

**Ordinances and Administration Committee**

Monday, June 3, 2013 – 6:00PM

1<sup>st</sup> Fl. Council Committee Rm. – City Hall**-Minutes-****Present: Councilor Romeo-Theken, Chair; Councilor Whynott, Vice Chair; Councilor LeBlanc****Absent:****Also Present: Tom Daniel; Scott Swicker; Alan DeLorenzo; Linda T. Lowe; Joanne Senos; Barbara Snare; Councilor Hardy; Helene Shaw-Kwasie; Councilor Cox; Councilor McGeary; Laura Dow; John Orlando; Pauline Bresnahan; Paul Frontiero; and Linn Parisi, Discover Gloucester.**

**The meeting was called to order at 6:00 PM. Agenda items were taken out of order. Councilor Cox arrived at 7:10. Councilor Whynott left at 7:18. Quorum of the City Council was reached at 7:23 with the arrival of Councilor McGeary. The Committee recessed at 7:24 PM and reconvened at 7:29, at which time Councilors Cox and McGeary were no longer in attendance.**

**1. Continued Business:****A) Reorganization of the City Clerk's Department**

DISCUSSION: **Linda T. Lowe**, City Clerk, stated that the last time the City Clerk's Department reorganization was discussed was late in 2012; previous materials were dated December 2012. She stated that an explanation of the intent of this reorganization has been added to the packet. The reorganization is about updating the department and is not about individuals within the Clerk's office. There have been opportunities for employees to comment on what they felt should be included in their job descriptions. **Councilor Romeo-Theken** asked for a description of the various job levels. **Ms. Lowe** explained that there is a difference between the Management positions, which are denoted by the "M" and AFSCME. The Clerk and the Assistant Clerk are management covered by GMAA. She will provide the wage scales at the next meeting. **Councilor Romeo-Theken** asked if the City Clerk's job description is the same or has it been updated. **Ms. Lowe** stated that all of the job descriptions have been updated because they have not been revised for a long time. The old descriptions do not reflect what people do and have not been modernized. For employees in the City Clerk's office there is the need for a huge knowledge of local and State laws which has not been reflected in previous job descriptions. **Ms. Lowe** stated that an organizational chart, although it is on the simple side, has been added to the informational packet. **Councilor Romeo-Theken** asked Ms. Lowe to discuss the position of the person named Grace in the Clerk's office. **Ms. Lowe** stated that she is currently a Principle Clerk, but would like to change that position to the Vital Records Specialist because the Principle Clerk title is used broadly for many different people across the City and this position requires in depth knowledge of a specialized area. She also noted that the organizational chart lists a part time clerk, but the Clerk's office previously had two and currently only has one part time clerk. **Councilor Hardy** stated that altering the title of Principle Clerk makes sense for this department as the work is specialized. She asked Ms. Lowe when she plans on discussing these job descriptions with people in the office. **Ms. Lowe** stated that she already has several times. She added that the latest revisions will be given to the staff for further comments.

**Councilor Romeo-Theken** asked if all of these increases are already in the budget. **Ms. Lowe** stated that the funds were placed in the City's reserve account. She added that per the union contract, when a position is upgraded the person currently in the position has to remain at or above their current step. **Councilor Hardy** stated that on the first page discussing the Clerk of Committees position it states that there are no changes. **Ms. Lowe** clarified that it is not being reclassified because it was reclassified in 2012; there are only changes to the job description. She will revise this to say there is no further reclassification at this time. **Councilor Hardy** asked if the O&A Committee will be receiving copies of pay scales for management and non-management employees. **Ms. Lowe** will be providing union schedules for both AFSCME and the GMAA to the O&A Committee. **Councilor Romeo-Theken** asked Ms. Lowe if the City Clerk's office still gets funds for dog licenses. **Ms. Lowe** confirmed that her office receives approximately \$0.75 per license. It does not amount to more than \$1,000 per year. **Joanne Senos**, Assistant City Clerk, stated that the pay scales will be changing as of July 1, 2013 and those scales are not yet available. **Councilor Hardy** asked for both the revised pay scale that will be effective July 1, 2013 and the current scale in order to compare. **Councilor Romeo-Theken** asked if this is not approved until a July meeting, will the pay be retroactive for employees. **Ms. Lowe** stated that that decision is up to the City Council. **Councilor Hardy** stated that in the City Charter, a reorganization put forth

