

CITY COUNCIL STANDING COMMITTEE  
**Planning & Development Committee**  
Wednesday, March 7, 2012 – 7:00 p.m.  
**1<sup>st</sup> Fl. Council Conference Room – City Hall**  
-MINUTES-

*(Items May be taken out of order at the discretion of the Committee)*

**Present:** Chair, Councilor Bruce Tobey; Vice Chair, Councilor Greg Verga; Councilor Jacqueline Hardy;  
**Absent:** None.

**Also Present:** Council President Hardy; Linda T. Lowe; Alan Hagstrom; Jim Duggan; Mark Cole; Fire Chief Stephen Aiello; Alan Hagstrom

**The meeting was called to order at 7:00 p.m. Items were taken out of order and show in the minutes as presented.**

**A quorum of the City Council was present.**

**2. Memorandum from General Counsel re: Pavilion Beach Easement Agreement**

**Councilor Tobey** pulled this item from the P&D Agenda. He asked that the City Clerk's office reach out affirmatively to the editor of the newspaper and ask that the fact that this matter will be on for community discussion in two weeks in order that it be publicized. If the paper is unwilling to do so, he asked that the Clerk's office file an ad to get the word out for an issue that matters to a portion of the community, as well as knew that Councilor Cox was most interested to see the discussion come forward.

**This matter was continued to March 19, 2012.**

E) Request from Streamline Events for road closures for the 2012 Gloucester Triathlon on 09/09/12

**Councilor Tobey** informed the Committee that the applicant, Streamline Events has withdrawn their request for a Special Events permit for a triathlon (by email from Mr. Burnett on file); and suggested the Administration reach out to see if the YMCA would be interested in taking up the triathlon, or another non-profit organization in the City.

**This matter is closed.**

**4. Request from St. Peter's Fiesta Committee for use of City Land**

**Joe Novello**, St. Peter's Fiesta Committee member explained that everything is the same as last year. There will be no fireworks for budget reasons on the Sunday evening. They've attended the Licensing Commission meeting. They're asking to have the Fiesta in St. Peter's Park and the surrounding areas as specified. Councilor Verga asked about the Birdseye site. Mr. Novello stated the carnival operator has received permission to use the Birdseye property. That agreement is between them. Fire Chief Aiello, Lt. Joseph Aiello and Mark Cole all indicated their agreement with the Fiesta plans for 2012 to the Committee. **Councilor Verga** stated there was an issue of the kiddie rides. Mr. Novello stated the layout will be the same as last year. **Councilor Hardy** asked about the noise from the music and rides; that it be turned down during the ceremonies. **Mr. Novello** assured the sound will be off during those times. **Councilor Cox** looked forward to the event. **Councilor LeBlanc** will look forward to the new Greasy Pole being installed. **Mr. Novello** noted the Special Events Application form was submitted and paid their fee. **Linda T. Lowe**, City Clerk confirmed that the application was in and that they had been before the Licensing Commission. **Councilor Hardy** asked that the Special Events applications, if published in the agenda packets, that the cell phone numbers were redacted. She wished the St. Peter's Fiesta Committee well. **Councilor Tobey** expressed his thanks to the St. Peter's Fiesta also.

**MOTION: On motion of Councilor Verga, seconded by Councilor Hardy, the Planning and Development Committee voted 3 in favor, 0 opposed to recommend to the City Council to allow the 2012 annual St. Peter's Fiesta, commencing on Wednesday evening, June 27, 2012 through Sunday, July 1, 2012, the use and control of St. Peter's Park on Rogers Street, the streets and sidewalks of Rogers Street, from Mansfield Way to the entrance of Commercial Street; Commercial Street up to Fort Square to include the use of the Birdseye**

property(if made available by the owner); and from the intersection of Main and Washington Streets to St. Peter's Park; and on Friday, June 29th, Saturday, June 30th, and Sunday, July 1<sup>st</sup> on only the water side of Stacey Boulevard from "The Tavern" to the Fishermen's Memorial (to the extent allowable by law) and the Ciaramitaro/Gemellaro Playground at Fort Square; for the purpose of conducting the St. Peter's Fiesta on the days and dates mentioned above. Further that vendors not be allowed on the right-hand side of Commercial Street nor on the streets and sidewalks from Tally's to the Chamber of Commerce (33 Commercial Street). In addition, all peddlers, canvassers, solicitors and others who encroach upon or occupy in any way these areas without the express consent of the St. Peter's Fiesta Committee are to be considered trespassers and to be in violation of Gloucester City Ordinances, Chapter 14, Section 14-6; Trespass; and with the following conditions:

