from 6:00 a.m. to 3:00 p.m. with the following conditions:

1. **Certificate of Insurance:** An updated Certificate of Insurance naming the City of Gloucester as an additional insured party is on file with the City Clerk’s Office.
2. **Road Closure Plans:** Roads to be closed are to be marked with signage directing the public as to the duration of the closure and alternate routes. Any substantial changes, as determined by either the Police or Fire Chief or their designees to the route or related to safety issues will require Council approval.
3. **Refuse and Comfort Stations:** All refuse and recycling due to this event must be removed by the organizer. Any portable toilets (with one handicap accessible) are to be provided and maintained by the organizer, placed the evening before the event or early in the morning of the day of the event and removed by 5:00 PM, September 19, 2021 (or September 26, 2021 if event is on rain date).
4. **Emergency Services:** Emergency services shall be as determined by Emergency Medical Services Director, Philip Harvey.
5. **Staffing:** Event staff is to have cell phones and be identified by the public with distinct shirts. A list of event staff and their cell phone numbers to be submitted to the Police, Fire or DPW Departments.
6. **Notification of Immediate Abutters and Businesses to Race Course:** Notice shall be made by the event organizer by hand or by mail no later than 7 days in advance of the event to any businesses along the race route.
7. **Responsibility of the Fishbox Derby, Inc.:** The applicant is also required to obtain any other necessary City Board or Commission approvals. It is the sole responsibility of Fishbox Derby, Inc. to ensure that required documentation is timely filed with the appropriate City departments as indicated. Failure to comply with any conditions precedent may result in permit revocation.
8. **Due to the COVID-19 pandemic, the City reserves the right to cancel any permitted event up to and including the day of the event.**
9. **That this event is approved by the Special Events Advisory Committee on July 1, 2021.**

**MOTION:** On a motion by Councilor Gilman, seconded by Councilor Pett, the Planning & Development Committee voted by ROLL CALL 3 in favor, 0 opposed to adjourn the meeting at 6:12 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>