

**WESTBROOK CITY COUNCIL  
SPECIAL CITY COUNCIL MEETING MINUTES  
MONDAY FEBRUARY 25, 2019  
WESTBROOK HIGH SCHOOL, ROOM 114**

---

**READING THE CALL**

City Clerk Angela Holmes noted for the record that this evening's Special City Council meeting was called on February 22, 2019 by Mayor Michael Sanphy. Notice was emailed to City Councilors and posted to the City website.

**CALL TO ORDER**

Meeting called to order at 7:00pm by City Council Vice President Anna A. Turcotte.

**City Councilors Present:** Lynda Adams (Ward 5); Victor Chau (Ward 2); Michael T. Foley (At-Large); Anna A. Turcotte (Ward 3, Vice President)

**City Councilors Absent:** Ann E. Peoples (At-Large); Brendan Rielly (Ward 1); Gary Rairdon (Ward 4, President)

**Other City Officials Present:** Jerre Bryant (City Administrator); Natalie Burns (Legal Counsel); Sadie Cross (Student Representative); Eric Dudley (Director of Engineering & Public Services); Jennie Franceschi (Director of Planning & Code Enforcement); Danielle Higgins (Community Center Office Coordinator); Angela Holmes (City Clerk); Katherine Kelley (Wastewater Division Supervisor); Suzanne Knight (Finance Director); Arty Ledoux (Public Services Operations Manager); Janine Roberts (Police Chief); Michael Sanphy (Mayor); Zachary Staples (Firefighter); Andrew Turcotte (Fire Chief)

**PLEDGE OF ALLEGIANCE**

Vice President Turcotte led all present in the Pledge of Allegiance.

**MINUTES**

Vice President Turcotte stated that unless any objections are received, the following minutes will stand as presented – City Council and School Committee Joint Workshop held on January 30, 2019; Public Safety Committee Meeting, Regular City Council Meeting and Finance Committee Meeting held on February 4, 2019; and Committee of the Whole Meeting held on February 21, 2019. Councilor Foley noted that the ward designations for President Rairdon and Vice President Turcotte were reversed. City Council had no objection to the approval of the minutes given these corrections.

**MAYOR'S MESSAGE**

Mayor Sanphy shared the following messages:

1. The monthly Mayor's Coffee at City Hall will be held on Saturday March 2, 2019 at 9:00am.
2. There was an armed robbery recently at Highland Lake Variety Store. Westbrook Police Department worked with the Windham Police Department and made an arrest, recovering stolen cars. The Police Department did a great job.
3. Firefighter Zachary Staples was awarded the City of Westbrook's Employee of the Quarter for 4<sup>th</sup> Quarter 2018. Mayor Sanphy gave the floor to Chief Turcotte, who read the proclamation into

the record. The Chief and Mayor presented the award to Firefighter Staples.

4. Detective Sergeant Timothy Gardner was awarded the Police Department's Employee of the Quarter for 4<sup>th</sup> Quarter 2018. Mayor Sanphy gave the floor to Chief Roberts, who read the award into the record. Detective Sergeant Gardiner was not able to attend the meeting to accept the award.
5. Mayor Sanphy gave the floor to Chief Roberts to give a presentation on the Police Department's specialty positions. The following individuals presented comments and/or questions: Councilor Adams

#### **STUDENT REPRESENTATIVE UPDATE**

Ms. Cross gave the following updates:

1. The Theater Department is getting ready for a one-act play, *A Company of Players*. There will be two shows – Wednesday March 6, 2019 at 7pm and Thursday March 7, 2019 at 7pm. Tickets are \$5 students, \$10 for everyone else. All proceeds will go to the Theater Department.
2. Congratulations to girls and boys indoor track teams for their participation in the state championship.
3. A Staff v. Seniors basketball game will be held on February 28, 2019 to support Project Graduation.

#### **PUBLIC COMMENT**

Vice President Turcotte opened the floor for the first public comment portion of the evening's meeting. The following individuals spoke: Councilor Adams, Councilor Foley, Abigail Cioffi (Director of Discover Downtown Westbrook)

#### **ORDERS OF THE DAY (SECOND AND FINAL READING)**

Included below are the City Council Orders which require second and final reading.

1. **Order 2019-26. Authorizing Expenditure for Lettering and Numbering at Westbrook Schools.**  
**Order 2019-27. Authorizing Expenditure for School Safety and Emergency Preparedness Consulting Services.**  
**Order 2019-29. Authorizing Purchase of Replacement Pool Filters.**  
**Order 2019-30. Authorizing Purchase of Safety Hoods.**  
**Order 2019-31. Authorizing Lease Purchase Financing Agreement for Remounted Ambulance.**  
Motion to approve second and final reading of Orders 2019-26 through 2019-31.  
Moved by Councilor Foley, seconded by Councilor Chau.  
Vice President Turcotte asked if any Councilor would like any of these Council Orders considered separately; no response received.  
Vice President Turcotte opened the floor for comments on the motion. No one spoke.  
**Motion carried. Orders 2019-26 through 2019-27 and 2019-29 through 2019-31 adopted. (Vote 4-0-3)**  
Ayes: Adams, Chau, Foley, Turcotte  
Nays: None

Absent: Peoples, Rairdon, Rielly

2. **Order 2019-28. Authorizing Purchase of Email Archive Solution.**

Motion to approve second and final reading.

Moved by Councilor Adams, no second received.

