

Ordinances & Administration Committee

Remote Meeting

Monday, May 2, 2022 – 6:00 p.m.

-Minutes-

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

Other Councilors Present: Council President, Val Gilman; Councilor Tony Gross; Councilor Jason Grow

Also Present: City Clerk, Joanne Senos; CAO, Jill Cahill

The meeting was called to order at 6:01 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.

Councilor Nolan announced the names of City councilors and City staff in attendance.

1. Boards, Committees and Commission New Appointments & Reappointments

New Appointments

Affordable Housing Trust

Christopher McCarthy

TTE 2/14/24

Summary of Discussion: **Mr. McCarthy** stated that he has been building and developing in the City since 1987 and was looking forward to serving on the Affordable Housing Trust.

The **Members of the O&A Committee** thanked **Mr. McCarthy** for his willingness to serve. **Councilor Nolan** relayed a story where **Mr. McCarthy** worked directly with the neighbors on a contentious project where everyone was satisfied with the results.

The City Clerk, Joanne Senos stated that there was a quorum of the City Council at 6:07 p.m.

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 Christopher McCarthy to the Affordable Housing Trust, TTE 02/14/24.

Capital Improvement Advisory Board

Stephen Sacca

TTE 2/14/25

Summary of Discussion: **Mr. Sacca** stated that he has been on the board at Maritime Gloucester and has worked with the Chamber of Commerce as a non-board member on the Governance Committee, as well as in other capacities. He stated that he has a background in public health management consulting, particularly finance, and thought that the Capital Improvement Advisory Board would be a good fit.

The **Members of the O&A Committee** thanked **Mr. Sacca** 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 appoint Stephen Sacca to the Capital Improvement Advisory Board, TTE 02/14/25.

Clean Energy Commission

Robert Myers

TTE 2/14/24

Summary of Discussion: **Mr. Myers** stated that he was previously on the Clean Energy Commission and was looking forward to serving again.

The **Members of the O&A Committee** thanked **Mr. Myers** 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 appoint Robert Myers to the Clean Energy Commission, TTE 02/14/24.

Economic Development Industrial Corp. Patty Knaggs

TTE 7/1/25

Summary of Discussion: **Ms. Knaggs** stated that she has been a resident and employed in the City for 25 years and explained that she formerly was a golf club superintendent and has been working as a realtor for the past 16 years.

The **Members of the O&A Committee** thanked **Ms. Knaggs** for her 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 appoint Patty Knaggs to the Economic Development Industrial Corp., TTE 07/1/25.

Gloucester Cultural Council

Lynn Maguire

TTE 2/14/25

Summary of Discussion: **Ms. Maguire** stated that she is a retired physical therapist and has served as President, as well as in other capacities, in the Nevada Physical Therapy Association. She stated that she is a watercolor painter and she volunteers at many art associations in the area and that she was looking forward to serving on the Gloucester Cultural Council.

The **Members of the O&A Committee** thanked **Ms. Maguire** for her willingness to serve. **Councilor Margiotta** stated that he loved her energy.

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 Lynn Maguire to the Gloucester Cultural Council, TTE 02/14/25.

Gloucester Cultural Council

Tom Stein

TTE 2/14/25

Summary of Discussion: **Mr. Stein** stated that he is a professor at the Berkeley College of Music in Boston who has been in the music industry for over 40 years. He stated that he was also a Fulbright Scholar. He explained that he wished to be on the Cultural Council due to his desire to promote the arts in general and that he had experience with grant writing and fundraising.

Councilor O'Hara stated that **Mr. Stein** would be a tremendous addition to the Committee, as well as helping the City. The **Members of the O&A Committee** thanked Mr. Stein 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 appoint Tom Stein to the Gloucester Cultural Council, TTE 02/14/25.

Stage Fort Park Advisory Committee

Adrienne Gilardi Sweet

TTE 2/14/25

Summary of Discussion: **Ms. Gilardi Sweet** stated that she grew up in the neighborhood of Stage Fort Park and purchased a house in the area in 2017. She stated that she was looking forward to serving on the Committee to help make sure Stage Fort Park was kept in good shape for all to enjoy.

The **Members of the O&A Committee** thanked **Ms. Gilardi Sweet** for her 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 appoint Adrienne Gilardi Sweet to the Stage Fort Park Advisory Committee, TTE 02/14/25.

Reappointments

Board of Commissioners of Trust Funds

Barry Weiner

TTE 2/14/25

Summary of Discussion: **Mr. Weiner** was not in attendance; his appointment was moved forward to full City Council as he is known to the Committee.