- 1) That the kiddie rides (children of a height of 42 inches or under) be kept at the St. Peter's Square Park not at the Birdseye property, should that property be used;
- 2) That the enlarged footprint be drawn out on a plan showing locations of, but not limited to, Comfort stations and first aid stations to be placed on file (with the City Clerk's office no later than 14 days in advance of the start of the 2011 St. Peter's Fiesta);
- 3) That the music be shut down at the opening and closing ceremonies on the closest rides to the altar area;
- 4) That a temporary fence be erected at the very back of the area known as the "Birdseye Parking Lot" to prohibit entrance to Pavilion Beach from that parking lot should that property be used;
- 5) Temporary lighting shall be placed illuminating the area used as a crossing between St. Peter's Park and the Birdseye parking lot;
- 6) That Fiesta Shows, Inc. contribute \$3,000 for the added police coverage due to the expansion of the rides to the Birdseye property payable to the City of Gloucester in care of the City Clerk's office to be paid 14 day in advance of the opening of the St. Peter's Fiesta.

1. *Continued Business – all items continued from 02/22/12:*

- A) CC2012-009 (Tobey) The Administration, P&D and the EDIC prepare an inventory of vacant commercial Buildings

**Councilor Tobey** explained regarding this order is to create an "opportunity inventory". Every vacant building on Main Street; every space in the Blackburn Industrial Park and the 60% of the Land Bank land on the water side of the State Fish Pier, that is what it really is; they don't own it but they can create an environment and a set of conditions by knowing what they have to build a marketing plan to stimulate private sector interest. He asked if the EDIC and the Administration was willing and wished to learn how they might move this forward. He stated his belief together with the Administration and the EDIC they can create an atmosphere that can foster getting the word out on what the City has available for opportunities to businesses. With several economic development initiatives underway in the City, this could act as a "springboard" for more. **Jim Duggan**, CAO stated he reached out to the community and did a quick assessment of available properties based on using a minimum of 10,000 sq. ft. There are currently nine properties that have very different challenges, be it the build out, or parking or environmental issues. The smaller properties on Main Street and the Fish Pier he had not touched base with or assigned the task to anyone yet. **Councilor Tobey** noted the Administration's initiative that will be discussed later in the agenda to organize and reorganization of Community Development as another important element. They should capture everything from the smallest property to something as big like a Good Harbor Filet. He wanted them to use these resources, acknowledge it and translate it into a marketing plan for marketing the community "over the bridge". **Bill Bramhall**, EDIC member agreed that such an undertaking was within their capability and knew their Chair, Becky Bernie also was supportive of this effort; and saw no down side. They can format it for the web was well. **Alan Hagstrom**, EDIC Director viewed it as a "moving target". Property status is constantly changing, and updating such a list is hard to do. When someone says they want 20,000 sq. ft., which may be listed as part of the vacant stock; but it is a matter of what would actually suit that particular company. **Councilor Tobey** expressed his belief it was a matter of attitude. He spoke of reaching out to large retailers and manufacturers and not waiting for them to come to the City to make the inquiry as they did in 1999 to a large outdoor apparel retail company who actually came and worked; and expressed they need to get out marketing again actively. **Nathaniel Mulcahey**, 33 Middle Street would offer his services as he has been looking for an industrial space in Gloucester for the past two years and