Mr. Bryant asked Council to postpone this item until April 4, 2019 to allow staff to explore other options.

Motion to table Order 2019-28.

Moved by Councilor Adams, seconded by Councilor Foley.

**Motion carried by a show of hands. None opposed. Item tabled.**

**NEW BUSINESS**

Included below are the Council actions on New Business, which includes business licenses requiring City Council approval, City Council Resolves and Orders receiving first and final reading, City Council Orders receiving the first of two required readings, and all items to be considered in Executive Session.

1. **Liquor License Application (Renewal) for Starlite Catering, located at 1275A Bridgton Road.**

**Liquor License Application (Renewal) for Quill Books & Beverage, LLC, located at 1 Westbrook Common #5.**

Motion to approve the liquor license renewal applications outlined above.

Moved by Councilor Chau, seconded by Councilor Adams.

Vice President Turcotte opened the floor for comments on the motion; none received.

**Motion carried by a show of hands. None opposed.**

3. **Resolve 2019-4. Accepting the Planning Board Chairman's 2018 Annual Report**

Motion to approve first and final reading of Resolve 2019-4.

Moved by Councilor Foley, seconded by Councilor Chau.

Vice President Turcotte opened the floor for comments on the motion. The following individuals spoke: Mr. Bryant

**Motion carried. Resolve 2019-4 adopted. (Vote 4-0-3)**

Ayes: Adams, Chau, Foley, Turcotte

Nays: None

Absent: Peoples, Rairdon, Rielly

4. **Order 2019-32. Accepting the Police Department's Forfeiture Fund Quarterly Report.**

Motion to approve first and final reading of Order 2019-32.

Moved by Councilor Adams, seconded by Councilor Chau.

Vice President Turcotte opened the floor for comments on the motion. No one spoke.

**Motion carried. Order 2019-32 adopted. (Vote 4-0-3)**

Ayes: Adams, Chau, Foley, Turcotte

Nays: None

Absent: Peoples, Rairdon, Rielly

5. **Order 2019-33. Amending the Master Fee Schedule, Regarding Towing Fees**

Motion to approve first and final reading of Order 2019-33.

Moved by Councilor Adams, seconded by Councilor Foley.

Vice President Turcotte opened the floor for comments on the motion. No one spoke.

**Motion carried. Order 2019-33 adopted. (Vote 4-0-3)**

Ayes: Adams, Chau, Foley, Turcotte  
Nays: None  
Absent: Peoples, Rairdon, Rielly

6. **Order 2019-34. Authorizing Acceptance of Donation for Westbrook Recovery Liaison Program**  
Motion to approve first and final reading of Order 2019-34.  
Moved by Councilor Adams, seconded by Councilor Foley.  
Vice President Turcotte opened the floor for comments on the motion. The following individuals spoke: Councilor Adams  
**Motion carried. Order 2019-34 adopted. (Vote 4-0-3)**  
Ayes: Adams, Chau, Foley, Turcotte  
Nays: None  
Absent: Peoples, Rairdon, Rielly
  
7. **Order 2019-35. Amending the Code of Ordinances Chapter 26, Regarding Sanitary Facilities, Sewers and Wastewater Treatment.**  
**Order 2019-37. Authorizing Amendment to the Land Use Ordinance, Regarding Business Professional Office District.**  
**Order 2019-38. Authorizing Amendment to the Land Use Ordinance, Regarding the Village Review Overlay Zone.**  
**Order 2019-39. Authorizing Amendment to the Code of Ordinances, Regarding the Village Review Overlay Zone Committee.**  
**Order 2019-40. Authorizing Amendment to the Land Use Ordinance, Regarding Artisan Food and Beverage.**  
**Order 2019-41. Authorizing Amendment to the Land Use Ordinance, Regarding Veterinary Office and Kennel.**  
**Order 2019-42. Authorizing Amendment to the Land Use Ordinance, Regarding Gateway Commercial District.**  
**Order 2019-43. Authorizing Amendment to the Land Use Ordinance, Regarding North Street No Parking Zone.**  
**Order 2019-44. Authorizing Amendment to the Land Use Ordinance, Regarding Signs.**  
**Order 2019-45. Authorizing Several Administrative Changes to the Land Use Ordinance.**  
Motion to approve the first of two readings of Orders 2019-35 and 2019-37 through 2019-45.  
Moved by Councilor Foley, seconded by Councilor Chau.  
Ms. Holmes noted for the record that Orders 2019-37 through 2019-45 require public hearings, scheduled to be held on March 18, 2019.  
Vice President Turcotte opened the floor for comments on the motion. No one spoke.  
**Motion carried by a show of hands. None opposed.**
  
8. **Order 2019-36. Authorizing Award of Bid for Design of Westbrook Common Revitalization Project.**  
Motion to approve the first of two readings of Order 2019-36.  
Moved by Councilor Adams, seconded by Councilor Chau.  
Vice President Turcotte opened the floor for comments on the motion. The following individuals spoke: Abigail Cioffi (Director of Discover Downtown Westbrook)  
**Motion carried by a show of hands. None opposed.**

**PUBLIC COMMENT**

Vice President Turcotte opened the floor for the second and final public comment portion of the evening's meeting. No one spoke.

**ADJOURN**

Motion to adjourn at 8:02pm.

Moved by Councilor Foley, seconded by Councilor Adams.

**Motion carried by a show of hands. None opposed.**