

At a meeting of the Town Council holden in and for the Town of Gloucester on May 16, 2024

I. Call to Order

The meeting was Called to Order at 6:00 P.M. by Councilor W. Worthy, Town Council President.

II. Roll Call

Members present: Cheryl A. Greathouse; Jonathan E. Burlingame; Walter M.O. Steere, III; Stephen W. Arnold, Vice President; William A.Worthy, Jr. , President

Also Present: Jean Fecteau, Town Clerk; David Igliozzi, Town Solicitor (arrived at 7:00 P.M.) ; Christine Mathieu, Deputy Town Clerk;

Arrived at 8:20 pm

Jane Steere, Tax Collector ; Gary Treml, Director Public Works; Karen Scott, Town Planner ; Robert Shields, Recreation Director; Chief Joseph Delprete, Gloucester Police Chief

III. Pledge of Allegiance

Councilor W. Worthy asked everyone to please stand and join in the Pledge of Allegiance.

Councilor W. Worthy stated that we now need to Convene to Executive Session:

- IV. A. R.I.G.L. 42-46-5(a)(1) Sessions pertaining to discussions of the job performance, character, or physical or mental health of a person or persons –
1. Job Interview - (applicant notified) - Discussion, considerations, vote or other actions by Town Council
- B. R.I.G.L. 42-46-5(a)(2) Sessions pertaining to collective bargaining or litigation or work sessions pertaining to collective bargaining or litigation:
- 1.Potential litigation - Discussion, considerations, vote or other actions by Town Council

MOTION was made by Councilor W. Steere to Seek to Convene to Closed Executive Session Pursuant to:

- A. R.I.G.L. 42-46-5(a)(1) Sessions pertaining to discussions of the job performance, character, or physical or mental health of a person or persons 1. Job Interview - (applicant notified) - Discussion, considerations, vote or other actions by Town Council

and

- B. R.I.G.L. 42-46-5(a)(2) Sessions pertaining to collective bargaining or litigation or work sessions pertaining to collective bargaining or litigation: 1. Potential litigation - Discussion, considerations, vote or other actions by Town Council;

seconded by Councilor J. Burlingame

Discussion: None

Councilor S. Arnold asked the Clerk to Call the Roll

Councilor Greathouse- Aye  
Councilor Burlingame- Aye  
Councilor Steere- Aye  
Councilor Arnold- Aye  
Councilor Worthy-Aye

Discussion: None

MOTION PASSED

**Public Session 8:20 p.m.**

Councilor W. Worthy invited all waiting back into the room.

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

MOTION was made by Councilor W. Steere to Reconvene Open Session, Disclose zero (0) votes were taken in Executive Session and to Seal the minutes of Executive Session; seconded by Councilor J. Burlingame

Discussion: None

VOTE: AYES- C. Greathouse, J. Burlingame, W.Steere, S. Arnold , W.Worthy  
NAYS-0  
MOTION PASSED

VI. Open Forum - For Agenda Items

Councilor W. Worthy stated that anyone wishing to speak on an agenda item please step to the microphone and state your name when called on.

None

VII. Public Hearing

A. Exception to the Ordinance Regulating the Issuance of Building Permits - Discussion and/or Action

1. Owner: Raymond E. Hirst, Jr.  
Applicant: Congress of the Birds Wildlife Center  
Location: 0 Evans Road, a.k.a Assessors Plat 16 Lot 59

Councilor W. Worthy stated that the applicant seeks an exception on an existing right of way for the construction of a storage shed to house rehabilitative materials and bird enclosures.

Councilor W. Worthy stated that this Public Hearing was advertised in the Valley Breeze Observer on May 2, 2024 and abutters were notified.

Councilor W. Worthy **DECLARED** the Public Hearing Open.

Discussion: D.Igliozi, Town Solicitor, stated that this is a relatively formal matter because there is a specific provision in the town's Code that allows for this exception subject to the conditions that are outlined in the Planning Report.

