

Special Ordinances & Administration Committee

Remote Meeting

Tuesday, January 18, 2022 – 6:00 p.m.

-Minutes-

Present: Chair, Councilor Sean Nolan; Vice Chair, Councilor Jamie O’Hara; Councilor Frank Margiotta

Other Councilors Present: Councilor Tony Gross

Also Present: Mayor Greg Verga; CAO, Jill Cahill; CFO, John Dunn; City Clerk, Joanne Senos; Harbormaster, TJ Ciarametaro; Principal Assessor, Nancy Papows; Building Commissioner, Bill Sanborn; Clerk of Committees, Sherry Karvelas

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

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

Chairman, Councilor Nolan announced: Consistent with Chapter 20 of the Acts of 2021, 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. 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. Management Appointment

Chief Administrative Officer

Jill Cahill

TTE 2/14/24

Summary of Discussion: **Jill Cahill** stated she had been the City’s Community Development Director for over four years with a background in both state government and non-profits. She stated she was supportive of the new Administration’s vision moving forward of collaboration, transparency and communication, and was looking forward to working collaboratively with all department heads and the City Council.

Councilor O’Hara welcomed **Ms. Cahill** and wished her the best in her new role. **Councilor Margiotta** asked **Ms. Cahill** if she had any issues with saying “no” to the Mayor if she was in disagreement with him. She stated that she had a previous conversation with **Mayor Verga** where both had the understanding that the most important piece of the mayor/CAO relationship was understanding and respecting one another, and added that she had that same expectation with other staff/City Council as well. She explained that her role with the **Mayor** was to provide guidance and recommendations based upon information that she had but that she understood that the **Mayor** was the final decision-maker. **Councilor Nolan** stated that **Ms. Cahill** had started over four years ago in her previous role and had hit the ground running. He stated he was thrilled with her appointment and that he looked forward to working with **Ms. Cahill** in her new role.

Mayor Verga stated that the City Council could count on the Administration for full transparency and that **Ms. Cahill** was the right candidate for the position and thanked the **Members of the O&A Committee** for their confidence in **Ms. Cahill’s** appointment.

COMMITTEE RECOMMENDATION: On a motion by Councilor O’Hara, seconded by Councilor Margiotta, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council appoint Jill Cahill as Chief Administrative Officer, TTE 02/14/24.

2. *Management Reappointments*

Chief Financial Officer

John Dunn

TTE 2/14/24

Summary of Discussion: The **CFO, John Dunn** gave a brief background of his previous experience and stated he had been with the City for eight years. He stated that he was looking forward to working with the new Administration to keep the City moving forward. The **CFO** stated that in his role he worked collaboratively with the Auditor and expected that positive relationship to continue.

Councilor O'Hara thanked the **CFO** for his willingness to continue in his role under the new Administration and wished him well. **Councilor Margiotta** stated that the City was in good hands with **Mr. Dunn** as the **CFO** watching over the financials and thanked him for his service. **Councilor Nolan** stated he fully supported this appointment and thanked the **CFO** for his willingness to continue to serve the City. **Mayor Verga** stated he had the utmost confidence in the **CFO**.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Margiotta, the Ordinances & Administration Committee voted by ROLL CALL, 3 in favor, 0 opposed, to recommend that the City Council reappoint John Dunn as the Chief Financial Officer, TTE 02/14/24.

Assessor

Nancy Papows

TTE 2/14/25

Summary of Discussion: The **Principal Assessor, Nancy Papows** stated that she had been in her role as Principal Assessor since 2004 and that she had started in the Assessor's Office approximately twenty-five years ago. She gave a brief overview of the responsibilities of the Assessor's Department.

Councilor O'Hara stated that the City was lucky to have **Ms. Papows** in the Assessor's Department and wished her the best moving forward. **Councilor Margiotta** agreed with **Councilor O'Hara's** comments and stated he was looking forward to working with her. **Councilor Nolan** stated he was happy to support this appointment and thanked the **Principal Assessor** for her hard work.

Mayor Verga stated the City was in good hands with **Ms. Papows** as **Principal Assessor** and thanked her for her willingness to continue in that role.

There was discussion regarding abatement applications. **Ms. Papows** stated the deadline for abatement applications was February 1, 2022.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Margiotta, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council reappoint Nancy Papows as Principal Assessor, TTE 02/14/25.

Harbormaster

T.J. Ciarametaro

TTE 2/14/25

Summary of Discussion: The **Harbormaster, T.J. Ciarametaro** stated that he started as Harbormaster in 2016 and that he believed the City had moved forward quite far with this department. He gave a brief overview of his background including sixteen years of military service (eleven years active, over four years in reserves). He highlighted some notable achievements for the department including the dredging of the Annisquam River and the new Visiting and Transient Boating Center. He stated that the City's rating on Marinas.com was previously 0.8 stars and had risen to 4.8 stars over the last six years, as the City had

become a boating destination with many services. The **Harbormaster** emphasized that the success of the Harbormaster's Department was due to a collaborative effort of multiple departments throughout the City.