has a documented an extensive inventory, adding that Sarah Garcia had been a great help to him in his efforts. He knew of 24 storefronts, 17 industrial vacant buildings, 3 manufacturing locations, and 7 locations that are zoned appropriate for new industrial constructions. He offered his assistance to the Committee if it is needed. **Councilor Tobey** graciously accepted Mr. Mulcahey's offer and thanked him for bringing the information forward. **Mr. Mulcahey** further explained he moved the company to the U.S. because there was supposed to be available marine/industrial space in Gloucester. His company has been in business for a number of years which was based in Northern Italy. Since things have been waiting for the rezoning and issues to be settled, everybody on the marine/industrial front is holding them rather than leasing or selling them. He has been frustrated by this and in the meantime moved his manufacturing to Middleton. They manufacture humanitarian engineering products. He is classified marine/industrial because they use fish effluents as their final stage project as they have done in 13 different countries. They have been recognized by the United Nations; and is the only company in the world that is certified carbon negative. He informed the Committee that Sarah Garcia courted them to come to the City because the City is a State certified green community. Available marine/industrial space would be very interesting to him as they need access to fresh salt water. **Councilor Tobey** noted a letter in the paper from a local entrepreneur with a partner and asked if anyone had called them from the EDIC or the Administration yet. It is what they're talking about. They need to be active, not reactive. He expressed his belief that the community would welcome this effort; and this was why he brought the order forward. **Councilor Verga** endorsed the effort beginning here at P&D idea stating such an inventory is a great tool. This new opportunity is something to make happen. **Councilor Hardy** was impressed that Mr. Mulcahey came forward and agreed they need to move forward. **Sunny Robinson**, 20 Harvard Street stated the Mt. Auburn Report (available on line) had an inventory of the harbor side marine/industrial properties that are under utilized or empty; the report is a year old, but would make an excellent starting point and could save time. **Councilor Tobey** asked about the State Land Bank had been spoken with to see if Mr. Mulcahey could do anything on the State fish pier. **Mr. Mulcahey** noted he had contacted that agency but indicated that agency remain silent. He commented that Gloucester has some unique properties; and marine/industrial coupled with being a green city on the water is unheard of on the East Coast. Looking forward, there is federal funding for companies like his to expand, clean up and redevelop buildings. Since Gloucester is the only full-service port in a green city; it means Gloucester is the only city that qualifies for this money until at least November for this federal program. It just needs support of the City and a vacant building that can be purchased. **Councilor Tobey** reminded them the Mass. Development Finance Administration used to be the Land Bank and still owns the State Fish Pier. The MDFA has consistently ignored the City. Here is someone who could take part of that 60% (referring to Mr. Mulcahey and his company) and make something happen in the City. **Mr. Mulcahey** encouraged the Committee to follow the path they are on. To be eligible the federal funds for the marine businesses the federal government requires that the building must be owned, not leased.

**MOTION: On motion by Councilor Tobey, seconded by Councilor Hardy, the Planning & Development Committee voted 3 in favor, 0 opposed to request the City Council President and Administration to urgently request the Massachusetts Development Finance Administration comes before the City Council to discuss the present and future status of the State Fish Pier.**

**Councilor Tobey** indicated that if the MDFA will not come voluntarily to a Council meeting, under the City Charter he will move for a subpoena.

**This matter is continued to April 4, 2012.**

B) SCP2012-003: Washington Street #540, GZO Sec. 5.5.4 (Lowlands)

**John Levie**, 49 Parker Street representing **Marianna DiMecurio**, owner of the property at Washington Street #540 explained to the Committee that they wished to begin the construction of a pier with a seasonal gangway and seasonal float/dock. They have the footprint laid out. There is no impact to the wetlands. **Councilor Hardy** asked if they have their Order of Conditions from ConCom and have received their c. 91 license from the Commonwealth which they responded they did. **Mr. Levie** stated that the only thing that was constructed of concrete were on two existing rocks. The gangway and ramp are aluminum. The float in the water is wooden. They'll be 18 inches off the mudflats. The structures will come out in the fall and return to the water in the spring. **Councilor Hardy** asked if the Shellfish Warden had signed off on their plans which both **Mr. Levie** and **Ms. DiMecurio** indicated he had. **Ms. DiMecurio** showed several photographs to the Committee of the property (not placed on file). **Mr. Levie** stated they have left as much as possible undisturbed. They went to six feet on the height of the gangway and

walkway. **Councilor Hardy** asked if it was the same plan as submitted with the application that was approved at ConCom **Mr. Levie** stated this is what ConCom approved and that is what was submitted to the Council. Their Affidavit of Notice to the Abutters was submitted (on file) prior to the meeting. **Councilor Hardy** stated this particular piece of property is in Ward 4. She has worked with Ms. DiMecurio over the years on various projects. While this has taken time, they managed to get through the process successfully. Other neighbors of theirs have these same ramps and floats. She will be in support of this application. **Councilor LeBlanc** added his endorsement.