D.Igliozi stated that he spoke with the attorney for the applicant and stated that there is no need for a presentation but if any of the public has questions or concerns then they may ask as that is the reason for a public hearing. D. Igliozi stated that they (Congress of the Birds) is applying for an exception that is granted under the ordinance subject to Town Council approval; subject to the recommendations of the TRC (Technical Review Comm.) which is in Council's file.

Councilor W. Worthy stated that Council has the recommendation of the Fire Chief which he read as follows:

April 2, 2024

To: Mr. Jonathan Schroeder, Owner

Reference: 0 Evans Road  
Easement Plat 16, Lot 59

Dear Mr. Schroeder:

On Tuesday, the 5th day of April 2024 the above referenced plans were reviewed by this office. During the plan review the following were noted.

Due to the length of the Proposed Access and Utility Easement you will be required to meet the following Code.

The following standard is used for Fire Department access roadways (*NFPA 1 2018 edition, Chapter 18 Fire Department Access and Water Supply*)

1. Please keep in mind that the average fire truck is 8' in width by 30' in length and the average ambulance/rescue is 8' in width and 23' in length. Your easement could be used during any emergency.

Access roadways are required to be not less than 20' in width and 13' of vertical clearance.

Recommendation: Make the width of the easement not less than 20' and have a vertical clearance of not less than 13'. This width shall provide the fire department adequate access even during the winter months when plowed driveways are significantly narrower than normal.

2. The easement needs to be constructed of a material capable of supporting fire apparatus (*the average fire engine company weight is 20,000 lbs, and tanker truck weight is 60,000 lbs*).

3. The driveway angle of approach and departure shall not exceed 1ft drop/elevation in 20ft. If the angles are greater than those mentioned, fire apparatus may not be capable of gaining access to the property.

Your preliminary site plan is approved.

You are entitled to submit an application for a variance from any provision of the Rhode Island State Fire Safety Code to the Board of Appeal and Review. Variance applications may be obtained from the 1 Regan Court Varley Building #46 Cranston, RI 02920.

Please contact me @401- 949-1188 between the hours of 8:00am - 3:00pm, Tuesday through Friday and refer to Report #2024.04021 and state the Plat/Lot information.

Sincerely,

Richard A. Waterman, Chief  
Assistant Deputy State Fire Marshal  
(end of memo)

Councilor W. Worthy stated that Council has an advisory opinion from the Planning Board which he read as follows:

Exception to the Ordinance Regulating the Issuance of Building Permits  
Congress of the Birds  
Advisory Opinion of the Planning Board  
May 14, 2024

At their May 14, 2024 meeting, the following motion was made by Planning Board Member Mike DeGrange:

After careful consideration and discussion at the May 14, 2024 Planning Board meeting, the Gloucester Planning Board hereby recommends that the Town Council approve an Exception to the Ordinance Regulating the Issuance of Building Permits for applicant Congress of the Birds Wildlife Center and owner Raymond E. Hirst, Jr. for a lot located off Evans Road, AP 16, Lot 59 for the purpose of operating a wildlife center with several outbuildings.

In making this decision the Board has considered the following:

1. The Exception to the Ordinance Regulating the Issuance of Building Permit application and supporting materials.
2. The Technical Review Committee Report dated April 29, 2024.
3. Testimony from the applicant at the Planning Board meeting.

In making this decision the Board makes the following findings:

1. The proposed access is the only means to gain access/egress to the subject property.
2. The proposed access will provide the most direct connection between the subject property and a road on the official Town Road Map, or a state road.
3. The proposed access is not a town road and is therefore considered a private access serving the

wildlife center only.

4. The proposed access will provide adequate access for emergency and safety vehicles once the conditions for approval are met.
5. There are no environmental or physical constraints that would make the proposed access impractical or impossible once the conditions for approval are met.
6. The proposed access minimizes the use of wetlands, steep slopes, flood plains.
7. The proposed access minimizes any obstruction of scenic view from publically accessible areas.
8. The proposed access is designed to preserve any unique or historical features of property and surrounding area.
9. The proposed access is designed to minimize cutting of trees and vegetation, grade changes and subsequent soil erosion.
10. The proposed access is designed to minimize impact and disturbance to neighboring properties.
11. The proposed access is designed to avoid adverse impact to environmental conditions by employing best management practices for Stormwater Control, Soil Erosion, and landscaping once the conditions for approval are met.

