



**WESTBROOK CITY COUNCIL
REGULAR CITY COUNCIL MEETING MINUTES
MONDAY, FEBRUARY 6, 2023 AT 7:00 PM
WESTBROOK HIGH SCHOOL (ROOM 114)
125 STROUDWATER ST.**



I. LAND ACKNOWLEDGEMENT STATEMENT

Meeting called to order at 7:00pm by City Council President Anna A. Turcotte. City Clerk Angela Holmes read the City Council Land Acknowledgement statement into the record.

II. ROLL CALL

City Councilors Present: Michael Shaughnessy (At-Large), David C. Morse (Ward 1, Vice President), Anna A. Turcotte (Ward 3, President), Victor Chau (Ward 2), Gary Rairdon (Ward 4), Jennifer Munro (Ward 5), Claude Rwaganje (At-Large)

City Councilors Absent: None

Other City Officials Present: Jerre Bryant (City Administrator), Natalie Burns (City Solicitor), Michael T. Foley (Mayor), Janelle Hall (Emergency Communications Supervisor), Greg Hamilton (Director of Emergency Communications & IT), Angela Holmes (Asst. City Administrator/City Clerk), Suzanne Knight (Finance Director), Sean Lally (Police Chief), Brian Langerman (Deputy Fire Chief), Arty Ledoux (Public Services Operations Manager), Ellis Ledoux (Executive Assistant), Brandon Mitchell (Student Representative), Makayla Morello (Student Representative), Greg Post (Director of Community Services), Stephen Sloan (Fire Chief), Gary Wagner (Assistant Fire Chief)

III. PLEDGE OF ALLEGIANCE

President Turcotte led all present in the Pledge of Allegiance.

IV. APPROVAL OF MINUTES

President Turcotte stated that unless any objections were received, the minutes would stand as presented. No objections received. The following minutes stand as presented:

January 23, 2023 - Special City Council Meeting

V. 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 also presented the following awards:

- Employee of the Quarter (3rd Quarter 2022) - Janelle Hall, Emergency Communications Supervisor
- Manager of the Quarter (3rd Quarter 2022) - Arty Ledoux, Public Services Operations Manager

Mayor Foley invited State Representative Suzanne Salisbury to the podium to read a Legislative Sentiment in honor of Westbrook resident Blanche Kelley.

Employee of the Quarter (3rd Quarter 2022) - Janelle Hall, Emergency Communications Supervisor
Manager of the Quarter (3rd Quarter 2022) - Arty Ledoux, Public Services Operations Manager

VI. CITY COUNCIL MESSAGES

President Turcotte opened the floor for City Council messages. Councilors provided the following updates:

- Vice President Morse thanked Mayor Foley for opening and advertising the warming centers during recent cold weather. He also thanked everyone in the City who volunteered or donated to help residents who were in need.
- Councilor Munro thanked the City for opening the shelters over the weekend. The Westbrook Housing Coalition is a grassroots group that has been meeting every other week for about two months, composed of individuals and agencies who are interested in supporting the homeless and unhoused community.

VII. STUDENT REPRESENTATIVE UPDATE

Student Representatives Mitchell and Morello provided the following updates:

- Black Student Union held a spirit week in honor of Black History Month.
- A spaghetti dinner fundraiser will be held at Canal School.
- Westbrook High School Drama Club will perform.
- College workshops are taking place at Westbrook High School to help students learn about college life.

VIII. PUBLIC COMMENT

President Turcotte opened the floor for the first public comment portion of this meeting. The following individuals spoke: Liz McClellan (37 Pleasant Street)

IX. UNFINISHED BUSINESS

There was no unfinished business for consideration.

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

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

Order 2023-07. Authorizing Purchase of Laser Crime Scene Scanner for the Police Department

Order 2023-08. Authorizing Purchase of Patrol Rifles for the Police Department

Order 2023-09. Authorizing Acceptance & Expenditure of a FY22 STOP Violence Against Women Grant

Order 2023-10. Authorizing Expenditure for Police Vehicle Upfit Project

Order 2023-11. Authorizing Acceptance & Expenditure of Harold Alfond Workforce Development

Grant & Amending FY 2023 Annual Vendor List

Order 2023-12. Authorizing Expenditures for HD Broadcast Conversion Project

Order 2023-13. Authorizing Purchase of Replacement Security Camera System at Westbrook Community Center

Order 2023-14. Authorizing Payment of Insurance Deductible & Settlement of Litigation

Motion to approve second and final reading of Orders 2023-07 through 2023-14.