**MOTION: On motion by Councilor Verga, seconded by Councilor Hardy, the Planning & Development Committee voted 3 in favor, 0 opposed to recommend to the full City Council to grant a Special Council Lowlands Permit (SCP2012-003) pursuant to §5.5.4 of the Gloucester Zoning Ordinances for the property at Washington Street #540 as shown on Assessors Map #111, Lot #52 owned by Marianna DiMercurio, for the purpose of constructing a pier, and a seasonal gangway as well as a seasonal float /dock; as on Site Plan by County Land Surveys, Inc., Gloucester, MA, drawn by Richard G. Loud, PLS dated 6-15-2011; and that the Committee finds that the application complies with Sec. 1.8.3 of the Gloucester Zoning Ordinance and is in harmony with the general purpose and intent of the ordinance; AND FURTHER TO ADVERTISE FOR PUBLIC HEARING.**

C) SCP2012-004: Blackburn Drive #90-99, GZO Sec., 5.13.7 (PWSF) Modifications

**David Archambault** of Narragansett, RI, representing Sprint Spectrum, LP explained that they wish to upgrade the equipment installed on the tower at Blackburn Drive #90-99 with three newer technology antennas and to add an equipment shelter at the base of the tower in addition to one they already have in place. The same will hold for both their applications before the Committee. Sprint is trying to keep up with all the technology capacity; carriers are modifying their existing equipment rather than building new towers which is what they are doing here. Some parts of the existing base equipment will be placed up by the antennas; remote radio heads mounted either right behind the antennas or on the poles. Drawings show how they plan on installing them at this site (on file with application). They're not looking to do anything new. This will help them not to build a new site. **Councilor Hardy** asked how many carriers are on this tower. **Mr. Archambault** stated there are existing antennas above them and below them but those don't look like wireless phone carriers. They're probably local. The owner of the tower is Blackburn Center LLC. They lease their space. **Councilor Tobey** stated there is a communication from the Police Chief expressing the desire to stay on the tower and not to be displaced; and requested that nothing be disturbed. **Mr. Archambault** stated they are only touching their own equipment and not anyone else's, and is confident of that. If there is damage to another piece of equipment not theirs they make sure it is remediated right away. Part of their agreement is that they can't disturb anyone else's equipment. They try to maintain their equipment twice a month, although he believed there are not enough people who work for these carriers who can be there twice a month. They monitor the switches constantly. If there is a problem they'll know it very quickly and send someone out to fix it right away. **Councilor Hardy** asked about the RF Report. **Mr. Archambault** stated they did a study as to how the new antennas covered the area. They are way below the FCC regulation limits, a fraction of what they're required. In order to keep their FCC licenses, they have to stay within the FCC regulations. If they go outside of that boundary, their system wouldn't work. It can only work at a certain frequency and power. **Councilor Verga** confirmed this is to improve data transmission. **Mr. Archambault** stated it is for increased capacity. **Councilor Hardy** related had been to this site with previous carriers and couldn't see where the radio frequency would create interference. As long as it is being maintained and does not interfere with any of the City's safety organizations equipment on the same tower she was satisfied.

**MOTION: On motion by Councilor Verga, seconded by Councilor Hardy, the Planning & Development Committee voted 3 in favor, 0 opposed to recommend to the City Council to grant Sprint Spectrum, LP a Special Council Permit (SCP2012-004) for modification of an existing Wireless Communications Facility pursuant to Section 5.13.7 to remove six (6) existing antennas and to install three (3) newer technology antennas, together with related amplifiers, cables, fiber and other associated antenna equipment and six (6) remote radio heads, and other associated antenna equipment such as surge arrestors and global positioning system antennas, for new network service upgrades with associated electronic equipment within a new Sprint Spectrum LP equipment shelter on the tower owned by Blackburn Center LLC located at Blackburn Drive #90-99 Gloucester, MA (Assessors Map #263, Lot #4) zoning classification BP (Business Park) with the following condition:**

- **That Sprint Spectrum is not to impede use of the communication tower located at Blackburn Drive #90-99 by Gloucester public safety organizations to maintain and install hardware necessary to their communications systems; AND FURTHER TO ADVERTISE FOR PUBLIC HEARING.**

