

**City Council Meeting**  
**Tuesday, April 28, 2020 – 7:00 p.m.**  
**REMOTE MEETING**  
**-Minutes-**

**Present: Council President Steve LeBlanc; Council Vice-President Val Gilman; Councilor Melissa Cox; Councilor Jen Holmgren; Councilor John McCarthy; Councilor Scott Memhard; Councilor Sean Nolan; Councilor James O’Hara; Councilor Barry Pett**

**Absent: None**

**Also Present: Mayor Sefatia Romeo Theken; Joanne M. Senos; Karin Carroll; Chip Payson; Kenny Costa; Chief of Police Ed Conley; Mike Hale; Vanessa Krawczyk; James Pope; Grace E. Poirier; Joe Parisi; Rick Noonan**

*This meeting was conducted remotely through Zoom*

**This meeting was called to order at 7:00 p.m.**

**ORAL COMMUNICATIONS:**

**Joel Favazza, 28 Middle Street:** Asked the Council not to vote on budgetary or ordinance matters during remote meetings.

**Brenda Malloy, 43 Rocky Neck Avenue:** Asked the Council to hold off on issuing Special Council Permits until after the state of emergency is lifted.

Both Mr. Favazza and Ms. Malloy were advised they could not continue with their statements as the matters they were speaking about were matters on the agenda for the Council meeting.

**PRESENTATIONS/COMMENDATIONS:**

1. Karin Carroll, Public Health Director re: COVID-19 Update

**Karin Carroll** updated the City Council on where the city and the state currently stood in regard to COVID-19:

- There is not currently a vaccine for COVID-19;
- Minimal studies have shown the virus can live at room temperature for 20 to 30 days;
- 58,302 cases of COVID-19 in Massachusetts; there was an increase today of 1,840;
- In order to move into phase one of reopening, there needs to be 10 days to 2 weeks of continual decline in the number of new cases, as well as a decline in hospitalizations and deaths. The state had a four day decline and today there was an increase;
- Hospitalization across the state is about 7%;
- In Essex County there are approximately 8,000 cases; Essex County is the third highest county in Massachusetts;
- Gloucester has had a total of 104 cases since the outbreak. There are 74 active cases. Out of the 143 cases, most of them recovered. There have been 8 COVID-19 deaths in Gloucester;
- Those with COVID-19 are provided help if help if they need it; if they need a thermometer, or if they need groceries, they are connected with the partners throughout the city;
- The State is testing about 10,000 cases per day. If someone is symptomatic, they should contact their primary care physician. Most people are sent to the Danvers Lahey outpatient facility. Some testing is also done at urgent care centers in Gloucester and Beverly;

- A homeless person or someone who's experienced domestic violence and tests positive for COVID-19 is directed to a state program where they are picked up and taken to a hotel in Lexington. Salem High School is a place that people can quarantine;
- There is an exact 50/50 split between male and female deaths; most of the deaths are over 80 years of age and 98% of them have an underlying health condition. Over half of the deaths occur in long-term care facilities. Both healthcare facilities in Gloucester are in the process of being tested;
- Addison Gilbert hospital is reporting that it is stable, and they are COVID free on the inpatient side;
- The Police Department wants residents to know that they should continue to use 911 if necessary;
- A phase one reopening will probably happen as a state. There are three 28-day phases. Phase one will look similar to now, and will involve finding ways to minimize exposure, and will probably mean people coming together in shifts, being staggered, or spaced further apart;
- The city is not pursuing making the sidewalks one way, as airborne particles leaving the mouth travel backward which can get on someone walking behind you

Responding to questions from the Council as to a). Whether the city would consider closing to tourism (similar to what Rockport has done), b). If Gloucester would be reaching out to landowners of large tracts of land who have closed during this time, and c). The availability of restrooms once more people start coming in to Gloucester to get takeout from seasonal restaurants, **Ms. Carroll** said those are all things that need to be discussed as part of the phase one reopening plan.

