

**GLOUCESTER CITY COUNCIL MEETING****Tuesday, October 12, 2021 – 6:00 p.m.****REMOTE MEETING****-Minutes-**

**Present: Council Vice President, Councilor 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: Council President, Councilor Steve LeBlanc**

**Also Present: City Clerk, Joanne Senos; CFO, John Dunn; Fire Chief, Eric Smith; Auditor, Kenny Costa; Assistant to the CAO, Chris Sicuranza**

*This meeting was conducted remotely through Zoom  
All votes were ROLL CALL votes*

**Meeting called to order at 6:01 p.m.**

**Councilor Cox** announced in the interest of government transparency with regards to deliberations and decisions made by the City Council and according to open meeting law, since this meeting was posted as a Zoom meeting, this meeting is recorded by video and audio and will be conducted by remote participation. Additionally, all votes taken by the City Council during this and future remote meetings will be by roll call vote. 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 “raised hand” button that you can tap or press to request to speak. Please use either of these options during oral communications or the public hearing to be recognized to speak.

**Councilor Gilman joined the meeting at 6:06 p.m.**

**ORAL COMMUNICATIONS:****Barbara Jobe, 8 Duley Street**

Stated she had an issue with the City’s stormwater drainage system on her property with 130 feet of pipe that entered a culvert. Questioned ownership of the culvert; stated she was told the culvert was not owned by the City and that it was her responsibility. Stated the culvert was now causing sinkholes in her yard and her neighbor’s yard.

**Ken Riaf and Annette Duke, 6 Tolman Avenue**

Stated he would like to request connection to the sewer extension for Western Avenue that was on tonight’s agenda. Stated a permanent restroom facility could be placed where the portable toilets were located by the Cupboard in Stage Fort Park.

**PRESENTATIONS/COMMENDATIONS:** None.

**CONFIRMATION OF NEW APPOINTMENTS:****Board of Health****Don Ganim II, MD (fulfilling an unexpired term) (TTE 2/14/24)**

**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 Don Ganim II, MD (fulfilling an unexpired term) to the Board of Health, TTE 2/14/24.

**Summary of Discussion:** Members of the City Council thanked **Dr. Ganim** for his willingness to serve.

**MOTION: On a motion by Councilor Nolan, seconded by Councilor O’Hara, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent, to appoint Don Ganim II, MD (fulfilling an unexpired term) to the Board of Health, TTE 2/14/24.**

**CONSENT AGENDA:**

- **CONFIRMATION OF REAPPOINTMENTS**
- **MAYOR’S REPORT**
- 1. Memorandum from Fire Chief requesting acceptance of a FY22 MA DFS Equipment Grant in the amount of \$40,000 (Refer B&F)
- 2. Memorandum from Shellfish Constable requesting acceptance of a FY22 Great Marsh Green Crab Trapping Grant in the amount of \$10,000 (Refer B&F)
- 3. Memorandum from Principal Assessor re: Tax Classification (Refer B&F)
  - **COMMUNICATIONS/INVITATIONS**
  - 1. City Council adoption of the proposed 2020 City of Gloucester Re-precincting Map (FCV 10/19/21)
  - **INFORMATION ONLY**
  - **APPLICATIONS/PETITIONS**
  - 1. PP#2021-011: Request by National Grid to install 1 JO Pole on Parker Street beginning at a point approximately 650 feet south of the centerline of the intersection of East Main Street (Refer P&D)
  - **COUNCILLORS ORDERS**
  - 1. CC#2021-019 (Memhard): Amend GCO Chapter 22, Sec. 22-270 “Parking Prohibited at all times” and Sec. 22-291 “Tow-away zones” re: Farrington Avenue (Refer O&A & TC)
  - 2. CC#2021-020 (Pett): Amend GCO Chapter 22, Sec. 22-269 “Stop Intersections” by adding School Street, at its intersection with Proctor Street (Refer O&A & TC)
  - **APPROVAL OF MINUTES FROM PREVIOUS COUNCIL AND STANDING COMMITTEE MEETINGS**
  - 1. City Council Meeting: 9/28/2021 (Approve/File)
  - 2. Standing Committee Meetings: B&F 10/7/2021 (under separate cover), O&A 10/4/2021, P&D 10/6/2021 (under separate cover) (Approve/File)

**ITEMS TO BE ADDED/REMOVED FROM THE CONSENT AGENDA:** None.

**MOTION: On a motion by Councilor Cox, seconded by Councilor Memhard, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent, to accept the Consent Agenda.**

**COMMITTEE REPORTS**

• **Budget & Finance – October 7, 2021**

**Summary of Discussion:** Councilor Memhard stated that there were three items on this evening’s B&F Unanimous Consent Agenda. He shared that the B&F Committee also reviewed in detail nine proposals from the Community Preservation Committee (CPC) which would come before the City Council for public hearing at a later date once the funding was fully authorized. He urged the **Members of the City Council** to review the nine projects via Zoom presentation from the CPC meetings on June 15, 2021, and June 22, 2021.