by the Mayor will take 90 days to take effect. However, reorganizations put forth by the City Council will be effective immediately or retroactively as long as there is funding available. **Councilor Hardy** asked how the unions feel about this proposal. **Ms. Lowe** stated that she was waiting to bring it forward, but will be meeting with the unions again after she meets with the staff in the City Clerk's office and meets again with the Council.

**This matter is continued to July 15, 2013.**

- B) CC2013-017 (Verga) Amend GCO Chapter 21, Article IV (Repair of Private Ways) Sections 21-81 through 21-85 to add specific standards on what the City should require for the level of design, amount of work, and allocation of funds for permanent repairs to private ways (Cont'd from 04/01/13)

**Ms. Lowe** presented a revision of Sec. 21-81 through 21-85 which addresses the sequencing of the sections to make the process clearer. The Committee will await discussions with the DPW Director to learn his view on the role of the DPW.

- C) CC2012-040 (Hardy/Tobey/Theken/Cox/LeBlanc) Amend GCO Chapter 17, Art. II Police, Art. II Police Department, Sections 17-16, 17-17 & 17-18 (Cont'd from 05/06/13)
- D) CC2012-039 (Hardy/Tobey/Theken/Cox/LeBlanc) Amend GCO Chapter 8, Art. II Fire, Art. II Fire Department, Sections 8-16, 8-17 & 8-18 (Cont'd from 05/06/13)

**These two agenda items at the consent of the committee chair upon communication by general counsel are continued to June 17, 2013.**

## 2. *New Appointments*

### *Conservation Commission*

*Helene Shaw-Kwasie TTE 02/14/16*

DISCUSSION: **Councilor Romeo-Theken** asked if Ms. Shaw-Kwasie has taken the ethics test. **Ms. Shaw-Kwasie** confirmed that she has. **Councilor Romeo-Theken** stated that it is a difficult commission. The City Council appreciates all who volunteer. She asked Ms. Shaw-Kwasie why she has decided to join this commission and what does she have to offer. **Ms. Shaw-Kwasie** stated that she was asked by Lisa Press, Conservation Agent for the City of Gloucester, if she was interested. She added that she feels this is her opportunity to give back to the community. **Councilor Romeo-Theken** stated that she did check Ms. Shaw-Kwasie's resume and asked around and the Commission is fortunate to have Ms. Shaw-Kwasie. She added that it is difficult to be a newcomer in Gloucester. She asked Ms. Shaw-Kwasie to please know the culture in Gloucester and to remember that the City Councilors are here to help and listen.

**MOTION: On motion by Councilor LeBlanc, seconded by Councilor Whynott, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend to the City Council the appointment of Helene Shaw-Kwasie to the Conservation Commission, TTE 02/14/16.**

### *Gloucester Housing Authority Tenant Representative*

*Barbara Snare*

*TTE 05/31/18*

DISCUSSION: **Councilor Romeo-Theken** stated that it is an honor to have Ms. Snare as the Housing Authority tenant representative and that this change is needed. She added that Councilor Hardy spoke very highly of Ms. Snare. She then asked if Ms. Snare has completed the ethics test. **Ms. Snare** replied that she has.