Councilor O'Hara wished the Harbormaster well moving forward. He stated that he had accomplished a great deal for the City. **Councilor Margiotta** thanked the Harbormaster for his service and stated he looked forward to working with him in the future. **Councilor Nolan** stated that the **Harbormaster** was leading the department in the right direction for the future and that he was looking forward to continue working with the **Harbormaster**. **Mayor Verga** stated that the Harbormaster Department was brought into the 21st Century under **Mr. Ciarametaro's** guidance. He stated he was hopeful for a collaborative future of the City's waterfront with **Mr. Ciarametaro** at the helm. **Councilor Gross** explained he had been part of the initial **Harbormaster's** interview process and that he knew immediately that he was the right candidate for the position.

The **Harbormaster** extended an invitation to all for a tour and overview of the Harbormaster Department.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Margiotta, the Ordinances & Administration Committee voted by ROLL CALL, 3 in favor, 0 opposed, to recommend that the City Council reappoint T.J. Ciarametaro as Harbormaster, TTE 02/14/25.

3. Boards, Committees and Commission Reappointments

Affordable Housing Trust

Mary John Boylan

TTE 2/14/24

Summary of Discussion: **Ms. Boylan** was not in attendance; her reappointment was continued until the January 31, 2022, O&A meeting.

Archives

Lois Hamilton

TTE 2/14/25

Summary of Discussion: **Ms. Hamilton** stated that she had volunteered in the Archives Department since 1997 and just completed a term on the Archives Committee.

The **Members of the O&A Committee** thanked **Ms. Hamilton** for her many years of service and wished her the best of her luck moving forward.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Margiotta, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council reappoint Lois Hamilton to the Archives Committee, TTE 02/14/25.

Archives

Sandy Williams

TTE 2/14/25

Summary of Discussion: **Ms. Williams** stated that she had volunteered in the Archives Department for approximately fifteen years and that she had been in the head position for the past few years. She stated that she enjoyed this type of work immensely, particularly research in family genealogy.

The **Members of the O&A Committee** thanked **Ms. Williams** for her many years of service and wished her the best of her luck moving forward. **Mayor Verga** urged all councilors to visit the Archives Department and stated that the volunteers of this department were unsung heroes for the work that they perform.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Margiotta, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council reappoint Sandy Williams to the Archives Committee, TTE 02/14/25.

Board of Registrars

Judith Peterson

TTE 2/14/25

Summary of Discussion: Mayor Verga gave a brief explanation as to why Ms. Peterson's appointment was being withdrawn. Councilor Nolan thanked Ms. Peterson for her many years of service. (Ms. Peterson was not present at the meeting.)

MOTION: On a motion by Councilor O'Hara, seconded by Councilor Margiotta, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed, to accept the withdrawal of Judith Peterson's reappointment to the Board of Registrars.

Capital Improvements Advisory Board

Paul Romary

TTE 2/14/25

Summary of Discussion: Mr. Romary stated that he had had a professional career with the State on the Ways and Means Committee, as well as running a state hospital for fifteen years, and added that he was familiar with antiquated infrastructure. He thanked the Members of the O&A Committee for supporting his reappointment. The Members of the O&A Committee thanked Mr. Romary for his willingness to serve the City. Mayor Verga also thanked Mr. Romary for his continued willingness to serve.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Margiotta, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council reappoint Paul Romary to the Capital Improvements Advisory Board, TTE 02/14/25.

Cemeteries Advisory Committee

Sandy Barry

TTE 2/14/25

Summary of Discussion: Ms. Barry explained that she came to the Cemeteries Advisory Committee (CAC) by way of the Historical Commission. She stated that there were thirteen cemeteries under the domain of the Cemeteries Advisory Committee. She stated most of the Committee's work was done at the First Parish Burial Ground, Clark's and Bray cemeteries due to the extensive damage to the headstones. Ms. Barry wished to recognize the Public Works Director for his support of the CAC, as well as the resources of the Archives Department, and Councilor O'Hara for his past support.

The Members of the O&A Committee thanked Ms. Barry for her efforts on the CAC. Councilor O'Hara stated that it had been his pleasure to support the efforts of the CAC. Mayor Verga stated his home abuts two of the cemeteries previously mentioned by Ms. Barry and stated he had a first-hand view of the work performed by the volunteers and thanked her and the Members of the CAC for their work.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Margiotta, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council reappoint Sandy Barry to the Cemeteries Advisory Committee, TTE 02/14/25.