**MOTION: On a motion by Councilor Memhard, seconded by Councilor Cox, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent to accept the Budget and Finance Unanimous Consent Agenda.**

1. *Memorandum from Veterans Services Director requesting acceptance of donations in the amount of \$3,550*

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Memhard, seconded by Councilor McCarthy, the Budget and Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council accept various cash donations, under MGL c. 44, §53A, to support Cape Ann Veterans Services in the amount of \$3,550 from the following members and business partners within our community:

West Gloucester Trinitarian Congregational Church      \$500

Wayne Sargent	\$50
Sgt. Coullard Memorial Fund	\$3,000

-----  
Total: \$3,550.

**MOTION: On a motion by Councilor Memhard, seconded by Councilor Cox, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent, to accept various cash donations, under MGL c. 44, §53A, to support Cape Ann Veterans Services in the amount of \$3,550 from the following members and business partners within our community:**

<b>West Gloucester Trinitarian Congregational Church</b>	<b>\$500</b>
<b>Wayne Sargent</b>	<b>\$50</b>
<b>Sgt. Coullard Memorial Fund</b>	<b>\$3,000</b>

-----  
**Total: \$3,550.**

**2. Memorandum from Asst. DPW Director requesting to pay FY21 invoices with FY22 funds**

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor McCarthy, the Budget and Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council, in accordance with MGL c. 44, §64, approve payment of previous year invoices with current year funds for three invoices from United Site Services, Invoice #114-12329154 for \$1,060.02 dated August 25, 2021; #114-12329185 for \$1,060.02 dated August 25, 2021; and #114-12332664 for \$441.67 dated August 26, 2021, to be paid with FY2022 General Fund Department of Public Works, Public Services budgeted funds for a total of \$2,561.71.

**MOTION: On a motion by Councilor Memhard, seconded by Councilor Cox, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent, in accordance with MGL c. 44, §64, to approve payment of previous year invoices with current year funds for three invoices from United Site Services, Invoice #114-12329154 for \$1,060.02 dated August 25, 2021; #114-12329185 for \$1,060.02 dated August 25, 2021; and #114-12332664 for \$441.67 dated August 26, 2021, to be paid with FY2022 General Fund Department of Public Works, Public Services budgeted funds for a total of \$2,561.71.**

**3. Memorandum from Director of Elder Services requesting acceptance of donations in the amount of \$1,010**

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor McCarthy, the Budget and Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council accept various cash donations, under MGL c. 44, §53A, to support the Council on Aging in the amount of \$1,010 from the following members and business partners within our community:

Tammy Smith	\$75
Frederick A. Cowan	\$300
West Gloucester Trinitarian Congregation Church	\$500
Josiane C. Collins	\$50
Catherine Giammanco	\$5
Carolyn Abram	\$25
Judith Harris	\$20
Marilynn Grant	\$15
Norma C. Silva	\$20

-----

Total: \$1,010.

**MOTION: On a motion by Councilor Memhard, seconded by Councilor Cox, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent, to accept various cash donations, under MGL c. 44, §53A, to support the Council on Aging in the amount of \$1,010 from the following members and business partners within our community:**

<b>Tammy Smith</b>	<b>\$75</b>
<b>Frederick A. Cowan</b>	<b>\$300</b>
<b>West Gloucester Trinitarian Congregation Church</b>	<b>\$500</b>
<b>Josiane C. Collins</b>	<b>\$50</b>
<b>Catherine Giammanco</b>	<b>\$5</b>
<b>Carolyn Abram</b>	<b>\$25</b>
<b>Judith Harris</b>	<b>\$20</b>
<b>Marilynn Grant</b>	<b>\$15</b>
<b>Norma C. Silva</b>	<b>\$20</b>

-----  
Total: \$1,010.

