

Ordinances & Administration Committee

Remote Meeting

Monday, July 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 Val Gilman; Councilor Tony Gross; Councilor Jason Grow

Also Present: Mayor Greg Verga; City Clerk, Joanne Senos; Chair of the Human Rights Commission, Hannah Kimberley; Chair of the Traffic Commission, Robert Ryan

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 107 of the Acts of 2022, 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 Commissions

New Appointments

Gloucester Economic Development & Industrial Corp. Gretel Seeley TTE 7/1/25

Summary of Discussion: Councilor Nolan stated that **Ms. Seeley** could not attend tonight’s meeting. Without objection, her appointment was moved forward to full City Council.

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 Gretel Seeley to the Gloucester Economic Development & Industrial Corp, TTE 7/1/25.

Shellfish Advisory Commission Steven LeBlanc TTE 2/14/25

Summary of Discussion: Mr. LeBlanc was not in attendance. **Mayor Verga** stated that **Mr. LeBlanc** is Chair of the Waterways Board and had contacted him regarding the opening on the Shellfish Advisory Commission. His appointment was moved forward without objection 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 appoint Steven LeBlanc to the Shellfish Advisory Commission, TTE 2/14/25.

Reappointments

Gloucester Economic Development & Industrial Corp. Michael DiLascio TTE 7/1/25

Summary of Discussion: Mr. DiLascio was not in attendance; his appointment was moved forward to full City Council without objection 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 Michael DiLascio to the Gloucester Economic Development & Industrial Corp., TTE 7/1/25.

Councilor Gilman joined the meeting at 6:09 p.m. The City Clerk, Joanne Senos, stated that there is a quorum of the City Council.

Magnolia Woods Oversight & Advisory Committee

Jack Palazola

TTE 2/14/25

Summary of Discussion: Mr. Jack Palazola stated that he used to own a store downtown and that he now lives in Magnolia and is looking forward to having regular meetings. Councilor O’Hara thanked Mr. Palazola for his years of dedication 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 Jack Palazola to the Magnolia Woods Oversight & Advisory Committee, TTE 2/14/25.

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 6/6/22)*

Summary of Discussion: Councilor Gilman stated that she would like to do some additional research on this matter. Without objection, she stated that she would like to withdraw the matter. Councilor Nolan stated that he would like to withdraw this matter as well. There was no objection from the O&A Committee; the matter was withdrawn.

3. *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 6/6/22)*

Summary of Discussion: Councilor Nolan asked to continue this matter for one month. Without objection, this matter was continued until the August 15, 2022, O&A meeting.

4. *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) (Cont. from 6/6/22)*

Summary of Discussion: Councilor O’Hara stated that this Councilor Order was put forward as he feels there is a safety issue. He asked that the Council Order be withdrawn at this time. Without objection, the Council Order was withdrawn.

5. *CC#2022-017 (Margiotta): Amend GCO Ch. 22, Sec. 22-270 “Parking prohibited at all times” and Sec. 22-291 “Tow-away zone” by ADDING “Hovey Street, southerly side beginning at its intersection with Summer Street in a westerly direction to its intersection with Babson Street”*

Summary of Discussion: **Councilor Margiotta** stated that if a vehicle is heading in a westerly direction and there are vehicles parked on both sides of the street it becomes a safety issue and is hard to pass. He stated that there is also no sidewalks in the area so eliminating parking on one side will help minimize damage done to fences, etc. He asked that the O&A Committee support this matter. **Chair of the Traffic Commission, Robert Ryan**, stated that he concurs with **Councilor Margiotta**. He stated that a site visit was performed on two different occasions and with cars parked on both sides of Hovey Street, beginning at its intersection with Summer Street, a car cannot travel down the center of the road. For primarily safety issues and to mitigate issues, he is in agreement with eliminating parking on the westerly side of Hovey all the way to Babson Street. **Councilor O'Hara** thanked **Mr. Ryan** for his expertise on these issues and stated that his work has made the City a safer place.

