



**WESTBROOK CITY COUNCIL
REGULAR CITY COUNCIL MEETING MINUTES
MONDAY, NOVEMBER 1, 2021 AT 7:00 PM
WESTBROOK MIDDLE SCHOOL
471 STROUDWATER ST.**



I. ROLL CALL

Call to Order. Meeting called to order at 7:00pm by City Council President Gary Rairdon.

City Councilors Present: Michael Shaughnessy (At-Large), David C. Morse (Ward 1), Victor Chau (Ward 2), Anna A. Turcotte (Ward 3, Vice President), Gary Rairdon (Ward 4, President), Elliot Storey (Ward 5), Claude Rwaganje (At-Large, arrived at 7:09pm)

City Councilors Absent: None

Other City Officials Present: Jerre Bryant (City Administrator), Natalie Burns (City Solicitor), Melanie Fernald (Deputy City Clerk), Michael T. Foley (Mayor), Angela Holmes (Asst. City Administrator/City Clerk), Suzanne Knight (Finance Director), Sean Lally (Police Chief), Kelsey Ledoux (Executive Assistant), Lillian Ranco (Student Representative), Stephen Sloan (Interim Fire Chief), Daniel Steven (Director of Economic Development)

II. PLEDGE OF ALLEGIANCE

President Rairdon led all present in the Pledge of Allegiance.

III. 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:

October 18, 2021 - Facilities & Streets Committee Meeting, Special City Council Meeting

IV. 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 invited Jeanne Rielly to the podium, to receive the Westbrook Spirit of America Award for 2021.

V. CITY COUNCIL MESSAGES

President Rairdon opened the floor for City Council messages. The following individuals spoke: Councilor Morse, Mayor Foley

VI. STUDENT REPRESENTATIVE UPDATE

Student Representative Ranco provided the following updates:

- The Westbrook High School marching band competed at a State Competition and came in first place in every category. The marching band also competed in Massachusetts with marching bands from across New England and came in second place overall.
- Due to the fire occurring this past summer, Westbrook High School is remote until further notice.
- A reminder that the election is tomorrow, so please vote.

VII. PUBLIC COMMENT

President Rairdon opened the floor for the first public comment portion of this meeting. The following individuals spoke: Heather Kenyon (22 Autumn Woods Drive), Nancy Crump (Westbrook Food Pantry), John O'Hara (former City Councilor, Falmouth resident)

VIII. UNFINISHED BUSINESS

There was no unfinished business for consideration.

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

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

Order 2021-115. Authorizing Acceptance & Expenditure of Donation for Police Canine.

Order 2021-116. Authorizing Municipal Partnership Initiative (MPI) Agreement for Cumberland Mills Paving & Safety Improvements.

Order 2021-117. Authorizing Brown Street Community Policing Substation Rent Payments.

Order 2021-118. Authorizing Rooftop Lease Agreement for Public Safety Radio Equipment & Rooftop Antenna.

Order 2021-119. Authorizing Interlocal Agreement with Town of Scarborough for Vehicle Maintenance & Repair.

Motion to approve second and final reading of Orders 2021-115 through 2021-119.

Moved by Councilor Morse, seconded by Vice President Turcotte.

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 2021-115 through 2021-119 adopted. (Vote 7-0)

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

Nays: None

X. 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 2021-120. Authorizing Acceptance & Expenditure of Several Maine Bureau of Highway Safety Grants.

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

XI. PUBLIC COMMENT

President Rairdon opened the floor for the second and final public comment portion of this meeting. The following individuals spoke: Councilor Chau, Councilor Rwaganje, President Rairdon, Ms. Holmes

XII. REFERRALS

There were no referrals for consideration.

XIII. 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

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

Public Safety Committee

Use of Force Policy Analysis

XIV. EXECUTIVE SESSION

There were no requests for an Executive Session.

XV. ADJOURNMENT

Motion to adjourn at 7:32pm.

Moved by Councilor Rwaganje, seconded by Councilor Chau.

Motion carried by a show of hands. None opposed.



