

**GLOUCESTER CITY COUNCIL MEETING**  
**Tuesday, November 23, 2021 – 6:00 p.m.**  
**REMOTE MEETING**  
**-Minutes-**

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

**Also Present: City Clerk, Joanne Senos; CFO, John Dunn; Auditor, Kenny Costa; Interim CAO, Chris Sicuranza; IT Director, Ryan Knowles; Police Chief, Ed Conley**

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

**Meeting called to order at 6:00 p.m.**

**Councilor LeBlanc** 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.

**ORAL COMMUNICATIONS:**

**Linda McCarriston, 16 Quarry Street**

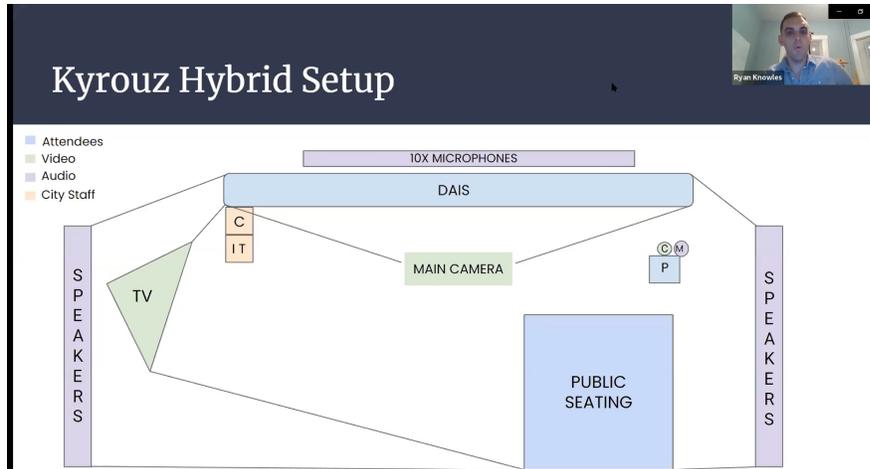
Stated she had asked **Councilor Gilman** to hold a community meeting to update, or inform, more constituents regarding the various plans for City changes that had been in the works over the last few years. Stated for the Housing Plan the City’s population had increased (although it had been previously predicted to decrease) and stated she wished to know what demographic(s) had increased. Stated she wished to know how many new houses had been built within the City over the past five years and how that affected the Housing Production Plan. She stated the City’s residents should be updated on these matters before discussions began surrounding zoning amendments, the harbor and downtown. Also stated there were no minutes available for the Planning Board for the last two years. Stated the 2020 updated version of the Housing Production Plan was not available on the City’s website. Reiterated that it was best to educate the public on these issues.

**PRESENTATIONS/COMMENDATIONS:**

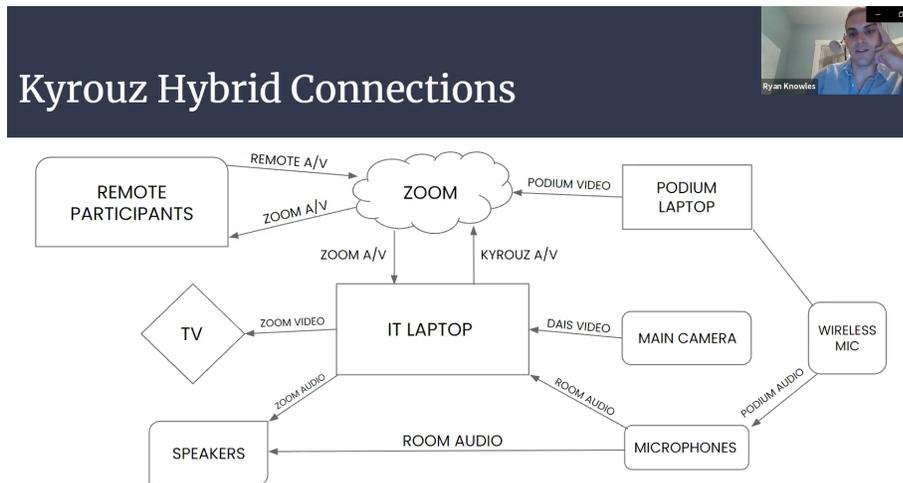
Ryan Knowles, IT Director re: Hybrid Meeting Planning and IT Assessments

By way of background, **Councilor LeBlanc** stated that **Ryan Knowles, IT Director** made a full presentation regarding this matter at City Council on August 24, 2021.

