

**Ordinances & Administration Committee**

Remote Meeting

Monday, August 16, 2021 – 6:00 p.m.

-Minutes-

**Present: Chair, Councilor Sean Nolan; Vice Chair, Councilor Steven LeBlanc; Councilor Jamie O’Hara**

**Other Councilors Present: Councilor Val Gilman, Councilor John McCarthy**

**Also Present: Police Chief Ed Conley; Deputy Police Chief Joseph Fitzgerald; CFO, John Dunn; IT Director, Ryan Knowles; DPW Director, Michael Hale; Building Inspector, Bill Sanborn; Sergeant Joseph Balbo; Officer Shawn Bouchie; Officer Heidi Fialho; Clerk of Committees, Sherry Karvelas**

**The meeting was called to order at 6:00 p.m.**

*This meeting was conducted remotely through ZOOM  
All votes conducted by ROLL CALL*

**Chairman Nolan** announced Consistent with Chapter 20 of the Acts of 2021, this meeting will be conducted by remote participation. The public may not physically attend this meeting but every effort will be made to allow the public to view and listen to the meeting in real-time and participate when necessary. If you are calling in on a phone, you can press Star 9 (\*9) to request to speak. If you are watching on a computer or device there is a “raise hand” button that you can tap or press to request to speak. Please use either of these options to be recognized to speak.

***1. Appointments to the Police Building Committee:***

**Police Chief Edward G. Conley  
Deputy Chief Joseph Fitzgerald  
CFO John Dunn  
City Councilor John McCarthy  
Melissa Teixeira Prince  
Building Inspector Bill Sanborn**

**Officer Shawn Bouchie  
Officer Heidi Fialho  
Sgt. Joseph Balbo  
IT Director Ryan Knowles  
DPW Director Michael Hale**

**Summary of Discussion:** **Department of Public Works Director, Michael Hale** stated as part of the capital planning process a number of years ago the spatial constraints of the City’s Police Department, including the Police Station and the District Court, were examined. He stated the building was 50 years old and had outgrown the needs of modern policing with the spatial constraints, flow issues and out-of-date technology. He further stated the current building had rooms with security concerns and there was also gender inequity with officers. Recognizing that the building would stay in its current position on Main Street, the **DPW Director** stated an architect began an evaluation on what could be done to make improvements to that facility. He stated that initial improvements began with windows and a new roof and stated it was then recognized that the building needed much more work from HVAC to electrical, data technology and a new spatial configuration.

**Police Chief Ed Conley** stated he agreed with the **DPW Director’s** comments and added that the updates were long overdue. He stated the department was suffering from a number of deficiencies including cooling and heating throughout the building and leaking windows. He added that the design team had done an outstanding job putting forth tentative plans for the new building and added that there was years of experience on the new Police Building Committee. **Officer Shawn Bouchie** added, from a technology standpoint, the building needed to be modernized with access control for specific areas of the building and

making sure that the cell block area was secure. He stated he was excited to be a member of this committee and was looking forward to a better working environment for all.

**CFO John Dunn** wished to add that the Police Building Committee would be operating in open meetings so anyone who wished to attend could. The **Building Inspector, Bill Sanborn** stated for the past 25 years he had become familiar with the deficiencies in the building and stated he was honored to be on this committee and looked forward to fixing the issues. **Councilor John McCarthy** stated the current building had served the City well for about fifty years and was looking forward to offering his assistance.

**Councilor Questions:**

**Q1. (LeBlanc):** Asked about the timeline for the project.

**A1. (Hale):** Stated with the Police Building Committee being established, the Committee, which was made up of a mix of personnel from the Police Department, courthouse and City Staff, could dig in to ensure the needs of the facility were met. He stated the final design was estimated to be completed by spring of 2022 with the construction taking place late summer into the fall of 2022, and added that this was at least a twelve-month process. He stated the construction work may require some phasing due to work schedules. He added he estimated the work would be finished by late 2023.

**Q2. (LeBlanc):** Asked about employee displacement.

**A2. (Conley):** Stated the Police Department was a 24/7 operation, but added many tasks could be done remotely. He stated patrol and dispatch operations would stay in the building as long as possible and added that the Community Impact Unit was in negotiations to move to the old YMCA building, which would also absorb the patrol functions when the old building needed to be vacated for construction. He added the City had partnerships with Rockport and Manchester-by-the Sea for lock-up facilities when needed.

**Officer Heidi Fialho** joined the meeting at 6:11 p.m.

**COMMITTEE RECOMMENDATION: On a motion by Councilor LeBlanc, seconded by Councilor O'Hara, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council appoint the following to the Police Building Committee:**

**Police Chief Edward G. Conley  
Deputy Chief Joseph Fitzgerald  
CFO John Dunn  
City Councilor John McCarthy  
School Committee member, Melissa Teixeira Prince  
Building Inspector Bill Sanborn**

**Officer Shawn Bouchie  
Officer Heidi Fialho  
Sgt. Joseph Balbo  
IT Director Ryan Knowles  
DPW Director Michael Hale**

- 2. CC#2021-016 (Gilman): Request that the City Council vote to extend the use of Plum Cove School as the Ward 4, Precinct 2 polling location for the September 14, 2021 Preliminary Election and the November 2, 2021 Municipal Election and future elections***

**Summary of Discussion:** **Councilor Gilman** stated due to changes in the State Election Laws the City Council had to evaluate and report on whether such a change to the polling location would have a disparate adverse impact to the polls on the basis of race, national origin, disability, income or age. She added that safety in terms of social distancing was not possible at the Lanesville Community Center but would be possible at the Plum Cove Elementary School. She stated Plum Cove was approximately 1/3-mile from the Lanesville Community Center. **Councilor Gilman** added that the School Committee approved this matter at their August 5, 2021 meeting to include this year's Preliminary Election, Municipal Election and future elections, if needed.

**Councilor LeBlanc** thanked **Councilor Gilman** for being proactive on this matter.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor LeBlanc, seconded by Councilor O'Hara, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed to recommend, in accordance with the changes in the State Election Laws, pursuant to Chapter 255 of the Acts of 2020, as amended by Chapter 5 of the Acts of 2021 on July 29, 2021, that the City Council evaluate and report on whether such change would have a disparate adverse impact to the polls on the basis of race, national origin, disability, income or age, and not later than 3 days prior to changing a polling place, and make publicly available on the City's website and at the office of the City Clerk a report on its evaluation.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor LeBlanc, seconded by Councilor O'Hara, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed to recommend, in accordance with the changes in the State Election Laws, pursuant to Chapter 255 of the Acts of 2020, as amended by Chapter 5 of the Acts of 2021 on July 29, 2021, that the City Council vote to extend the use of Plum Cove School, 15 Hickory Street, as the Ward 4, Precinct 2 polling location for the September 14, 2021 Preliminary Election, the November 2, 2021 Municipal Election and future elections.

**MOTION:** On a motion by Councilor LeBlanc, seconded by Councilor O'Hara, the Ordinances & Administration Committee voted by ROLL CALL 3 in favor, 0 opposed, to adjourn the meeting at 6:21 p.m.

Submitted by Sherry Karvelas, Clerk of Committees

Documents submitted at the meeting: None.

Meeting Recording: <http://gloucester-ma.gov/1097/Past-Remote-Public-Meetings>