

At a meeting of the Town Council holden in and for the Town of Gloucester on September 2, 2021:

I. Call to Order

The meeting was Called to Order at 6:30 P.M.

II. Roll Call

Members present: Julian (Jay) Forgue, President; William E. Reichert, Vice President; Walter M.O. Steere, III; Stephen Arnold; and William Worthy , Jr.

Also Present: David Igliazzi, Town Solicitor; Jean Fecteau, Town Clerk; Christine Mathieu, Deputy Town Clerk; Adam Muccino, Finance Director; Karen Scott, Town Planner; Ken Johnson, Building Official; Chief Joseph Delprete; Gerry Mosca, EMA Director; John Luszc, Human Services Director; Robert Shields, Recreation Director

III. Pledge of Allegiance

The Pledge of Allegiance was recited.

IV. Executive Session pursuant to R.I.G.L. 42-46-5(a)(1) Personnel - Sessions pertaining to any discussions of job performance, character, or physical or mental health of a person or persons

Discussion, vote or other action by Town Council

Councilor Forgue stated that Council now needs a motion to move into executive session:

MOTION was made by Councilor Worthy to Seek to Convene to Executive Session Pursuant to: R.I.G.L. 42-46-5(a)(1) Personnel - Sessions pertaining to any discussions of job performance, character, or physical or mental health of a person or persons; seconded by Councilor Reichert

Discussion: J. Fecteau, Town Clerk, stated that letters were sent to the candidates to be interviewed pursuant to R.I.G.L. 42-46-5(a)(1).

Councilor Forgue requested the clerk poll the council.

Councilor Arnold - Aye

Councilor Worthy -Aye

Councilor Steere -Aye

Councilor Reichert -Aye

Councilor Forgue-Aye

MOTION PASSED UNANIMOUSLY

Councilor Forgue asked everyone, not involved in Executive Session, to exit chambers until open session reconvenes.

V. Reconvene Open Session - Disclosure of votes take in Executive Session & Consideration of the Sealing of Minutes - Discussion and/or Action

MOTION was made by Councilor Arnold to RECONVENE Open Session, Disclose one (1) vote was taken in Executive Session & SEAL the minutes of Executive Session; seconded by Councilor Reichert.

Discussion: None

Councilor Forgue requested the clerk poll the council.

Councilor Arnold - Aye

Councilor Worthy -Aye

Councilor Steere -Aye

Councilor Reichert -Aye

Councilor Forgue-Aye

MOTION PASSED UNANIMOUSLY

Councilor Forgue requested and led a moment of silence to honor the fallen US soldiers in Afghanistan and for all of those trying to get out of Afghanistan.

MOTION was made by Councilor Arnold to move item XI (A) (1) (a) to the next agenda item; seconded by Councilor Worthy

Discussion: None

VOTE: AYES- Arnold, Worthy, Reichert, Steere and Forgue

NAYS-0

MOTION PASSED

MOVED TO THIS LOCATION ON AGENDA:

XI. New Business

A. Personnel

1. Appointment - Discussion and/or Action

a. Tax Assessor (Unexpired term to 1/1/2022)

Councilor Forgue stated that Council has advertised for candidates and interviewed. Councilor Forgue asked if the Council was ready to vote on a recommendation, if so he will entertain a motion.

MOTION was made by Councilor Arnold to APPOINT Jessica Parker to the position of Tax Assessor, for a term to expire 1/1/2022; at an annual salary of \$62,500.00 effective (09/03/2021); said position includes all other benefits as outlined in the "We are Gloucester Handbook"; seconded by Councilor Worthy

Discussion: Councilor Forgue offered his congratulations!

Councilor Forgue requested the clerk poll the council.

Councilor Arnold - Aye
Councilor Worthy -Aye
Councilor Steere -Aye
Councilor Reichert -Aye
Councilor Forgue-Aye

MOTION PASSED UNANIMOUSLY

(Back to Regular Agenda Order)

VI. Open Forum - For Agenda Items (Approx. 7:30 p.m.)

Councilor Forgue stated that this item is for discussion on agenda items and asked anyone wishing to speak to step to the podium and state their name and address.

1. Jeff Ryan, 78 Stone Dam Road, stated that he has lived in town his entire life . J. Ryan stated that he has a petition from most of the neighbors (about 60) who live on the road who are asking the Council to remove the firearm exemption from the Gloucester Veterans Memorial Recreation Area located at the corner of Snake Hill Road and Stone Dam Road. J. Ryan stated that he is not anti hunting or second amendment but that the shape of the property and small size of the property are the main reasons for wanting the hunting removed from the books . J. Ryan stated that the property was originally purchased by the town for recreational purposes. J. Ryan stated that many of the neighbors including himself would like to see trails put in and he offered to help put those trails in. J. Ryan brought up questions about the proposed shooting range as to notice to the neighbors, signs, parking , restricted times and no subbing out.

Councilor Worthy asked the two main reasons the neighbors were opposed to the hunting.

J. Ryan stated the small size and shape of the property. J. Ryan described the property as a rectangle with a pond in the middle so any hunting is forced to the sides. J. Ryan stated that he has had hunters on his land because there are no boundaries marked on the area separating residential land from the town land so hunters do not know where they are shooting . J. Ryan stated that the town land is not a big enough piece due to its shape for hunting especially when there are so many other places in town for hunting that are larger. J. Ryan also added that if the police need training then they should get the funding.

Councilor Reichert clarified that the property was bought for municipal purposes of recreation not hunting and he agrees with J. Ryan about no hunting on the property as he does not feel it is appropriate there.

