



# GOVERNMENT OPERATIONS, RULES & CLAIMS COMMITTEE

## COMMITTEE MEETING ~ MINUTES ~

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Wednesday, January 11, 2023 3:00 PM Sullivan Chamber  
795 Massachusetts Avenue  
Cambridge, MA 02139

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The Government, Operations, Rules, and Claims Committee will hold a public meeting for the purpose of reviewing recent report of Boards and Commissions from the City Manager which are subject to City Council approval, and to discuss the City Clerks request for a dedicated email address for City Council communications

Attendee Name	Present	Absent	Late	Arrived
Alanna Mallon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dennis J. Carlone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Patricia Nolan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E. Denise Simmons	<input type="checkbox"/> Remote	<input type="checkbox"/>	<input type="checkbox"/>	
Paul F. Toner	<input type="checkbox"/> Remote	<input type="checkbox"/>	<input type="checkbox"/>	

A public meeting of the Cambridge City Council’s Government Operations, Rules, and Claims Committee was held on Wednesday, January 11, 2023. The meeting was called to order at 3:00 p.m. by the Chair, Vice Mayor Mallon. Pursuant to Chapter 20 of the Acts of 2022 adopted by Massachusetts General Assembly and approved by the Governor, this public meeting was hybrid, allowing participation in person, in the Sullivan Chamber, 2<sup>nd</sup> Floor, City Hall, 795 Massachusetts Avenue, Cambridge, MA and by remote participation via Zoom.

**At the request of the Chair, Clerk of Committees Erwin called the roll.**  
**Vice Mayor Mallon – Present/In Sullivan Chamber**  
**Councillor Carlone – Present/In Sullivan Chamber**  
**Councillor Nolan – Present/In Sullivan Chamber**  
**Councillor Simmons – Present/Remote**  
**Councillor Toner – Present/Remote**  
**Present – 5, Absent – 0. Quorum established.**

The Chair, Vice Mayor Mallon, began the meeting by noting that the call of the meeting was to review the recent report of Boards and Commission from the City Manager which are subject to City Council approval, and to discuss the City Clerks request for a dedicated email address for City Council communications. Present at the meeting was the City Manager, Yi-An Huang, who was joined by the City Solicitor, Nancy Glowa and the City Clerk, Diane LeBlanc. Vice Mayor Mallon reviewed the Boards and Commission Chart (Attachment A), noting that the focus of the meeting was to discuss Chart #5, groups listed in 2.22 of the Cambridge Municipal Code but are not Boards or Commissions, and Chart #6, groups not listed in 2.22 of the Cambridge Municipal Code and are not Boards or Commissions. The Vice Mayor reviewed the language that was voted on in November 2021, which the Law Department felt was a reasonable interpretation of Boards and Commissions on ballot questions, and noted that the discussion for

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the meeting today was where to go with the issues, and how to address them for future charter changes, in order to avoid confusion with the changes that will be coming out to the voters. The City Manager shared how important the roles are for members that participate in the Boards and Commissions, and other multimember bodies. They are a way to provide information and advice and noted they play a big part for the City and the community. He emphasized that the norms and practices of how the City Council and City Manager work together as a team are equally important and hopes that the community can trust that they are working together in alignment.

Councillor Nolan shared her comments and concerns regarding the Charter change for the ballot question on Boards and Commissions having the approval of the Council. She emphasized the importance of mutual respect and shared authority between the City Council and City Manager. She stressed that she believed voters were clear for this ballot question to apply to all Boards and Commissions in the City and questioned as the Council moves forward, do they have to have any other groups subject to their approval or does the City just change the name.

The City Solicitor was able to provide answers on how the Council could move forward. She commented that the Charter is a law, and words are to be given their plain everyday meaning if the words are clear, which the law department believes they are. She offered two fixes. The first being passing an ordinance with specific language, noting that the following bodies shall be treated as Boards and Commissions as listed in the Charter, or the Council could list the organizations that are listed in charts five and six, and going forward, anything that was established by the ordinance as a body would be treated as among those Boards and Commissions that have members approved by the Council. The second suggestion was to amend the charter, noting this option could be more complicated.