### **CONSENT AGENDA:**

- **CONFIRMATION OF REAPPOINTMENTS**
- **MAYOR'S REPORT**
  1. Appointments
    - Peter Cannavo (alternate to full member) TTE 2/14/23 Zoning Board of Appeals (Refer O&A)
  2. Memorandum from City Auditor re: request to pay a prior year invoice with FY20 funds (Refer B&F)
  3. Special Budgetary Transfer Request (#2020-SBT-14) from the Health Department (Refer B&F)
  4. Supplemental Appropriation-Budgetary Request (#2020-SA-32) from the DPW (Refer B&F)
  5. Memorandum from Community Development Director re: request approval of up to \$100,000 for a CPC off-cycle funding request for Action Inc. (Refer B&F)
  6. Memorandum from CFO re: requesting to consolidate and repurpose the remaining balances of 14 completed General Fund capital project funds totaling \$65, 735.26 (Refer B&F)
  7. Memorandum from CFO re: requesting approval of a loan order in the amount of \$1,600,000 for security upgrades at Gloucester High School and O'Maley Innovation Middle School (Refer B&F)
- **COMMUNICATIONS/INVITATIONS**
- **INFORMATION ONLY**
- **APPLICATIONS/PETITIONS**
  1. RZ2020-001: Proposed creation of a Commuter Residential Overlay District (CROD) to all lots currently zoned Extensive Business (EB) in and around the Maplewood Avenue and Whistlestop Way area (Refer P&D & PB)
- **COUNCILLORS ORDERS**
  1. CC2020-007(Holmgren): Request City of Gloucester conduct the September 1, 2020 Sate Primary Election and the November 3, 2020 General Election via mail-in ballots (Refer O&A)
- **APPROVAL OF MINUTES FROM PREVIOUS COUNCIL & STANDING COMMITTEE MEETINGS**
  1. City Council Meeting: 4/14/2020 (Approve/File)
  2. Standing Committee Meetings: B&F 4/23/2020 (under separate cover), O&A 4/23/2020 (no meeting, holiday), P&D 4/22/2020 (under separate cover) (Approve/File)

### **UNANIMOUS CONSENT AGENDA:**

1. Addendum to the Mayor's Report: Memorandum from Assistant Fire Chief re: request adoption of 2020 Hazard Mitigation Plan (FCV 5/12/2020)

**Items to be added/deleted from the Consent Agenda:**

**Councilor Gilman** pulled *RZ2020-001: Proposed creation of a Commuter Residential Overlay District (CROD) to all lots currently zoned Extensive Business (EB) in and around the Maplewood Avenue and Whistlestop Way area* and requested that the City Clerk provide the applicant with a letter to be mailed to all of the abutters that includes the Zoom meeting link and call-in number and information on how to access the meeting.

**Councilor Holmgren** pulled *CC2020-007(Holmgren): Request City of Gloucester conduct the September 1, 2020 Sate Primary Election and the November 3, 2020 General Election via mail-in ballots* and told the Council that this matter was gaining momentum on the state level and might need to be voted on as a resolution rather than an order to amend the GCO.

**MOTION: The City Council voted by ROLL CALL 9 in favor (Gilman, Holmgren, LeBlanc, McCarthy, Memhard, Nolan, O'Hara, Pett, Cox), 0 opposed to accept the Consent Agenda and Unanimous Consent Calendar as amended.**

**COMMITTEE REPORTS:****Budget & Finance – April 23, 2020**

The Budget & Finance votes were taken under a Unanimous Consent Agenda at City Council.

COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer Request (#2020-SBT-12) in the amount of \$3,945.21 from Account #0121152-530028, Police - Uniform, Software Services to Account #0121158-585001, Police - Uniform, Vehicles to fund a portion of the 1st year of a 3-year purchase finance for a cruiser for the Deputy Chief.

COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer Request (#2020-SBT-13) in the amount of \$8,620.53 from Account #700058-585022, Waterways Enterprise Fund, Boat & Marine Equipment to Account #700052-520000, Waterways Enterprise Fund, Purchase of Services to cover a projected shortfall in the Harbormaster's Office.