• **Ordinances & Administration – October 4, 2021 (no items under this heading)**

• **Planning & Development – October 6, 2021**

**1. Memorandum from DPW Director requesting the acceptance of a private sewer extension for Western Avenue**

COMMITTEE RECOMMENDATION: On a motion by Councilor Pett, seconded by Councilor Holmgren, the Planning & Development Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend to the City Council that the City of Gloucester accept ownership of and full responsibility for the approximately 160 linear feet pressure sewer extension and all existing laterals that lay within the streets known as Western Avenue which was constructed by Doyle Construction Company and as shown on the plan entitled “As-Built Sewer Plan, Western Avenue, Gloucester, MA” prepared by Gateway Consultants, Inc, 33 Forest Hill Avenue, Lynnfield, MA dated March 19, 2015 with the following conditions:

1. That the existing, current rules and regulations pertaining to the City’s acceptance of private sewers are adhered to;
2. That Western Avenue Sewer Project LLC, 6 Old Salem Road, represented by David Burke, Manager, and James Whitmore, Manager, and the City of Gloucester by its appropriate Administrative Staff coordinates the execution and exchange of all documents deemed necessary by the City of Gloucester’s legal office to effectuate the transfer of ownership and control of the Western Avenue Sewer Project LLC sewer extension to the City of Gloucester.

**MOTION: On a motion by Councilor Gilman, seconded by Councilor Holmgren, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent, to accept ownership of and full responsibility for the approximately 160 linear feet pressure sewer extension and all existing laterals that lay within the streets known as Western Avenue which was constructed by Doyle Construction Company and as shown on the plan entitled “As-Built Sewer Plan, Western Avenue, Gloucester, MA” prepared by Gateway Consultants, Inc, 33 Forest Hill Avenue, Lynnfield, MA dated March 19, 2015 with the following conditions:**

1. That the existing, current rules and regulations pertaining to the City's acceptance of private sewers are adhered to;
2. That Western Avenue Sewer Project LLC, 6 Old Salem Road, represented by David Burke, Manager, and James Whitmore, Manager, and the City of Gloucester by its appropriate Administrative Staff coordinates the execution and exchange of all documents deemed necessary by the City of Gloucester's legal office to effectuate the transfer of ownership and control of the Western Avenue Sewer Project LLC sewer extension to the City of Gloucester.

**SCHEDULED PUBLIC HEARINGS:**

1. PH2021-026: Amend GCO Ch. 22, Sec. 22-270 "Parking prohibited at all times" and Sec. 22-291 "Tow-away zones" re: Prospect Square (Cont. from 9/15/21)

**Summary of Discussion:** Councilor Cox asked for a continuance as, she stated, she had received numerous emails from constituents on this matter that she had been unable to respond to or process yet, nor had she been able to distribute the emails to the other councilors. Councilor Pett thanked Councilor Cox for her work on this matter and asked that this matter only be continued one last time and be heard at the next City Council meeting.

**The Public Hearing was opened at 6:28 p.m. and continued until the October 26, 2021, City Council meeting.**

2. PH2021-028: SCP2021-004: Essex Avenue #65-73, Map 217, Lots 20 & 22, GZO Sec. 5.5.2 "Lowland Requirements" and Sec. 5.31.4 "Use Allowance and Special Permit Procedures" in the EB district (TBC 10/26/21)

**The Public Hearing was opened at 6:29 p.m. and continued until the October 26, 2021, City Council meeting.**

**Summary of Discussion:** Councilor Gilman stated this matter was being continued to the October 26, 2021, City Council meeting as the report of the Conservation Commission had not yet been submitted to Planning & Development. She stated the matter was coming back before P&D on October 20, 2021, with the conditions from the Conservation Commission. Councilor Pett thanked the applicant, Harley Racer, and an abutter for attending this evening's meeting.

**FOR COUNCIL VOTE:**

1. Warrant for the November 2, 2021 Municipal Election

**MOTION: On a motion by Councilor Cox, seconded by Councilor Memhard, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent, to adopt the warrant for the Municipal Election to be held on November 2, 2021.**

**UNFINISHED BUSINESS:** None.

**OTHER BUSINESS:**

Update from City Clerk for the upcoming November 2, 2021 Election.

**Summary of Discussion:** The City Clerk, Joanne Senos, updated the City Council on upcoming deadlines:

- October 13, 2021: Deadline to register to vote or to change address for the upcoming election. She stated the City Clerk's office would be open from 8:30 a.m. until 8:00 p.m. for in-person changes to voter registration and that changes could also be made online through the Secretary of State's office until 11:59 p.m. on October 13, 2021.