The **IT Director** reiterated that his presentation from the August 24, 2021, City Council meeting was available on the City website. The **IT Director** shared his screen to display the following:



The **IT Director** stated that there were a number of venues within the City to host hybrid meetings and stated that Kyrouz Auditorium was the venue that presented the most challenges. The **IT Director** explained that the above slide illustrated how a hybrid meeting would be set up. He stated the main camera would be a wide-angled camera in the middle with microphones on the dais. He stated the public would be set off to the side with a large screen TV set off to the other side. He explained that in front of the public seating would be the podium (shown as a square with a 'P'), as well as a camera and microphone on the podium (shown with a 'C' and 'M') with the speakers off to either side, as shown in the slide. The **IT Director** explained that in order to host a hybrid meeting in Kyrouz either himself or a member of his staff from the IT Department would need to be present at the meeting due to the complexity of the setup.



The **IT Director** explained some of the technical complexities involved in hosting a hybrid meeting in Kyrouz Auditorium, including the high ceiling, reverberation and echo, and he also highlighted the administrative challenges, including staffing, involved in hosting hybrid meetings in Kyrouz. The **IT Director** stated City Council hybrid meetings could also take place in other City venues including the Friend Room at the Sawyer Free Library or the Harbormaster’s meeting space.

**Questions from Councilors**

**Q1. (Pett):** Asked regarding plans surrounding inauguration and the plans going forward.

**A1. (Knowles):** Stated it was his understanding that the inauguration would be a simpler broadcast, in which he would also be partnering with 1623 Studios for public access. The **IT Director** also stated there had been many complaints in the past regarding the poor audio in Kyrouz and stated he had located the problem and that the audio would be fixed before Inauguration.

**Q2. (Memhard):** Stated it appeared that the challenges in Kyrouz for a hybrid meeting were in part due to the size of the space. Asked if the other City venues with hybrid capability already in place, that could hold members of the public, would work for City Council meetings. He added that the long-term plan would be for City Council meetings to return to Kyrouz Auditorium after a technology upgrade.

**A2. (Knowles):** Stated as long as the location had the correct equipment, including a TV, City Council meetings could be held in other venues. He reminded the City Council members that his estimate to get Kyrouz up and running for a hybrid model would be approximately \$80,000, with a timeline of three to five months.

**Q3. (McCarthy):** Asked if there was any reason why the hybrid model was not being utilized by certain boards or commissions during meetings in the City's hybrid-capable spaces and asked for the timeline on when this issue was being worked on.

**A3. (Knowles):** Stated he could not speak to the reasoning as to why boards and commissions were not using the hybrid technology. He stated the directive he had received was that all meetings for boards and commissions were to be in person starting September 15, 2021. He added that there was no technical barrier for him and his staff as to why hybrid meetings could not be accomplished for all meeting spaces, but reiterated that he answered to the Administration and the directives he received.

**Q4. (Gilman):** Asked if April 2022 was the deadline for going back to in-person meetings, or hybrid model.

**A4. (Knowles):** Stated as far he understood April 2022 was the deadline set by Governor Baker. He added that the exact language would need to be interpreted by the City's General Counsel.

**Councilor Gilman** stated that both City Council and Standing Committee meetings would need to be looked at in terms of providing a hybrid model. She stated she looked at this matter as a two-part approach with budgetary implications. The **IT Director** stated it would be valuable to have further conversations to discuss the end goal of the hybrid meetings and to discuss the necessary resources needed and where those resources would come from. **Councilor Cox** stated the City Council's Conference room on the main floor of City Hall needed to be set up as well for the hybrid meetings. She stated that this was an opportunity for the Standing Committee Room to be wired for hybrid. The **IT Director** stated he believed the 1<sup>st</sup> Floor Conference Room was a realistic space to host a hybrid meeting and could be accomplished. **Councilor Cox** acknowledged the **IT Director** and his team for all their hard work.