VII. Resolution - #2021-05 Twentieth Anniversary Remembrance of September 11, 2001- Discussion and/or Action

Councilor Forgue stated that Council has a Resolution in commemoration of the 20th anniversary of 9/11. Councilor Steere read the following:

RESOLUTION #2021-05

TWENTIETH ANNIVERSARY REMEMBRANCE OF SEPTEMBER 11, 2001

WHEREAS, on September 11, 2001, four coordinated terrorist attacks were carried out by al-Qaeda, an Islamic extremist group, against the United States; and

WHEREAS, two of those terrorist attacks were planes flown into the North and South Towers of the World Trade Center in New York City; ultimately causing the collapse of both towers; and

WHEREAS, another terrorist attack occurred when a third plane was flown into the Pentagon in Virginia; and

WHEREAS, a final terrorist attack occurred when a fourth plane was crashed into a field near Shanksville, Pennsylvania after the passengers and crew heroically fought back; and

WHEREAS, 2,977 died in these terrorist attacks; and

WHEREAS, there were many heroes that day, including first responders and civilians, who rushed to the site of these attacks to help; and

WHEREAS, many of those first responders and civilians died offering help; and

WHEREAS, our nation needs to remember the sacrifices made by all that day and that despite the grief and shock, our nation showed hope, resilience and unity during the days that followed; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Council and the Town Clerk, of the Town of Gloucester, recognizes that our country has weathered many trials and tribulations by being compassionate toward others, resolute in what is true and right, and united as one nation so we may always act with fortitude, strength and resiliency in order that hope may continue.

BE IT FURTHER RESOLVED, that the Town Council and the Town Clerk, of the Town of Gloucester, wish to honor all of the heroes who died on September 11, 2001; to honor all those first responders who continue to serve; to inspire all to be heroes when called to help others for the common good of our country, and to never forget how fragile life and liberty can be. We will always remember 9-11.

Julian P. Forgue
Gloucester Town Council President

William E. Reichert
Town Council Vice-President

Walter M. O. Steere, III.
Town Council Member

William A. Worthy, Jr.
Town Council Member

Stephen W. Arnold
Town Council Member

Adopted this 2nd Day of September 2021

seconded by Councilor Worthy

Discussion: none

VOTE: AYES- Arnold, Worthy, Steere, Reichert and Forgue
NAYS-0

MOTION PASSED

VIII. Public Hearing

A. New Victualing License - Discussion and/or Action

Applicant: M & B Variety, Inc
d/b/a Harmony Corner Store
Location: 365 Snake Hill Road

Councilor Forgue stated that this Public Hearing was advertised in the Valley Breeze on August 19th, 26th, and September 2nd, 2021.

Councilor Forgue DECLARED the Public Hearing OPEN. Councilor Forgue stated that anyone wishing to speak must step to the podium and state their name and address for the record.

J. Fecteau stated that the applicant is present, if the council has any questions.

Councilor Forgue asked again if anyone wished to speak.

None

Councilor Forgue DECLARED the Public Hearing Closed.

MOTION was made by Councilor Reichert to APPROVE the Victualing License for applicant: M & B Variety, Inc, d/b/a Harmony Corner Store, Location: 365 Snake Hill Road, pursuant to: 1) payment of all Town fees and taxes; 2) Building/Zoning approval as needed; 3) Fire and/or Police approval as needed; 4) current Health Department approval; 5) current Food Manager Certificate; and 6) current Rhode Island Permit to Make Sales; this license shall be for the interior of the premise only and is valid to November 30, 2021; seconded by Councilor Arnold

Discussion: none

VOTE: AYES- Arnold, Worthy, Steere, Reichert and Forgue
NAYS-0

MOTION PASSED

IX. Consent Items - Discussion and/or Action

A. Approval of Town Council Minutes: Regular meeting of August 5, 2021

MOTION was made by Councilor Worthy to APPROVE the Town Council minutes of August 5, 2021; seconded by Councilor Arnold

Discussion: Councilor Steere stated he is recusing as he was not present at the meeting

VOTE: AYES- Arnold, Worthy, Reichert Forgue

RECUSAL: Steere

NAYS-0

MOTION PASSED

X. Unfinished Business

A. Boards and Commissions

1. Appointments - Discussion and/or Action

a. Recreation Commission

1. Position # 2- term to expire 1/2023

Councilor Forgue asked if there were any recommendations to fill this position.

MOTION was made by Councilor Worthy to TABLE the appointment to the Recreation Commission for Position #2; seconded by Councilor Reichert.

Discussion: None

VOTE: AYES- Arnold, Worthy, Steere, Reichert and Forgue

NAYS-0

MOTION PASSED

b. Parade Committee

1. Alternate position # 1

2. Alternate position # 2

3. Positions #8, and 9

Councilor Forgue stated that the Parade Chair has requested these appointments be tabled until January, 2022.

MOTION was made by Councilor Reichert to TABLE the appointments to the Parade Committee to the Town Council meeting of January 20th, 2022; seconded by Councilor Arnold

Discussion: None

VOTE: AYES- Arnold, Worthy, Steere, Reichert and Forgue

NAYS-0

MOTION PASSED

B. Sound/Noise Ordinance - Discussion regarding possible amendments to Code - Discussion and/or Action

Councilor Forgue stated that the Clerk can update on a proposal she is working on.