Mayor Siddiqui stated that she agreed with the comments Councillor Nolan had made and noted that the Council's intent was very clear. She shared that she would be in favor of the suggestions made by the City Solicitor, and not in favor having this question be on the ballot again.

Councillor Carlone offered comments, noting that he supports what the Committee is discussing, but believes the criteria where the City Manager chooses the members of the Boards has reflected the Manager's goals in the past. He shared that his goal is to make sure that members are balanced and that neighborhoods are being listened to. Councillor Carlone questioned if the criteria will be broader, given that the Council now has a say in the situation. The City Manager noted that he believes his general approach would be to reflect all policy direction that the Council is setting and that it should play out in some form of the body, in the Boards and Commissions, with the hopes that everyone can work together.

Councillor Simmons noted that having members from the Election Commission at the meeting would have been beneficial to help answer questions about the ballot question. She also shared concerns about changing the language of what was written on the ballot because it is what residents had voted on and offered comments on the Charter and the history behind it. Councillor Simmons noted she wanted to hear more information on the creation of the ballot question and have more conversations about it going forward.

Vice Mayor Mallon followed up by reviewing the process that was brought forward by the City Solicitor, sharing with Committee members that for the Committee to move forward in any way, they would have to put forward an ordinance change to have further conversations in a full, open, and transparent way through the ordinance process.

Councillor Zondervan agreed with both Councillor Nolan and the City Solicitor on how members can go forward with fixing the issue in question through the Ordinance Committee.

Councillor Zondervan commented on amendments that were made in an April 13, 2022, Ordinance Committee meeting resulting in a proposed ordinance change and questioned if the Council would be able to change the intent of the Charter going forward. The City Solicitor noted that once the minutes for that Committee meeting were completed, the Law Department would be able to look at it and see if there could be a simple amendment. Vice Mayor Mallon noted that she would like to review the April 13, 2022, meeting minutes as the Government Operation, Rules, and Claims Committee goes forward on this matter.

Vice Mayor Mallon responded to issues that were brought up by Committee and Council members that were present at the meeting. She offered comments and shared that what Committee members are trying to figure out, and how they can move forward covering the intention of the Charter change, while working with the City Manager and his team to find volunteers who are going to be the diverse group of voices at the table, regardless of what Boards or Commission they are a part of. Vice Mayor Mallon introduced her proposed motion, which is to see that the City Manager direct the City Solicitor to work with the Chair of Government Operations, Mayor Siddiqui, and Councillor Nolan to prepare ordinance language to act on Council intent of including groups not currently listed as needing the City Council approval to be considered a Boards or Commission pursuant to the Charter change.

Councillor Nolan, Councillor Zondervan, and Councillor Simmons offered comments and concerns regarding the proposed motion by the Chair, Vice Mayor Mallon.

**The Chair, Vice Mayor Mallon opened Public Comment.**

Heather Hoffman, 213 Hurley Street, Cambridge, MA, spoke on the clarity of the table and how useful it was and shared their opinion on the ballot question and the idea of what it means.

John Hawkinson, shared that he supported the Clerk's Office having a new dedicated email for the public and offered suggestions on how the email system could improve.

**The Chair, Vice Mayor Mallon made the following motion;**

**ORDERED: That the City Manager direct the City Solicitor to work with the Chair of Government Operations, Mayor Siddiqui, and Councillor Nolan to prepare ordinance language to act on council intent of including groups not currently listed as needing the City Council approval to be considered a Boards or Commission pursuant to the Charter Change.**

**Clerk of Committees Erwin called the roll.**

**Vice Mayor Mallon – Yes**

**Councillor Carlon – Yes**

**Councillor Nolan – Yes**

**Councillor Simmons – Yes**

**Councillor Toner – Yes**

**Yes – 5, No – 0. Motion passed.**

The Chair, Vice Mayor Mallon brought forward the second item that was up for discussion at the meeting, which was a communication received from the City Clerk, Diane LeBlanc, transmitting a memorandum regarding a dedicated email for receiving communications (Attachment B).