D) SCP2012-005: Kondelin Road #16, GZO Sec. 5.13.7 (PWSF) Modifications

**Mr. Archambault**, 19 Hollywood Avenue, Narragansett, RI again representing Sprint Spectrum LP stated this application is much the same as the one for Blackburn Drive. All that he had said for the previous application is applicable for the Kondelin Road #16 here as the applications are virtually the same. They are replacing six antennas with three antennas rather than replacing them with six as had been stated in the original application (on file). **Linda T. Lowe**, City Clerk conferred with the Committee as to whether they could reduce the number of antennas to be installed for a motion based on having advertised for six antennas to be replaced. **Ms. Lowe** expressed the opinion the Committee and the Council, were within the scope of the legal advertisement to reduce the number of pieces of equipment, but could not have increased them for the purposes of a motion. **Councilor Hardy** stated she had been on a site visit previously to this location as well; and there are no residential areas immediately impacted. The Committee was again looking for no disturbance to any police or fire equipment on the tower. **Mr. Archambault** assured there would be no additional space that will be affected by the Sprint Spectrum equipment to be installed. On inquiry by **Councilor Hardy**, **Mr. Archambault** informed the Committee that the company American Tower owns the actual tower.

**MOTION: On motion by Councilor Verga, seconded by Councilor Hardy, the Planning & Development Committee voted 3 in favor, 0 opposed to recommend to the City Council to grant Sprint Spectrum, LP a Special Council Permit (SCP2012-004) for modification of an existing Wireless Communications Facility pursuant to Section 5.13.7 to remove six (6) existing antennas and to install three (3) newer technology antennas, together with related amplifiers, cables, fiber and other associated antenna equipment and will include six (6) remote radio heads, surge arrestors and global positioning system antennas, for new network service upgrades with associated electronic equipment within a new Sprint Spectrum LP equipment shelter to be erected at the base of the tower owned by American Tower Asset LLC and on which the antennas to be modified are located at 16 Kondelin Road, Gloucester, MA (Assessors Map #198, Lot #39) zoning classification GI (General Industrial) with the following condition:**

- **That Sprint Spectrum is not to impede use of the communication tower located at Kondelin Road #16 by Gloucester public safety organizations to maintain and install hardware necessary to their communications systems; AND FURTHER TO ADVERTISE FOR PUBLIC HEARING.**

**3. Memorandum from Chief Administrative Officer re: Resubmission of Proposed Reorganization Plan of the Community Development Department**

**Jim Duggan**, Chief Administrative Officer reviewed the 2008 structure of the department (on file) stating when Mayor Kirk took office, there was no leadership in the Community Development Department and no funds to staff the position of director. Because there was \$50,000 grant from the Seaport Advisory Council, they used those funds to establish the Community Development Director and Harbor Planner as one position. At that time the department was quite lean staff wise. He then reviewed the 2011 chart (on file) showing a decreased staff. There is now no support system for the projects that have come in with a part time bookkeeper. They have some shortcomings with that structure. Many of the gaps in the delivery due to the funding source of the Community Development Director position drove the department priorities; and issues arose because of that funding source being not community based overall. This created a glaring gap for the City support of the tourism and maritime sectors. There was also a complete disconnect regarding the City's industrial parks in understanding those issues and businesses in general. They also are proposing the addition of adding an event and marketing coordinator because of the large gap with the visitor-based economy. They have had no one central point person. He thanked Council President Hardy and Councilor Theken for being adamant to bring forward a position that will bring a focal point for the City's events. Speaking to the grant development and support, **Mr. Duggan** expressed his thanks to Council President Hardy for her guidance in seeing this new position created. He noted that because HUD funds pays for the current grants administrator their projects had to be CDBG eligible activities only due to regulatory constraints. These were some of the hurdles of the current structure of the department. They are now proposing a more streamlined approach by putting management positions into categories. There are four middle managers who report directly to the

Community Development Director: a Planning Director, a Harbor Planning Director; an Economic Development Director and a Grants Development Manager. They will take on the responsibilities of overall grant development management. They're capturing the support for the Planning Director, marketing, project management and grant development manager to maintain the balance of the positions within the department with the exception of one. As the City's CDBG funds are cut in the coming fiscal year by \$100,000 by the federal government, the Administration is forced to eliminate one position, that of the grants administrator. Their local HUD representative was here recently who told Mr. Duggan the City's program is doing well, but the decrease in funding will be even worse next year. They can't afford this financial decrease; the demands of the position are no longer there along with no further funding source for it. Between the housing rehab, the clean energy programs that support staff will continue.