Therefore, the Board makes the following conclusions:

1. Based on the evidence outlined above, which is part of the record, this exception to the Ordinance Regulating the Issuance of Building Permits satisfies the requirements of Gloucester Code of Ordinances Section 145-3 and the Rules and Regulations established to implement Section 145-3 with all conditions of approval.

The following conditions are applied to this approval:

1. Prior to opening the wildlife sanctuary, the applicant must obtain written approval from the Harmony Fire Chief confirming that all conditions for the private driveway have been met which include:
  - a. The roadway to access the property must be at least 20' wide with vertical clearance of 13'.
  - b. The roadway must be able to withstand the weight of fully loaded fire apparatus.
  - c. The driveway angle of approach and departure shall not exceed 1 ft drop/elevation in 20 feet.
2. The Town should not take any responsibility for maintenance. The deed of record should include language that the Town of Gloucester will not be responsible for maintenance of any nature to this driveway inclusive of snow and ice control and that this language will remain part of the record if title passes in the future. A copy of this modified deed is to be presented to the Building Official and Town Solicitor prior to the issuance of a building permit;
3. A sign should be installed prior to the issuance of a certificate of occupancy at the entrance to this driveway on Evans Road indicating the address to the property as assigned by the E-911 coordinator;
4. It should be the applicant/owners sole responsibility to seek and receive all permissions, clearances and/or approvals from owners of the access easement prior to making any alterations to the driveway for access to the property;
5. This driveway shall be referred to as a private driveway and shall never be used a future access/roadway/street for any property development other than AP 16 Lot 59.
6. This access is limited to a single residential unit.

Based on the above findings, I hereby make a motion to recommend approval of the exception to the ordinance regulating the issuance of building permits for applicant Congress of the Birds Wildlife Center for AP 16, Lot 59 to the Gloucester Town Council.

The motion was seconded by Member Bart. Motion was unanimously approved. Ayes – (Calderara, Furney, Bart, DeGrange)

(End of Planning Board opinion)

Councilor W. Worthy stated that anyone wishing to speak please step to the microphone and state your name when called on.

Discussion:

Councilor W. Steere asked where the work by applicant is currently located. S. Celani (sp?), Congress of the Birds, stated that they currently work from their home in Providence . S. Celani stated that Congress of the Birds is a federally licensed wildlife rehabilitator. S. Celani stated that they rehabilitate upwards of 1000 birds a year. S. Celani stated that all birds will be taken care of in Providence and brought to the Gloucester property for flight rehabilitation and release.

Councilor W. Steere asked D. Iglizzi if the purchase does not go through if this agreement becomes null and void. D. Iglizzi stated that the suggestion to make this agreement subject to the purchase as an additional condition.

D. Ducharme, attorney representing Congress of the Birds, stated that their intent is to satisfy all the conditions before the closing. D.Iglizzi stated that this agreement will be exclusive to Congress of the Birds . D. Ducharme stated that the title on the deed will be in Congress of the Birds, Inc.

Councilor W. Steere stated that his reason for the question being that if the purchase falls through that another entity could come in and take over . D.Iglizzi stated to make the agreement to title being in Congress of the Birds, Inc.

R. Martin, resident, asked if it was their intent to construct a building on the site.

S. Celani described the different size aviary enclosures that will be built for the different size birds to practice flight before being released. S. Celani stated that the enclosures will be made of wood and wire and will also utilize the trees as possible. S. Celani stated that they would build a shed to hold supplies . R. Martin asked the proposed size of the shed. S. Celani stated that at this point it may be a 40 by 50 foot building.

An unknown speaker asked if the enclosure would be vertical. S. Celani stated the enclosures would be horizontal. J. \_\_\_\_, abutter , asked about the release of predatory birds as he has chickens . S. Celani stated that the only birds that would be released at the site are native songbirds as other birds have to be released from where they were originally found. S. Celani stated that the birds would be brought to the enclosures for practice flights.