COMMITTEE RECOMMENDATION: On motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council accept a federal grant under MGL c. 44, §53A, in the amount of \$405,819, a special allocation from for the Community Development Block Grant from the U.S. Department of Housing and Urban Development for Program Year 2019/Fiscal Year 2020, this allocation was authorized by the Coronavirus Aid, Relief and Economic Security Act (CARES Act) for CDBG-CV funding to aid in the preventions, preparation, and response to the COVID-19. There is no match or in-kind requirements.

**MOTION: On a motion by Councilor Cox, seconded by Councilor Memhard, the City Council voted by ROLL CALL 9 in favor, 0 opposed, to approve Special Budgetary Transfer Request (#2020-SBT-12) in the amount of \$3,945.21 from Account #0121152-530028, Police - Uniform, Software Services to Account #0121158-585001, Police - Uniform, Vehicles to fund a portion of the 1st year of a 3-year purchase finance for a cruiser for the Deputy Chief.**

**MOTION: On a motion by Councilor Cox, seconded by Councilor Memhard, the City Council voted by ROLL CALL 9 in favor, 0 opposed, to approve Special Budgetary Transfer Request (#2020-SBT-**

13) in the amount of \$8,620.53 from Account #700058-585022, Waterways Enterprise Fund, Boat & Marine Equipment to Account #700052-520000, Waterways Enterprise Fund, Purchase of Services to cover a projected shortfall in the Harbormaster's Office.

**MOTION:** On motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL CALL 9 in favor, 0 opposed, to accept a federal grant under MGL c. 44, §53A, in the amount of \$405,819, a special allocation from for the Community Development Block Grant from the U.S. Department of Housing and Urban Development for Program Year 2019/Fiscal Year 2020, this allocation was authorized by the Coronavirus Aid, Relief and Economic Security Act (CARES Act) for CDBG-CV funding to aid in the preventions, preparation, and response to the COVID-19. There is no match or in-kind requirements.

**Ordinances & Administration – April 20, 2020 (No meeting – holiday)**

**Planning & Development – April 22, 2020 (No items under this heading)**

**SCHEDULED PUBLIC HEARINGS:**

1. PH2020-012: Loan Order 2020-004: Loan Authorization request in the amount of \$2,500,000 for downtown paving and parking meters

**Public Hearing Opened: 8:01 p.m.**

**Public Hearing Closed: 8:05 p.m.**

**Those speaking in favor:**

**Mike Hale, DPW Director**, told the Council that \$1,500,000 of this loan order was going towards paving: the city has a pavement management program funding cycle that is typically run through Chapter 90 state funded paving funds - \$640,000 per year, with a 40 year paving cycle for a street; a street typically has a 20 year cycle. That is why the streets are so bad. \$5,000 will be for signs and painting relative to the upgraded meters and kiosks. \$500,000 is for upgrading to modern kiosks throughout downtown. The current meters were secondhand and are no longer reliable. The total \$2,500,000 covers paving, painting and signage, and new kiosks.

**Those speaking in opposition:** None.

**Communications:** None.

**Council Questions:**

**Councilor Gilman** asked if the meters would be ADA accessible. **Mr. Hale** said that they would be, and ramping would be placed at the intersections and sidewalks where needed. Handicap accessibility is being addressed during this project.

**Committee Report:**

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed to recommend that the City Council approve the following loan authorization as follows:

**ORDERED:** That the City of Gloucester appropriates Two Million Five Hundred Thousand Dollars (\$2,500,000) to pay costs of paving of streets in the downtown area including, but not limited to, Parker Street, Main Street, East Main Street, Washington Street, Rogers street and Harbor Loop. Purchase and install parking kiosks in the downtown, restripe parking spaces and install signage among other project costs, including costs incidental or related thereto. To meet this appropriation the Treasurer, with the approval of the Mayor is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, Section 7, or pursuant to any other enabling authority. The Mayor and any other appropriate official of the city are authorized to apply for, accept and expend any grants or gifts that may be available to the City to pay costs of the projects. Any premium received by the City upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes,

may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**FURTHER ORDERED:** That the Treasurer is authorized to file an application with the Municipal Finance Oversight Board to qualify under Chapter 44A of the General Laws any or all of the bonds authorized by this order and to provide such information and execute such documents as the Municipal Finance Oversight Board may require for these purposes.