**Councilor Tobey** asked who will ensure overall regulatory compliance so that HUD audit issues don't arise. **Mr. Duggan** responded that will be one of the challenges of the new Community Development Director. Debbie Laurie is a senior project manager and oversees the Community Preservation Act. She is "tight" on her regulatory issues; and the Administration is looking to invest in some financial support for the grants division also. **Councilor Tobey** expressed his support for Ms. Laurie to continue and expand her regulatory oversight. **Councilor Hardy** expressed concern it would be a lot of work for one person. It seemed to her middle managers will be filing a lot of their own work. **Mr. Duggan** stated the new Director will distribute the workload; but the managers will have to take on their administrative work. They have been doing it for so long now; it has become a part of their jobs. They recognize the workload of the principal clerk is heavy as it is. **Councilor Hardy** asked why the bookkeeper is part time managing the CDBG grant and expressed her concern, wondering why it was not a full-time position. **Mr. Duggan** stated when the HUD representative came to the City that also was a part of the discussion. There was a decrease in the funding. They need to prepare for that. They need to maintain the financial structure. When they have the new department director in place, they will make an investment there. **Councilor Hardy** stated it seemed there were not enough "indians" and a lot of "chiefs"; but **Mr. Duggan** stated the department did, in fact, have adequate staffing. **Councilor Tobey** commented the contracts are standardized. The attachments capture the nuances of the specific projects. The chiefs, or middle management, are increasingly expected to be self sufficient and produce the documentation and are the models to be employed. He was less concerned about that but more about the financial oversight, being such a technical program. He expressed his belief that if they can keep the quality control, it will work; if not, it will reflect upon the Administration. **Mr. Duggan** commented the Administration is very sensitive to that issue. **Councilor Hardy** expressed concern regarding grants and asked would the grant administration remuneration come out of those grants they apply for; that is, making sure to apply for administrative staffing costs with all new grants. **Mr. Duggan** stated they would do that where it was allowable; it was dependent upon whether a particular grant allowed for administrative costs. **Councilor Tobey** stated they would have to set up an accounting structure to do that. **Mr. Duggan** stated they would still have to fund the position out of the General Fund because not all grant opportunities have allowable administrative costs available. When they can capture that in a grant they get, they'll use those grant funds to offset the salary. **Councilor Hardy** noted the CDBG person is all grant funds. **Mr. Duggan** expressed they would be separated. **Councilor Tobey** asked for a comparative overview. He asked when they look at the chart from 2008 how many full time equivalencies there were. **Mr. Duggan** confirmed 10. **Councilor Tobey** highlighted the disparity of where the monies come from. Sixty percent is grant driven which makes it specific – one is fee based funded. Only a handful of staff then and now have been able to do the basic business of Community Development; the Planner, the Assistant Planner and bits and pieces of others which hamstrung the department. The chart they're proposing has 14 staff. Half are general fund, and there is dramatic growth to do more broad based stuff. **Mr. Duggan** stated they're able to capture the support for all the projects being addressed, economic development and areas that need to be versatile on grant development opportunities and marketing and events and get better at it. It will help to subsidize some of the salaries. **Councilor Hardy** asked where the chain of command is as far as supervising personnel. **Mr. Duggan** stated the four middle managers report directly to the Community Development Director; and they wish to let that individual shape how they want to run their department; to have an investment in it; how they want to distribute the work load. **Councilor Hardy** stated until they bring in a new Community Development Director, it will remain Sarah Garcia. **Mr. Duggan** confirmed that for the Councilor. They intend to get a seasoned professional in as soon as they can. They want to have the position reclassified and advertised ASAP and hope to have someone in by June 1<sup>st</sup>, so that person will have an investment in the decision to get the economic development person in place. This process will be over two years. They'd do the overall Director first, the Economic Development Director ASAP and the senior planner (under the Planning Director) as well. The Planning Director needs the support for the amount of work that he is doing right now. In January and next fiscal year, they will look at the marketing and event manager position; and then if they can afford it, a Grant Development Manager. **Councilor Hardy** made note of the Harbor Planning Director position and that there are no direct reports (to that position). **Mr. Duggan** stated it is an existing job in the ordinance and not