Unknown speaker asked if there would be employees at the site and if there would be public events at the site. S. Celani stated that this is a planned refuge with the intent to keep wildlife away from people. J. Schroeder, co-director of Congress of the Birds, Inc, stated that there is no intent to have large crowds of people but if a neighbor wanted to see what the place was all about then they would be welcome. S. Celani stated that the releases and flight sessions would not be open to the public.

Councilor C. Greathouse asked if any local residents found injured birds if they could be brought to the refuge. S. Celani stated that they would be available to help and that if anyone called RI Department of Environmental Management that they would call Congress of the Birds.

Councilor W. Worthy asked again if anyone would like to speak.

Councilor W. Worthy DECLARED the Public Hearing Closed.

Discussion: None

MOTION was made by Councilor J. Burlingame to GRANT the Exception to the Ordinance for the Issuance of a Building Permit to

Owner: Raymond E. Hirst, Jr.  
Applicant: Congress of the Birds Wildlife Center  
Location: 0 Evans Road, a.k.a Assessors Plat 16 Lot 59

on an existing right of way for the construction of a storage shed to house rehabilitative materials and bird enclosures; contingent upon:

1. Prior to opening the wildlife sanctuary, the applicant must obtain written approval from the Harmony Fire Chief confirming that all conditions for the private driveway have been met which include:

- a. The roadway to access the property must be at least 20' wide with vertical clearance of 13'.
- b. The roadway must be able to withstand the weight of fully loaded fire apparatus.
- c. The driveway angle of approach and departure shall not exceed 1 ft drop/elevation in 20 feet.

2. The Town should not take any responsibility for maintenance. The deed of record should include language that the Town of Glocester will not be responsible for maintenance of any nature to this driveway inclusive of snow and ice control and that this language will remain part of the record if title passes in the future. A copy of this modified deed is to be presented to the Building Official and Town Solicitor prior to the issuance of a building permit;

3. A sign should be installed prior to the issuance of a certificate of occupancy at the entrance to this driveway on Evans Road indicating the address to the property as assigned by the E-911 coordinator;

4. It should be the applicant/owners sole responsibility to seek and receive all permissions, clearances and/or approvals from owners of the access easement prior to making any alterations to the driveway for access to the property;

5. This driveway shall be referred to as a private driveway and shall never be used a future access/roadway/street for any property development other than AP 16 Lot 59.

6. This access is limited to a single residential unit.

7. Subject to title in the name of Congress of the Birds, Inc.

seconded by Councilor S. Arnold

Discussion: None

VOTE: AYES- C. Greathouse, J. Burlingame, W.Steere, S. Arnold , W.Worthy  
NAYS-0

MOTION PASSED

VIII. Consent Items- Discussion and/or Action

- A. Approval of Town Council Minutes: Regular meeting of May 2, 2024, & Special meeting of May 6, 2024
- B. Tax Assessor's Additions and Abatements - April 2024
- C. Finance Director's Report - April 2024

MOTION was made to APPROVE the Town Council regular meeting minutes of May 2, 2024, Special meeting minutes of May 6, 2024, APPROVE the Tax Assessor's ABATEMENT to 2023 Tax Roll in the amount of \$662.63, No ADDITIONS to the 2023 Tax Roll; and to ACCEPT the Finance Director's Report for April 2024; seconded by Councilor W. Steere

Discussion: None

VOTE: AYES- C. Greathouse, J. Burlingame, W.Steere, S. Arnold , W.Worthy  
NAYS-0

MOTION PASSED

IX. Unfinished Business

- A. Disposition of Memorandum of Agreements relative to certain maintenance and clerical services related to school maintenance for the Gloucester School Department:
  - 1. Between DPW (NAGE) ("the Union") and the Town of Gloucester approved by Town Council on 1/18/2024 - Discussion and/or Action

Discussion: None

MOTION was made by Councilor S. Arnold to remove from the TABLE until the first meeting in July the disposition of the Memorandum of Agreement between the Town of Gloucester and DPW Union, NAGE; seconded by Councilor J. Burlingame