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 GCO Ch. 22 "Traffic and Motor Vehicles," Sec. 22-270, "Parking prohibited at all times" by ADDING:

Hovey Street, southerly side, beginning at its intersection with Summer Street in a westerly direction to its intersection with Babson Street;

and, AMEND GCO Sec. 22-291, "Tow-away zone" by ADDING:

Hovey Street, southerly side, beginning at its intersection with Summer Street in a westerly direction to its intersection with Babson Street.

The Rules of Procedure were suspended, without objection, to allow a member of the public to speak on this matter. **Nicole Sarofeen, 2 Hovey Street**, thanked **Councilor Margiotta** for his efforts on this matter.

The Public Hearing for this matter will be advertised for the August 9, 2022, City Council meeting.

6. *CC#2022-018 (O'Neil): Amend GCO Ch. 22, Sec. 22-284 "Service or loading zone" by ADDING "Prospect Street, southerly side, across from its intersection with Taylor Street one space (in front of the entrance of 133 Prospect Street)"*

Summary of Discussion: **Mr. Ryan** stated that he met with **Councilor O'Neil** on several occasions regarding this matter, as well as with Bob Alves, President of the DES Club, as well as Jerry Burke. He explained that in order for vendors to make deliveries in a safe manner they are asking for a service loading zone. **Mr. Ryan** stated that there is adequate room for a loading zone or a service area and that the Traffic Commission unanimously supports this change. **Councilor O'Hara** stated that this will help improve the safety in that area. **Councilor Margiotta** thanked **Mr. Ryan** for his overall knowledge, expertise and willingness to help.

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 GCO Ch. 22 "Traffic and Motor Vehicles," Sec. 22-284, "Service or Loading Zone" by ADDING:

Prospect Street, southerly side, across from its intersection with Taylor Street, one space (in front of the entrance of 133 Prospect Street).

The Public Hearing for this matter will be advertised for the August 9, 2022, City Council meeting.

7. CC#2022-019 (Margiotta): Amend GCO Ch. 22 “Traffic and Motor Vehicles,” Sec. 22-269 “Stop Intersections” by ADDING Glenmere Road at its intersection with Wolf Hill Road

Summary of Discussion: Councilor Margiotta stated that this is to help with overall safety as cars speed down Glenmere Road. He stated he spoke with several residents in the area who are in support of adding a stop sign. Mr. Ryan stated that the Traffic Commission met on June 30, 2022, and by unanimous vote the matter was approved.

The City Clerk stated that this matter was inadvertently placed on the O&A agenda and explained that stop signs are under the jurisdiction of the Traffic Commission and does not need to be vetted by O&A.

This matter is for information only.

8. City Council Civility Resolution (Referred back to O&A and Human Rights Commission)(Cont. from 6/6/22)

Summary of Discussion: The Chair of the Human Rights Commission, Hannah Kimberley, stated that the Civility Resolution is a reiteration stating that exclusionary behavior will not be tolerated and stated that the language has been clarified. Councilor Grow stated he had asked for the resolution to be sent back to the Human Rights Commission and the O&A Committee to re-review the resolution and to possibly add more substance and clarity and stated that he feels that the reworked resolution has both now. He stated the resolution now clearly tries to articulate the values that the community should hold. He added that the Human Rights Commission is not the enforcing authority, but it is a place where people could bring a complaint to seek guidance from the Commission for direction to the proper authorities. Councilor O’Hara stated he sees this document as progression and moving forward. Councilor Margiotta stated he agreed with the sentiments of Councilor O’Hara and thanked everyone for their work on this matter. Councilor Gilman stated that she appreciates the work that the Human Rights Commission has spent on this initiative.

The City Clerk shared the draft on the screen. Ms. Kimberley read through the draft.