Moved by Vice President Morse, seconded by Councilor Rairdon.

President Turcotte asked if any Councilor would like to consider any item separately. No one spoke.

President Turcotte opened the floor for comments on the motion. The following individuals spoke:

None

Motion carried. Orders 2023-07 through 2023-14 adopted. (Vote 7-0)

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

Nays: None

XI. 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.

Resolves (One Reading Required)

Resolve 2023-02. Amending Resolves 2022-18 & 2023-01, Regarding Appointments to the Zoning Board of Appeals, Planning Board, Recreation & Conservation Commission, and Sewer Commission

Motion to approve the first and final reading of the legislation.

Moved by Councilor Shaughnessy, seconded by Councilor Munro.

President Turcotte opened the floor for comments on the motion. The following individuals spoke:

Councilor Shaughnessy

Motion carried. Resolve 2023-02 adopted. (Vote 7-0)

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

Nays: None

Resolve 2023-03. Nominating Sheryl Earl-Williams as the Inland Fisheries & Wildlife Agent

Motion to approve the first and final reading of the legislation.

Moved by Councilor Munro, seconded by Councilor Rairdon.

President Turcotte opened the floor for comments on the motion. The following individuals spoke:

None

Motion carried. Resolve 2023-03 adopted. (Vote 7-0)

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

Nays: None

Orders (One Reading Required)

Order 2023-15. Approving Mass Gathering Permit (Major) for Winterfest

Motion to approve the first and final reading of the legislation.

Moved by Councilor Rairdon, seconded by Councilor Chau.

President Turcotte opened the floor for comments on the motion. The following individuals spoke:
Councilor Chau

Motion carried. Order 2023-15 adopted. (Vote 7-0)

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

Nays: None

Order 2023-16. Adopting Chapter 36, Article IV, Cost Recovery, in the Westbrook Code of Ordinances, Amending Master Fee Schedule & Authorizing Cost Recovery Agreement

Motion to approve the first and final reading of the legislation.

Moved by Councilor Shaughnessy, seconded by Councilor Munro.

President Turcotte opened the floor for comments on the motion. The following individuals spoke:

Mayor Foley, Councilor Shaughnessy

Motion carried. Order 2023-16 adopted. (Vote 7-0)

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

Nays: None

Orders (Two Readings Required)

XII. PUBLIC COMMENT

President Turcotte opened the floor for the second and final public comment portion of this meeting. The following individuals spoke: Councilor Rwaganje, Councilor Munro, Mayor Foley, President Turcotte, Councilor Chau, Vice President Morse

XIII. REFERRALS

There were no referrals for consideration.

XIV. COMMITTEE REPORTS

Councilor Rwaganje recommended that the Public Safety Committee revisit the Use of Force Policy Analysis.

Add a workshop to agenda to discuss past efforts and future work about anti-racism work and building trust in the community. Morse & Rwaganje agreed to draft language on a workshop.

Mayor Foley noted that Chief Lally can present information about this during a Mayor's Message. President Turcotte suggested that DEI Coordinator present on the City's DEI efforts in general, and Police present on DEI efforts in the PD specifically.

Councilor Munro commented that she would like to see a workshop committee meeting. Council took no action.

Committee of the Whole

Residential Landlord Registration

Amending Land Use Ordinance to Expand Medical & Recreational Marijuana Businesses

Comprehensive Ethics Reform

Adopting Policy to Protect Employees' Access to Reproductive Healthcare Services

Facilities & Streets Committee

Austin Street Extension

Sidewalks & Traffic at Haskell Street

Condition of Westbrook Middle School Baseball Field

Public Safety Committee

Use of Force Policy Analysis

XV. EXECUTIVE SESSION

There were no requests for an Executive Session.

XVI. ADJOURNMENT

Motion to adjourn at 7:54pm.

Moved by Councilor Munro, seconded by Councilor Rwaganje.

Motion carried by a show of hands. None opposed.



MAYOR'S OFFICE



Mayor Michael T. Foley

2 York Street

Westbrook, Maine 04092

Phone/Fax: 207-591-8110

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MAYOR'S MESSAGE

February 6, 2023

VETERAN'S ACTIVITIES

Our Veterans Coffee & Information Sessions continue at the Westbrook Community Center with our next event on February 9th at 9am. At these sessions our Veteran's Service Officer Arty Ledoux updates veterans on various issues affecting them and we hear stories from those present about their service to our country.