Discussion: None

VOTE: AYES- C. Greathouse, J. Burlingame, W.Steere, S. Arnold , W.Worthy  
NAYS-0



MOTION PASSED

2. Between the Laborers' International Union of North America, Local 1322, ("the Union), and the Town of Gloucester approved by Town Council on 1/18/2024 - Discussion and/or Action

Discussion: None

MOTION was made by Councilor J.Burlingame to TABLE until the first meeting in July the disposition of the Memorandum of Agreement between the Town of Gloucester and Laborers International Union of North America, Local 1322; seconded by Councilor S. Arnold

Discussion: None

VOTE: AYES- C. Greathouse, J. Burlingame, W. Steere, S. Arnold , W. Worthy  
NAYS-0

MOTION PASSED

B. Boards and Commissions - Appointments

1. Parade Committee -

Position #4, Alternate #2, & Alternate #3 - Discussion and/or Action

Councilor W. Worthy stated that there is no recommendation from the Chair at this time. Councilor W. Worthy stated that Council can review the talent bank list and appoint from that list or table the appointments.

MOTION was made by Councilor C. Greathouse to TABLE the appointments to the Parade Committee; seconded by Councilor S. Arnold

Discussion: None

VOTE: AYES- C. Greathouse, J. Burlingame, W. Steere, S. Arnold , W. Worthy  
NAYS-0

MOTION PASSED

Discussion: Councilor W. Worthy asked which Councilor was the liaison to the Parade committee as time is coming up soon. Councilor C. Greathouse stated that the Parade committee is moving forward and getting a lot accomplished. Councilor W. Steere stated that there are a few more members this year than last year. J. Fecteau stated the concern with committees like this that spend funds is to keep them best stocked with members as there has to be a quorum at meetings where funds are spent . J. Fecteau stated that she has been told by the chair that meeting a quorum has been an issue . J. Fecteau stated that she has offered to run an ad for members if the chair would like. Councilor W. Worthy requested this be an item on the next agenda.

2. Recreation Commission- Position # 5 - 2 year term to expire 12/31/2024- Discussion and/or Action

Councilor W. Worthy stated that the Chair is recommending Lauren Niedel-Gresh. Councilor W. Worthy stated that Council can appoint, appoint from the talent bank list or table the appointment.

MOTION was made by Councilor W. Steere to APPOINT Lauren Niedel-Gresh to the Recreation Commission, Position #5; seconded by Councilor J. Burlingame

Discussion: None

VOTE: AYES- C. Greathouse, J. Burlingame, W.Steere, S. Arnold , W.Worthy  
NAYS-0

MOTION PASSED

3. Economic Development Commission - One Ad-hoc non voting member, term to expire 12/31/2024 - Discussion and/or Action

Councilor W. Worthy stated that there is no recommendation from the Chair at this time. Councilor W. Worthy stated that Council can review the talent bank list and appoint a member or table the appointment.

MOTION was made by Councilor S. Arnold to TABLE the appointment to the Economic Development Commission for one Ad-hoc non voting member position; seconded by Councilor J. Burlingame

Discussion: None

VOTE: AYES- C. Greathouse, J. Burlingame, W.Steere, S. Arnold , W.Worthy  
NAYS-0

MOTION PASSED

Discussion: Councilor S. Arnold stated that there is a great potential candidate who has been speaking with the Chair.

- C. Political Signage/Campaigning - Discussion and/or Action

Councilor W. Worthy stated that Council has a first draft to work with, and asked if anyone had any suggested changes or discussion.

Discussion: Councilor W. Steere stated that he likes the proposal as it stands now but would like to add something regarding the time before an election when signs may be put up. Councilor S. Arnold also stated he liked the idea of putting a time frame and likes the idea of after Labor Day but that does not address the primary. Councilor S. Arnold stated a suggestion that 30 days before a primary

and then after Labor Day for the general elections seems reasonable. Councilor W. Steere stated that the policy would be for local elections.