- October 27, 2021: Deadline to request a vote by mail ballot or absentee ballot was October 27, 2021, by 5:00 p.m.
- November 1, 2021: Deadline for in-person absentee voting was November 1, 2021, at 12:00 p.m. She added that there were ongoing appointments at the City Clerk's office for in-person absentee voting with one of the following requirements: Absent from the City during polling hours, disability or religious beliefs.

The **City Clerk** stated the polling location for Ward 1, Precinct 2 was the Cape Ann YMCA. She stated signage would be placed at 11 Webster Street to inform the voting public of the new location. She added that there would be feather flags at the back and front entrance of the Cape Ann YMCA, along with sandwich boards, directing the voters on where to vote. Also, she stated, that Ward 4, Precinct 2 voting would take place at Plum Cove School. She added that there would be signs at the Lanesville Community Center to inform voters that the polling location had reverted back to Plum Cove School for all future elections. She reiterated that appropriate signage would be placed at the closed polling locations to inform the public of the new polling locations and stated that a reverse 9-1-1 call would be made the week prior to the election to update the voters. The **City Clerk** stated this information could be found on the City's website at the City Clerk's Elections page, along with the forms for absentee voting or vote by mail voting and the link to the Secretary of State's office for online voter registration. She stated as of October 8, 2021, that 670 vote by mail ballots had been mailed. The **City Clerk** informed the **Members of the City Council** that the warrant would need to be signed in person at the City Clerk's office.

**Councilor Gilman** asked if the poll worker positions had been filled for the upcoming election. The **City Clerk** stated that all the positions were filled and that the only issue was that the reserve poll worker list was a bit weak to fill positions in case of a last minute cancellation or emergency. **Councilor Gilman** and other members of the City Council thanked the **City Clerk** and her staff for their hard work.

#### **COUNCILORS' REQUESTS TO THE MAYOR:**

- **Councilor McCarthy** requested to the Mayor that Administration provide answers to the requests already submitted. He stated approximately one month ago a request was submitted regarding hybrid meetings for commissions and committees and added that not having hybrid meetings was excluding immune-comprised citizens from attending. **Councilor Holmgren** shared her screen to show and read the Administration's response to request #21-065 dated September 12, 2021. **Councilor Gilman** explained that Administration was asked to do an assessment of the hybrid options of having both in-person with Zoom technology set up and stated the councilors' request was to identify what locations could accommodate that technology.

#### **COUNCILORS' THANKS AND ACKNOWLEDGEMENTS:**

- **Councilor Holmgren** thanked the City Clerk and her staff for all the work done to prepare for the election.
- **Councilor Holmgren** thanked the **Clerk of Committees** for distributing the Requests to the Mayor spreadsheet to the City Council and thanked the Administration for updating and acknowledging the requests.
- **Councilor Nolan** thanked the City's boards and commissions responsible for helping the Magnolia Library and Magnolia Community Farmers Market hold the Magtober event which had a wonderful turnout and raised a lot of money.

#### **COUNCILORS' WARD UPDATES AND COMMUNITY NEWS:**

- **Councilor O'Hara** stated the Magnolia Library would be hosting a Red Cross Blood Drive on October 13, 2021, from 2:00 p.m. until 7:00 p.m. He added that there would be another blood drive on October 27, 2021, from 2:00 p.m. until 7:00 p.m. He stated that appointments could be made by calling 1-800-RED-CROSS.

- **Councilor Gilman** stated she had an informative meeting for approximately sixty people at Corliss Landing for abutters of Juniper, Apple Street, Honeysuckle and Blueberry regarding private road repair. She added that any questions she was unable to answer at the meeting had been sent to City staff and she would communicate the answers back to constituents. There were further comments and procedural suggestions on the importance of residents understanding private road repair.
- **Councilor Cox** remarked that many people when purchasing a home in the City were not aware or were not informed that their property was on a private road. **Councilor Gilman** stated that the **DPW Director** had committed to have an updated meeting with the new City Council at the beginning of next year in terms of education and reviewing of private road repair. **Councilor Pett** suggested that an identifier of some kind be placed on each of the City's street signs to identify which was and was not a public street. **Councilor Nolan** suggested that each ward councilor disseminate the information online to their wards. **Councilor Memhard** thanked **Councilor Gilman** for hosting the meeting and stated there could be private roads where residents may not wish to accept the responsibility of fixing private roads that were heavily traveled by the public (and by way of example stated Brightside Avenue and Beach Road).

**MOTION: On a motion by Councilor Cox, seconded by Councilor Holmgren, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent to adjourn the meeting at 6:52 p.m.**

**Submitted by: Sherry Karvelas, Clerk of Committees**

**Items submitted at the meeting:** None.