**MOTION: On motion by Councilor Whynott, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend to the City Council to appoint Barbara Snare to the Gloucester Housing Authority as Tenant Representative, TTE 05/31/18.**

### *Fisheries Commission*

*Scott O. Swicker*

*TTE 02/14/16*

DISCUSSION: **Councilor Romeo-Theken** asked if Mr. Swicker has completed the ethics test. **Mr. Swicker** confirmed that he has. **Councilor Romeo-Theken** asked why Mr. Swicker wants to be a member of the Fisheries Commission. **Mr. Swicker** stated that he has been a fisherman since 1976 and 100% of his income has been from fishing. **Councilor Romeo-Theken** asked what kind of fishing he does. **Mr. Swicker** responded fixed gear, including lobster trapping and gill netting. He has begun fishing for Bluefin tuna since he purchased his own boat. He added that he has worked with a variety of fishermen. **Councilor Romeo-Theken** stated that Mr. Swicker has sat at some of the meetings and seen some of the controversy and asked if he is prepared. **Councilor Romeo-Theken** discussed the background of the Fisheries Commission. **Mr. Swicker** confirmed that he is prepared. **Councilor Romeo-Theken** stated that she did ask around and learned that Mr. Swicker has a lot of respect from many fishermen; they felt he would be neutral and add a good voice to the Commission. **Councilor LeBlanc** stated that it is nice to see someone in the business working for the business. **Mr. Swicker** stated that it is frustrating that the Fishermen know how to fix the industry but are not being listened to by many people and organizations. **Councilor Romeo-Theken** stated that she is looking forward to working with Mr. Swicker. She added that the City Councilors are very interested in what is going on in the fishing industry in Gloucester.

**MOTION: On motion by Councilor LeBlanc, seconded by Councilor Whynott, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend to the City Council the appointment of Scott O. Swicker to the Fisheries Commission, TTE 02/14/16.**

*Downtown Development Commission*

*Alan DeLorenzo TTE 02/14/16*

DISCUSSION: **Councilor Romeo-Theken** asked if Mr. DeLorenzo has taken the ethics test. **Mr. DeLorenzo** confirmed he has. **Councilor Romeo-Theken** asked if the certificate has been given to the City Clerk. **Mr. DeLorenzo** confirmed that it has. **Councilor Romeo-Theken** asked why Mr. DeLorenzo wants to join this Commission. **Mr. DeLorenzo** stated that the Downtown has a lot of interesting things going on and feels as though he has unique things to offer coming from a younger person's perspective. **Councilor Romeo-Theken** stated that sometimes people do not understand what the Downtown Development Commission does for the downtown area. The Commission does need to know what the Downtown area is missing, especially to attract the younger people. There is something missing that prevents Gloucester from drawing the younger crowds. **Councilor Romeo-Theken** continued by stating that she has thought about what Mr. DeLorenzo could bring to the Commission and realized that the Commission needs a younger voice. She stated that it may be hard because some people will look at you and see just your age, but it is needed to bring diversity. **Councilor LeBlanc** stated that it is great that Mr. DeLorenzo is giving back to the community.

**MOTION: On motion by Councilor Whynott, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend to the City Council the appointment of Alan DeLorenzo to the Downtown Development Commission, TTE 02/14/16.**

*Reappointment:  
Licensing Board*

*John Rando TTE 05/13/19*

DISCUSSION: **Councilor Romeo-Theken** asked Mr. Rando how things are going on the Board. **Mr. Rando** stated Chief Lane and Michelle Harrison have been great additions. **Councilor Romeo-Theken** stated that Ms. Harrison, Chair of the Licensing Board, sent a letter of recommendation to the O&A Committee because she could not be in attendance. She has asked around regarding Mr. Rando's appointment and received positive feedback from community members. She added that the Licensing Board is a very strong team and is working well together. **Councilor LeBlanc** stated that Mike Lane is a great addition and the meetings are run beautifully. **Councilor Hardy** added that she would like to thank the Licensing Board for supporting the outdoor recreation that has been going on in Gloucester over the last several years, as it would not be possible without their cooperation.