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 Barry Weiner to the Board of Commissioners of Trust Funds, TTE 02/14/25.

2. *CC#2021-021 (Nolan/Gilman): Request that the Ordinances and Administration Standing Committee review Chapter 21 "Streets, sidewalks and public places," Article III "Excavations" (Cont. from 3/14/22)*

Summary of Discussion: **Councilor Nolan** stated that the Administration, as well as the Public Works Director, were working on this matter. **Councilor Gilman** stated that she would like to invite the Public Works Director to the next meeting regarding this matter in order for him to present his suggestions thus far.

The matter was continued until the May 16, 2022, O&A Committee meeting.

3. *Memorandum from Asst. DPW Director re: Changes to beach and Stage Fort Park regulations*

Summary of Discussion: The CAO, **Jill Cahill** gave an overview of the changes to the regulations. She stated that it was being proposed to eliminate the nonresident beach sticker as Administration determined

that with the new online beach reservation system everyone had an equal opportunity to make a reservation in advance. She further explained that a pilot program related to the surfing guidelines was being proposed, as well as an update to treat mopeds of 50cc the same as bicycles. She explained that mopeds were already treated as such, but this would formerly add the language to the beach regulations. The CAO explained that there was a meeting with the Surfers Union regarding a pilot program for this year only to see how it goes.

Courtney Hayes of the Cape Ann Surfers Union (CASU) explained that it was an all-volunteer grass roots organization devoted to expanded ocean access for surfers and the promotion of a healthy and safe ocean environment for all. She explained that the CASU, since its inception in 2019, has grown to over 600 members. She explained that the proposed pilot program would help reduce overcrowding by allowing surf access at times when there are few or no swimmers in the water. She explained that the CASU were asking for three changes during underutilized times including:

1. Asked to extend all day surf access through Friday, June 17th (versus the current Memorial Day cutoff). She stated that the water temps during June are still very cold.
2. Asked to extend surf access until 10 a.m. versus the current 9 a.m. on weekdays and non-holidays, only before crowds arrive.
3. Requested all-day surf access on bad weather days when there are few swimmers. She explained that bad weather surf days would be at the lifeguards' discretion and managed using a flag system.

She further explained that under the pilot program lifeguards can call surfers out of the water using a flag system at any time for any reason and stated that the DPW is working with lifeguards to prepare this system for the summer. She stated that if the pilot program was adopted, CASU, in coordination with the DPW, lifeguards and surf shop owners would roll out a summer-long education campaign highlighting the need for all surfers to act responsibly and always respect the lifeguards' authority.

Councilor O'Hara stated he had concerns regarding health and safety, particularly with the safety of loose surfboards. He stated Good Harbor Beach is well-attended by both constituents and visitors. He stated that he would be willing to move this matter forward to full City Council for debate. **Councilor Margiotta** stated that he had lived on the West Coast and had experienced beaches where both surfers and swimmers were able to get along in a safe manner and stated that he was interested in seeing how the pilot program worked. **Councilor Nolan** stated a lot of work has gone into this matter and believed that the pilot program was worthwhile. He stated that would be a sunset clause in place for a one year trial period.

Councilor Grow stated that he was in support of this matter and thanked **Councilor Memhard** and **Ms. Hayes** for their work on this matter. He addressed a concern of **Councilor O'Hara's** regarding safety and stated that the changes are being made primarily at times when swimmers would not be a major concern.

Councilor Gross asked why the whole section concerning nonresidents was not being deleted from the regulations. The CAO stated that the piece that was left in are for temporary residents (60-day+ residents).

Councilor Nolan explained that the changes to the beach and Stage Fort Park regulations were noted in red within the motion.

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 amend the Beach and Stage Fort Park Regulations as submitted by the Assistant DPW Director to the Ordinances & Administration Committee as of May 2, 2022, and to carry a new effective date of May 12, 2022, as follows:

II. Beach Parking:

A. Sticker Eligibility:**1. NON-RESIDENT STICKER criteria:**

- a. Non-Domiciled Residents who rent in Gloucester (minimum of 60 day lease), verified with vehicle registration copy of rental lease agreement signed by landlord, and cancelled rent check. Include copy of lease agreement if car is leased.
- ~~b. Domiciled Residents of Essex and Rockport, verified with vehicle registration and copy of their driver's license. Include copy of lease agreement if car is leased.~~
- ~~c. All other Non-Residents (200 stickers available per season), verified with copy of vehicle registration. Include copy of lease agreement if vehicle is leased.~~
- d. User fees: see Appendix A