The City Clerk began by giving an overview of why she was requesting a dedicated email for receiving communications from members of the public. She noted that the reasoning behind a new email is to help streamline the process of getting items on the agenda, and to simplify and make it easier for office staff. The City Clerk introduced the email she was proposing, which is

[CouncilAgenda@Cambridgema.gov](mailto:CouncilAgenda@Cambridgema.gov). The City Solicitor commented that because this will assist in the procedure of gathering materials for the Council Agenda, she sees no issues with it.

**The Chair, Vice Mayor Mallon recognized Councillor Nolan on a motion to close Public Comment.**

**Clerk of Committees Erwin called the roll.**

**Vice Mayor Mallon – Yes**

**Councillor Carlone – Yes**

**Councillor Nolan – Yes**

**Councillor Simmons – Yes**

**Councillor Toner – Yes**

**Yes – 5, No – 0. Motion passed.**

Vice Mayor Mallon, Councillor Nolan, and Councillor Simmons offered comments and concerns about adding a new email address. It was suggested that the City Clerk write a new communication from Other City Officers to say the Clerk's Office is setting a up new email address, to which the Council could vote to place on file and not have any role with making it actionable. Other comments and suggestions included updating the City Clerk's website to make it more user friendly for the public to submit communications and to make it easier to serve the public.

**The Chair, Vice Mayor Mallon recognized Councillor Carlone who made a motion to adjourn.**

**Vice Mayor Mallon – Yes**

**Councillor Carlone – Yes**

**Councillor Nolan – Yes**

**Councillor Simmons – Absent**

**Councillor Toner – Yes**

**Yes – 4, No – 0, Absent – 1. Meeting was adjourned at 4:25p.m.**

Attachment A – Boards and Commissions Chart

Attachment B – Communication received from the City Clerk, Diane LeBlanc

**Clerk's Note:** The City of Cambridge/22 City View records every City Council meeting and every City Council Committee meeting. This is a permanent record.

The video for this meeting can be viewed at:

[https://cambridgema.granicus.com/player/clip/398?view\\_id=1&redirect=true&h=d849ce56731c2dc5c4135af755758475](https://cambridgema.granicus.com/player/clip/398?view_id=1&redirect=true&h=d849ce56731c2dc5c4135af755758475)

**A communication was received from Vice Mayor Mallon, transmitting documents related to the Government Operations, Rules & Claims Committee.**

**A communication was received from City Clerk Diane P. LeBlanc, transmitting a memorandum regarding dedicated email for receiving communications.**

**BOARDS AND COMMISSIONS - CITY COUNCIL VOTES TO APPROVE ALL MEMBERS**

**CHART**

1	Name of Board/Commission	Enabling Ordinance/Legislation	Number of Members	Special Qualifications for Members	City Employees Serve?	Term of Service
2	Cambridge Industrial Commission	Ch. 2.80 of the CMC.	3 members.	<ul style="list-style-type: none"> <li>• Must be citizen of the City.</li> </ul>	No prohibition.	3 years.
3	Commission for Human Services Programs	Ch. 2.98 of the CMC.	9 members.	<ul style="list-style-type: none"> <li>• 8 members must be Cambridge residents.</li> <li>• 1 member must be representative from the Superintendent of Cambridge Public Schools.</li> <li>• 2 members shall have experience and knowledge of human services in the City's private sector.</li> <li>• 6 community representatives shall have experience and knowledge of the City's Human Services.</li> </ul>	No prohibition.	3 years.
4	Commission of the Status of Women	Ch. 2.88 of CMC.	20 members.	<ul style="list-style-type: none"> <li>• Members appointed by City Manager from recommendation of Commission.</li> <li>• Commission shall consult with recognized groups working for equal status of women to obtain names of qualified candidates.</li> <li>• Members "shall be representative of all socio-economic and racial/ethnic segments of the City."</li> <li>• All prospective members shall have belief in and support of the equal status of women in society and implementation of the aims of the Equal Rights Amendment.</li> <li>• Must be residents of City at time of appointment.</li> </ul>	No prohibition.	3 years.