filled. **Councilor Hardy** asked how it would augment and enhance the ability to focus on the development of the Harbor. **Mr. Duggan** stated they would focus on the development of the harbor and the regulatory issues to maximize opportunities for the City. They are formulating the goals right now. **Councilor Tobey** suggested as they are building this over time and since the Harbor Planning Director is working with the Waterways Board, would they look to the Waterways Board to pick up the financial slack. **Mr. Duggan** stated it is Seaport Advisory Council and an economic development grant from them as well that will be used to fill that position for the next two years, and is 1.0 grant. **Councilor Hardy** asked what happens when the grant money goes away. **Mr. Duggan** stated the Waterways Board has indicated it is amenable to making the investment and is open to it. **Councilor Verga** asked in particular about the grants person; in terms of goals, when these people are hired, what will they actually produce. What will be the benchmarks for these managers? **Mr. Duggan** stated they recognize that it is a grant development person for the priorities of the Administration (informed by the wisdom of the community and the City Council) and focus on economic development. There will be structure around it. This grant manager will report directly to the Community Development Director with goals and objectives. **Councilor Cox** noted the Grants Administrator position being eliminated, when would it be gone. **Mr. Duggan** stated that would be June 30<sup>th</sup>. **Councilor Tobey** expressed that the CDBG cut was unconscionable; and should thank their legislative delegation for trying to stave off the cuts to CDBG. **Ms. Robinson** asked why the Harbor Planning Director is seen as along side of as opposed to under the Economic Development Director. **Mr. Duggan** stated they would be responsible for many important issues on the development of the harborfront and needs credibility when they reach out to state agencies, federal agencies, and local businesses; that they're having a conversation with a person who can make an impact. They need to recognize the importance of the work. **Ms. Robinson** asked how that links into it. They do have the Economic Development Director job description; but she didn't see what the harbor planning director job description and was speaking to the integration issue, in terms of the overall economic plan. **Mr. Duggan** responded that the Harbor Planning Director has to work side by side and not be a direct report. There has to be collaborative effort on the same level. There has to be some point of authority to the water side and was why they renamed the job title from Harbor Planner to Harbor Development Director. **Mr. Duggan** stated the pay level is under discussion with the union for the Harbor Development Director. **Ms. Robinson** asked what vision they have for funding for the new positions which start at M5 and go to M10. **Councilor Tobey** suggested they'll have to see. He assumed given the extent of the rising economic tide in the City's revenue profile in the last few years, and a renewed willingness to invest in economic development, they have to believe the revenue will be there to support these positions. **Mr. Duggan** added it has to be a priority. **Ms. Robinson** expressed she has pushed for economic development; but it is how they get to it that was a concern to her. **Mr. Duggan** stated the budget is being formulated right now. They are looking at the funding. These positions are being phased in. The direction of the B&F Chair is to look at the revenue streams so there isn't as much lag. **Councilor Hardy** noted Councilor Ciolino had some changes to a job description at O&A on Monday evening. She also wished to suggest a change to the Marketing and Event Planner which would be involved as the City's website custodian. Also for a number of years, P&D has been asking for a central person in the City that they can be sent all the events that are taking place so that tourist and other interested people can have a central resource to see this information and offered the following: "To create and be responsible for the chronological compilation of all events in the City including but not be limited to the events approved by the City Council and to publish same in a timely manner on a City website." The Councilor looked forward to the public hearing and receiving the job description for the Harbor Planning Director. The public hearing would take place on March 27<sup>th</sup>. **Councilor Tobey** expressed his gratitude for the Administration bringing the reorganization forward stating this gives the tools and orientation for economic development to build a legacy for the City and would fully support the reorganization.

**MOTION: On motion by Councilor Verga, seconded by Councilor Hardy, the Planning & Development Committee voted 3 in favor, 0 opposed to recommend to the City Council to accept the Community Development Department Reorganization Plan based on the chart dated March 1, 2012 as amended in accordance with the City Charter §7-2 AND FURTHER TO ADVERTISE FOR PUBLIC HEARING.**

**A motion was made, seconded and voted unanimously to adjourn the meeting at 8:37 p.m.**

Respectfully submitted,

Dana C. Jorgensson  
Clerk of Committees

**DOCUMENTS/ITEMS SUBMITTED AT MEETING:** None.