II. Beach Parking:**B. Issue restrictions:**

1. Domicile is determined by Vehicle Registration. All stickers will be issued to a vehicle based on registration and property ownership, and not to a person or residence, except senior citizen stickers.
2. Senior citizen stickers will be issued to a qualifying vehicle (based on registration), together with the qualifying individual (based on age) for his/her exclusive use. The qualifying individual must be present in the vehicle for the vehicle to receive exempted admittance. There is a limit of one senior citizen sticker per qualifying individual / vehicle combination.
3. A Non-Resident Senior Citizen who otherwise qualifies for a resident sticker as a non-resident property owner, may obtain a resident senior sticker upon payment of the appropriate resident sticker fee.
4. A Resident Senior Citizen who qualifies for and receives a Senior Citizen sticker, may also receive a resident sticker for the same vehicle upon payment of the appropriate resident sticker fee.
5. A Domiciled resident can get a sticker for a company owned car if they have a letter, on company stationary, signed by an officer of the firm, stating the employee has exclusive use of the vehicle. The employee must provide proof of residency.
6. Personal property ownership does not qualify as real estate property ownership for the purpose of establishing proof of residency.
7. Dealer and Repair plates do not qualify for any type of sticker.
8. All stickers shall be permanently affixed to the approved vehicle at the time of issuance. Stickers shall be affixed to the extreme lower left corner of the front windshield or to a driver's side window.
9. Loose stickers will not be honored.
10. To prevent confusion, misunderstanding and delays at the parking lot entrance gate, all patrons will be asked to remove all expired stickers.
11. All stickers and guest vouchers are non-transferable, non-negotiable, and non-refundable.
12. Stickers expire at the end of the calendar year in which issued, except senior citizen stickers which will be issued in five year increments beginning in 2011 and shall expire in year dates ending in zero and five.
- ~~13. Mopeds and Scooters that are under 50cc do not require a beach sticker for admittance to the lots. They are to be treated as bicycles and are not charged entrance fees.~~

III. Miscellaneous Restrictions:

H. Boat Launching & Surfing:

1. Boat launching and landing are prohibited at all public beaches between the hours of 9:00 a.m. and 5:00 p.m., from Memorial Day to Labor Day, *without the permission of the lifeguard.*
2. Surfing is prohibited at all public beaches between the hours of 9:00 a.m. and 5:00 p.m., from Memorial Day to Labor Day, *without the permission of the lifeguard, except for a one-year 2022 season Pilot Surfing program at Good Harbor Beach only that shall:*
 - *Extend surfing season - allow all day surfing through Friday, June 17th;*
 - *Extend surfing hours - allow surfing until 10:00 am from Monday, June 20 through Labor Day -weekdays / non-holidays only; and*
 - *Surfing on Bad weather days - allow surfing on bad weather days with few or no swimmers in the water, at lifeguards discretion*
 - ****Lifeguards can call surfers out of the water at any time/or any reason*

**APPENDIX A
PARKING AND RENTAL FEES ESTABLISHED**

2. Sticker Fees:

b. Non-Resident sticker	
Non-domiciled resident (+60day renter)	\$100.00
Non-resident (Essex and Rockport)	\$300.00
Non-resident (200 available)	\$300.00

4. City Council Civility Resolution (Referred back to O&A and Human Rights Commission)(Cont. from 3/14/22)

Summary of Discussion: Councilor Grow [City Council liaison to the Human Rights Commission] explained that the new language needed to be vetted by the Humans Right Commission, which will take place at the end of May.

The matter was continued until the June 6, 2022, O&A meeting.

5. CC#2022-004 (Gilman/Nolan/Memhard): Ordered that the City Council audit and amend the GCO to be consistent with new resident parking regulations adopted by the City Council on May 25, 2021 (Cont. from 4/4/22)

Summary of Discussion: Councilor Nolan stated that the Committee was waiting for feedback from the Administration on where this matter stood. Councilor Gilman stated that she was looking forward to receiving the recommendations from the Administration. The CAO explained that a review of the new resident parking regulations had been completed at the staff level; she stated that the plan is for the Traffic Commission to review the regulations and then the recommendations would be forwarded to the O&A Committee.

Council Gilman asked that the Administration and the O&A Committee be mindful, with summer coming, that any changes in an ordinance takes 31 days from the date of City Council approval to the effective date.

This matter was continued until the June 6, 2022, O&A Committee meeting.

6. CC#2022-014 (Gilman): Amend City Council Rules of Procedure by ADDING "Rule 19: Requests to seek information from City Staff"

Summary of Discussion: Councilor Gilman asked the City Clerk to share pages 67 and 68 of the packet on the screen.