Gloucester Civility Resolution Draft May 2022

1. Whereas: The Gloucester community is a unique and special one with a long history, we recognize the need to work towards an inclusive and equitable community.
2. Whereas: In collaboration with the Mayor and City Administration, the City Council is proud to continue our community spirit by honoring our commitments to inclusivity, equity, and safety for all in our community, especially those who have historically been discriminated against, ignored, or marginalized.
3. Whereas: Any acts of violence, discrimination, or harassment do not reflect the values of the Gloucester community and will not be tolerated. We are committed to examining ourselves, our community, and to eradicating any instances of intolerance.
4. Whereas: It is the finding of the City of Gloucester that no individual should be denied equal treatment or opportunity as a result of their age, ancestry, color, disability, including intellectual and developmental mental disability, family status, immigration status, gender identity or expression, military status, marital status, national origin, race, religion, sex or sexual orientation.
5. Whereas: It is the policy of the City of Gloucester to uphold the human rights of all persons in Gloucester and the free exercise and enjoyment of any and all rights and privileges secured by the Constitutions, Laws, Ordinances and Regulations of the United States, the Commonwealth of Massachusetts and the City of Gloucester.
6. Whereas: Any such actions that may deny or tend to deny to an individual equal access or opportunity in matters of housing, employment, education, municipal services, contracts, purchasing or public accommodations on the basis of: age, ancestry, color, disability, family status, gender identity or expression, military status, marital status, national origin, race, religion, sex or sexual orientation, they are hereby prohibited.
7. Whereas: The Gloucester Human Rights Commission takes seriously all complaints and allegations regarding discrimination and human rights violations and will forward them to the City Administration, and if necessary, to the proper legal authorities to investigate and resolve.
8. Whereas: The Gloucester Police Department is committed to taking all allegations seriously and will work diligently to investigate any claims of discrimination.

Therefore, the undersigned agree to the tenets laid forth in this document.

Mayor Verga stated that after O&A votes on this matter the Administration will be in support of this initiative. Without objection, the **Members of the O&A Committee** agreed to waive the reading of the Civility Resolution in the motion as it was just read in full by **Ms. Kimberley**.

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 adopt the Human Rights’ Commission’s proposed amendments to the 2020 City Council Civility Resolution:

1. **Whereas: The Gloucester community is a unique and special one with a long history, we recognize the need to work towards an inclusive and equitable community.**
2. **Whereas: In collaboration with the Mayor and City Administration, the City Council is proud to continue our community spirit by honoring our commitments to inclusivity, equity, and safety for all in our community, especially those who have historically been discriminated against, ignored, or marginalized.**
3. **Whereas: Any acts of violence, discrimination, or harassment do not reflect the values of the Gloucester community and will not be tolerated. We are committed to examining ourselves, our community, and to eradicating any instances of intolerance.**
4. **Whereas: It is the finding of the City of Gloucester that no individual should be denied equal treatment or opportunity as a result of their age, ancestry, color, disability, including intellectual and developmental mental disability, family status, immigration status, gender identity or expression, military status, marital status, national origin, race, religion, sex or sexual orientation.**
5. **Whereas: It is the policy of the City of Gloucester to uphold the human rights of all persons in Gloucester and the free exercise and enjoyment of any and all rights and privileges secured by the Constitutions, Laws, Ordinances and Regulations of the United States, the Commonwealth of Massachusetts and the City of Gloucester.**
6. **Whereas: Any such actions that may deny or tend to deny to an individual equal access or opportunity in matters of housing, employment, education, municipal services, contracts, purchasing or public accommodations on the basis of: age, ancestry, color, disability, family status, gender identity or expression, military status, marital status, national origin, race, religion, sex or sexual orientation, they are hereby prohibited.**
7. **Whereas: The Gloucester Human Rights Commission takes seriously all complaints and allegations regarding discrimination and human rights violations and will forward them to the City Administration, and if necessary, to the proper legal authorities to investigate and resolve.**
8. **Whereas: The Gloucester Police Department is committed to taking all allegations seriously and will work diligently to investigate any claims of discrimination.**

Therefore, the undersigned agree to the tenets laid forth in this document.

9. *CC#2022-014 (Gilman): Amend City Council Rules of Procedure by ADDING “Rule 19: Requests to seek information from City Staff” (Cont. from 6/6/22)*

Summary of Discussion: Councilor Gilman stated that when this matter was heard at a prior O&A meeting there were two suggestions made, including eliminating the Council President from being copied on requests, and also editing Sec. #2 regarding Quick questions to City Department Heads by changing the language to read “answered in a short response” instead of “answered in a minute or less.” The City Clerk shared Councilor Gilman’s revisions on the screen.

**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 short response 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.

Councilor Gilman read through the Council Order and explained the edits, as shown on the above slide.