MOTION was made by Councilor Worthy to TABLE Item B. Sound/Noise Ordinance to Oct. 7, 2021; seconded by Councilor Reichert

Discussion: None

VOTE: AYES- Arnold, Worthy, Steere, Reichert and Forgue
NAYS-0

MOTION PASSED

C. Economic Development Commission- Town Council approval of website content- Discussion and/or Action

Councilor Forgue stated that Council saw some of the website content developed by EDC at the last meeting. Councilor Forgue stated that it was agreed that the website could remain up for feedback, could be viewed online, and that Council would consider approval at this meeting.

MOTION was made by Councilor Worthy to APPROVE the EDC website content, as posted, as of September 1, 2021, contingent upon: prior approval is required from the Town Council if website is proposed to significantly change in format or viewpoint; and goals stated and/or expressed remain consistent with the Town's Comprehensive Plan and the Charge (adopted by the Town Council) for the Economic Development Commission; seconded by Councilor Reichert

Discussion: Councilor Steere asked D. Iglizzi, Town Solicitor, if it was proper for Councilor Worthy to vote on a motion as a business owner in town who may benefit from the website. D. Iglizzi, Town Solicitor, stated that the notice was to all businesses in town and no one business received a financial benefit. D. Iglizzi stated that it would be a different matter if Councilor Worthy was receiving a financial benefit. D. Iglizzi stated that it was a good point but that it does not rise to a level of concern.

VOTE: AYES- Arnold, Worthy, Steere, Reichert and Forgue
NAYS-0

MOTION PASSED

D. Gloucester Veterans Memorial Recreation Area- Discussion and/or Action

1. Consideration of Use of Town Property: Property located at Snake Hill Road & Stone Dam Road, AP 12, Lots 71A,92 & 93

Councilor Forgue stated that this item was tabled after discussion last meeting. Councilor Forgue stated that Council asked the Solicitor to gather information regarding zoning compliance, DEM compliance and the requirements, if any, as to a public hearing.

Councilor Forgue stated that Council has received a memo from the Town Planner regarding zoning questions which Councilor Arnold read as follows:

To: Town Council Members
From: Karen Scott, Town Planner
Date: August 23, 2021

Re: Gloucester Veterans Memorial Recreation Area

At the August 5, 2021 Town Council meeting, staff was asked to look into any zoning issues related to using the property at Gloucester Veterans Memorial Recreation Area as a shooting practice range for use by the Gloucester Police Department. This recreation area is located on Plat 12, Lots 71A, 92 & 93 and is Zoned A-3 (Agricultural Residential). A shooting range is not a permitted use in the A-3 zone. There are two available options to allow this use at Gloucester Veterans Memorial Recreation Area:

1. Initiate a text amendment to the Gloucester Zoning Ordinance to add “Outdoor Shooting Range” to the list of permitted uses in the A-3 zone. This type of amendment would then allow “Outdoor Shooting Ranges” on any property in the A-3 zone. The Town Council can also put conditions on this type of activity.
2. Initiate a text amendment to the Gloucester Zoning Ordinance to exempt the municipality from the provisions of the Zoning Ordinance. The following language would be added to the Zoning Ordinance by text amendment: “Notwithstanding any provision of this ordinance, structure, buildings, and land may be erected and/or used by the Town of Gloucester, or any agency or department thereof, for public or municipal purposes in any zoning district, and said structures, buildings, and lands so erected or used shall be exempt from the provisions of this ordinance.”

The process for amending the Zoning Ordinance is as follows:

1. Once the amendment is proposed by the Town Council, it will be transmitted to the Planning Board for an advisory recommendation.
2. The Town Council shall then hold a public hearing on the amendment and make a decision on the amendment.

(End of memo)

Discussion:

Councilor Forgue asked Attorney Igliazzi to address DEM concerns brought up at the last meeting. D. Igliazzi, stated that there are no DEM rules or regulations that would prohibit the town from acting and following through with the zoning process. D. Igliazzi stated that a public hearing is required in the zoning process. D. Igliazzi stated that Council may want to consider holding a public hearing before going through the zoning process to get public opinion. Councilor Arnold stated he would like the public opinion before making any proposals. Councilor Steere stated that a public hearing would be held by either process. D. Igliazzi described the normal zoning process. K. Scott, Town Planner, described the different options available to the Council but added that neither option is specific to the particular property. D. Igliazzi suggested Council could propose an exemption of town properties from the zoning ordinance and then include a provision that makes the town hold a public hearing if uses are proposed in order to get public input. D. Igliazzi stated that the Council needed to include some type of mechanism to get public input. Councilor Reichert asked Chief Delprete if there was another range that the police could use such as the state police range. Chief Delprete stated that the police department had a difficult time getting into the state police range last year. Chief Delprete described the anticipated uses and times; stated the proposed location was safe; that he understands the concerns of the neighbors and residents; and that he is willing to work with them. Chief Delprete stated that there are not a lot of outdoor ranges. Councilor Steere stated

that he would like to make any proposal very specific and Councilor Forgue agreed. Councilor Steere asked D. Iglizzi for his suggestion. D. Iglizzi stated that Council may ask for a motion exempting the town from the zoning ordinance and that he and K. Scott could work together to draft the exemption . D. Iglizzi also stated that the proposed exemption would include language telling the public of the intended purpose and then be presented to the public at a first reading.

2. Set Public Hearing Date for Public Input

Councilor Forgue stated that Council needs to decide what to do as the next step.

Councilor Forgue stated that some options were as follows: a public hearing to discuss with residents the Chief's proposed use; to start the zone change process to be able to use the property for the Chief's proposed use; or to remove from the table at this time.