**MOTION: on a motion by Councilor Cox, seconded by Councilor Memhard, the City Council voted by ROLL CALL 9 in favor, 0 opposed to approve the following loan authorization as follows:**

**ORDERED:** That the City of Gloucester appropriates Two Million Five Hundred Thousand Dollars (\$2,500,000) to pay costs of paving of streets in the downtown area including, but not limited to, Parker Street, Main Street, East Main Street, Washington Street, Rogers street and Harbor Loop. Purchase and install parking kiosks in the downtown, restripe parking spaces and install signage among other project costs, including costs incidental or related thereto. To meet this appropriation the Treasurer, with the approval of the Mayor is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, Section 7, or pursuant to any other enabling authority. The Mayor and any other appropriate official of the city are authorized to apply for, accept and expend any grants or gifts that may be available to the City to pay costs of the projects. Any premium received by the City upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**FURTHER ORDERED:** That the Treasurer is authorized to file an application with the Municipal Finance Oversight Board to qualify under Chapter 44A of the General Laws any or all of the bonds authorized by this order and to provide such information and execute such documents as the Municipal Finance Oversight Board may require for these purposes.

2. PH2020-013: Amend GCO Ch. 21 "Streets, Sidewalks and Other Public Places," Art. V "West Gloucester Firing Range"

**Public Hearing Opened: 8:12 p.m.**

**Public Hearing Closed: 8:14 p.m.**

**Those speaking in favor:**

**Chief Conley** told the Council that the West Gloucester Firing Range had been closed a while ago; there were a lot of complaints from the public and neighbors that abutted the range. He and Councilor Nolan attended a ward meeting and answered questions about when the range would be used and during what time of year. Having the range open for local law enforcement will be a money saver due to unfunded state mandates for training.

**Those speaking in opposition:** None

**Communications:** None.

**Council Questions:** None.

**Committee Report:**

**Councilor LeBlanc** requested that the reading of the ordinance language, included in the motion, be waived.

**MOTION: The City Council voted by ROLL CALL 9 in favor, 0 opposed to waive the reading of the ordinance language included in the motion.**

COMMITTEE RECOMMENDATION: On a motion by Councilor LeBlanc, seconded by Councilor Nolan, the Ordinances & Administration Committee voted by ROLL Call 3 in favor 0 opposed, to recommend that the City Council Amend GCO Chapter 21 "Streets, Sidewalks and Other Public Places, Art. V "West Gloucester Firing Range" as follows:

Sec. 21-87. - West Gloucester firing range.

(a) This article shall govern the use and maintenance of the West Gloucester Firing Range located at the terminus of Forest Lane in West Gloucester ("the range"). The implementation of this article shall be under the **joint** control of the ~~director of the department of public works.~~ **Public Works Director and the Chief of Police.**

(b) Use of the range shall be limited to firearms training for active and retired members of the ~~city police department (GPD) and any unit of the armed forces, which is permanently stationed in the city as required by M.G.L. c. 33, § 121.~~ **Gloucester Police Department to include any joint trainings with other City of Gloucester Agencies and the Gloucester Police, any joint trainings involving the Gloucester Police and other Law Enforcement Agencies, and any State-mandated trainings or qualification requirements that directly involve members of the Gloucester Police Department.**

(c) ~~The range shall be open for such training for not more than 15 days each year, all of which shall be held in the month of March and all of which are subject to the notice provisions set forth herein. The hours of operation shall be limited to 9:00 a.m. to 5:00 p.m., except that one of the 15 days may be used for evening firearms called "low light training," to be conducted between the hours of 5:00 p.m. and 10:00 p.m. All training days shall be scheduled only after reasonable prescheduling approval by the DPW director after consultation with the GPD.~~ **The range shall be open from May 1 to November 1. Biannual state mandated training shall take place during the first 15 days of May and the first 15 days of October. The range shall be available for use under the terms of paragraph (b) every Wednesday from May 1 to November 1. The hours of live fire at the range shall be limited to 9:00 a.m. to 4:00 p.m. except for specific low light training which will be conducted no later than 10:00 p.m. on those specific days.**