D. Igliazzi, Town Solicitor, stated that the regulation of political signs is a hotly litigated area of the law so more research would need to be done if the time suggestion of it were to be an ordinance. J. Fecteau stated that the information included in the packet was from state law and is more policy. D. Igliazzi stated his concern of how this type of ordinance would be enforced. Councilor W. Steere stated that this is a policy for guidance and not a proposal for an ordinance. J. Fecteau stated that signs have been placed anywhere because people just do not know what they can do. J. Fecteau stated candidates also ask her office what they can and cannot do. Councilor W. Steere stated that the intent is to be a guideline. Councilors S. Arnold, W. Steere and J. Burlingame all stated that it would not be worth it to add a time factor to the policy after this discussion.

MOTION was made by Councilor W. Steere to TABLE Item. C. Political Signage/Campaigning to the Council meeting of June 6, 2024; seconded by Councilor S. Arnold

Discussion: None

VOTE: AYES- C. Greathouse, J. Burlingame, W.Steere, S. Arnold , W.Worthy  
NAYS-0

MOTION PASSED

D. Code Red Policy - Discussion and/or Action

MOTION was made by Councilor W.Steere to TABLE Code Red Policy to the Council meeting of June 6, 2024; seconded by Councilor S. Arnold

Discussion: Councilor S. Arnold asked for Council's approval to do a Code Red message for the budget and he would be happy to work with the Town Clerk on the message. J.Fecteau, Town Clerk stated that she would only do a Code Red message to include the where and the when for the budget vote as she will not give her personal opinion in a message. J. Fecteau stated that Council could give their opinion in a Code Red message. Councilor S. Arnold stated his offer to do the message and state his opinion for people to support the budget.

Councilor W. Steere stated that a consensus of the Council is needed for a message if it is from the Council. Councilor S Arnold stated his opinion that he hopes all councilors would be in support of the budget and ask people for their support of the budget. Councilors S. Arnold and W. Steere stated that it is important to send a Code Red and the message should be with Council consensus.

D.Igliazzi stated that a motion could be made authorizing a councilor to do the message. Councilor W. Steere asked if the motion could be done as it is the general policy on the agenda and not the authorizing of a councilor to do a message. D.Igliazzi asked if Council wanted a policy related to what can be said. Councilor W. Steere stated that is what Council wanted in a policy as well as who can send. Councilor W. Steere stated his support for getting a message out as to the where and the when for the vote and to include Councilor S. Arnold's message in support. D.Igliazzi stated Council can discuss policy and if they vote on policy then the policy can be acted upon. Councilor W. Steere stated his opinion that he was not ready. D.Igliazzi stated that the policy can be simply that

Council agrees that it is appropriate to give a statement in a Code Red to support a budget that is supported by Council.

No vote on motion and no recisions of the motion were made.

MOTION was made by Councilor W. Worthy to give a statement in a Code Red message for the public to support the budget as supported by Town Council; seconded by Councilor J. Burlingame

VOTE: AYES- C. Greathouse, J. Burlingame, W.Steere, S. Arnold , W.Worthy  
NAYS-0

MOTION PASSED

X. New Business

A. Town Manager/Administrator - Discussion and/or Action

Councilor W. Worthy stated that this item was previously tabled with instructions to the HR Director to create a job description for Council.

Councilor W. Worthy stated that this item was placed on the agenda in error. Councilor W. Worthy stated that there is no action necessary at this time.

Discussion: Councilor J. Burlingame stated that the HR Director sent him two draft job descriptions. Councilor J. Burlingame will send the draft job descriptions to J. Fecteau who stated she would send to each Councilor.

B. Appointment

1. Building/Zoning Official - Full Time - Discussion and/or Action

MOTION was made by Councilor S. Arnold to TABLE the appointment of the position of full time Building/Zoning Official, seconded by Councilor J. Burlingame

Discussion: None

VOTE: AYES- C. Greathouse, J. Burlingame, W.Steere, S. Arnold , W.Worthy  
NAYS-0

MOTION PASSED

C. Police Department -

1. Police Station Addition & Renovations- Public outreach plan - Discussion and/or Action

Discussion: Chief J. Delprete stated that he met with Cromwell public affairs; that the individual is on the state's MPA list ; that she will help with a marketing campaign strategy; and, that the cost will be \$175.00 per hour. Councilor W. Steere asked for confirmation that the payment would not

come from budgetary funds as stated in the Chief's memo to Council. Chief Delprete stated that the payment would come from other funds and not town police funds.

