

**Ordinances & Administration Committee**  
 Tuesday, January 17, 2017 – 6:00 p.m.  
**1<sup>st</sup> Fl. Council Committee Room – City Hall**  
**-Minutes-**

**Present:** Chair, Councilor Steve LeBlanc; Vice Chair, Councilor Jamie O’Hara; Councilor Nolan  
**Absent:** None.

**Also Present:** Councilor Cox; Joanne Senos; Mayor Sefatia Theken; Jim Destino; Chris Sicuranza; Bill Sanborn; John Dunn; Paul Keane; Chip Payson; Bethann Brousseau; Donna Leete; Fire Chief Eric Smith; Assistant Fire Chief Tom Aiello

**The meeting was called to order at 6:01 p.m. Matters were taken out of order.**

**1. A. Management New Appointment:**

Community Development Director	Daniel Smith	TTE 02/15/18
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**Councilor LeBlanc** advised that Mr. Smith needed to appear before the Planning Board first to obtain their approval for his appointment as Community Development Director before O&A could take up his appointment and continued this matter to the next regularly scheduled O&A Committee meeting.

**Mr. Smith’s appointment is continued to February 6, 2017.**

**B. New Appointment:**

Tourism Commission	Mike Mann	TTE 02/14/18
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**Mr. Mann** said that he was asked to join the Tourism Commission pointing out that his family owns the Gloucester Fleet Deep Sea Fishing Company, and that he wished to be involved. The business has been owned by this family for nine years, and that he is the captain of the family fleet. He highlighted that customer relations is a large part of what he does, and conveyed he’s learned a great deal about visitors the city through the family business.

**Councilor LeBlanc** expressed he was pleased to see young vibrant dedicated people stepping forward to be part of the Commission, and that the city’s tourism industry needs to coexist with the city’s fishing industry.

**Councilor Nolan** indicated he’d known Mr. Mann for some time saying that he’ll do a good job.

**COMMITTEE RECOMMENDATION: On a motion by Councilor O’Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council appoint Mike Mann to the Tourism Commission, TTE 02/14/18.**

**C. Management Reappointments:**

**Mayor Sefatia Theken** opened her remarks on her management team reappointees that she’d like to see a jointly driven Council/Administration effort to move all manager/department head terms to move to two years as she pointed out one-year terms are a deterrent to attracting well qualified new hires as well as act as an inhibiting factor to growth and training. She reminded the Committee that reappointments are for assessment and vote; that if there is an issue that a Councilor has during the ensuing year it should behoove them to discuss it with her and her administrative team rather than to take up such personnel matters in a public forum. She said that she has great departments that work together to move the city forward. She also mentioned that with five new City Councilors this past year, it has placed a tremendous demand on the department managers and their staffs and that she asked the Councilors to be cognizant of that fact.

**Councilor Cox** briefly discussed with the Mayor whether the increase in terms for managers from one to two years was something that had to be changed in the Charter, but the Mayor pointed out it is a Code of Ordinances matter and can be acted upon through Council process. She added that her managerial staff is the best she’s seen in the 15 years she’s participated in Gloucester city government. She urged the Committee to reappoint all her department managers to continue to keep the management team as a whole for the betterment of the city.

Personnel Director

Donna Leete

TTE 02/14/18

**Ms. Leete** said that things are evolving in her department. **Councilor LeBlanc** said that Ms. Leete has taken on many challenges since she was originally appointed and expressed his appreciation for her hard work and had his full support.

**Councilor Nolan** said Ms. Leete is, “awesome,” and an asset to the city to which **Councilor O’Hara** added that Ms. Leete has a very difficult job and does it well. **Councilor Cox** expressed her appreciation for Ms. Leete.

**Jim Destino**, CAO said the job of Personnel Director is the toughest job in the city, which he reminded the Committee that he did that job on top of being CAO for six months before he left his position some months ago. He recounted the many duties and issues the Personnel Director deals with. He said it is a thankless job and commended Ms. Leete’s work on the city’s recent Police Department issues.