MAYOR'S OFFICE



Mayor Michael T. Foley

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MAYOR'S MESSAGE

November 1, 2021

MEETING LOCATION & REMOTE OPTIONS

Just a reminder that given the recent fire at Westbrook High School, we are now unsure when we might return to Room 114. Until further notice, all community meetings will take place at the Westbrook Middle School. Our goal is hold meetings in the Performing Arts Center as we are today, to allow the option of hybrid meetings. The hybrid meeting functionality is now available for meeting participants and the public. The instructions are posted along with this evening's agenda. We continue to be grateful for Westbrook Performing Arts Center along with our Creative Services Manager Barry Dodd, for helping us to continue to provide proper technology and meeting facility for the community.

UPCOMING ELECTION

Just a reminder that the upcoming State and Municipal Election will be held tomorrow November 2nd and voting will take place at the Westbrook Community Center from 7am to 8pm. To find our more information on the upcoming elections please visit our website or contact the City Clerk's Office at 207-591-8116.

FREE COVID-19 TESTING SITE

We are excited to announce the reopening of our COVID-19 testing site at the Public Safety Building, 570 Main Street, in partnership with Maine CDC & DHHS. The latest Bureau of Labor Standards Rule requires testing or vaccinations for employers with over 100 employees and the reopening our testing site will provide a valuable regional resource, making it easy for community members & businesses to protect one another with appropriate and free testing. Testing will be conducted by appointment only. More details are available on our website.

VETERAN'S DAY CEREMONY

In honor of Veteran's Day, we will be holding our traditional Veteran's Day Ceremony in Riverbank Park. The Ceremony will be held on November 11th at 11:00 AM. We look forward to seeing everyone there as we honor those who have served.

ANNUAL CHRISTMAS TREE LIGHTING & HOLIDAY LIGHTS

In partnership with the Westbrook-Gorham Community Chamber of Commerce we are excited to host our Annual Tree Lighting this year on December 5th at Riverbank Park with more details to follow. We are excited to announce that Public Services Operations Supervisor Doug Eaton and his crews have begun working diligently to have the best holiday light display yet, yes even better than last year, and we are excited for everyone to see their amazing work! We've heard some concerns from residents about the early work and due to time, weather, and staffing issues, this work needs to begin very early to ensure it is ready in time for the season. We thank everyone for their patience and support.

ECONOMIC DEVELOPMENT UPDATES

Over the last month and into this month we will have celebrated many new businesses in the community with ribbon cuttings, groundbreakings, and some special announcements.

At Rock Row, we celebrated the opening of the new US Cellular, the much-anticipated Chik-Fil-A, and REI will be opening on November 12th. Coming soon we will be formally welcoming Starbucks, Firehouse Subs, Big Fin Poke, Cowbell Burger and Chase Bank. Construction has begun on the New England Cancer Center, and this past week Rock Row also announced the detailed plans & renderings for their conference & event center with this news reaching all over New England!

In our downtown we celebrated the opening of Vigor Strength Studio, the new Mills Barber Shop, and The Beauty Coven. Westbrook Common construction has completed for this year with the addition of 5 new parking spaces on Main Street with utility work continuing into next year. And lastly, we celebrated the groundbreaking for the new Atlantic Federal Credit Union and will soon be cutting the ribbon at Maine Community Bank!

Our Economic Development and Planning & Code Enforcement teams continue to be very busy with record inquiries and development in the community. Dan & I also participated in the filming of an episode of Places & Spaces about Westbrook which will be airing later this year. As Maine's fastest-growing City, it is a very exciting time here in Westbrook and we look forward to the many exciting things to come.

PASSING OF FORMER EMERGENCY COMMUNICATIONS SUPERVISOR JEANE MARIE MALLOY

Our thoughts and prayers are with the Malloy family on the loss of their Mother & Grandmother. We thank her for her dedicated 26 years of service to our community. Please join me for a moment of silence. Services were held this past week and attended by myself and many of her former colleagues.

NEW EXECUTIVE ASSISTANT

I am pleased to introduce Kelsey Ledoux as the new Executive Assistant at City Hall. Kelsey previously worked at our Public Safety Building as a Public Safety Receptionist, then transferred to the Town of Windham to work as a Code Enforcement Administrative Assistant. We are very pleased to welcome her back to the City of Westbrook family, where in her new role she will be assisting the Mayor's Office, Clerk's Office, and Economic Development.

EMPLOYEE RECOGNITION

Our Employee of the 2nd Quarter Kathy Young from the Westbrook Community Center is unable to make it due to scheduling issues and Jerre & I presented her with this award last week during a weekly staff meeting. We congratulate her of this award and thank her for her dedicated service to the City!