Councilor S. Arnold stated his assumption that any mockups or messages would be voted on by Council. Chief Delprete stated that there would be various messages but that any message about what Council wants to do will be voted on by Council. Chief Delprete stated that he knows what he wants to do as far as getting the message out. Chief Delprete stated that the bond was passed by the Senate and that Rep. Chippendale has said today that he will try and fast track the bond in the House so it can be signed by the governor in a few weeks. Councilor W. Steere stated that since it will take a few weeks that any message can be voted on at the June 6<sup>th</sup> meeting. Chief Delprete described a few ideas he had for marketing and that consultant would be a great resource.

2. Authorization - Proposal for consulting services - Discussion and/or Action

Councilor W. Worthy stated that the Chief has submitted the following request to Council which he read as follows:

TO: Honorable Town Council  
FROM: Joseph DelPrete, Chief of Police  
DATE: May 14,2024  
RE: Cromwell Public Affairs

I would respectfully request to utilize Cara Cromwell of Cromwell Public Affairs of Bristol, Rhode Island to assist the Gloucester Police Department for consulting services related to the bond referendum for the addition and EOC at the Gloucester Public Safety Building.

Cromwell Public Affairs would assist in social media messaging strategies and materials development. The company will bill an hourly rate of \$175.00 which is the company rate on the Rhode Island Master Pricing Agreement.

I would further request to utilize non-police department budget funds to pay for Cromwell Public Affairs services.

(End of memo)

Discussion: None

MOTION was made by Councilor C. Greathouse to AUTHORIZE Cromwell Public Affairs to work with the Gloucester Police Department for consulting services related to seeking a bond referendum at the rate of \$175 per hour, said expense to be paid by utilizing non-police department budget funds; seconded by Councilor S. Arnold

VOTE: AYES- C. Greathouse, J. Burlingame, W.Steere, S. Arnold , W.Worthy  
NAYS-0

## MOTION PASSED

Discussion: Chief Delprete stated that he has been purchasing goods under the cop grant . Chief Delprete stated that M. Saccoccio, Architect, has finalized the floor plan and that he does not feel any additional changes, to reduce the cost can be made anymore.

Chief Delprete stated that time is a concern and that he needs the Council's support to move forward but he won't start making any cuts.

### D. Resident request - Removal of wood on town owned property - Discussion and/or Action

Councilor W. Worthy stated that the Clerk spoke with the resident who wishes to remove dead wood on town property. Councilor W. Worthy stated that the resident indicated that he would most likely need to bring a saw of some sort to cut up logs to be able to move the wood.

Councilor W. Worthy stated that for the record, the property is AP 12, Lots 71A, 92 & 93 and is known as the Gloucester Veterans Memorial Recreation Area.

Councilor W. Worthy stated that Council had previously discussed some sort of waiver which could be a requirement if the use is approved. Councilor W. Worthy stated that the Clerk spoke to the Trust and has specific items the Trust recommends should be included in a waiver prepared by our Solicitor.

Discussion: None

MOTION was made by Councilor J. Burlingame to ALLOW resident, Richard Lawrence of Stone Dam Road, to remove "dead" wood from the property known as AP 12, Lots 71A, 92 & 93, Gloucester Veterans Memorial Recreation Area for personal use ; contingent upon: signing of waiver and/or any other documents prepared by the Town Solicitor; wood to be removed shall be felled wood and no trees shall be taken down by any means; no limbing of standing trees is allowed; seconded by Councilor C. Greathouse

Discussion: Councilor W. Steere stated that this is a slippery slope as if Council allows for one then it opens the door for others to ask and it is involving town property.

Councilor J. Burlingame stated that hay has been cut on this property in the past. Councilor J. Burlingame stated that Council should look at each matter on a case by case basis.

