

**WESTBROOK CITY COUNCIL  
SPECIAL CITY COUNCIL MEETING MINUTES  
MONDAY SEPTEMBER 10, 2018  
WESTBROOK HIGH SCHOOL ROOM 114**

**CALL TO ORDER**

Called to order at 7:04pm by President Rielly.

**City Councilors Present:** Lynda Adams (Ward 5); Victor Chau (Ward 2); Ann E. Peoples (Ward 4); Gary Rairdon (At-Large); Anna Turcotte (Ward 3); John O’Hara (At-Large/Vice President); Brendan Rielly (Ward 1/President)

**City Councilors Absent:** None

**Other City Officials Present:** Mark Bower (Legal Counsel); Jerre Bryant (City Administrator); Eric Dudley (Director of Engineering & Public Services); Jennie Franceschi (Director of Planning and Code Enforcement); Angela Holmes (City Clerk); Suzanne Knight (Finance Director); Peter Lancia (Westbrook School Department Superintendent); Dena Lebeda (Tax Collector); Greg Post (Interim Director of Community Services); Janine Roberts (Police Chief); Mike Sanphy (Mayor); Steve Sloan (Deputy Fire Chief)

**APPROVAL OF MINUTES**

President Rielly announced that unless any objections were received, the minutes from the Committee of the Whole Meeting and Special City Council Meeting held on August 20, 2018 would stand as presented. No objections received; minutes adopted.

**MAYOR’S MESSAGE**

Mayor Sanphy read into the record “A Proclamation Establishing September 2018 as National Suicide Prevention Awareness Month.”

Mayor Sanphy gave the floor to Chief Roberts to present a strategic plan for the Police Department. Chief Roberts has spoken with her staff about developing a strategic plan for the next three years. One step is to educate City Council and the public about what officers really do. This fall she will ask City Council for 15-20 minutes on the Council agenda on a recurring basis to present information.

**STUDENT REPRESENTATIVE UPDATE**

President Reilly brought forward a request to appoint two new Student Representatives – Sadie Cross, a senior at Westbrook High School, and Zainab Almatwari, a junior at Westbrook High School.

1. Motion to approve the appointment of Sadie Cross and Zainab Almatwari as City Council Student Representatives.  
Moved by Councilor Peoples, seconded by Councilor Rairdon.
2. The following individuals presented questions and/or comments:
  - a. Councilor Turcotte
  - b. Councilor Adams

- c. Councilor Peoples
  - d. President Rielly
3. Revisiting the motion to approve the two Student Representatives.  
**Motion carried by a show of hands. None opposed.**
4. Ms. Holmes delivered the Oath of Office to Student Representatives Cross and Almatwari.

#### **PUBLIC COMMENT**

President Rielly opened the floor for the first public comment period of the evening. The following individuals spoke:

- 1. Deputy Fire Chief Sloan
- 2. Phil Spiller (76 Sawyer Road)

#### **UNFINISHED BUSINESS**

Included below are items which were considered by City Council at a previous meeting and were tabled.

1. **Liquor License Renewals.**  
Wild Ducks Services, LLC d/b/a 33 Elmwood, located at 33 Elmwood Avenue  
Profenno's Restaurant, located at 934 Main Street  
Stephen W. Manchester Post #62 American Legion, located at 17 Dunn Street
- a. Motion to approve the liquor license renewal applications, outlined above.  
Moved by Councilor Rairdon, seconded by Councilor Peoples.
  - b. The following individuals presented comments and/or questions:
    - i. Vice President O'Hara
    - ii. Ms. Franceschi
  - c. Revisiting the motion to approve the liquor license renewal applications.  
**Motion carried by a show of hands. None opposed.**

#### **ORDERS OF THE DAY (SECOND AND FINAL READING)**

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

1. **Order 2018-121. Amending the Land Use Ordinance, Section 201, Definitions – Private Way, Section 205, Review of Private Ways, and Appendix B, Master Fee Schedule.**
- a. Ms. Holmes noted for the record that Order 2018-121 requires a public hearing. Notice of the public hearing was published in the American Journal on August 30 & September 6, 2018.
  - b. President Rielly opened the public hearings on both orders. The following individuals spoke:
    - i. Kurt and Tammy Brown (50 Timberland Drive; letter submitted and read into the record)