**MOTION: On motion by Councilor LeBlanc , seconded by Councilor Whynott, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend to the City Council the reappointment of John Rando to the Licensing Board, TTE 05/13/19.**

**3. *Memorandum from Mayor & Memorandum from Community Development Director re: Tourism Commission***

**Councilor Romeo-Theken** asked Thomas Daniel, Community Development Director if he had a chance to look at some of the minutes from the P&D and O&A Committee meetings at which the Tourism Commission was discussed. She added that there was a nice workshop for the public last year. **Mr. Daniel** stated that he did not receive those minutes. **Councilor Romeo-Theken** stated there was a lot of good input given by the public and a lot of time was spent gathering that information and it should be reviewed as part of this process. **Linn Parisi, Discover Gloucester**, stated that an initial meeting of Discover Gloucester was held in February of 2012, they spoke before City Council for a combined O&A and P&D at the end of February, and in March an ad-hoc committee met to discuss recommendations for the new tourism ordinance. In total, 12 people met for 10 hours and made recommendations which were presented before P&D and O&A. These recommendations were passed August 8, 2012. **Mr. Daniel** stated that he was not aware that this process had taken place, but was aware of the revised recommendations and has met with some of the people who participated.

**Councilor Romeo-Theken** stated that she has previously requested a larger budget for Tourism, but it has actually decreased. A lot of people have given input and there has been a lot of back and forth on this issue. She added that if it was not for Linn Parisi's team, Discover Gloucester, we would not even be on the map anymore. **Councilor Romeo-Theken** discussed past initiatives to promote tourism and the fishing industry. **Mr. Daniel** stated that the revised ordinance written last year is setting the path. There are a lot of good efforts and programs that are being worked on, but there are also gaps and inefficiencies. The goal is to develop a five year plan for tourism and the Tourism Commission is the entity that is charged with developing that plan. Members of this Commission will be representing a sector and they should feel the responsibility to communicate back to the network they are representing. **Councilor Romeo-Theken** stated that this needs to happen and it may take someone who is paid staff to reign in the Commission. She asked Mr. Daniel how he arrived at these nine members. **Mr. Daniel** stated that it goes back to the ordinance and the various groups outlined. There are two cultural districts that are doing a lot of work and working together that should be included. Some communities focus their tourism entirely around arts and cultures, but the culture in Gloucester is what will generate repeat business. These cultural districts were a natural fit to support this idea of repeat business. What is not included is a representative from the DMO, but the Mayor has agreed to get a representative from the destination marketing organization (DMO) on the Commission. The DMO should be represented on here, but does not need to be a separate seat. There is an opportunity for up to eleven seats according to the ordinance. **Councilor Romeo-Theken** this ordinance has come from the Administration and City Council will change it and give eleven seats. She added that if a person has the power to vote they need to be a resident. **Mr. Daniel** stated that the ordinance that was approved previously states that two non-residents can serve as ex officio members, one of which may be the Cape Ann Chamber of Commerce.

**Mr. Daniel** stated that the call for volunteers goes out and ideally there will be two representatives from each sector presented to be chosen by the Administration. One name for each seat will be presented to the City Council for approval. The people chosen should have the right skill set and be able to liaise back to the community they represent. **Councilor Whynott** stated that if the Tourism Commission is not meeting because they cannot reach quorum they can lower the quorum. **Ms. Parisi** stated that Discover Gloucester is the Seaport Gloucester DMO. She stated that this organization has not ever been part of the City of the Chamber of Commerce. **Councilor Romeo-Theken** stated that the DMO kept going on despite obstacles, even from the City. Five years later we are still arguing about who is going on the Commission. **Mr. Daniel** stated that there are two different cultural districts and they both have strong identities, nationally and internationally. People come for arts and culture, spend money, and do so repeatedly. The Downtown is different and brings different partners. There are two separate networks that are valuable to have a seat at the table. **Councilor Romeo-Theken** asked how it was decided to have one representative for accommodations, when there are different types of accommodations in the City. **Mr. Daniel** said it is important to balance the number of seats. **Councilor Romeo-Theken** stated that she believes the seats should be changed. We need to promote people coming to the City and staying through avenues they did not already know existed. The hotels are the ones that pay for these initiatives with the taxes their establishments earn. We need to make sure there are other attractions and that they are well advertised. She added that Mr. Daniel should be working more closely with the Visitor's Center volunteer coordinator for the City.