City Council Governance updates April 6, 2022

Requests to Mayor - Any request that requires Department Heads to run custom reports, spend time to research an issue, or to meet with a Councilor on either Ward or City matters.

- Requests to the Mayor can be submitted;
 - Verbally at the end of City Council meetings
 - Weekly if submitted to the City Clerk's office at the close of business on Thursday
 - Or, in the case of an urgent request, a Councilor may submit an email request directly to the Mayor, provided the City Clerk, Council President, and CAO are copied.

Examples -

- Request of CFO to provide a report on the energy savings of wind turbines or to provide a unique report that has not been provided in the past and requires time and materials.
- Request to meet with IT Manager to go over some technical training matters on Chrome books
- Request to meet with Public Works Director to ask various questions on private road repair and history of pothole repairs and betterments
- Request to meet with a Department Manager to seek info on enforcement of a particular matter or to seek assistance in an ordinance or zoning matter that is being considered.
- Request for use of electronic signs for a particular event.
- Requests for staff attendance at a CC or subcommittee meeting (requires five day notice)

A cumulative quarterly report of ALL weekly Requests to the Mayor is maintained by the Clerk of Committees and is submitted to the Office of the Mayor and City Councilors.

Quick answer from a City Department Head - Can be answered in a minute or less, without research, or simply a yes or no answer, with a short explanation. This is more prevalent for Ward Councilors who might be seeking a follow up response from a constituent. Councilors are reminded to review our GCO/GZO or Budget matter prior to calling a department head.

Quick questions can be submitted or asked;

- Via City email which should copy the Director of Communications and Constituent Services
- By office phone
- Text should be last resort, only in an urgent situation, and to city issued phone numbers
- Inquiries should be made during the work week, unless it is an urgent matter.

Examples -

- Seeks a quick answer for a constituent inquiry, from the Building Inspector, if compost piles or border fences can be on one's property line.
- Ward Councilor checking with the Department Head (Chief) or Assistant Department Head (Assistant Chief) to find out if overtime positions have been filled for police coverage/ticket clerk/ coverage on summer weekends or holidays.
- Follow up with the DPW Director to see when the paving will start for a scheduled betterment project in order to update abutters or to seek revised schedules during inclement weather.
- Report a tree blocking a private or public road that is a possible safety hazard. NOTE: Emergencies should be called into the GPD at 978-283-1212.

Please remember that the City Clerk and City Auditor are the only two positions that report to the City Council. City Clerk staff members report to the City Clerk not to the City Council.

Submitted by Councilor Gilman as back up for Council Order on Council Rules of Procedure for 4/12/22 consent agenda

Councilor Gilman stated that there has been discussion regarding the difference between Council Orders versus Requests to the Mayor. She stated that there were two separate actions that she is proposing to add to the City Council Rules of Procedure. She explained the first was requests that were under a minute in length and the second were requests that a councilor might make that takes extra time. **Councilor Gilman** reviewed the examples in the above slides. She explained that a cumulative quarterly report of all weekly Requests to the Mayor are maintained by the **Clerk of Committees** and is submitted regularly to the Office of the Mayor and the City Councilors. The last column of the report, she stated, was an area for Administration/department heads to notate the disposition on each matter.

Councilor Gilman then explained the process (and reviewed examples) by which a councilor could obtain a quick answer from a City department head (an answer that could be obtained in a minute or less, without research).

Councilor Gilman also reminded the Committee that the **City Clerk** and the **City Auditor** were the only two positions that report to the City Council; City Clerk staff members report to the City Clerk, not to the City Council. **Councilor Nolan** added that the City Solicitor was open to the City Council at any time. He further stated that the rules are in place to keep matters on public record and not to deter information seeking.

Councilor Gilman asked the **City Clerk** to display pages 65 and 66 from the O&A packet.



**CITY OF GLOUCESTER 2022
CITY COUNCIL ORDER**

ORDER:	CC#2022-014
COUNCILLOR:	Val Gilman
DATE RECEIVED BY COUNCIL: 04/12/22	
REFERRED TO:	O&A
FOR COUNCIL VOTE:	

ORDERED request that the City Council Rules of Procedure, last updated on March 8, 2022, be **AMENDED** by inserting:

Rule 19: Requests to seek information from City Staff

There are two ways to seek information from City Staff

- 1. Requests to Mayor** - Any request that requires Department Heads to run custom reports, spend time to research an issue, or to meet with a City Councilor on a specified matter. All requests must copy the Mayor, CAO, City Clerk and Council President.