MOTION was made by Councilor Forgue for the drafting of an ordinance amendment exempting the town from the zoning code for the council's consideration at the September 16, 2021 meeting; seconded by Councilor Reichert

Discussion: None

VOTE: AYES- Arnold, Worthy, Steere, Reichert and Forgue
NAYS-0

MOTION PASSED

E. Discussion on the possible creation/adoption of an "Employee's Freedom of Choice Policy" - Discussion and/or Action

Councilor Forgue stated that this item was continued and the proposal was forwarded to the Acting HR Director for input.

Discussion: Councilor Arnold stated that he has spoken at length with the HR Director on this topic and feels that at this time it may be best to remove this item from the table.

MOTION was made by Councilor Arnold to REMOVE from the table Item E. Discussion on the possible creation/adoption of an "Employee's Freedom of Choice Policy"; seconded by Councilor Reichert

Discussion: None

VOTE: AYES- Arnold, Worthy, Steere, Reichert and Forgue
NAYS-0

MOTION PASSED

F. Historical Cemetery (#G031) Repairs - Council to discuss and/or approve proposed options - Discussion and/or Action

Councilor Forgue requested this item. Councilor Forgue stated that he, G. Treml, DPW Director, and the gentleman who takes care of the cemeteries met with the state engineer. Councilor Forgue asked G. Treml if there was any news on this item . G. Treml responded not at this time. Councilor

Forgue stated that it will be left to the DPW Director to contact the state engineer and report back to Council on Sept. 16th.

b. Police Department - Part Time Dispatcher Appointment

Councilor Forgue stated that Council has received a request from the Chief which he read as follows:

To: Honorable Town Council Members
From: Chief Joseph DelPrete
Date: August 23, 2021
CC: Don Zimmerman-Personnel Director

Subject: Police Department Part Time Dispatcher Appointment

Dear Council Members,

I would respectfully request to make the following employment appointment to the Gloucester Police Department.

Appoint Tiffany Leonard age 26, to a part-time dispatcher training position within the Gloucester Police Department. Ms. Leonard will begin training the week of Sunday August 29, 2021 at a training rate of **\$14.00 per hour, not to exceed 20 hours per week.**

Once she successfully completes the eight to twelve week training program she will be eligible for a full time dispatcher position when it becomes available. As a condition of her employment she must complete a criminal history and police background investigation.

Respectfully Submitted,
Joseph DelPrete
Chief of Police
(end of memo)

Discussion: None

MOTION was made by Councilor Arnold to APPOINT Tiffany Leonard to part-time dispatcher training position within the Gloucester Police Department; training to begin Sunday August 29, 2021 at a training rate of \$14.00 per hour, not to exceed 20 hours per week; upon completion of an eight to twelve week training program appointee shall be eligible for consideration to a full time dispatcher position, when said position becomes available; as a condition of employment a criminal history and police background investigation shall be completed; seconded by Councilor Reichert

Discussion: Councilor Steere stated he would recuse.

VOTE: AYES- Arnold, Worthy, Reichert, Forgue
RECUSAL: Steere
NAYS-0

MOTION PASSED

B. Licensing Board - Liquor Licenses: Consideration of addition of BV Limited license- Discussion and/or Action

Councilor Forge stated that Council received a request for the consideration of adding a BV - Limited Liquor License to the available liquor listing for the Town of Gloucester. Councilor Forge stated that the addition, if allowed, is not specific to an applicant, therefore, if Council chooses to add one or more limited liquor licenses to the list, it would become the responsibility of the person requesting the license to apply, in a timely manner, and complete all obligations of obtaining a license. Councilor Forge stated that any available licenses will not be held for any one person or persons, it is a first come, first served opportunity.

Discussion: Councilor Steere stated that if the Council decides to create a couple of licenses then it would be good so the council does not need to keep discussing. J. Fecteau, Town Clerk, stated that if Council were to approve 3 licenses then they would be adding to the ones already approved but that people would need to apply for the license. Councilor Reichert discussed the past licenses the town had approved. Councilor Forge asked the number of BV licenses to which J. Fecteau confirmed that the town had 10 BV licenses and that 7 were already issued. J. Fecteau stated that the town has one BV limited licenses and that was being used. Councilor Arnold stated that he would be in favor of adding more BV limited licenses. Council members discussed the number to issue.

MOTION was made by Councilor Worthy to AMEND the Liquor License Availability Listing for the Town of Gloucester as follows:

Class BV-Limited (Beverage Limited to Beer and Wine) License: Change from One to 3
Class A (Liquor Store) License: Remain at 2
Class B-T (Beverage Tavern) License: Remain at 1
Class BV (Full Beverage/Victualing) License: Remain at 10

seconded by Councilor Arnold

Discussion: None

VOTE: AYES- Arnold, Worthy, Steere, Reichert and Forge
NAYS-0

MOTION PASSED

C. Authorization of Signature by Town Council President - Discussion and/or Action

1. Certificate of Compliance, Access to Public Records Act
Records Officer Certification - Town Clerk - Discussion and/or Action

Councilor Forge stated that the Town Clerk files with the Attorney Generals Office each year a Records Officer Certification form. Councilor Forge stated that this form certifies that the Clerk has completed either an in- person or a virtual Attorney General training session for the R.I. Access to Public Records Act. Councilor Forge stated that the Clerk viewed the virtual training session in August, 2021 and now needs to file.