**Chris Sicuranza**, Director of Communications & Constituent Services, said Ms. Leete navigated the reorganization of the Mayor’s Office, workplace safety initiatives, participates in contract negotiations and has so many other fine skills that with her tremendous input is critical as a key member of the Mayor’s management team.

**COMMITTEE RECOMMENDATION: On a motion by Councilor O’Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint Donna Leete as Personnel Director, TTE 02/14/18.**

Purchasing Agent

Donna Compton

TTE 02/14/18

**John Dunn**, CFO, noted Ms. Compton is on vacation, planned well in advance of his meeting. He conveyed Ms. Compton has worked for the city 19 years and has done a very good job. He advised he strongly recommended her reappointment. **Councilor LeBlanc** said all managers are accessible, with Ms. Compton, who is very good at her job, is no exception to that rule.

**COMMITTEE RECOMMENDATION: On a motion by Councilor O’Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint Donna Compton as Purchasing Agent, TTE 02/14/18.**

Chief Financial Officer

John Dunn

TTE 02/14/18

**Mayor Theken** said that the Administration supports Mr. Dunn’s reappointment, that he does a “terrific” job. She said she has learned a great deal from Mr. Dunn, and there is stability because there is a good team in place. She pointed out that all city managers before the Committee this evening are valuable assets to the city, like Mr. Dunn. She proffered her thanks to Mr. Dunn for being a steadfast member of her team during a time of recent crisis.

**Councilor LeBlanc** expressed his agreement that Mr. Dunn is an asset to the city and that he is very accessible to the Councilors. He added his appreciation that Mr. Dunn attends all the Council meetings to be available to answer any of their financial questions.

**Councilor O’Hara** said he doesn’t interact with Mr. Dunn, but that he knew that Councilor Nolan speaks highly of him.

**COMMITTEE RECOMMENDATION: On a motion by Councilor O’Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint John Dunn as Chief Financial Officer, TTE 02/14/18.**

City Engineer

Paul Keane

TTE 02/14/18

**Councilor LeBlanc** said Mr. Keane was instrumental to the success of a large utility infrastructure project in ward in and around Commonwealth Avenue about two years ago. During that time, he conveyed that Mr. Keane was completely accessible, on top of things, notifying the neighborhoods affected. He expressed his appreciation for Mr. Keane’s work ethic.

**Councilor O’Hara** said he spoke to Mr. Keane today, and that he seems to be right on top of things, and demonstrates a willingness to work with the public to assist them.

**Councilor Nolan** said he has good feedback from reputable contractors on Mr. Keane, and like with the Conservation Commission, the interaction with customers (the public) is very important. He said if there is anything

Mr. Keane can do to help customers to understand what the law is and how they can be helped in order to comply with the state and city laws and regulations, it is always appreciated.

**Councilor LeBlanc** suggested that with the feedback he has received from a public forum on the city's permitting processes, noting that another such forum is planned, that the information gathered will be conveyed to him and the Building Inspector as well as the Administration to see where permitting processes can be streamlined and improved.

**COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint Paul Keane as City Engineer, TTE 02/14/18.**

General Counsel

Chip Payson

TTE 02/14/18

**Mayor Theken** highlighted what a great team the city has in its Legal Department. She likened the relationship with Mr. Destino, herself and Mr. Payson as family. She said Mr. Payson stepped up in the recent crisis and when Mr. Destino took his six month hiatus from public life Mr. Payson was there to assist and support her. She noted that behind the scenes Mr. Payson is critical to her Administration.

**Councilor Nolan** said everything he's ever needed from Mr. Payson has been handled appropriately and that while difficult at times, Mr. Payson does a good job and would support his reappointment.

Councilor O'Hara expressed his agreement with Councilor Nolan's assessment of Mr. Payson.

**Mr. Sicuranza** said that Mr. Payson's expertise this past summer was paramount to the city's success. He highlighted that Mr. Payson gives wise legal advice, but more importantly acts as a true neutral party. He asked the Committee to endorse Mr. Payson's reappointment.

**COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint Chip Payson as General Counsel, TTE 02/14/18.**

Building Inspector

William Sanborn

TTE 02/14/18

**Councilor LeBlanc** said that Mr. Sanborn reacts quickly to Councilor request and does a great job in his role as the city's Building Inspector. He added his support for reappointment; and that he is doing a great job.