(d) ~~No shooting is permitted on Saturday or Sunday or state recognized holidays. Not less than seven days prior to each scheduled shooting, the GPD shall provide notice, including identification of the specific date for the evening shoot, if applicable, in the following manner:~~

(1) ~~Written notice to the mayor, the councilor for the ward wherein the range is located and such other city officials may be designated by the DPW director;~~

(2) ~~A posting on the GPD's official web page; and~~

(3) ~~Email notification to any citizen of the city.~~

**No shooting is permitted on Saturday or Sunday or state-recognized holiday. The Gloucester Police Department, the Gloucester Department of Public Works shall post on their respective web sites the schedule outlined in paragraph (c).**

(e) ~~Whoever shall elect to receive such notice, shall do so in accordance with procedures to be prescribed by the DPW director.~~

(f) ~~The range shall at all times be secured by fencing, with a locked gate, adequate to deter illegal use of the range, as determined by the DPW director. The entrance and both sides of the range shall be posted with signage, the exact size and location of which shall be determined by the DPW director, indicating that the range is for use by the GPD only and that trespassers are subject to arrest.~~ **The entrance to the range shall be posted with signage, the exact size and location of which shall be determined by the DPW Director, indicating that the range is for the use by the Gloucester Police Department only and that Trespassers are subject to arrest in accordance with City of Gloucester Code of Ordinances, Section 14-6.**

(g) ~~The entrance and both sides of the range shall be posted with the following signs:~~

**Gloucester Police Firing Range**  
Keep Out  
**No Trespassing Beyond This Point**

Trespassers Subject To Arrest In Accordance With City Of Gloucester Code Of Ordinances, Section 14-6. (h)(g) The DPW shall be responsible for maintenance of the range and shall implement a maintenance plan the same or substantially similar to the environmental stewardship plan for management of lead shot/bullets, as suggested by the United States Environmental Protection Agency. The range shall be maintained in accordance with the foregoing at least once every ~~two years~~ **three years**. **The Gloucester Police shall make every effort to use frangible ammunition when possible for their regular training.** (i)(h) There shall be no use of the firing range, unless, until and for so long as the above-described conditions are in place and maintained.

**MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Nolan, the City Council voted by ROLL Call 9 in favor 0 opposed, to recommend that the City Council Amend GCO Chapter 21 “Streets, Sidewalks and Other Public Places, Art. V “West Gloucester Firing Range” as follows:**

Sec. 21-87. - West Gloucester firing range.

(a) This article shall govern the use and maintenance of the West Gloucester Firing Range located at the terminus of Forest Lane in West Gloucester ("the range"). The implementation of this article shall be under the **joint** control of the ~~director of the department of public works~~ **Public Works Director and the Chief of Police**.

(b) Use of the range shall be limited to firearms training for active and retired members of the ~~city police department (GPD) and any unit of the armed forces, which is permanently stationed in the city as required by M.G.L. c. 33, § 121~~ **Gloucester Police Department to include any joint trainings with other City of Gloucester Agencies and the Gloucester Police, any joint trainings involving the Gloucester Police and other Law Enforcement Agencies, and any State-mandated trainings or qualification requirements that directly involve members of the Gloucester Police Department.**

(c) ~~The range shall be open for such training for not more than 15 days each year, all of which shall be held in the month of March and all of which are subject to the notice provisions set forth herein. The hours of operation shall be limited to 9:00 a.m. to 5:00 p.m., except that one of the 15 days may be used for evening firearms called "low light training," to be conducted between the hours of 5:00 p.m. and 10:00 p.m. All training days shall be scheduled only after reasonable prescheduling approval by the DPW director after consultation with the GPD.~~ **The range shall be open from May 1 to November 1. Biannual state mandated training shall take place during the first 15 days of May and the first 15 days of October. The range shall be available for use under the terms of paragraph (b) every Wednesday from May 1 to November 1. The hours of live fire at the range shall be limited to 9:00 a.m. to 4:00 p.m. except for specific low light training which will be conducted no later than 10:00 p.m. on those specific days.**