MOTION was made by Councilor Reichert to AUTHORIZE the Town Council President to sign the Certificate of Compliance, Access to Public Records Act Certification for the Town Clerk, Jean Fecteau, said form to be dated September 2, 2021; seconded by Councilor Worthy

Discussion: None

VOTE: AYES- Arnold, Worthy, Steere, Reichert and Forgue

NAYS-0

MOTION PASSED

2. Order Form (Contract) between Town of Gloucester & Ceridian - Three year contract for Professional Payroll Services - Discussion and/or Action

Councilor Forgue stated that Council has received a request from the Finance Director as follows:

To: The Honorable Gloucester Town Council, Jay Forgue, President

From: Adam R. Muccino, Finance Director

Date: 08/18/2021

Regarding: IFB 2021-02 Request for Professional Payroll Service

The Town received two responses to IFB 2021-02, Request for Professional Payroll Services. This request was advertised in the legal section of the Providence Journal on April 2, 2021. The Town received responses from Ceridian of Minneapolis, MN and Paychex of Rochester, NY. The Request for Proposal document detailed the qualification and selection criteria as well as the minimum capability of any software or service to be provided to the Town as part of the professional payroll service. The bid specifications were prepared to permit bid award on the basis of the lowest qualified evaluated bid price per RIGL 45-55-5.

Respondents were evaluated on the Experience in providing Professional Payroll Service, a Software Demonstration, System Conversion and availability of Training. In each of these areas the selection team rated the respondents Highly Advantageous, Advantageous, Not Advantageous, or Unacceptable. The selection team was comprised of Finance Office Staff and other Directors and Staff from Tax Collector and Town Clerks Office.

Both respondents were qualified and have the capability to perform the services that the Town needs and is looking for with respect to payroll service. In short, the Town is fortunate to have received two comprehensive and competitive proposals from two established companies in this sector.

On Wednesday, July 28th, the Town of Gloucester Board of Contracts met and a motion was made, seconded and approved to recommend to the Gloucester Town Council that the bid related to IFB 2021-02 for Professional Payroll Services be awarded to Ceridian of Minneapolis, MN.

Lastly, you will also recall that the Council voted on August, 5 2021 to award the bid to Ceridian.

Given all of this, it is my request that the Council vote to authorize Council President, Jay Forgue, to sign the attached order form document for Ceridian, order form number Q-101523.

Once signed, the Finance Office will be able to officially engage Ceridian and begin the data discovery and conversion process.

Respectfully,
Adam R. Muccino
(end of memo)

Discussion: None

MOTION was made by Councilor Reichert to AUTHORIZE the Town Council President to sign the order form document (the "Contract") between Ceridian and the Town of Glocester, Order Form Number Q-101523; said contract is for a 36 month period, period begins upon the date of the filing with the Town the said Order Form fully executed by both parties; seconded by Councilor Worthy

Discussion: None

VOTE: AYES- Arnold, Worthy, Steere, Reichert and Forgue
NAYS-0

MOTION PASSED

3. 2021 Emergency Management Performance Grant Program - Grant Award Assurances - Discussion and/or Action

Councilor Forgue stated that Council has received a memo from the Finance Director which he read as follows:

To: Honorable Glocester Town Council; Jay Forgue, President
From: Adam Muccino, Finance Director
Re: Authorization to Sign RIEMA Grant
Date: 09/01/2021

I respectfully request that the Council vote to authorize President Forgue to sign and initial, where applicable, the attached grant award from RI Emergency Management. The Council may recall that the Town budgets for the entire amount of the EMA Director's salary and submits annually to RIEMA for this funding.

We have historically received the grant which for fiscal year 22 covers 23% of the amount budgeted for the EMA Director.

Thank you,
Adam R. Muccino

Discussion: None

MOTION was made by Councilor Arnold to AUTHORIZE the Town Council President to sign the 2021 Emergency Management Performance Grant Program, Grant Award Assurances for grant application, #10, entitled: Operational Support, in the amount of \$80,000.00; seconded by Councilor Reichert

Discussion: None

VOTE: AYES- Arnold, Worthy, Steere, Reichert and Forgue
NAYS-0

MOTION PASSED

4. Audit Engagement Letter for year end June 30, 2021 - Baxter, Dansereau & Associates, LLP - Discussion and/or Action

Councilor Forgue stated that Council has received a memo from the Finance Director which Councilor Arnold read as follows:

To: Honorable Gloucester Town Council, Jay Forgue, President
From: Adam Muccino, Finance Director
Re: Authorization to sign Audit Engagement Letter
Date: 08/31/2021

You may recall that the Council has previously awarded a three-year contract to auditors Baxter, Dansereau & Associates. In order for the audit for the 2021 fiscal year (07/01/2020- 06/30/2021) to officially begin the attached engagement letter needs to be signed. I respectfully request that the Council vote to authorize President Forgue to sign the engagement letter with Baxter, Dansereau and Associates.

Thank you,
Adam R. Muccino
(end of memo)

Discussion: None

MOTION was made by Councilor Reichert to AUTHORIZE the Town Council President to sign the Audit Engagement Letter between Baxter, Dansereau & Associates and the Town of Gloucester for the audit of 2021 fiscal year, 07/01/2020 to 06/30/2021, to begin; seconded by Councilor Worthy

Discussion: None

VOTE: AYES- Arnold, Worthy, Steere, Reichert and Forgue
NAYS-0

MOTION PASSED

D. Parks & Municipal Buildings Maintenance - Discussion and/or Action

Councilor Forgue stated that during a prior Town Council meeting, there was a discussion about the possible hiring of an outside contractor to take care of the Police Station, the Town Hall and the Senior Center for a cost of \$18,000. Councilor Forgue stated that during that prior meeting A. Muccino, Finance Director, was asked to look into funding this possible contractor and asked A. Muccino for an update. A. Muccino asked for more time and stated that he would be happy to bring this to the budget board and make it part of the process. A. Muccino stated he would discuss the funding with G. Treml, DPW Director. D. Igliazzi stated that as a point of order, this work must be

excluded from the pending DPW collective bargaining agreement or else it becomes part of the agreement and the DPW workers may make a claim.