Name of Board/Commission	Enabling Ordinance/Legislation	Number of Members	Special Qualifications for Members	City Employees Served?	Term of Service
<p><b>9</b></p> <p><b>Avon Hill Neighborhood Conservation District Commission*</b></p>	<p>Ch. 2.78 of the CMC.</p>	<p>5 members; 3 alternates.</p>	<ul style="list-style-type: none"> <li>• Members: 1) shall include 3 residents of neighborhood, not less than two shall be homeowners; 2) one neighborhood property owner (may or may not be homeowner); 3) one member and/or one alternate of Historical Commission.</li> <li>• One member and/or one alternate, in addition to mandated members of Historical Commission, may be Cambridge resident who lives outside district. Remaining alternates shall be property owners.</li> <li>• Members not part of Historical Commission shall "by reason of experience or education" have knowledge and concern for improvement, conservation, and enhancement of district.</li> <li>• Two members/alternates shall have professional qualifications related to real estate, architecture, or historic preservation.</li> <li>• District Order recommends that one member/alternate have expertise in architecture or architectural history and another have expertise in landscape architecture.</li> </ul>	<p>No.</p>	<p>3 years.</p>
<p><b>10</b></p> <p><b>Half Crown-Marsh Neighborhood Conservation District Commission*</b></p>	<p>Ch. 2.78 of the CMC.</p>	<p>5 members; 3 alternates.</p>	<ul style="list-style-type: none"> <li>• Members: 1) shall include 3 residents of neighborhood, not less than two shall be homeowners; 2) one neighborhood property owner (may or may not be homeowner); 3) one member and/or one alternate of Historical Commission.</li> <li>• One member and/or one alternate, in addition to mandated members of Historical Commission, may be Cambridge resident who lives outside district. Remaining alternates shall be property owners.</li> <li>• Members not part of Historical Commission shall "by reason of experience or education" have knowledge and concern for improvement, conservation, and enhancement of district.</li> <li>• Two members/alternates shall have professional qualifications related to real estate, architecture, or historic preservation.</li> <li>• At least one member/alternate shall have professional qualifications in landscape architecture, urban planning, law, or geotechnical engineering.</li> </ul>	<p>No prohibition.</p>	<p>3 years.</p>

\* Neighborhood Conservation District Commissions are sub-commissions of the Historical Commission created upon the designation of a neighborhood conservation district pursuant to 2.78.180 of the Cambridge Municipal Code.

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7.6	Name of Board/Commission	Enabling Ordinance/Legislation	Number of Members	Special Qualifications for Members	City Employees Serve?	Term of Service
15	Peace Commission	Ch. 2.90 of CMC.	20 members max.	<ul style="list-style-type: none"> <li>Members can come from recommendations from Commission.</li> <li>Commission shall consult with recognized groups working for nuclear disarmament.</li> <li>Commission shall be representative of socio-economic and racial/ethnic populations of City.</li> </ul>	No prohibition.	3 years.
16	Planning Board	G.L. c. 41, §§70-72, 81A, Ch. 2.68 of CMC.	7 members. 2 associate members.	<ul style="list-style-type: none"> <li>Appointed by City Manager.</li> </ul>	No.	5 years.
17	Police Review and Advisory Board	Ch. 2.74 of CMC.	5 members.	<ul style="list-style-type: none"> <li>City Manager shall seek qualified candidates by advertising in local newspapers prior to appointment.</li> <li>Members of board shall not hold any other position for the City while a member.</li> <li>No member of the City employee's immediate family shall be appointed to or hired by board.</li> <li>No member shall have been an employee of the City within two years of appointment to the board.</li> </ul>	No.	5 years.
18	Water Board	Ch. 2.70 of the CMC.	5 members.	<ul style="list-style-type: none"> <li>Appointed by City Manager.</li> <li>No member of City Council shall be an appointed member of the board.</li> <li>No member of board shall be interested, directly or indirectly, in any contract, bargain, sale, or agreement, in relation to the water works.</li> </ul>	No.	5 years.
19	Board of Examiners	No enabling ordinance/legislation found.	No enabling ordinance/legislation found.	<ul style="list-style-type: none"> <li>No source found.</li> </ul>	No enabling ordinance/legislation found.	No enabling ordinance/legislation found.