**Councilor LeBlanc** stated an email was received from constituent Patti Page requesting the City Council push the hybrid model for all the City's committees, boards and commissions. He then stated that that was a decision of Administration and that the City Council would need to make this request to the incoming Administration. He also stated he also had concerns regarding the logistics of how to maintain the hybrid meetings, but added that he supported the hybrid model for all boards and commissions as well.

**Councilor Memhard** asked that the **IT Director's** presentation be made available to all members of the City Council.

#### **CONFIRMATION OF NEW APPOINTMENTS:**

**Open Space & Recreation Committee**

**Richard K. Quateman**

**TTE 2/14/23**

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 Richard K. Quateman to the Open Space & Recreation Committee, TTE 2/14/23.

**Summary of Discussion:** **Councilor Gilman** stated she had previously worked with **Mr. Quateman** on open space matters and added that he was a great resource. **Councilor LeBlanc** also stated he fully supported the

appointment of **Mr. Quateman**. **Councilor Holmgren** also thanked **Mr. Quateman** for his willingness to serve the City.

**MOTION: On a motion by Councilor Nolan, seconded by Councilor LeBlanc, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (O’Hara) technical difficulties, to appoint Richard K. Quateman to the Open Space & Recreation Committee, TTE 2/14/23.**

**CONSENT AGENDA:**

- **CONFIRMATION OF REAPPOINTMENTS**
  - **MAYOR’S REPORT**
1. Memorandum, Grant Application & Checklist from the Shellfish Constable re: Sea Grant COVID-19 Response Funding for Municipal Shellfish Programs (Refer B&F)
  2. Memorandum from the CFO re: loan authorization request in the amount of \$3.5 million dollars for the renovation/repair of the modular buildings located at the Beeman and Plum Cove elementary schools (Refer B&F)
  3. Memorandum from the Archives Committee requesting the acceptance of a donation in the amount of \$500 (Refer B&F)
  4. Memorandum from the Veterans Services Director requesting acceptance of donations in the amount of \$750 (Refer B&F)
  5. Memorandum from CFO re: loan authorization amendment for the Concord Street Bridge over Walkers Creek in the amount of \$1.2 million from \$1.0 million (Refer B&F)
  6. Memorandum from CFO re: loan authorization amendment for security upgrades at Gloucester High School and O’Maley Innovation Middle School in the amount of \$2.0 million from \$1.6 million
  7. Mayor’s response to Oral Communications from the October 12, October 26, and November 9, 2021 City Council Meetings (Info Only)
    - **COMMUNICATIONS/INVITATIONS**
    - **INFORMATION ONLY**
  1. Letter from Executive Director of PERAC re: Appropriation for Fiscal Year 2023 (for information only) (Refer B&F)
    - **APPLICATIONS/PETITIONS**
  1. RZ2021-004: Concord Street #44R & #44, Map 229, Lot 2, from R-20 (Low/Medium Residential) to EB (Extensive Business) (Refer P&D & PB)
    - **COUNCILLORS ORDERS**
    - **APPROVAL OF MINUTES FROM PREVIOUS COUNCIL AND STANDING COMMITTEE MEETINGS**
  1. City Council Meeting: 11/9/2021 (Approve/File)
  2. Standing Committee Meetings: B&F 11/18/2021 (under separate cover), O&A 11/15/2021, P&D 11/17/2021 (Approve/File)

**UNANIMOUS CONSENT CALENDAR:**

- **COMMUNICATIONS/INVITATIONS**
  - **COUNCILLORS ORDERS**
1. Memorandum from the Economic Development Director re: TIF Modification Proposal (Refer B&F)
  1. CC2021-021 (LeBlanc): Request that the Ordinances and Administration Standing Committee review Chapter 21 “Streets, sidewalks and public places,” Article II “Excavations” (Refer O&A)