- c. President Rielly closed the public hearing.
  - d. Motion to approve second and final reading of Order 2018-121.  
Moved by Councilor Turcotte, seconded by Councilor Peoples.
  - e. The following individuals commented on the motion to approve second and final reading of the legislation:
    - i. Vice President O’Hara
    - ii. Ms. Franceschi
  - f. Revisiting the motion to approve second and final reading of Order 2018-121  
**Motion carried. Order 2018-121. (Vote 7-0)**  
Ayes: Councilor Adams, Councilor Chau, Councilor Peoples, Councilor Rairdon, Councilor Turcotte, Vice President O’Hara, President Rielly  
Nays: None
1. **Orders 2018-122. Amending the FY 2018-2019 General Fund Annual Vendor List.**
    - a. Motion to approve second and final reading of Order 2018-122.  
Moved by Councilor Turcotte, seconded by Councilor Rairdon.
    - b. There were no comments from City Council or the public.
    - c. Revisiting the motion to approve second and final reading of Order 2018-122.  
**Motion carried. Order 2018-122 adopted. (Vote 7-0)**  
Ayes: Councilor Adams, Councilor Chau, Councilor Peoples, Councilor Rairdon, Councilor Turcotte, Vice President O’Hara, President Rielly  
Nays: None

**NEW BUSINESS**

Included below are the City Council actions on New Business, which includes business licenses requiring City Council approval, City Council resolves and orders requiring first and final reading, City Council orders receiving the first of two required readings, and all items to be considered in Executive Session.

1. **Liquor License Renewal Application for Seacoast Investments d/b/a The Frog and Turtle, located at 3 Vallee Square.**
  - a. Motion to approve the liquor license renewal application.  
Moved by Councilor Rairdon, seconded by Councilor Peoples.
  - b. As a point of order, Councilor Adams noted for the record that the address listed on the agenda for the establishment (7 Vallee Square) was incorrect. The correct address is 3 Vallee Square.
  - c. Revisiting the motion to approve the liquor license renewal.  
**Motion carried by a show of hands. None opposed.**
2. **Resolve 2018-15. Appointing Dena Marie Lebeda as Tax Collector.**
  - a. Motion to approve first reading of Resolve 2018-15.  
Moved by Councilor Turcotte, seconded by Councilor Rairdon.

- b. The following individuals provided comments and/or questions:
    - i. Councilor Adams
  - c. Revisiting the motion to approve first reading of Resolve 2018-15.  
**Motion carried. Resolve 2018-15 adopted. (Vote 7-0)**  
 Ayes: Councilor Adams, Councilor Chau, Councilor Peoples, Councilor Rairdon, Councilor Turcotte, Vice President O’Hara, President Rielly  
 Nays: None
- 3. **Resolve 2018-16. Appointing Mutima Peter to Westbrook Housing Authority.**
  - a. Motion to approve first and final reading of Resolve 2018-16.  
 Moved by Councilor Adams, seconded by Councilor Peoples.
  - b. The following individuals provided comments and/or questions:
    - i. Phil Spiller (76 Sawyer Road)
  - c. Revisiting the motion to approve first and final reading of Resolve 2018-16.  
**Motion carried. Resolve 2018-16 adopted. (Vote 7-0)**  
 Ayes: Councilor Adams, Councilor Chau, Councilor Peoples, Councilor Rairdon, Councilor Turcotte, Vice President O’Hara, President Rielly  
 Nays: None
- 4. **Order 2018-123. Amending Order 2018-119 regarding Purchase of Property from Portland Terminal Company c/o Pan Am Systems, Inc.**
  - a. Motion to approve first and final reading of Order 2018-123.  
 Moved by Councilor Rairdon, seconded by Councilor Chau.
  - b. There were no comments from City Council or the public.
  - c. Revisiting the motion to approve first and final reading of Order 2018-123.  
**Motion carried. Order 2018-123 adopted. (Vote 7-0)**  
 Ayes: Councilor Adams, Councilor Chau, Councilor Peoples, Councilor Rairdon, Councilor Turcotte, Vice President O’Hara, President Rielly  
 Nays: None
- 5. **Suspending the Rules.** Motion to suspend the rules to add Order 2018-131 to the agenda as a one-reading Order, entitled “Approving Referendum for Greater Sebago Education Alliance Regional Service Center.”  
 Moved by Councilor Peoples, seconded by Councilor Turcotte.  
**Motion carried. (Vote 6-1)**  
 Ayes: Councilor Adams, Councilor Chau, Councilor Peoples, Councilor Turcotte, Vice President O’Hara, President Rielly  
 Nays: Councilor Rairdon
- 6. **Order 2018-131. Approving Referendum for Greater Sebago Education Alliance Regional Service Center.**
  - a. Motion to approve first and final reading of Order 2018-131.  
 Moved by Councilor Adams, seconded by Vice President O’Hara.