**Councilor Nolan** said he worked with Mr. Sanborn recently on a constituent issue and the matter was worked through judiciously and successfully. He expressed his appreciation for Mr. Sanborn's work.

**Councilor O'Hara** noted he was an inspector for almost 20 years, and knew the job is to be very difficult. He has a tough job, he said, and that he appreciates the work Mr. Sanborn does.

**COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint William Sanborn as Building Inspector, TTE 02/14/18.**

Veterans' Affairs Agent

Adam Curcuru

TTE 02/14/19

It was noted that Adam Curcuru's reappointment as Veterans' Affairs Agent was not up until 2018, and therefore the Administration withdrew his reappointment earlier in the day (email on file).

Bethann Brousseau

Assessor

TTE 02/14/20

**Ms. Brousseau** was advised that she is doing a good job by **Councilor LeBlanc** who said that the Assessors' Office is very responsive to the public and the Council. **Nancy Papows**, Principal Assessor said that Ms. Brousseau has been with the Assessors' Department for close to 19 years starting as a clerk, and has been progressed through the ranks so that in 2003 she joined the city's Board of Assessors. She said that Ms. Brousseau is an asset to the Assessors' Department.

**Councilor Nolan** said he has no complaints whatsoever on Ms. Brousseau's performance. **Mr. Dunn** said for a city of this size Gloucester is lucky to have such a competent Board of Assessors, and suggested that the Council leave it that way.

**COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint Bethann Brousseau as Assessor, TTE 02/14/20.**

*D. Boards, Committees, Councils and Commissions Reappointments:*

**NOTE: Where no commentary is made on a particular reappointee, it was made plain to all present that the Committee values the work of the volunteers who come before them in pursuit of bettering the city for all its citizens.**

Affordable Housing Trust

Ruth Pino

TTE 02/14/19

**COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint Ruth Pino to the Affordable Housing Trust, TTE 02/14/19.**

Board of Health

Fred Cowan

TTE 02/14/20

**COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint Fred Cowan to the Board of Health, TTE 02/14/20.**

City Hall Restoration Commission

Craig Herrmann

TTE 02/14/20

**COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint Craig Herrmann to the Board of Health, TTE 02/14/20.**

Clean Energy Commission

Robert Myers

TTE 02/14/19

**Mr. Myers**, responding to positive comments by **Councilor LeBlanc** on the work of the Clean Energy Commission said on the Commission there is a consensus about what needs doing in the city, as well as support from the city's Administration. There are great things that can be done, he added.

**COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint Robert Myers to the Clean Energy Commission, TTE 02/14/19.**

Committee for the Arts:

Robert Haverkamp (Cont'd to February 6, 2017)  
Judith Hoglander, Sinikka Nogalo

TTE 02/14/21

Both **Ms. Hoglander** and **Ms. Nogalo** expressed their wish to remain on the Committee for the Arts, and advised that they are meeting with the Mayor about the city's public art policy which is moving forward.

**Councilor LeBlanc** said both women were making a great contribution to the city, and **Councilors O'Hara** and **Nolan** acknowledged the ladies' commitment to the city.

**COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint Judith Hoglander to the Committee for the Arts, TTE 02/14/21.**

**COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint Sinikka Nogalo to the Committee for the Arts, TTE 02/14/21.**

Conservation Commission

Robert Gulla

TTE 02/14/20

**Mr. Gulla** advised that the Conservation Commission (ConCom) is busy but moves matters forward appropriately. **Councilor LeBlanc** discussed with Mr. Gulla that the ConCom process can be daunting and quite overwhelming for some applicants that need to be gently guided through their processes. **Mr. Gulla** said the Commission has come a long way in assisting applicants. He noted that Ken Whittaker, Conservation Agent, has been incredibly helpful to the Commission in guiding them. He encouraged the Committee to send him by email their input to make ConCom's process better, or to meet with him at any time to express their concerns.