Cemeteries Advisory Committee

Christine Maney

TTE 2/14/25

Summary of Discussion: Ms. Maney stated she was formerly an alternate of the CAC and stepped in as a full member when another member had to resign. She stated the CAC had a wonderful year in terms of funding and that the CAC had received almost \$32,000 in grant money, in which a large portion would be

used for the purpose of restoring thirty-two veteran Revolutionary War and Civil War headstones. **Ms. Maney** explained that the CAC was not just about restoring and preserving headstones but also about telling the story of the City's ancestors. **Ms. Maney** thanked the City Council for their support of the CAC and reiterated what **Ms. Barry** had stated above regarding the support of the **Public Works Director** and staff.

The **Members of the O&A Committee** thanked **Ms. Maney** for her past work and continued efforts, as well as for her enthusiasm.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Margiotta, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council reappoint Christine Maney to the Cemeteries Advisory Committee, TTE 02/14/25.

City Hall Restoration Commission

Richard Luecke

TTE 2/14/25

Summary of Discussion: **Mr. Luecke** stated that he moved to the City from Salem approximately six years ago and stated that he had been on the Commission for a number of years and was looking forward to continuing the work. He stated he appreciated the support of his appointment.

The **Members of the O&A Committee** thanked **Mr. Luecke** for his willingness to serve the City. There was discussion around the beauty of City Hall and the importance of maintaining it.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Margiotta, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council reappoint Richard Luecke to the City Hall Restoration Commission, TTE 02/14/25.

City Hall Restoration Commission

Bill Sanborn

TTE 2/14/25

Summary of Discussion: The **Building Commissioner, Bill Sanborn** stated he has been with the City for twenty-five years, with the last twenty-one years as **Building Commissioner**. He stated during his time with the City he had been on a number of building committees and explained that he had been on the City Hall Restoration Commission since inception.

Councilor O'Hara stated the **Building Commissioner's** expertise was a valuable resource and thanked him for his many years of service to the City. **Councilors Margiotta** and **Nolan** thanked the **Building Commissioner** for his willingness to serve the City in this capacity, as well as in his role as **Building Commissioner**.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Margiotta, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council reappoint Bill Sanborn to the City Hall Restoration Commission, TTE 02/14/25.

City Hall Restoration Commission

David "J.J." Bell

TTE 2/14/25

Summary of Discussion: **Mr. Bell** stated he had been on the City Hall Restoration Commission for approximately thirteen years and had been co-chair of the Community Preservation Commission for approximately seven years. He stated this Commission had many accomplishments over the years but there was still a lot of work to do. He stated the most important priority was protecting City Hall, a 150-year old building, against the risk of catastrophic fire and that the Commission was working towards that goal.

The **Members of the O&A Committee** thanked **Mr. Bell** for his service to the City and for his willingness to serve on this commission.

COMMITTEE RECOMMENDATION: On a motion by Councilor O’Hara, seconded by Councilor Margiotta, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council reappoint David “J.J.” Bell to the City Hall Restoration Commission, TTE 02/14/25.

City Hall Restoration Commission

Stephen F. Dexter

TTE 2/14/25

Summary of Discussion: Mayor Verga stated there was an issue with the residency requirement that was pointed out by **Mr. Dexter** and it was determined that he was not eligible to serve. **Councilor Nolan** thanked **Mr. Dexter** for this past service to the City. (**Mr. Dexter** was not in attendance).

MOTION: On a motion by Councilor O’Hara, seconded by Councilor Margiotta, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed, to accept the withdrawal of Stephen F. Dexter’s reappointment to the City Hall Restoration Commission.

City Hall Restoration Commission

Margaret “Maggie” Rosa

TTE 2/14/25

Summary of Discussion: **Ms. Rosa** stated that in 2004 she was asked to establish the City Hall Restoration Commission by former Mayor Bell. She stated that since inception the Commission had raised the funds for the restoration of the exterior of City Hall. She reiterated that there was a concern for catastrophic fire and the realized need for equipping the building with fire suppression systems, which \$1.5 million had been secured for this project. She stated the Commission was also working with the Community Preservation Committee to secure a promise of an additional \$1.7 million. She thanked the **CFO** for his help and stated the Commission was looking forward to working with the new Administration to maintain City Hall.

The **Members of the O&A Committee** thanked Ms. Rosa for her service to the City.

COMMITTEE RECOMMENDATION: On a motion by Councilor O’Hara, seconded by Councilor Margiotta, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council reappoint Margaret “Maggie” Rosa to the City Hall Restoration Commission, TTE 02/14/25.

City Hall Restoration Commission

Janis Bell

TTE 2/14/25

Summary of Discussion: **Ms. Bell** was not in attendance; her reappointment was continued until the January 31, 2022, O&A meeting.