NOT BOARD OR COMMISSION & NOT IN CIVIL BUT SUBJECT TO CIVIL APPOINTMENT AND APPROVAL PART						
	Name of Board/Commission	Enabling Ordinance/Legislation	Number of Members	Special Qualifications for Members	City Employees Serve?	Term of Service
1	Housing Authority	G.L. c. 121B, §3.	4 members.	<ul style="list-style-type: none"> <li>• Membership must be in compliance with statute.</li> <li>• 4 members appointed by City Manager subject to confirmation by City Council.</li> <li>• 1 appointed by the State.*</li> </ul>	No.	3 years.
2	Industrial Development Financing Authority	Ch. 772 of the Acts of 1967.	5 directors	<ul style="list-style-type: none"> <li>• Appointed by the City Manager with the confirmation of the City Council.</li> <li>• At least one director shall be experienced in financial matters, one real estate matters, and one in town or city government matters.</li> <li>• Members must be residents of the City.</li> <li>• Cannot be connected to industrial occupant.</li> <li>• Cannot have any direct or indirect financial interest in the property to be included in industrial area.</li> </ul>	No prohibition.	5 years.
3	Redevelopment Authority	G.L. c. 121B, §5.	5 members.	<ul style="list-style-type: none"> <li>• 4 members appointed by City Manager subject to confirmation by City Council.</li> <li>• 1 member appointed by the State.*</li> <li>• Members must be Cambridge residents.</li> <li>• Members shall be a fiduciary of the housing or redevelopment authority.</li> </ul>	No prohibition.	5 years.

\* Under state law, one member of a Housing or Redevelopment Authority is appointed by the state and is not subject to City Council approval. G.L. c. 121B, §5.



BOARDS AND COMMISSIONS - NOT SUBJECT TO COUNCIL APPROVAL DUE TO ENABLING LEGISLATION							CHART #
	Name of Board/Commission	Enabling Ordinance/Legislation	Number of Members	Special Qualifications for Members	City Employees Serve?	Term of Service	
8	Retirement Board	G.L. c. 32.	5 members.	<ul style="list-style-type: none"> <li>• 1st member: City Auditor <i>ex-officio</i>.</li> <li>• 2 members: Representatives elected by employees and retirees.</li> <li>• 1 member: Appointed by City Manager.</li> <li>• Remaining 1 member: Chosen by the other four members of Retirement Board.</li> </ul>	Yes.	3 years.	
9	Traffic and Parking Commission	Ch. 455 of the Acts of 1961.	3 members.	<ul style="list-style-type: none"> <li>• Appointed by the City Manager.</li> <li>• No person holding public office shall be eligible for appointment.</li> <li>• No salaried employee of City shall be eligible for appointment.</li> </ul>	Yes.	3 years.	

Name of Board/Commission	Enabling Ordinance/Legislation	Number of Members	Special Qualifications for Members	City Employees Serve?	Term of Service
Porter Square Community Advisory Committee	No enabling ordinance/legislation found.	No enabling ordinance/legislation found.	• No source found.	No enabling ordinance/legislation found.	No enabling ordinance/legislation found.
Scientific Advisory Committee	No enabling ordinance/legislation found.	No enabling ordinance/legislation found.	• No source found.	No enabling ordinance/legislation found.	No enabling ordinance/legislation found.