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

**MOTION: On a motion by Councilor Cox, seconded by Councilor Gilman, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (O’Hara) technical difficulties, to accept the Consent Agenda.**

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

**Councilor LeBlanc** stated he had an informative discussion with the DPW Director regarding road openings in terms of liability/maintenance when repairing a road. He stated the DPW Director had stated that the ordinance was a gray area that needed to be updated. **Councilor LeBlanc** explained he submitted a Councillor Order so the DPW Director could work with Ordinances & Administration going forward to update the rules and regulations on this matter.

**MOTION: On a motion by Councilor Cox, seconded by Councilor Gilman, the City Council voted by ROLL CALL 9 in favor, 0 opposed, to accept the Unanimous Consent Calendar.**

**COMMITTEE REPORTS**

- **Budget & Finance – November 18, 2021**

**Summary of Discussion:** Councilor Cox stated that there was \$81,923.14 received in grants and donations and one supplemental appropriation matter to improve the lockers at the high school.

**MOTION: On a motion by Councilor Cox, seconded by Councilor Memhard, the City Council voted by ROLL CALL 9 in favor, 0 opposed, to accept the Budget and Finance Unanimous Consent Agenda.**

***1. Memorandum from Police Chief requesting acceptance of a FY21 Bullet Proof Vest Grant in the amount of \$40,392***

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 accept under MGL c. 44, §53A, a U.S. Dept. of Justice FY2021 Bullet Proof Vest Program Grant passed through the Massachusetts Executive Office of Public Safety & Security in the amount of \$40,392 for the purpose of purchasing 33 ballistic vests for Gloucester Police Department officers. The Federal portion of the grant is \$20,196 and the State portion is \$20,196. The grant expiration date is August 31, 2023, and there is no local match for this grant.

**MOTION: On a motion by Councilor Cox, seconded by Councilor Memhard, the City Council voted by ROLL CALL 9 in favor, 0 opposed, to accept under MGL c. 44, §53A, a U.S. Dept. of Justice FY2021 Bullet Proof Vest Program Grant passed through the Massachusetts Executive Office of Public Safety & Security in the amount of \$40,392 for the purpose of purchasing 33 ballistic vests for Gloucester Police Department officers. The Federal portion of the grant is \$20,196 and the State portion is \$20,196. The grant expiration date is August 31, 2023, and there is no local match for this grant.**

***2. Memorandum from Police Chief requesting acceptance of a FY22 Municipal Road Safety Grant in the amount of \$35,000***

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 accept under MGL c. 44, §53A, a federal grant from the US DOT/National Highway Traffic Safety Administration passed through the Massachusetts Executive Office of Public Safety (EOPSS) and Security's Office of Grants and Research (OGR), a Federal Fiscal Year - FFY2022 Municipal Road Safety (MRS) Grant Program for \$35,000 for the Gloucester Police Department to provide funding for traffic enforcement and road safety. The grant period is from October 18, 2021 through September 15, 2022 and there is no local match for this grant.

**MOTION: On a motion by Councilor Cox, seconded by Councilor Memhard, the City Council voted by ROLL CALL 9 in favor, 0 opposed, to accept under MGL c. 44, §53A, a federal grant from the US DOT/National Highway Traffic Safety Administration passed through the Massachusetts Executive Office of Public Safety (EOPSS) and Security's Office of Grants and Research (OGR), a Federal Fiscal Year - FFY2022 Municipal Road Safety (MRS) Grant Program for \$35,000 for the Gloucester Police Department to provide funding for traffic enforcement and road safety. The grant period is from October 18, 2021 through September 15, 2022 and there is no local match for this grant.**

***3. Memorandum and Supplemental Appropriation-Budgetary Request (#2022-SA-6) from the CFO in the amount of \$100,000***

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 Supplemental Appropriation 2022-SA-6 in the amount of \$100,000 (One Hundred Thousand

Dollars) from the Building Maintenance Stabilization Fund - Undesignated Fund Balance, Account #7700-359000, to the Building Maintenance Stabilization Fund - GHS School Lockers Replacement - Building Improvements, Account #770013-582003, to fund the cost of replacement of lockers at Gloucester High School.