**Councilor Nolan** noted that having attended some ConCom meetings that Mr. Gulla runs a great meeting. **Councilor O'Hara** indicated his support of Councilor LeBlanc's comments on the need to guide applicants through the ConCom process.

**COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted d in favor, 0 opposed, to recommend that the City Council reappoint Robert Gulla to the Committee for the Arts, TTE 02/14/20.**

Fisheries Commission: Angela Sanfilippo, Al Cottone, Paul Vitale, Mark Ring, Joseph Orlando TTE 02/14/20

**NOTE: Al Cottone, now hired as the Executive Director of the Fisheries Commission is no longer a voting member of the Commission and therefore his reappointment was not considered.**

**Mr. Ring** said the Commission is ramping up for the annual Seafood Exposition in Boston. Gloucester is the only city in the state that has a booth at the show, and it is bigger as well, he advised. **Councilor LeBlanc** thanked the Administration for restarting the city's appearance at the annual Seafood Exposition and supporting the city's attendance once again.

**COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint Mark Ring to the Fisheries Commission, TTE 02/14/20.**

**COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint Joseph Orlando to the Fisheries Commission, TTE 02/14/20.**

**Mr. Orlando** and **Mr. Cottone** briefly advised the Committee of the update on fisheries stock. **Mayor Theken** also participated in that discussion.

**The reappointment of Ms. Sanfilippo is continued to Feb. 6, 2016. Mr. Vitale's reappointment is pending.**

Historical Commission Mary Ellen Lepionka TTE 02/14/20 (Cont'd to 2/6/17)

**The reappointment of Ms. Lepionka is continued to Feb. 6, 2017.**

Licensing Board Meredith Fine TTE 02/14/23

**Councilor LeBlanc** lauded the dedication and work by Ms. Fine on the Licensing Board. **Councilor Cox** noted Ms. Fine is a valuable resource and looked forward to a collaborative effort with her on drafting language for the licensing of recreational marijuana purveyors for the Council to act upon.

**COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint Meredith Fine to the Licensing Board, TTE 02/14/23.**

Magnolia Woods Oversight & Advisory Committee Alexander Monell TTE 02/14/20

**Mr. Monell** advised that Councilor Nolan has been a great help to the Magnolia Woods Oversight and Advisory Committee. In turn, **Councilor Nolan** said that Mr. Monell is an asset to the committee.

**COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint Alexander Monell to the Magnolia Woods Oversight & Advisory Committee, TTE 02/14/20.**

Planning Board

Rick Noonan

TTE 02/14/22

**Councilor LeBlanc** expressed his thanks to Mr. Noonan whom he said works tirelessly as a volunteer for the city. He said Mr. Noonan's work is appreciated, especially in light of how responsive Mr. Noonan is. **Mr. Noonan** said the Planning Board puts their best effort forward for the community. He pointed out the Board's process is exhaustive and that the community is welcome to give the information they want to convey so that the Board has their full opinion. He said the Board is looking forward to the work they have before them and coming forward.

Both **Councilors O'Hara** and **Nolan** expressed their appreciation for Mr. Noonan's work on the Board.

**COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint Rick Noonan to the Planning Board, TTE 02/14/22.**

Shellfish Advisory Commission

David Roach

TTE 02/14/20 (Cont'd to 2/6)

**Mr. Roach's reappointment is continued to Feb. 6, 2017.**

Waterways Board

Tony Gross

TTE 02/14/20

**Mr. Gross** said the new hires as Harbormaster and Assistant Harbormaster are doing everything possible to improve the Harbormaster's Department and advised the Waterways Board couldn't be more pleased with their initiative and hard work. He said the Administration is very involved and supportive of the Harbormaster's Department and expressed his appreciation. Even though handicapped by no public office, he advised that the Harbormaster's Department has been very responsive to the public, the Board and the Administration.

**Councilor LeBlanc** noted he sits on the Waterways Board, and expressed his pleasure for the changes to the Harbormaster's Department, that the Harbormaster and Assistant Harbormaster are great to work with. **Mr. Gross** highlighted some of the technology being utilized by the department with regards to mooring rentals saying that it will make for great improvements, reiterating that the Administration has been a great partner. **Councilor LeBlanc** said that they want the city of Gloucester's port the best in the state and these changes are essential to that goal.

