



**WESTBROOK CITY COUNCIL
SPECIAL CITY COUNCIL MEETING MINUTES
MONDAY, JUNE 21, 2021
WESTBROOK PERFORMING ARTS CENTER
471 STROUDWATER ST.**



I. READING THE CALL FOR A SPECIAL CITY COUNCIL MEETING

Ms. Holmes noted for the record that a Special City Council meeting was called by Mayor Michael Foley on June 16, 2021, to be held on June 21, 2021. Notice was published on the City website and was sent to all City Councilors. The published notice indicated that this meeting was scheduled to begin immediately following the preceding Finance Committee meeting.

II. ROLL CALL

Call to Order. Meeting called to order at 6:28pm by City Council President Gary Rairdon.

City Councilors Present: Michael Shaughnessy (At-Large), David C. Morse (Ward 1), Anna A. Turcotte (Ward 3, Vice President), Gary Rairdon (Ward 4, President), Claude Rwaganje (At-Large)

City Councilors Absent: Victor Chau (Ward 2), Elliot Storey (Ward 5)

Other City Officials Present: Jerre Bryant (City Administrator), Natalie Burns (City Solicitor), Eric Dudley (Director of Engineering & Public Services), Michael T. Foley (Mayor), Jennie Franceschi (Director of Planning & Code Enforcement), Greg Hamilton (Director of Emergency Communications & IT), Angela Holmes (Asst. City Administrator/City Clerk), Suzanne Knight (Finance Director), Sean Lally (Police Chief), Daniel Stevenson (Director of Economic Development), Andrew Turcotte (Fire Chief)

III. PLEDGE OF ALLEGIANCE

President Rairdon led all present in the Pledge of Allegiance.

IV. APPROVAL OF MINUTES

President Rairdon stated that unless any objections were received, the minutes would stand as presented. No objections received. The following minutes stand as presented:

June 7, 2021 - Regular City Council Meeting Minutes

V. MAYOR'S MESSAGE

Mayor Foley read his message into the record. The full text of the Mayor's Message is attached to these minutes. Mayor Foley also presented the seventh and final State of Emergency report. The full text of this report is attached to these minutes.

VI. CITY COUNCIL MESSAGES

President Rairdon opened the floor to City Councilors to provide comments. The following individuals spoke:

Councilor Morse, Mayor Foley

VII. STUDENT REPRESENTATIVE UPDATE

There was no Student Representative update.

VIII. PUBLIC COMMENT

President Rairdon opened the floor for the first public comment portion of this meeting. The following individuals spoke: None

IX. UNFINISHED BUSINESS

There was no unfinished business for consideration.

X. ORDERS OF THE DAY (SECOND AND FINAL READING)

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

Order 2021-58. Approving the FY 2021-2022 General Fund, Recreation Fund, Parking Garage Fund & Sewer Fund Annual Vendor Lists

Order 2021-59. Authorizing Purchase of Spectrum Intravenous Pumps

Order 2021-60. Authorizing Acceptance & Expenditure of American Rescue Plan (ARP) Funds

Order 2021-61. Authorizing Reallocation of School Capital Bond Balance

Order 2021-62. Authorizing Westbrook Common Revitalization Project, Acceptance & Expenditure of Funds

Order 2021-63. Authorizing Purchase of MyGov Asset Management, Licensing, Permitting & Work Order System

Order 2021-64. Authorizing Purchase of Park Benches, Trash Receptacles and Dog Waste Station for the Westbrook Dog Park

Motion to approve second and final reading of Orders 2021-58 through 2021-64.

Moved by Councilor Morse, seconded by Councilor Rwaganje.

President Rairdon asked if any Councilor would like to consider any item separately. No one spoke.

President Rairdon opened the floor for comments on the motion. The following individuals spoke: None

Motion carried. Orders 2021-58 through 2021-64 adopted. (Vote 5-0-2)

Ayes: Shaughnessy, Morse, , Turcotte, , Rwaganje, Rairdon

Nays: None

Absent: Chau, Storey

XI. 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.

Orders (Two Readings Required)

Order 2021-65. Authorizing Purchase of Software Licenses for Computer Servers

Motion to approve the first of two readings of the legislation.
Moved by Vice President Turcotte, seconded by Councilor Shaughnessy.
President Rairdon opened the floor for comments on the motion. The following individuals spoke: None
Motion carried by a show of hands. None opposed.