DOWNTOWN PARKING, CONSTRUCTION & TRAFFIC PATTERN UPDATES

Downtown streets were reopened to traffic last month, returning normal flow to our downtown this winter. Various closures or delays will begin to take place in the area for construction deliveries, and we encourage everyone to sign up for traffic and construction updates at www.seeingorangewestbrook.com. We thank everyone in advance for their patience as we work hard to lay the foundation for Westbrook's future in a safe and efficient manner.

WINTER PARKING UPDATES

We'd like to remind everyone that the City's Winter Parking Ban is in effect from November 15th through April 15th from 12am – 6am. In addition, we have special winter parking regulations for the downtown. These parking restrictions are necessary to help our Public Services crews clear the streets and lots in a safe and effective manner. This team does an outstanding job, and we thank them for their continued efforts to keep our roads safe and clean during the winter.

DISCOVER DOWNTOWN WESTBROOK'S WINTERFEST

We want to remind everyone that Discover Downtown Westbrook is hosting Winterfest this year with events on Saturday, March 3rd at Riverbank Park. They have many exciting activities planned and we thank them for organizing this event along with the various sponsors for making it possible. Visit their website or Facebook page for more information.

APPOINTMENTS

I'd like to announce the following mayoral appointment: Michael Fandell is hereby appointed to the Public Safety Commission representing Ward 3 for the remainder of a vacant five-year term, expiring on 1/1/2024. We thank him for his willingness to serve in this critical role. Should anyone be interested in serving on this commission, we do have one remaining vacancy for Ward 2. Please reach out.

EXTREME WEATHER EVENTS

During these recent cold weather events we announced the availability of the Walker Memorial Library & Community Center as warming centers, both of which are always available to residents in any extreme weather conditions, hot or cold. As it turns out, we did not have anyone take advantage of the facilities during this time. We hope that means everyone located the sheltering options and resources they needed to stay warm. We are exploring the possibility to offer overnight shelter options on a limited basis at the Community Center in the future with the support of volunteers and businesses who wish to help. Given the limited times this happens, we are hoping this is something we could pull off in the future.

EMPLOYEE & MANAGER OF THE QUARTER

I will now read recognition for our employee and manager of the quarter for the 3rd quarter of 2022. Each recipient will receive a plaque, a gift certificate for a local business of their choice, and 8 hours of time off.

LEGISLATIVE SENTIMENT

Please welcome State Representative Suzanne Salisbury who will be presenting a legislative sentiment in honor of Westbrook resident and veteran Blanche Kelley.

Employee of the 3rd Quarter 2022

Recipient: Janelle Hall, Emergency Communications Supervisor

Westbrook, ME – Mayor Michael T. Foley and City Administrator Jerre R. Bryant are pleased to announce that Emergency Communications Supervisor Janelle Hall has been selected as the recipient of the City's Employee of the Quarter Award for the 3rd quarter of 2022. The award is presented to an employee who consistently demonstrates exceptional knowledge, customer service, a positive attitude, and who has given more to the community than expected in their day-to-day job. All full-time, part-time, and seasonal employees are eligible for the award.

Janelle was hired with the City in December 2014 and in March of 2020 was promoted to Emergency Communications Supervisor. Since her very first days with the city, Janelle has been an asset to the Emergency Communications Department and the Public Safety Team as a whole. Janelle's skillset as a 911 professional is unmatched. Her job knowledge and multitasking abilities during busy times in the 911 center are second to none. Her superior job skills and technical abilities pale in comparison to her leadership, dedication, and positive attitude.

Her primary duties as an Emergency Communications Supervisor include training new staff, performing quality assurance and improvement review on calls for service, scheduling staff and maintains training records. She also serves as the department's Terminal Agency Contact for the State Police Access Integrity Unit. This unit ensures that each agency that has access to State and Federal law enforcement sensitive information is doing so within the proper guidelines and is training it's personnel to the proper level of access.

Janelle's dedication to service and leadership have brought her skills outside the walls of the 911 center, as a city we are better for it. For the past several years, she has been going into the schools with our School Resource Officers and Fire Rescue personnel to educate children about 911. She designed a refrigerator magnet that she hands out to be taken home to help the youngest ones remember how and when to call 911.