Clean City Commission

Matt DiGiovanni

TTE 2/14/25

Summary of Discussion: **Mr. DiGiovanni** stated he was born and raised in the City, left the City for a bit and moved back two years ago, and wanted to get involved. He was appointed to the Clean City Commission this past November and thanked the new Administration for the opportunity to stay on the Commission.

The **Members of the O&A Committee** thanked **Mr. DiGiovanni** for his interest and willingness to serve.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Margiotta, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council reappoint Matt DiGiovanni to the Clean City Commission, TTE 02/14/25.

Clean Energy Commission

Linda Stout-Saunders

TTE 2/14/24

Summary of Discussion: Ms. Stout-Sanders stated she had been in the energy industry since the 1980s and had been on the Clean Energy Commission since 2008. She stated that she enjoyed being on the Commission and hoped that the Commission was effective in putting new initiatives into place for the City.

The **Members of the O&A Committee** thanked **Ms. South-Sanders** for her willingness to serve the City.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Margiotta, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council reappoint Linda Stout-Saunders to the Clean Energy Commission, TTE 02/14/24.

Conservation Commission

William Cook

TTE 2/14/25

Summary of Discussion: Mr. Cook stated he moved to the City full-time eight years ago after being a summer resident since 1956 and that he had worked in business for thirty-five years before retiring. He stated he joined the Commission to give back to the community. He stated the Commission faced many upcoming challenges with changes taking place within the environment and the City.

The **Members of the O&A Committee** thanked **Mr. Cook** for his willingness to serve.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Margiotta, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council reappoint William Cook to the Conservation Commission, TTE 02/14/25.

Conservation Commission

Ann Jo Jackson

TTE 2/14/25

Summary of Discussion: Ms. Jackson stated she moved to the City full-time in 1984 after being a summer resident for many years. She stated she has been on the Conversation Commission since around the 1990s. She stated she strived to embrace a philosophy of striking a balance between development and environmental sensitivity and to not overstep the bounds of what the law required the Conservation Commission to do.

The **Members of the O&A Committee** thanked **Ms. Jackson** for her extensive service to the City.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Margiotta, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council reappoint Ann Jo Jackson to the Conservation Commission, TTE 02/14/25.

Conservation Commission

Dave Sargent

TTE 2/14/25

Summary of Discussion: Mr. Sargent stated he had a lifelong commitment to the natural resources of the City and added that he was a retired Shellfish Warden for the City. He stated he has enjoyed his time thus far on the Conservation Commission and looked forward to another term.

The **Members of the O&A Committee** thanked Mr. Sargent for his willingness to continue to serve the City.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Margiotta, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council reappoint Dave Sargent to the Conservation Commission, TTE 02/14/25.

Planning Board

Shawn Henry

TTE 2/14/27

Summary of Discussion: Mr. Henry stated that he was originally from California but had lived here for almost thirty-five years. He was originally appointed to the Planning Board in 2007 through 2010 and reappointed in 2013, and has served ever since. He stated the current board was one of the best he has had the privilege of serving with and that he was committed to the work of the board.

Councilor O'Hara thanked **Mr. Henry** for his longevity and service. **Councilor Margiotta** thanked **Mr. Henry** for his service and also stated that he was looking forward to learning more of what the Planning Board does. **Councilor Nolan** thanked **Mr. Henry** for all he has done for the City.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Margiotta, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council reappoint Shawn Henry to the Planning Board, TTE 02/14/27.

Planning Board

Douglas Cook

TTE 2/14/27

Summary of Discussion: Mr. Cook stated he was first appointed to the Planning Board in 2013. He stated he was looking forward to the next five years and participating in the constructive process.

The **Members of the O&A Committee** thanked Mr. Cook for his willingness to serve the City. **Councilor Nolan** stated that having **Mr. Cook** serve on the Planning Board for another five years was priceless.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Margiotta, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council reappoint Douglas Cook to the Planning Board, TTE 02/14/27.

Planning Board

Rick Noonan

TTE 2/14/27

Summary of Discussion: Mr. Noonan was not in attendance; his reappointment was continued until the January 31, 2022, O&A meeting.

Planning Board

David Rosen

TTE 2/14/27

Summary of Discussion: Mr. Rosen stated that he had been a resident of the City for over thirty years and that he was appointed to the Planning Board two years ago. He stated that he was the newest member of the Planning Board and that he was looking forward to serving another term. He thanked the **Members of the City Council** and the Administration.

The **Members of the O&A Committee** thanked **Mr. Rosen** for his service.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Margiotta, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council reappoint David Rosen to the Planning Board, TTE 02/14/27.

Waterways Board

Phil Cusumano

TTE 2/14/25

Summary of Discussion: Mr. Cusumano was not in attendance; his reappointment was continued until the January 31, 2022, O&A meeting.

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 7:46 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>