**Councilor Nolan** said that the Board is the most improved in the last six months, and that Mr. Gross is very responsive.

**Councilor O'Hara** inquired about the hoist at St. Peter's Commercial Marina and briefly discussed it with **Mr. Gross** and **Mayor Theken**.

**COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint Tony Gross to the Waterways Board, TTE 02/14/20.**

**2. Memo from Fire Chief re: suggested revisions to GCO Ch. 2, Art. VII; Ch. 8 and official acceptance of MGL c. 148, §261**

**Fire Chief Eric Smith** explained the following: there are changes to the Code of Ordinance, c. 2, Art VII, c. 8 and that they are greatly out of date. Chief Smith worked with General Counsel and Jon Jones, of Jon Jones & Associates, industry experts, and that the Council is also being asked to accept MGL c. 148, Sec. 261I. A correction on page 16 of the draft, Titled Section 8-XX Automatic Sprinklers was noted. **Joanne M. Senos**, City Clerk, asked that Chief Smith forward corrected copy to her office at his earliest convenience so that it may be included in the public hearing documentation for the matter and that moving forward should the amendments to the Code of Ordinances be approved by the Council that the appropriate documentation is forwarded to the company that compiles the city's Code of Ordinances updates, and that what is posted on line is correct.

**Mr. Payson** said much like the Wireless Communication Facilities update to the Zoning Ordinance which requires specialized knowledge, in this case they brought in Jon Jones, of Jon Jones & Associates, an industry expert, to ensure that the new ordinance updates comply with the state and local Fire Codes and Building Codes and state statutes.

**Councilor LeBlanc** said in layman's terms this action is to clean up the ordinance and update it appropriately noting that this new language reflects what Mass. municipalities are all using. **Chief Smith** said that the Committee's documentation (on file) shows lines and paragraphs stricken due to the information conveyed in the ordinance is out of date or no longer applicable. He advised that the State Fire Marshall's office urged the Chief to see that the ordinances were updated as soon as possible.

**Councilor LeBlanc** said he appreciated this effort as there is a lot in the city's ordinances that needs updating as well and that it was great to see city management and a department take the initiative to move forward with such an important matter.

**Councilor Nolan** said he read through the suggested updates to the ordinances offered by the Fire Chief, and that he agreed with the changes and had full confidence in the Chief that these changes are appropriate.

**Councilor O'Hara** said the point is to keep the public and the firefighters safe and added his support of the amendments.

**COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept Fire Chief Eric Smith's suggested revisions to GCO Chapter 2, Article VII, and Chapter 8 as presented in a memorandum dated December 27, 2016 and incorporated herein.**

This matter will be advertised for public hearing.

**COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council adopt MGL c. 148, §261I "Automatic Sprinkler System in New or Rehabilitated Multiple Dwelling Units.**

**3. CC2017-001 (Cox) Amend GCO Sec. 22-284 "Service and Loading Zones" re: 199-201 Main St.**

**Councilor Cox** explained that the Veterans' Administration clinic opened downtown and there was limited time to get parking straightened out. The loading zones aren't working as originally offered and amended into the Code of Ordinances, and this update to the Ordinance will ensure a better parking situation for the clinic.

**COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council amend GCO Sec. 22-284 "Service or Loading Zones by DELETING: "Two (2) spaces at 199-201 Main Street, southerly side, 17 feet wide each, from a point beginning on the easterly side of the existing crosswalk."**

**and ADDING: "Veteran Clinic Loading Zone Only, Mon.-Fri. 7:00 a.m. to 5:00 p.m., two (2) spaces at 199-201 Main Street, southerly side, 17 feet wide each from a point beginning on the easterly side of the existing side of the existing sidewalk."**

This matter will be advertised for public hearing.

**A motion was made, seconded and voted unanimously to adjourn the meeting at 7:22 p.m.**

**Respectfully submitted,**

*Dana C. Jorgenson*  
Clerk of Committees

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