One of our police sergeants shared a particularly volatile domestic violence in progress call that he responded to in which a very small child was the caller. While speaking with the child he asked how she knew to call 911? The child brought him to the magnet on the refrigerator, pointed to it and said, "The lady from 911 came to my school and taught me." Janelle is one of the original members of the public safety peer support team as she was chosen by her peers to receive specialized training to be able to assist others with particularly challenging critical incident debriefings along with being a confidential confidant for a co-worker in need. In her role as a peer support team member, Janelle is often called upon to bring the team together to assist with debriefs for agencies from surrounding communities as well. Most often the unseen first responders, our 911 dispatchers are the constant that our public as well as our responders in the field depend upon for timely

assistance, guidance, and reassurance. Through her dedication and work with the Peer Support Team, Janelle, has brought that same dependability and reassurance to her colleagues when they need it most.

If there is a need, charity or cause Janelle is not only involved, she is often the one coordinating the effort for Public Safety or the City. These events include the Special Olympics Torch Run, National Night Out and Adventure Club for at risk youth to name a few. It is Janelle's kind heart and compassion for others that drive her unwavering effort and energy. This energy and effort allow her to maintain such an awesome volunteer schedule outside of her regular duties.

Our Emergency Communications Department is fortunate to have Janelle on staff and we are proud to recognize her for this prestigious award. Janelle, we appreciate your hard work and dedication to the citizens of the City of Westbrook. It is an exceptional honor to be nominated by your peers and to be recognized for the great work that you do. Congratulations!

Sincerely,

Mayor Michael T. Foley

Manager of the 3rd Quarter 2022

Recipient: Arthur Ledoux, Public Services Operations Manager

Westbrook, ME – Mayor Michael T. Foley & City Administrator Jerre R. Bryant are pleased to announce that Arthur Ledoux has been selected as the recipient of the City of Westbrook's Manager of the 3rd Quarter Award for 2022! The award is presented to a manager who consistently demonstrates exceptional knowledge, customer service, a positive attitude, and who has given more to the community than expected in their day-to-day job. All managers are eligible for the award.

Arty was hired with the City in December of 2000 quickly rising through the ranks in Public Services and being promoted to Operations Manager in March of 2008. In addition to his role at Public Services, in 2019 he became certified as a Veterans Service Officer and helped open the City's Veterans Service Office that same year.

Many employers have been faced with hiring challenges since the Covid pandemic. As of last October, the Public Services department had many Equipment Operator positions vacant. The limited staffing levels can impact the ability to service the citizens of Westbrook especially during the winter months when their core responsibility is to ensure roads are plowed, salted, and sanded in a timely manner. One of the job qualifications of the Equipment Operator is to hold a Class B CDL license, and a probationary employee has six months to obtain this license. Unfortunately, a new Federal requirement involves completion of an entry level drivers training program, which can cost upwards of \$3,500. This cost deterred many from applying, however, Arty pursued an innovative solution. This summer, Arty partnered with the State to gain certification to become a private CDL training facility. Further, he partnered with the union representatives to provide a stipend to trainers for their participation. Arty was faced with a problem and his innovative thinking has improved our recruitment activities and assisted our staff by limiting the financial burden of obtaining a Class B license.

Further, Arty is passionate about his role as our Veterans Services Officer. The Veterans Rest at Woodlawn Cemetery was in dire need of a facelift, and Arty answered the call. Established in 1950 where a specific piece of land was set aside as a final resting place for veterans who have served our country. There were many issues including an old iron flagpole that rusted and deteriorated at the base, the bronze plaques was painted over, the veterans monument was covered in lichen and oriented perpendicular to the area where ceremonies are performed, flanked by two big shrubs that covered a portion, and the Veteran markers were also covered in lichen and not straight or level. The area was not in a good condition, nor what these veterans deserve as their final resting place. Arty helped brainstormed ideas, worked with a design team, built a budget, and presented to the Veterans Advisory Committee, Administration, and City Council. Arty's enthusiasm showed when he was able to secure funding in July and broke ground the very next day. The project was completed in time for the Veteran's Day event this past November and came in under budget by \$8,400.

Arty, we commend you for your hard work, leadership, and devotion to duty and appreciate your dedication to the city, its employees, and citizens. It is an honor to be nominated by your peers and to be recognized for the great work you do. Congratulations!

Sincerely,

Mayor Michael T. Foley