- b. There were no comments from City Council or the public.
  - c. Revisiting the motion to approve first and final reading of Order 2018-131.  
**Motion carried. Order 2018-131 adopted. (Vote 6-1)**  
 Ayes: Councilor Adams, Councilor Chau, Councilor Peoples, Councilor Turcotte, Vice President O'Hara, President Rielly  
 Nays: Councilor Rairdon
7. **Order 2018-124. Accepting Department of Justice Bulletproof Vest Partnership Grant Funds and Authorizing Expenditure for Bulletproof Vests.**
- a. Motion to approve the first of two readings for Order 2018-124.  
 Moved by Councilor Peoples, seconded by Councilor Rairdon.
  - b. There were no comments from City Council or the public.
  - c. Revisiting the motion to approve the first of two readings for Order 2018-124.  
**Motion carried by a show of hands. None opposed.**
8. **Order 2018-125. Authorizing Award of Bid for Main Street Lighting Design.**
- a. Motion to approve the first of two readings for Order 2018-125.  
 Moved by Councilor Peoples, seconded by Councilor Turcotte.
  - b. The following individuals presented comments and/or questions:
    - i. Deborah Shangraw (752 Main Street)
    - ii. Phil Spiller (76 Sawyer Road)
  - c. Revisiting the motion to approve the first of two readings for Order 2018-125.  
**Motion carried by a show of hands. None opposed.**
9. **Order 2018-126. Authorizing Purchase of Tenzinga Performance Management System & Leadership Development Training Program.**
- a. Motion to approve the first of two readings for Order 2018-126.  
 Moved by Councilor Peoples, seconded by Councilor Turcotte.
  - b. The following individuals presented comments and/or questions:
    - i. Councilor Rairdon
    - ii. Deputy Fire Chief Sloan
    - iii. Councilor Adams
    - iv. Mr. Bryant
  - c. Revisiting the motion to approve the first of two readings for Order 2018-126.  
**Motion carried by a show of hands. None opposed.**
10. **Order 2018-127. Authorizing Expenditure for Fire Department Incident Command Training Program.**
- a. Motion to approve the first of two readings for Order 2018-127.  
 Moved by Councilor Turcotte, seconded by Councilor Adams.

- b. The following individuals presented comments and/or questions:
    - i. Councilor Rairdon
    - ii. Deputy Fire Chief Sloan
    - iii. Mr. Bryant
    - iv. Councilor Adams
    - v. Councilor Turcotte
  - c. Revisiting the motion to approve the first of two readings for Order 2018-127.  
**Motion carried by a show of hands. None opposed.**
11. **Order 2018-128. Authorizing Refurbishment of Police Cruiser.**
- a. Motion to approve the first of two readings for Order 2018-128.  
Moved by Councilor Rairdon, seconded by Councilor Turcotte.
  - b. The following individuals presented comments and/or questions:
    - i. Councilor Rairdon
    - ii. Police Chief Roberts
    - iii. Mr. Bryant
  - c. Revisiting the motion to approve the first of two readings for Order 2018-128.  
**Motion carried by a show of hands. None opposed.**
12. **Order 2018-129. Authorizing Purchase and Installation of Safety Intercom System at Westbrook Community Center.**
- a. Motion to approve the first of two readings for Order 2018-129.  
Moved by Councilor Peoples, seconded by Councilor Rairdon.
  - b. The following individuals presented comments and/or questions:
    - i. Councilor Rairdon
    - ii. Mr. Post
    - iii. Councilor Turcotte
    - iv. Vice President O’Hara
  - c. Revisiting the motion to approve the first of two readings for Order 2018-129.  
**Motion carried by a show of hands. None opposed.**
13. **Order 2018-130. Authorizing Expenditure for Franklin Covey All-Access Pass.**
- a. Motion to approve the first of two readings for Order 2018-130.  
Moved by Vice President O’Hara, seconded by Councilor Adams.
  - b. The following individuals presented comments and/or questions:
    - i. Councilor Adams
    - ii. Mr. Bryant
    - iii. Chief Roberts
    - iv. Councilor Peoples
    - v. Councilor Turcotte
    - vi. Vice President O’Hara

vii. Councilor Chau

c. Revisiting the motion to approve the first of two readings for Order 2018-130.

**Motion carried by a show of hands. None opposed.**

#### **PUBLIC COMMENT**

President Rielly opened the floor for the second and final public comment period of the evening. The following individuals spoke:

1. Vice President O’Hara
2. Councilor Peoples

#### **REFERRALS**

Motion to refer “Cemetery Fees” to the Facilities & Streets Committee.

Moved by Councilor Rairdon, seconded by Councilor Turcotte.

**Motion carried by a show of hands. None opposed.**

#### **EXECUTIVE SESSION**

President Rielly noted for the record that the request for Executive Session has been withdrawn.

#### **ADJOURNMENT**

Motion to adjourn at 8:23pm.

Moved by Councilor Rairdon, seconded by Councilor Turcotte.

**Motion carried by a show of hands. None opposed.**