FIRE & RESCUE CHIEF RESIGNATION

I will now read the updated announcement regarding the resignation of Fire & Rescue Chief Andrew Turcotte .

MAYORAL PROCLAMATION

I will now read the Mayoral Proclamation celebrating our Westbrook Spirit of America Award for 2021.

ANNOUNCEMENT

October 25, 2021 (Updated November 1, 2021)

Westbrook, ME – Last month we received notice from Westbrook Fire & Rescue Chief and Local Health Officer Andrew Turcotte outlining his intent to resign from the Fire Department, effective December 3, 2021. Chief Turcotte has served the Department for nearly eight years. He was appointed as Deputy Chief in early 2014, and quickly rose to the rank of Chief later that same year. We have been blessed with his dedicated service to our community, especially during this difficult time navigating the COVID-19 pandemic.

Chief Turcotte has consistently demonstrated the knowledge, courage, and compassion that he inspires in those around him. The legacy of his administration will be found in the growth that has occurred in this department during his tenure and its focus on public health. This growth mindset and emphasis on public health has been integral to the daily operations of the Fire & Rescue Department, and in the professional development of the firefighters he has led. In addition, his support for his team members has carried our department through a particularly challenging time for anyone in this field. He inspires us all to do our absolute best. He has truly been an outstanding Fire & Rescue Chief and community leader for our City.

During his tenure, Chief Turcotte grew the department as a professional agency, and expanded the workforce with the introduction of eight new firefighters to help remedy chronic staffing shortages and overtime demands. These new firefighters were funded with the Assistance to Firefighters Grant Program with the Federal Emergency Management Agency (FEMA). These funds, among the many grants Chief Turcotte has secured through the years, helped to grow the department with critical staff, training, and equipment, while reducing the financial impact to the City. Lastly, Chief Turcotte advocated for growth within the department's leadership team through the addition of a Deputy Chief of EMS & Training. This was included in the American Rescue Plan Act budget to help address Public Health, which was approved and is currently in the recruitment stage.

Chief Turcotte has been monitoring the COVID-19 pandemic since December 2019 when it began, keeping City leaders apprised of developments. Being informed early, he was ready to lead and participate in the Citywide development of COVID-19 policies and responses, working directly with City leaders to ensure the safety of our community and its employees. Throughout the pandemic, he has been a point of contact for residents & businesses with health questions and those seeking direction.

In an effort to keep all employees educated on COVID-19, Chief Turcotte spent considerable time and effort informing City employees and leading workgroups to keep employees informed. He worked with the Maine Centers for Disease Control & Prevention and the Maine Emergency Management Agency to secure over \$500,000 in grant funds to combat COVID-19 through Federal, State, and private sources, ultimately reducing the financial impact to the City of Westbrook. Chief Turcotte worked with the Department of Health & Human Services to implement the first municipal COVID-19 testing site in the state, managing that operation to this day, and even planned and operated a municipal vaccination site. For his tremendous leadership during the COVID-19 pandemic, he was recognized as Manager of the 2nd Quarter for 2020 and Manager of the Year for that same year.

Despite the increased workload and the stress of keeping the community, its employees, and the City of Westbrook safe and healthy, Chief Turcotte remained welcoming, attentive, and ready to assist and serve.

On behalf of the City of Westbrook, I wish to express our sincere and heartfelt appreciation for everything Chief Turcotte has given to our community. We wish him success, health, and happiness as he looks to spend more time with family, work with a nearby agency, and support others in a consulting role.

The Fire & Rescue Chief's position along with the Local Health Officer is a critical role for our City. To provide stability to the Department through this transition, I have appointed Assistant Chief Stephen Sloan to the role of Interim Fire & Rescue Chief and Local Health Officer effective October 29, 2021. Chief Turcotte has committed to leading the Department through that day and will be available as a resource on a consulting basis until his last day of employment on December 3, 2021.

To backfill the void created with the interim promotion of Assistant Chief Sloan, we sought the interest of the Captain ranks to fill the role of Interim Assistant Chief until these positions have been filled on a permanent basis at a later date. On October 29th, Interim Chief Sloan selected Captain Gary Wagner to serve as the Interim Assistant Chief.

We thank Stephen & Gary for their willingness to provide continued leadership to our Fire & Rescue Department through this transition.

With the greatest admiration and respect,



Mayor Michael T. Foley