Order 2021-66. Approving the 2021-2022 Capital Improvement Program

Motion to approve the first of two readings of the legislation.
Moved by Vice President Turcotte, seconded by Councilor Shaughnessy.
President Rairdon opened the floor for comments on the motion. The following individuals spoke:
President Rairdon, Vice President Turcotte
Motion carried by a show of hands. None opposed.

XII. PUBLIC COMMENT

President Rairdon opened the floor for the second and final public comment portion of this meeting. The following individuals spoke: Councilor Morse, Mayor Foley

XIII. REFERRALS

Motion to refer "No Parking on Willow Drive" to the Facilities & Streets Committee.
Moved by Councilor Morse, seconded by Councilor Shaughnessy.
President Rairdon opened the floor for comments on the motion. No one spoke.
Motion carried by a show of hands. None opposed.

XIV. COMMITTEE REPORTS

The following items remain in their City Council Committees for deliberation. No updates were provided by Committee Chairs.

Committee of the Whole

Residential Landlord Registration
Amending Land Use Ordinance to Expand Medical & Recreational Marijuana Businesses
Comprehensive Ethics Reform
Referendum Request for a Charter Amendment to Establish Ranked Choice Voting for Municipal Offices

Facilities & Streets Committee

Austin Street Extension
Sidewalks & Traffic at Haskell Street
Condition of Westbrook Middle School Baseball Field
Traffic Issues on Forest Street

Finance Committee

Creating a Fire Truck Fund
2022 Capital Improvement Program Budget

Public Safety Committee

Use of Force Policy Analysis

XV. RECESS

As a point of order, President Rairdon noted that the Administration has asked that the scheduled Executive Session included on the agenda for this Special City Council meeting take place after the following Committee of the Whole meeting, so that any members of the public present this evening can participate before City Council adjourns into Executive Session.

Motion to recess from the Special City Council meeting at 6:47pm to conduct the business of the Committee of the Whole agenda.

Moved by Vice President Turcotte, seconded by Councilor Rwaganje.

Motion carried by a show of hands. None opposed.

XVI. RECONVENE

City Council returned from recess at 7:49pm.

City Councilors Present: Michael Shaughnessy (At-Large), David C. Morse (Ward 1), Anna A. Turcotte (Ward 3, Vice President), Gary Rairdon (Ward 4, President), Claude Rwaganje (At-Large)

City Councilors Absent: Victor Chau (Ward 2), Elliot Storey (Ward 5)

Other City Officials Present: Jerre Bryant (City Administrator), Natalie Burns (City Solicitor), Michael T. Foley (Mayor), Angela Holmes (Asst. City Administrator/City Clerk), Suzanne Knight (Director of Finance), Dena Lebeda (Tax Collector), Daniel Stevenson (Director of Economic Development)

XVII. EXECUTIVE SESSION

Motion to enter into Executive Session at 7:50pm pursuant to 1 M.R.S.A. Sec. 405(6)(C) for discussion or consideration of the condition, acquisition, or the use of real property or interests therein or disposition of publicly held property where premature disclosures of the information would prejudice the bargaining position of the City, and pursuant to 1 M.R.S.A. Sec. 405(6)(E) for consultation with legal counsel about the Council's legal rights and duties. Said Executive Session to include the Mayor, City Administrator, Asst. City Administrator/City Clerk, City Solicitor, Finance Director & Tax Collector.

Moved by Vice President Turcotte, seconded by Councilor Shaughnessy.

Mayor Foley asked that the Economic Development Director be invited to attend as well. Vice President Turcotte and Councilor Shaughnessy agreed to amend the motion to include this position as well.

Motion carried by a show of hands. None opposed.

XVIII. RECONVENE

City Council reconvened at 9:11pm.

City Councilors Present: Michael Shaughnessy (At-Large), David C. Morse (Ward 1), Anna A. Turcotte (Ward 3, Vice President), Gary Rairdon (Ward 4, President), Claude Rwaganje (At-Large)

City Councilors Absent: Victor Chau (Ward 2), Elliot Storey (Ward 5)

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XIX. ADJOURNMENT

Motion to adjourn at 9:11pm.

Moved by Councilor Morse, seconded by Councilor Rwaganje.

Motion carried by a show of hands. None opposed.