Councilor O'Hara stated that he is of the belief that questions to City Department Heads or Requests to the Mayor should be guided by common sense. **Councilor Margiotta** asked if any department heads had complained which created a need for this amendment to the Rules of Procedure. He stated that he is of the belief that everyone should be respectful of everyone’s time. **Councilor Gilman** explained that, within the City Charter, Councilors are in the legislative branch of government and Administration is in the enforcement branch and added that the Charter outlines that City Council is not to meddle with City Administration; she added all councilors need to be mindful of the amount of time that is being taken from City Administration. She stated this is one way to remind councilors not to get too deep into the enforcement area without going through the Mayor’s office. **Councilor Nolan** stated that the City Councilors are the voice of a group of people that are looking for answers and stated that he hopes that everyone respects the office that the department head has, the department head’s time, and that everyone works diligently and timely together with those ideas in mind. He added that he does support the amendments that **Councilor Gilman** has proposed.

Mayor Verga suggested calling a department head if it truly is a quick question or use email if it’s an issue that might need research. He stated that it is his goal to run as efficiently as possible.

COMMITTEE RECOMMENDATION: On a motion by Councilor O’Hara, seconded by Councilor Margiotta, the Ordinances & Administration Committee voted by ROLL CALL 2 in favor, 1

(O’Hara) opposed, to recommend that the City Council amend the CITY COUNCIL RULES OF PROCEDURE 2021 by ADDING:

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 and City Clerk.

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 is 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. **Requests to City Department Head** - Any inquiry that can be answered in a short response, or email without research, or simple yes or no answers. 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.

10. CC#2022-020 (Gilman/Grow): Amend the City Council Rules of Procedure Rules #2 “Order of Business” by inserting a new subsection 2 “Non-discrimination Statement Opener for City Council Meetings”

Summary of Discussion: Councilor Gilman explained that the Human Rights Commission felt that it would be beneficial to have a nondiscrimination statement that would be read into the record at the beginning of each City Council meeting. She explained that the request is to insert a nondiscrimination statement under a new subsection 2 under Order of Business. Councilor Gilman read the statement: *“It is the finding of the City of Gloucester that no individual should be denied equal treatment or opportunity because of their age, ancestry, color, disability, including intellectual and developmental mental disability, family status, immigration status, gender identity or expression, military status, marital status, national origin, race, religion, sex or sexual orientation. In this vein, we as City Councilors do not condone language that is discriminatory or offensive and will not accept it at City meetings.”*

Councilor O'Hara stated that he agrees with and supports the context of the statement but he disagrees that it should be read at every meeting and that he feels that doing so is unnecessary. **Councilor Margiotta** stated that he has no objection to reading the statement at each meeting. **Councilor Grow** stated that he felt that this statement would be a visual and oral reminder to the community that this issue is taken seriously enough to say it at every meeting. **Councilor Nolan** stated that he is in support of the statement as it acknowledges where the City Council stands. He also suggested that the flag salute return to remote meetings. **Councilor Gilman** stated that it took her 24 seconds to read the statement as she timed herself.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Margiotta, the Ordinances & Administration Committee voted by ROLL CALL 2 in favor, 1 (O'Hara) opposed, to recommend that the City Council amend the CITY COUNCIL RULES OF PROCEDURE 2021 by ADDING a new subsection 2 "Non-discrimination Statement Opener for City Council Meetings" to read as follows:

"It is the finding of the City of Gloucester that no individual should be denied equal treatment or opportunity because of their age, ancestry, color, disability, including intellectual and developmental mental disability, family status, immigration status, gender identity or expression, military status, marital status, national origin, race, religion, sex or sexual orientation. In this vein, we as City Councilors do not condone language that is discriminatory or offensive and will not accept it at City meetings."

FURTHER ORDERED that Rule #2 "Order of Business" be renumbered accordingly.

The Rules of Procedure were suspended, without objection, to allow a member of the public to speak.

Pamela Steele thanked the O&A Committee for allowing her to speak and she stated that she had logged into the meeting on behalf of her cousin, Nicole Sarofeen, who spoke on a previous matter but had been having technical difficulties with her computer.

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 7:28 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>