E. Boards & Commissions - Discussion and/or Action

1. Resignations

a. Budget Board

1. Position #7 - Three year term to expire 1/2023

Councilor Forgue stated that Council has received the resignation of Kevin Lavoie from the Budget Board

MOTION was made by Councilor Worthy to ACCEPT, with thanks, the resignation of Kevin Lavoie from the Budget Board, effective 8/30/2021; seconded by

Discussion: Councilor Forgue offered thanks on behalf of the council for K. Lavoie's long term with the Board and that he did a great job.

VOTE: AYES- Arnold, Worthy, Steere, Reichert and Forgue

NAYS-0

MOTION PASSED

2. Appointments

a. Foster-Glocester Juvenile Hearing Board

1. Position # 1- Three year term to expire 9/30/2024

Councilor Forgue stated that this appointment is for the expired term of Kevin Kitson who wishes to be reappointed.

MOTION was made by Councilor Reichert to REAPPOINT Kevin Kitson to position #1 on the Juvenile Hearing Board for a three year term to expire 9/30/2024; seconded by Councilor Arnold

Discussion: None

VOTE: AYES- Arnold, Worthy, Steere, Reichert and Forgue

NAYS-0

MOTION PASSED

2. Position # 2- Three year term to expire 9/30/2024

Councilor Forgue stated that this appointment is for the expired term of Kerri Desnoyers who does not wish to be reappointed. Councilor Forgue stated that the Chair is recommending the Alternate, John Lawrence be moved up to position #2.

MOTION was made by Councilor Reichert to APPOINT John Lawrence to Position #2, Juvenile Hearing Board, for a three year term to expire 9/30/2024; seconded by Councilor Steere

Discussion: None

VOTE: AYES- Arnold, Worthy, Steere, Reichert and Forgue

NAYS-0
MOTION PASSED

3. Alternate - One year term to expire 9/30/2022

Councilor Forgue stated that there is no recommendation at this time. Councilor Forgue stated that Council can table to September 16, 2021.

MOTION was made by Councilor Reichert to TABLE the appointment of an Alternate to the Juvenile Hearing Board to September 16, 2021; seconded by Councilor Arnold

Discussion: None

VOTE: AYES- Arnold, Worthy, Steere, Reichert and Forgue
NAYS-0

MOTION PASSED

b. Historic District Commission

1. Alternate - Term to expire 11/1/2021

Councilor Forgue stated that there is no recommendation from Chair at this time. Councilor Forgue stated that Council can appoint or table.

MOTION was made by Councilor Worthy to TABLE the appointment to the Historic District Commission for an Alternate position , for a term to expire 11/1/2021; seconded by Councilor Steere

Discussion: None

VOTE: AYES- Arnold, Worthy, Steere, Reichert and Forgue
NAYS-0

MOTION PASSED

c. Zoning Board

1. Alternate # 1- term to expire 11/1/2021

Councilor Forgue stated that the Chair has recommended the Alternate #2 member moves up to this position.

MOTION was made by Councilor Arnold to APPOINT Frank Anderson to the Zoning Board, Alternate #1 position, for a term to expire 11/1/2021; seconded by Councilor Reichert

Discussion: None

VOTE: AYES- Arnold, Worthy, Steere, Reichert and Forgue
NAYS-0

MOTION PASSED

d. Economic Development Commission

1. Ad Hoc Non Voting Member- Term to expire 1/1/2023

Councilor Forgue stated that there is no recommendation from the Chair at this time. Councilor Forgue stated that Council can appoint or table.

MOTION was made by Councilor Worthy to TABLE the appointment to the Economic Development Commission for an Ad Hoc Non Voting position, for a term to expire 11/1/2023; seconded by Councilor Reichert

Discussion: None

VOTE: AYES- Arnold, Worthy, Steere, Reichert and Forgue
NAYS-0

MOTION PASSED

e. Budget Board

1. Position #7 - Three year term to expire 1/31/2023

Councilor Forgue stated that there is no recommendation from the Chair at this time. Councilor Forgue stated that Council can appoint or table.

MOTION was made by Councilor Arnold to TABLE the appointment to the Budget Board , for a term to expire 1/31/2023; seconded by Councilor Worthy

Discussion: None

VOTE: AYES- Arnold, Worthy, Steere, Reichert and Forgue
NAYS-0

MOTION PASSED

F. Resident Request - RE: Melody Hill Country Club Roads - Discussion and/or Action
Councilor Forgue requested this item but does not see the resident present at this meeting.