(d) ~~No shooting is permitted on Saturday or Sunday or state recognized holidays. Not less than seven days prior to each scheduled shooting, the GPD shall provide notice, including identification of the specific date for the evening shoot, if applicable, in the following manner:~~

- (1) ~~Written notice to the mayor, the councilor for the ward wherein the range is located and such other city officials may be designated by the DPW director;~~
- (2) ~~A posting on the GPD's official web page; and~~
- (3) ~~Email notification to any citizen of the city.~~

**No shooting is permitted on Saturday or Sunday or state-recognized holiday. The Gloucester Police Department, the Gloucester Department of Public Works shall post on their respective web sites the schedule outlined in paragraph (c).**

(e) ~~Whoever shall elect to receive such notice, shall do so in accordance with procedures to be prescribed by the DPW director.~~

(f)(e) ~~The range shall at all times be secured by fencing, with a locked gate, adequate to deter illegal use of the range, as determined by the DPW director. The entrance and both sides of the range shall be posted with signage, the exact size and location of which shall be determined by the DPW director, indicating that the range is for use by the GPD only and that trespassers are subject to arrest.~~ **The entrance to the range shall be posted with signage, the exact size and location of which shall be determined by the DPW Director, indicating that the range is for the use by the Gloucester Police Department only and that Trespassers are subject to arrest in accordance with City of Gloucester Code of Ordinances, Section 14-6.**

(g)(f) The entrance and both sides of the range shall be posted with the following signs:

**Gloucester** Police Firing Range  
Keep Out  
**No** Trespassing Beyond This Point

Trespassers Subject To Arrest In Accordance With City Of Gloucester Code Of Ordinances, Section 14-6.

(h)(g) The DPW shall be responsible for maintenance of the range and shall implement a maintenance plan the same or substantially similar to the environmental stewardship plan for management of lead shot/bullets, as suggested by the United States Environmental Protection Agency. The range shall be maintained in accordance with the foregoing at least once every ~~two years~~ **three years**. **The Gloucester Police shall make every effort to use frangible ammunition when possible for their regular training.**

(h)(h) There shall be no use of the firing range, unless, until and for so long as the above-described conditions are in place and maintained.

3. PH2020-014: Amend GCO Ch. 22 "Traffic and Motor Vehicles," Sec. 22-271 "Parking Prohibited from May 1 to September 15", Sec. 22-274. "Same – At all times" and Sec. 22-270 "Parking prohibited at all times" re: Rocky Neck Avenue and Horton Street

**Councilor Cox** advised the Council that over the past twenty-four hours a lot of misinformation had circulated regarding the proposed ordinance amendment. She requested that the matter be continued for two weeks so that she and Councilor Memhard could have a neighborhood meeting.

**This public hearing was opened and continued to May 12, 2020**

4. PH2020-015: Amend GCO Ch. 2 "Administration"; Article V "Boards, Commissions, Councils & Committees" by DELETING Division 7 "Downtown Development Commission," Secs. 2-491 through 2-495 and ADDING Division 7, Secs. 2-491-495. – Reserved"

**Public Hearing Opened: 8:26 p.m.**

**Public Hearing Closed: 8:27 p.m.**

**Those speaking in favor:** None.

**Those speaking in opposition:** None.

**Communications:** None.

**Councilor Questions:** None.

**Committee Report:**

COMMITTEE RECOMMENDATION: On motion by Councilor LeBlanc, seconded by Councilor Nola, the Ordinances and Administration voted by ROLL CALL 3 in favor 0 opposed to recommend that the City Council AMEND GCO Chapter 2 "Administration," Article V "Boards, Commissions, Council & Committees," be AMENDED by DELETING Division 7 "Downtown Development Commission," Secs. 2-491 through 2-495; and ADDING Division 7, Secs. 2-491 through 2-495. – Reserved."

**Councilor LeBlanc** advised the Council that the Mayor requested this amendment to the ordinance as the Downtown Development Commission has been defunct for some time.