Requests to the Mayor can be submitted:

- At the end of our City Council meetings,
- Or, weekly if submitted to the Clerk's office at the end of the day on Thursdays
- Or, in the case of an urgent request, a Councilor may submit an email request directly to the Mayor, provided the City Clerk and Council President are copied.

A quarterly report of ALL weekly Requests to the Mayor is maintained by the Clerk of Committees and is submitted to the Office of the Mayor and City Councilors.

- 2. Quick questions to City Department Head** - Any inquiry that can be answered in a minute or less, without research, or simple yes or no answers with a short explanation. This is more prevalent for Ward Councilors who have a follow up city department question from a constituent. It is the Councilor's responsibility to read up on the GCO, GZO, or budget matter in question prior to reaching out to a Department Head.

Quick questions can be submitted or asked:

- Via City email which should copy the Director of Communications & Constituent Services
- By office phone
- Text should be last resort only in an urgent situation to issued City issued phone numbers only
- Inquiries should be made during the work week, unless it is an urgent matter.

Councilors are reminded that the City Clerk and City Auditor are the only two positions that report to the City Council.

FURTHER ORDERED that this matter be referred to the Ordinances & Administration Standing Committee for review and recommendation to the City Council.

Val Gilman
Ward 4 Councilor

Councilor Gilman briefly reviewed the details of the Council Order. **Councilor Nolan** stated that he would like to add information regarding the City Council reaching out to the City Solicitor. **Councilor Gilman** added that the Administration was working on a follow-up protocol for any requests.

Councilor O'Hara stated that he wished to add language regarding a City Councilor contacting a senior officer of either the Police Department or Fire Department on weekends or off hours as, he stated, he has received calls from constituents with concerns during off hours. **Councilor Margiotta** stated he was in favor of the proposed changes.

The **CAO** stated that this change was not an attempt to be authoritarian in any way and stated that the collaboration with the City Council was of the utmost importance. She explained that if a councilor had a "big ask" then the councilor should first submit the request to the Administration. She further stated that she supported the comments from **Councilor Nolan** regarding the City Solicitor and stated that the Legal Department represented the City as a whole. She also stated that she supported the comments of **Councilor O'Hara** having access to senior staff at the Police and Fire Departments during off hours. She agreed that communication with City staff should happen via a method of contact provided by the City and not via personal cell phones, if at all possible.

Councilor Gross stated that some City staff do get reimbursed for their personal cell phones and stated that sometimes rules creates more questions. He further stated that he believed that City Councilors should be able to discuss matters independently with City staff without going through the Mayor's office. **Councilor Gilman** stated that in talking to the **City Clerk** regarding the old protocol of the former City Council that

the former Council President always asked councilors to copy him on requests; she stated that she was trying to incorporate that into the proposed Rule 19. She explained that it was not an issue of power, but was an issue of process and knowing the common issues that are happening in case, as a Council, more attention was needed on a particular matter. **Councilor Gross** stated, again, that sometimes too much detail in the rules was not helpful, but created additional questions even if that was not the intent. **Councilor Gilman** explained that this document was a guideline to set some standards on how City Councilors should work with Administration to help respect the daily work of City staff.

Councilor O'Hara stated that he was of the opinion that this matter needed further review and editing before moving forward to full City Council. **Councilor Nolan** agreed with the comments of **Councilor O'Hara** and stated that this document was a rule of procedure and not a guideline.

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 continue CC#2022-014 (Gilman): Amend City Council Rules of Procedure by ADDING "Rule 19: Requests to seek information from City Staff" until the June 6, 2022, Ordinances & Administration meeting.

Councilor Gilman suggested that comments from all City Councilors regarding this matter be directed to the City Clerk. **Councilor Nolan** agreed and thanked **Councilor Gilman** for her work on this matter.

The matter was continued until the June 6, 2022, O&A meeting.

7. *CC#2022-003 (O'Hara/O'Neil): Amend GCO Ch. 21 "Streets, Sidewalks and Other Public Places," Sec. 21-19 "Removal of snow from sidewalks" and Sec. 21-20 "Removal or covering of ice on sidewalks" by DELETING Sec. 21-19 and Sec. 21-20 and ADDING Secs. 21-19-21-20. "Reserved" (Referred back to O&A)*

Summary of Discussion: **Councilor Nolan** stated that **Councilor O'Hara** (co-author of the Council Order) had asked for additional time on this matter to seek additional information.

This matter was continued until the June 20, 2022, O&A Committee 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 7:31 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>