MOTION was made by Councilor Arnold to TABLE the discussion RE: Melody Hill Country Club Roads until September 16, 2021; seconded by Councilor Reichert

Discussion: None

VOTE: AYES- Arnold, Worthy, Steere, Reichert and Forgue
NAYS-0

MOTION PASSED

G. Reassign unrestricted fund balance per the 2019, 2020 and 2021 Financial Town Referendum votes- Discussion and/or Action

Councilor Forgue stated that Council has received a memo from the Finance Director which he read as follows:

To: Honorable Gloucester Town Council, Jay Forgue, President
 From: Adam Muccino, Finance Director
 Re: Fund Balance Assignments
 Date: 08/31/2021

Please refer to the attached schedule which indicates the amounts that need to be assigned and to which accounts those amounts need to be assigned to. There is a total of(3) fiscal years' worth of assignments that need to be made. In the future, I will be sure to have any account assignments to the Council after the financial referendum and before the end of the fiscal year. These amounts were voted on and approved by Gloucester voters, special thanks to the Clerk's Office for providing me with the (3) year history of the questions that were and were not approved at the financial referendum in each year.

The three-year total to be assigned is \$2,243,553. The funding source for this amount is the \$6,559,643 of Unassigned Fund Balance, page 22 of the FY20 audit. Once these accounts are assigned the Unassigned Fund Balance will be reduced to \$4,316,090, (unaudited) which is 14% of the FY22 total expense budget, 2% above the minimum required by the Town Charter.

Thank you,
 Adam R. Muccino
 (end of memo)

Discussion: None

MOTION was made by Councilor Worthy to AUTHORIZE the following assignment of funds:

	Amounts to be Assigned Per Referendum		
	2021	2020	2019
Reserve for loss in State Aid to GPS	\$100,000	\$ 50,000	\$ 75,000
Surplus for Capital Expenses	\$445,462	\$200,000	\$355,000
Storm Surplus	\$ 28,091		\$ 40,000
Installment of 300k for GPS Capital		\$300,000	\$300,000
Future Operational Exp. For GPS		\$150,000	\$100,000
F/G Regional Proration			\$100,000

3 year total of Assignments from Unassigned Fund Balance \$2,243,553

seconded by Councilor Arnold

Discussion: None

VOTE: AYES- Arnold, Worthy, Steere, Reichert and Forgue
 NAYS-0

MOTION PASSED

H. Resident Correspondence-RE: Waterman Lake, Dam Concerns - Discussion and/or Action

Councilor Reichert requested this item per a letter from a resident regarding the dam of Waterman Lake. Councilor Reichert stated that all lakes associations are looking for money because they know the town has received capital improvement money. Councilor Reichert stated that if any money is given to the different lakes then it should be equal amounts. A. Muccino, Finance Director, stated that he and K. Scott, Town Planner, have been working on ideas for the money but there are strict guidelines for how the money may be spent. A. Muccino stated that he and K. Scott are hoping to bring the proposals to the council to consider. Councilor Arnold stated that every lake in town has needs so he agrees that if any money is considered to be given out that it should be fair. Councilor Steere stated that Waterman Lake dam is in Smithfield and not Gloucester so that is a point to consider. Councilor Arnold stated that Waterman Lake Association has privatized. Councilor Steere asked if a public hearing is required. A. Muccino stated that no public hearing is required due to the size of Gloucester but that it is recommended in the guidelines as a best practice. A. Muccino stated his concern that the Council needs to be careful in how the money is spent. Councilor Forgue asked A. Muccino and K. Scott to work on the proposed ideas and bring back to the Council. K. Scott stated that they would also include department heads in the discussion of proposals.

I. Conservation Commission - Discussion and/or Action

1. Williams Mills Hunting 2021 - Approval of Hunting & Regulations

Councilor Forgue stated that the Conservation Commission has stewardship of the Williams Mills Hunting area and each year the Town Council adopts their hunting rules and regulations. Councilor Forgue stated that the Conservation Commission has informed the Clerk there are no changes to the proposed rules from last year and these rules, once approved, will be available to the public and posted on the town's website.

MOTION was made by Councilor Steere to ADOPT the Williams Mills Hunting 2021 Rules and Regulations as presented; seconded by Councilor Arnold

Discussion: Councilor Worthy asked as to the difference between these rules and those issued by DEM. J. Fecteau stated that the rules are contained in council's packet; that the differences are mostly as to times but that the dates and limits are the same. J. Fecteau stated that she does not believe the Williams Mills rules are more restrictive than DEM. Councilor Arnold stated that the rules are the same as last year.

VOTE: AYES- Arnold, Worthy, Steere, Reichert and Forgue
NAYS-0

MOTION PASSED

XII. Town Council Correspondence/ Discussion

1. Councilor Forgue stated that in Council's packet under correspondence there is a copy of a letter Senator de la Cruz sent to State Wide Planning supporting the Town's efforts in pushing the TIP to ensure DOT improvements to Route 94 happen as soon as possible.

Councilor Forgue asked if anyone else has correspondence.

2. Councilor Steere stated that improvements for Route 94 have been worked on for years and he is glad they are doing what they can because it needs it very badly. Councilor Steere stated that besides the residents, FM Global is a one of the largest companies in the state and they are located on this pretty bad dirt road. Councilor Reichert stated the road is pretty bad. Councilor Arnold stated that Senator de la Cruz and K. Scott have been working very hard on this and he asked if anyone had responded to Senator de la Cruz's letter. K. Scott stated that the governor and the Director of DOT have agreed to re-evaluate this project and she will keep the council updated.
3. Councilor Forgue read correspondence received that day from the Gloucester Heritage Society to the Acotes Cemetery Association into the record. Councilor Forgue stated that the Gloucester Heritage Society would like the Cemetery Association to assume responsibility for the insurance premiums and maintenance of the Reuben Mason House which the Heritage Society has been paying as the lessee since 2008.
4. Councilor Steere thanked all people involved in the 4th of July festivities for their efforts.
5. Councilor Steere asked if the approval for the EDC website included social media. A. Sarje, EDC Chair, stated that the website does not include social media. Councilor Arnold stated that they are in the process of gathering information from other towns as to their social media in order to have a template to use if the Council were to consider .
6. Councilor Steere thanked all the Public Safety personnel and the DPW for all their work preparing for the recent storms, Henri and Ida.