**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 Supplemental Appropriation 2022-SA-6 in the amount of \$100,000 (One Hundred Thousand Dollars) from the Building Maintenance Stabilization Fund - Undesignated Fund Balance, Account #7700-359000, to the Building Maintenance Stabilization Fund - GHS School Lockers Replacement - Building Improvements, Account #770013-582003, to fund the cost of replacement of lockers at Gloucester High School.**

***4. Memorandum from Dogtown Preservation Commission Chair requesting acceptance of funds being held by the Gloucester Fund in the amount of \$6,531.14***

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 accept under MGL c. 44, §53A, a cash donation in the amount of \$6,531.14 previously held by the Gloucester Fund and transfer to the new City's Dogtown Preservation Commission (DPC) Donation Fund for the purpose of the DPC's mission to formulate and implement a comprehensive plan for ongoing preservation, restoration, management, education, and stewardship of Dogtown.

**MOTION: On a motion by Councilor Cox, seconded by Councilor Memhard, the City Council voted by ROLL CALL 9 in favor, 0 opposed, to accept under MGL c. 44, §53A, a cash donation in the amount of \$6,531.14 previously held by the Gloucester Fund and transfer to the new City's Dogtown Preservation Commission (DPC) Donation Fund for the purpose of the DPC's mission to formulate and implement a comprehensive plan for ongoing preservation, restoration, management, education, and stewardship of Dogtown.**

- **Ordinances & Administration – November 15, 2021 (no items under this heading)**
- **Planning & Development – November 17, 2021**

***1. Memorandum from Police Chief recommending the Construction Manager at Risk Procurement delivery method for the Police Station/Courthouse Reconstruction Project***

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 that the City Council approve a Construction Manager at Risk (CMR) approach under MGL c. 149A as a public construction alternative to the Design-Bid-Build method under MGL c. 149 for the Police Station/Courthouse reconstruction project.

**Summary of Discussion: Councilor Pett stated that Councilor McCarthy would stay on the Police Building Committee after his term as City Councilor ended. The Police Chief, Ed Conley added that having Councilor McCarthy, with his institutional knowledge, was a valuable asset to the Police Building Committee.**

**MOTION: On a motion by Councilor Gilman, seconded by Councilor Holmgren, the City Council voted by ROLL CALL 9 in favor, 0 opposed, to approve a Construction Manager at Risk (CMR) approach under MGL c. 149A as a public construction alternative to the Design-Bid-Build method under MGL c. 149 for the Police Station/Courthouse reconstruction project.**

**MOTION TO RECONSIDER:** On a motion by Councilor Gilman, seconded by Councilor Holmgren, the City Council voted by ROLL CALL 0 in favor, 9 opposed, to reconsider the vote to approve a Construction Manager at Risk (CMR) approach under MGL c. 149A as a public construction alternative to the Design-Bid-Build method under MGL c. 149 for the Police Station/Courthouse reconstruction project.

The motion to reconsider failed.

2. *Special Event Permit Application: Request for street closures for the Small Business Flea Market on November 26, 2021 (rain dates November 27, 2021 and November 28, 2021)*

COMMITTEE RECOMMENDATION: On a motion by Councilor Gilman, seconded by Councilor Holmgren, the Planning & Development Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the matter be forwarded to the full City Council for the purpose of hearing from the applicant and collectively determining what the conditions need to be.

**MOTION:** On a motion by Councilor Gilman, seconded by Councilor Holmgren, the City Council voted by ROLL CALL 9 in favor, 0 opposed, to accept the withdrawal of Special Event Permit Application: Request for street closures for the Small Business Flea Market on November 26, 2021.