MAYOR'S MESSAGE

June 7, 2021

CORNELIA WARREN FOUR SEASON RINK GRAND RE-OPENING

Earlier this month we celebrated the completion and grand re-opening of the Cornelia Warren Four Season Rink on Lincoln Street. This project has been in the works for many years involving the help of many organizations. We look forward to the great success of this facility!

MINI WESTBROOK TOGETHER DAYS

In partnership with the Westbrook-Gorham Community Chamber of Commerce, we are planning a Mini Westbrook Together Days to take place on July 1st at 5pm in Riverbank Park. This event will include bands, vendors, and fireworks display in celebration of Independence Day. More details on that event available on their Facebook Page.

RECENT ELECTION

Earlier this month, the School Department FY 2022 budget validation was approved by the voters. 395 voters participated in this process for a total voter turnout of 2.6% with 312 voting yes and 83 voting no. This is a very low turnout for this type of election and the community should consider whether or not to continue the School Budget Validation referendum in the future. At an approximate cost of \$10,000 for an election of this size, this equates to over \$25 per vote while also closing down the Westbrook Community Center for the day to many valuable programs for the community.

MEETING LOCATION

We are excited to announce that given the revised COVID restrictions, we will be returning to Room 114 at Westbrook High School beginning in August for all of our meetings. In partnership with the School Department, we have been working on updated technology for this space to match what we have here. We hope those improvements will be completed by then and we can make this next step to normalcy. We thank Westbrook Performing Arts Center and its manager Jamie for all their support over the last year to provide a meeting facility for the community.

FOURTH OF JULY HOLIDAY & UPCOMING MEETINGS

We also want to remind everyone that we will not be seeing on Monday July 5th in observance of the Fourth of July Holiday. City Hall will also be closed on Monday, July 5th in observance of the holiday. Our next and only meeting for the July will be held on Monday, July 12th. We will also be having a City Council Workshop to update everyone on the many outstanding projects and seek guidance on next steps for the Outdoor Pool.

STATE OF EMERGENCY

We are excited to announce that on June 30th we will end the City's current and longest-ever State of Emergency in conjunction with Governor Mills who announced Maine's State of Emergency will end on June 30th. I will now read the last and final State of Emergency Report.



MAYOR'S OFFICE



Mayor Michael T. Foley

2 York Street

Westbrook, Maine 04092

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STATE OF EMERGENCY REPORT 2020-7

Date: June 21, 2021

This is the seventh and final State of Emergency Report, intended to provide City Council and the general public with a synopsis of municipal actions taken during this State of Emergency. As vaccines have become more widely available, and vaccination rates are trending positively throughout the state, Governor Janet Mills announced on June 11, 2021 that Maine's State of Emergency would end, effective June 30, 2021. In the same manner, I am hereby declaring an end to the City of Westbrook's State of Emergency on the same date.

Since the last State of Emergency Report, the following actions have taken place:

- The Fire & Rescue Department's vaccination site at the Westbrook Community Center permanently closed as of June 17, 2021. Those needing an initial or second dose of the COVID-19 vaccine should contact their local pharmacy or local hospital for assistance.
- The Fire & Rescue Department's COVID-19 testing site at the Westbrook Public Safety Building permanently closed as of May 22, 2021. However, the Department continues to provide testing assistance to local businesses that may require testing due to exposure, or at the request of the Maine Center for Disease Control.
- On April 5, 2021, City Council adopted Order 2021-28 which renewed the City of Westbrook's Food Service Establishment & Retail Outdoor Expansion Program. This action supports local business even after the conclusion of the State of Emergency by offering additional space and options for customers.
- The hiring freeze enacted on December 7, 2020 has been lifted.
- As noted above, the City of Westbrook's State of Emergency will end on June 30, 2021.

Following the conclusion of the State of Emergency, I intend to bring forward a policy which would authorize municipal boards to continue to utilize remote participation for meetings, in accordance with the recently adopted LD 32. Offering remote participation in public meetings became necessary due to the pandemic, but this process brought with it the realization that expanded options resulted in improved access and increased participation, and we wish to continue to allow this in the future.

Finally, I wish to thank our community for their selflessness and patience during the last fifteen months. Those who followed CDC guidance, masked up when required, observed physical distance requirements, got vaccinated, and observed healthy habits during this historic time contributed to the greater good, and I thank you for your partnership and compassion.

Attest:

Michael T. Foley, Mayor

Angela Holmes, City Clerk