XIII. Department Head Reports/Discussion

1. A. Muccino Finance Director, stated that research as to the RI Commerce Agreement is still being worked on and that when there is something to bring before Council he will do so.
2. G. Mosca, EMA Director, stated that a clinic is scheduled for September 20, 2021 at Ponaganset High School. G. Mosca stated that clinics may be held for booster shots; that the volunteers are great and that Gloucester had double the amount of vaccinations than neighboring towns. G. Mosca stated that the town does receive grants from the state for the clinics.
3. J. Luszcz, Human Services Director, stated that the council had previously approved the displaced family fund and he wanted to let the council know that he spoke to Navigant Credit Union and they have donated money so the program is completely funded.

XIV. Bds. and Commissions Reports/ Discussion

1. A. Sarje, EDC Chair, thanked the Council for approving their website; stated that they are looking at other towns regarding social media but no decisions have been made; and, the business directory on the website is still a work in progress. A. Sarje stated that the EDC developed a form by which the businesses could send in information and photos for the website. Councilor Forgue stated that he looked at the website and found it very informative and he liked what he saw. Councilor Forgue also stated he thought the demographics were very interesting. Councilor Worthy asked for the source of the upcoming events. A. Sarje stated that the source was the town's website.

XV. Open Forum

Councilor Forgue stated that anyone wishing to speak must come to the microphone and state your name for the record please.

1. J. Luszc, 369 Snake Hill Road, spoke about the Town Council adopting Robert's Rules of Order to promote civility and order. Mr. Luszc passed out a cheat sheet as to Roberts Rules to each member. J. Luszc stated that he contacted almost all the cities and towns in RI regarding the use of Roberts Rules of Order. Councilor Forgue stated he wasn't sure what prompted J. Luszc to look into this but he had suggested the Council adopt some rules at a prior town council meeting. Councilor Forgue asked if any Council members remembered what the decision was regarding the rules proposal from the prior meeting. J. Fecteau stated that the Council was going to bring the matter up after a few in person meetings had been held. Councilor Forgue stated that he is not opposed to rules and asked if the town had ever adopted Roberts Rules. J. Luszc stated that J. Fecteau does not recall these rules being adopted during her time. J. Luszc stated that he did not find anything in the archives that spoke about a Council adopting these rules. Councilor Forgue stated that perhaps after several in person meetings this could be put on the agenda for the second meeting in October. Council members agreed by consensus to put this on the agenda for the second week of October.

XVI. Seek to Convene to Executive Session Pursuant to:

- A. R.I.G.L. 42-46-5(a)(1) Personnel - Sessions pertaining to any discussions of job performance character, physical or mental health of a person or persons
Discussion, vote or other action by Town Council
- B. R.I.G.L. 42-46-5(a)(5) Land Acquisition -
Discussion, vote or other action by Town Council pertaining to land acquisition for municipal purposes

Councilor Forgue stated that Council now needs a motion to convene to Executive Session

MOTION was made by Councilor Steere to Convene to Executive Session pursuant to R.I.G.L. 42-46-5(a)(1) Personnel - Sessions pertaining to any discussions of job performance character, physical or mental health of a person or persons; and R.I.G.L. 42-46-5(a)(5) Land Acquisition - Discussion, vote or other action by Town Council pertaining to land acquisition for municipal purposes; seconded by Councilor Worthy

Discussion: None

Councilor Forgue requested the clerk poll the council.

Councilor Arnold - Aye
Councilor Worthy -Aye
Councilor Steere -Aye
Councilor Reichert -Aye
Councilor Forgue-Aye

MOTION PASSED UNANIMOUSLY

Councilor Forgue stated that Council will now go into Closed Session, before we start, we can take a five minute break while everyone leaves chambers. Councilor Forgue stated that we will resume open session after closed session is adjourned.

XVII. Reconvene Open Session - Disclosure of votes take in Executive Session & Consideration of the Sealing of Minutes - Discussion and/or Action

MOTION was made by Councilor Arnold to RECONVENE Open Session, Disclose zero (0) votes were taken in Executive Session & SEAL the minutes of Executive Session; seconded by Councilor Steere

Discussion: None

Councilor Forgue requested the clerk poll the council.

Councilor Arnold - Aye
Councilor Worthy -Aye
Councilor Steere -Aye
Councilor Reichert -Aye
Councilor Forgue-Aye

MOTION PASSED UNANIMOUSLY

Councilor Forgue invited J. Lowell to the podium to speak , for discussion purposes only, as it was not an agenda item. J. Lowell voiced her opinion that she feels she has been respectful of the process. J. Lowell stated her opinion that she felt that she was excluded regarding a complaint and hopes that the Council going forward considers giving a complainant an opportunity to be heard. Councilor Forgue stated that the Council will take this into consideration and thanked J. Lowell.

XVIII. Adjourn

MOTION was made by Councilor Reichert to ADJOURN at 10:10 P.M. ; seconded by Councilor Worthy

Discussion: None

VOTE: AYES- Arnold, Worthy, Steere, Reichert and Forgue
NAYS-0
MOTION PASSED