Councilor Gilman reminded the Members of the City Council and the public that RZ2021-003: *In accordance with GZO Sec. 1.11.2(a), amend GZO Secs. 2.3.1 "Residential Uses"; 3.2 "Dimensional Table"; 3.2.2 "Dimensional Requirements for Multi-family Dwellings and Their Accessory Uses (other than signs)"; and 3.1.6(b) "Building Heights in Excess of 35 Feet"* was to be continued until the next P&D meeting in December, but it was determined to continue the matter until after the new City Council was sworn in in January. The City Clerk stated that the multifamily rezoning matter was advertised for Public Hearing for December 14, 2021, due to the time requirements in which the City Council needed to hear the matter, but further stated that the Public Hearing would be continued until January 2022 as well.

**SCHEDULED PUBLIC HEARINGS:** None.

**FOR COUNCIL VOTE:** None.

**UNFINISHED BUSINESS:**

1. **Discussion Only:** City Council discussion regarding resuming in-person meetings (Cont. from 11/9/21)

**Summary of Discussion:** Councilor McCarthy stated that he felt that the City Council's final meeting scheduled for December 14, 2021, should be held via Zoom only due to the rise in the COVID cases within the City. Councilor LeBlanc stated he agreed with Councilor McCarthy.

**COUNCILORS' REQUESTS TO THE MAYOR:**

- Councilor O'Hara Requested through the Mayor that the snow removal ordinance be reviewed and updated. By way of background, he stated that he was emailed by a constituent (a senior citizen) who lives on a corner lot in the center of town concerning snow removal from the sidewalk in front of her home. He stated the constituent had been abiding by the ordinance, but would be unable to this upcoming winter as the constituent's past remover of snow had a heart attack and would no longer be able to help remove snow. He added that the constituent had called many landscapers and contractors and no one will do removal of sidewalk snow. He stated that ownership of snow removal should fall under the purview of the City, not the residents.

- **Councilor O'Hara** requested through the Mayor to identify possible areas within the City that could be expanded to allow dogs to legally run and exercise. By way of background, he stated he was emailed a picture of dozens of dog waste bags left at Oak Grove Cemetery.
- **Councilor Gilman** requested through the Mayor permission to meet with the DPW Director and the Harbormaster regarding questions she was asked at a recent meeting on October 6, 2021, at Corliss Landing attended by approximately sixty abutters.
- **Councilor Gilman** requested through the Mayor that information regarding the City's 9-1-1 emergency alert information system be communicated to residents and to sign up for this service on the City's webpage.

**COUNCILORS' THANKS AND ACKNOWLEDGEMENTS:**

- **Councilors Pett, Holmgren, O'Hara, Gilman and LeBlanc** wished everyone a safe and Happy Thanksgiving.
- **Councilor Nolan** thanked Ringo Tarr and the Peek Family for organizing the Christmas tree on the boulevard at Kent Circle.

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

- **Councilor Pett** invited the public to attend the lighting of the Lobster Trap Menorah, built by the Temple, on Tuesday, November 30, 2021, at 5:30 p.m.
- **Councilor Holmgren** stated that COVID-19 vaccine boosters were approved for all adults over the age of 18.
- **Councilor Memhard** stated there would be a recount for Ward 2 on December 1, 2021, and wished both candidates well.
- **Councilor O'Hara** stated the Magnolia Library was hosting a blood drive on November 29, 2021, to benefit Fire Captain Steve DesRuisseaux of Manchester, NH. He stated Fire Captain DesRuisseaux was burned over 35% of his body in a multifamily fire in Manchester, NH, on November 6. For information or to make an appointment regarding the Dana Farber Blood Drive, he stated, please see the Magnolia Library's website. He added that there would be four other Red Cross collections in the name of Fire Captain DesRuisseaux.

**MOTION: On a motion by Councilor Cox, seconded by Councilor Memhard, the City Council voted by ROLL CALL 9 in favor, 0 opposed, to adjourn the meeting 7:11 p.m.**

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

**Items submitted at the meeting:** Presentation by Ryan Knowles, IT Director