**Mr. Daniel** stated there have been a lot of good ideas for ways to improve Tourism in the City. There was discussion about the local amenities and attractions. **Councilor Romeo-Theken** commented that there is not a seat on this Commission for parks and/or recreation. **Ms. Parisi** stated that when people met last summer they discussed the representatives who should be on the Commission. They were included in the recommendations presented to the Council. She also suggested that communication with and amongst various City departments needs to be improved. **Councilor Romeo-Theken** stated that there might need to be two representatives from accommodations and to better define tourist attractions. **Ms. Parisi** stated that the industry definition of tourist attraction includes a broad spectrum of categories including museums, galleries, and retail spaces so there is crossover among categories. **Councilor Romeo-Theken** stated that there needs to be clearer definitions of particular terms, especially tourist attractions. Rocky Neck has been around for a long time and has not stepped forward to participate with Tourism initiatives. **Mr. Daniel** reiterated that he is working from the previous ordinance and acknowledges that there are people who have worked very hard. This is an effort to have a Commission that reflects the hard work that went into the ordinance. One of the gaps is that there has not been a direct staff connection. **Councilor Romeo-Theken** stated that a staff representative for this Commission would need to work with the community and the City Council, not just the Administration. She stated that **Mr. Daniel** should call a meeting with a representative from each of the sectors listed in the ordinance to see what they could bring to the Commission. **Pauline Bresnahan, Pauline's Gifts**, stated that tourism should be for the entire City and sometimes when Rocky Neck is asked to be a representative their focus is on their section of Gloucester and not the City as a whole.

**Councilor Romeo-Theken** told **Mr. Daniel** to go back and talk to the people who have already been working on Tourism issues because they are the ones who will support you. **Councilor Hardy** stated that the City Council will support the Commission and any legislation it produces. **John Orlando, Harborview Inn**, asked as far as choosing representatives, will **Mr. Daniel** be involved in that process. Will he be making recommendations to the Mayor? **Councilor Romeo-Theken** confirmed that he will. **Mr. Daniel** stated that he will be involved in helping the Mayor determine from the applications received who should be part of the Commission. Then the appointments will be brought to the City Council. He added that the next step is getting names of people and reviewing them. Hopefully we will have a good group of people who are interested in serving. **Councilor Romeo-Theken** is asking **Mr. Daniel** to have more conversations various community members and come back with eleven seats that will be filled for the Tourism Commission. **Mr. Daniel** stated that we cannot get everything, but we can have a diverse representation. He will be vetting some people and seeing where that falls on the matrix. **Councilor Romeo-Theken** stated that the extra tax base from accommodations was supposed to support a separate Commission and hire a person to manage its members.

**Councilor Cox** stated that when she was appointed to the Tourism Commission she began actively recruiting people so there are several names on the Mayor's desk. **Councilor Romeo-Theken** does not expect miracles for this season, but wants to get ready for next season. She added that the DMO should be in the ordinance as a seat.

**This matter is continued to July 15, 2013.**

4. *CC2013-019 (LeBlanc) Amend GCO Chapter 22, Sec. 22-287 (Disabled Veteran, handicapped parking)*  
*Re: Middle Street #15 (TBC 06/17/13)*

**This matter is continued to June 17, 2013.**

**A motion was made, seconded and voted unanimously to adjourn the meeting at 7:50PM.**

Respectfully submitted,  
**Jaimie Corliss**  
Principal Clerk

**DOCUMENTS/ITEMS SUBMITTED AT MEETING:**

- **Memo from City Clerk dated 6/3/2013 with attached revised job descriptions and organizational chart**