7.6	Name of Board/Commission	Enabling Ordinance/Legislation	Number of Members	Special Qualifications for Members	City Employees Serve?	Term of Service
7	Family Policy Council	Ch. 2.84 of the CMC.	27 members.	<ul style="list-style-type: none"> <li>Membership includes Mayor, 1 member of City Council, 1 member of School Committee, the City Manager or designee, the Superintendent of Schools, the Assistant City Manager for Human Services, the Commissioner of Health and Hospitals, Police Commissioner, Director of Cambridge Public Library, 1 member of philanthropic community, 1 representative from a state agency serving children, youth, and families, 1 representative of corporate/business community, 1 representative of the universities, 1 representative of early childhood care community, 5 members represent community at large and/or active parents groups or other groups involved with children and their families, 3 members representing specific areas to be addressed by Family Policy Council agenda, and 3 youth members who are residents between ages of 14-18.</li> </ul>	Yes.	3 years.
8	Fresh Pond Master Plan Advisory Board/Committee	Formed by City Manager in 1997 as Fresh Pond Advisory Committee, renamed Fresh Pond Advisory Board based on Fresh Pond Reservation Master Plan.	15 members.	<ul style="list-style-type: none"> <li>Must include at least 9 resident volunteers with active, long-term knowledge of the Reservation.</li> <li>Water Department's Watershed Manager.</li> <li>Conservation Commission Executive Director.</li> <li>Director of Recreation.</li> </ul>	Yes.	2 years.
9	Grand Junction Multi-use Path Design Working Group	Under the direction of City Manager's Office.	None Listed.	<ul style="list-style-type: none"> <li>No positions.</li> </ul>	No.	2 years.
10	Harvard Square Advisory Committee.	Ch. 20.50, subsection 20.54 of the CZO.	11 members.	<ul style="list-style-type: none"> <li>2 architects, attorneys who specialize in zoning, urban planners, architectural historians, or landscape architects; 1 member who operates a non-formula business within the Harvard Square Overlay District; 4 residents living within a half mile of the Harvard Square Overlay; 1 member representing the Harvard Square Neighborhood Association or Neighborhood group representing Harvard Square; 1 member representing an institution owning institutional property in the Harvard Square Overlay District; 1 member representing the Cambridge Historical Commission.</li> </ul>	No prohibition.	3 years.
11	Harvard Square Kiosk Working Group	Under the direction of City Manager's Office.	16 members.	<ul style="list-style-type: none"> <li>None.</li> </ul>	No prohibition.	99 years.
12	Net Zero Action Plan Task Force	2015 Net Zero Action Plan	None listed.	<ul style="list-style-type: none"> <li>No positions.</li> </ul>	No prohibition.	2 years.



OFFICE OF THE CITY CLERK

CITY OF CAMBRIDGE

(617) 349-4260

FAX: (617) 349-4269

DIANE P. LEBLANC  
CITY CLERK

PAULA M. CRANE  
DEPUTY CITY CLERK


January 10, 2023

Dear Honorable Vice Mayor Mallon and Members of the Government Operations, Rules, and Claims Committee,

This is an update to the request that is before you to establish a dedicated email, [CouncilCommunications@cambridgema.gov](mailto:CouncilCommunications@cambridgema.gov), for receiving communications from the public that are to be placed on the City Council agenda.

When this matter originally came to the City Council, Councillor Zondervan suggested that a better option would be [CouncilAgenda@cambridgema.gov](mailto:CouncilAgenda@cambridgema.gov). This same suggestion was sent to me by a member of the public. I agree that this is a better option and request that you consider it. Further, I am open to any other suggestions that the Committee might have.

Thank you for your consideration.

  
Diane LeBlanc  
City Clerk

Minutes Acceptance: Minutes of Jan 11, 2023 3:00 PM (Committee Reports)

**Erwin, Nicole**

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**From:** Mallon, Alanna  
**Sent:** Wednesday, January 11, 2023 3:44 PM  
**To:** Erwin, Nicole; Crane, Paula  
**Subject:** proposed motion

ORDERED: That the City Manager direct the City Solicitor to work with the Chair of Government Operations, Mayor Siddiqui and Councillor Nolan to prepare ordinance language to act on council intent of including groups not currently listed as needing City Council approval to be considered a Board or Commission pursuant to the Charter Change.

Alanna Mallon  
Pronouns: She, Her, Hers  
Cambridge Vice-Mayor

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