**MOTION: On motion by Councilor LeBlanc, seconded by Councilor Nola, the City Council voted by ROLL CALL 9 in favor 0 opposed to recommend that the City Council AMEND GCO Chapter 2 "Administration," Article V "Boards, Commissions, Council & Committees," be AMENDED by DELETING Division 7 "Downtown Development Commission," Secs. 2-491 through 2-495; and ADDING Division 7, Secs. 2-491 through 2-495. – Reserved."**



**FOR COUNCIL VOTE:**

## 1. Adoption of Section 17 of Chapter 53 of the Acts of 2020

The Council discussed the pros and cons of having the first Special Council Permit informational meetings at P&D to avoid a backlog in the Council's permit queue. Members of the Council said that during the two weeks that passed since this topic was first discussed by Council they gave it a lot of thought and were now ok with the first informational meeting being held, as long as the following conditions were followed:

- The first information meeting must be held by P&D for any Special Council Permit that is currently in the queue and any future ones received during the state of emergency;
- The applicant must provide to the City Clerk's Office the slides for their presentation which will be given at the informational P&D meeting far enough in advance so as to be included in the packet for P&D (which is posted on the city website). The slides must have clearly marked pages;
- The applicant must notify the abutters of the P&D meeting and inform them how to access the remote meeting, and provide them with the Zoom link and call-in information;
- For the sake of public safety no site visits should be conducted until the state of emergency is lifted;
- Public hearings will wait until the Council can meet together at City Hall.

**Attorney Payson** reminded the Council that the legal obligations for the City Council, ZBA and Planning Board have not changed regarding notice of public hearings and that both the permit granting authority's and applicant's responsibility concerning noticing abutters as required by local ordinance and state statute should not be deviated from. He further advised that although their discussion was under the heading of adopting Section 17 of Chapter 53 of the Acts of 2020, it is more a vote on amending the process for how they will handle Special Council Permit applications during this time, and that a vote was not actually necessary as the statute gave Council President the authority to make the decision. **Councilor LeBlanc** said he understood his authority but wanted to give the full Council an opportunity to give input.

**MOTION: on a motion by Councilor Gilman, seconded by Councilor Holmgren, the City Council voted by ROLL CALL 9 in favor, 0 opposed for Planning and Development to conduct the initial presentation on Special Council Permit applications, stopping the process only before the site visit is conducted.**

**MOTION: on a motion by Councilor LeBlanc, seconded by Councilor Holmgren, the City Council voted by ROLL CALL 9 in favor, 0 opposed to withdraw the adoption of Section 17 of Chapter 23 of the Acts of 2020.**

## 2. Amend City Council Rules of Procedure re: revise start time of City Council meetings from 7:00 p.m. to 6:00 p.m. during the time that meetings are being held remotely

All members of the Council were agreeable to changing the start time during remote meetings being held during the state of emergency.

**MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Holmgren, the City Council voted by ROLL CALL 9 in favor, 0 opposed to amend the City Council Rules of Procedure to revise the start time of City Council meetings from 7:00 p.m. to 6:00 p.m. during the time that meetings are being held remotely.**

**INDIVIDUAL COUNCILOR'S DISCUSSION INCLUDING REPORTS BY APPOINTED COUNCILORS TO COMMITTEES:** Update on the Council on Aging Board and the Dogtown Advisory Committee by City Council Representative, Councilor Valerie Gilman  
**Councilor Gilman** advised the Council that neither of these committees have met recently.

**COUNCILOR'S REQUESTS TO THE MAYOR:**

There were no requests to the Mayor.

**Councilor Gilman** thanked everyone for their efforts and teamwork during this time, and reminded everyone to subscribe to the city's COVID-19 updates.

**Councilor Holmgren** thanked Karin Carroll for her presentation and leadership during this time.

**Councilor Memhard** thanked Mayor and her administration.

**Councilor O'Hara** thanked first responders, Addison Gilbert Hospital and others in the medical field. He also thanked the blood donors who gave blood at the Magnolia Library Center.

**Councilor LeBlanc** thanked the administration.

**Meeting adjourned at 9:25 p.m.**

**Submitted by Grace E. Poirier, Assistant City Clerk**