J. Fecteau stated a suggestion that the motion could be amended to include the language that Council can stop the use at any time. Councilor W. Steere stated his additional concerns of if vehicles would be used, and the extent of the location for taking of the wood. Councilor W. Steere asked what the Trust had to say about the matter. Councilor J. Burlingame asked if the Trust approved of the matter. J. Fecteau stated that the Trust approved so long as the waiver language was added . Councilor S. Arnold stated that he likes the adding of the language to be able to stop at any time and to take each matter on a case by case basis.

Councilor J. Burlingame rescinded his motion.

Councilor C. Greathouse rescinded her second.

MOTION was made by Councilor J. Burlingame to ALLOW resident, Richard Lawrence of Stone Dam Road, to remove “dead” wood from the property known as AP 12, Lots 71A, 92 & 93, Gloucester Veterans Memorial Recreation Area for personal use ; contingent upon: signing of waiver and/or any other documents prepared by the Town Solicitor; wood to be removed shall be felled and no trees shall be taken down by any means; no limbing of standing trees is allowed; and, this approval may be revoked by the Town Council at any time; seconded by Councilor C. Greathouse

Discussion: None

VOTE: AYES- C. Greathouse, J. Burlingame, S. Arnold , W.Worthy

NAYS- W. Steere

MOTION PASSED

- E. Resident request - Request to purchase a portion of town owned property - Discussion and/or Action

Councilor W. Worthy stated that the resident came into Town Hall and discussed their request. Councilor W. Worthy stated that to go forward with an offer the Clerk feels the resident should sit down with the Planner (as a subdivision of the property would be needed) or the Solicitor to discuss further, if Council is interested in considering a sale.

Discussion: Councilor W. Steere stated that the property was purchased for the town to use and not for the town to sell. Councilor J. Burlingame stated his agreement with Councilor W. Steere. Councilor S. Arnold stated that he does not feel a need to “travel this road”.

No Action Taken by Council

- F. Bid Award - RFP #2024-02 Professional Auditing Services - Discussion and/or Action

Councilor W. Worthy stated that the Board of Contracts and Purchases went out to bid for professional auditing services. Councilor W. Worthy stated that the following recommendation was made to Council which he read as follows:

To: The Honorable Gloucester Town Council, William S. Worthy, Jr., President

From: Elizabeth A. Beltram, Finance Director

Date: May 16, 2024

Regarding: Award of RFP 2024-02

The Finance Office conducted an RFP process in accordance with the Town Purchasing Policy and under the oversight of the State Office of the Auditor General for Professional Auditing Services for the Town of Gloucester and Gloucester School Department. The most recently completed audit, for fiscal year ended June 30, 2023, is the last year of the (3) year agreement with auditors Baxter, Dansereau and Associates/Damiano & Company LLP. Advertisement of the RFP ran in the Valley Breeze on April 18, 2024, as well as was posted to the Gloucester Town Website and Bid net.

The Town received (1) response to the RFP from auditors Damiano & Company LLP.

I have reviewed their bid and their offering with Principal Paul Dansereau. The fee schedule for the (3) year agreement is as follows:

- FY 2024 - \$41,465
- FY 2025 - \$43,500
- FY 2026 - \$45,290

The Gloucester Board of Contracts met on Wednesday, May 15, 2024 to review the bid and unanimously approved a motion to recommend that the Council award the bid to auditors Damiano & Company LLP.

Therefore, it is also my recommendation to the Council that RFP 2024-02 be awarded to Damiano & Company LLP following the fee schedule stated above.

Respectfully,

Elizabeth A. Beltram

(End of memo)

MOTION was made by Councilor S. Arnold to AWARD RFP #2024-02 Professional Auditing Services to Damiano and Company LLP, sole bidder, for the bid price of \$ 130,255 for a three year term; said bid proposal has been approved by the State Auditor General's Office; seconded by Councilor J. Burlingame

Discussion: None

VOTE: AYES- C. Greathouse, J. Burlingame, W.Steere, S. Arnold , W.Worthy

NAYS-0

MOTION PASSED

- G. Lavengood Easement granted by Council on 3/21/2024- Correction to survey reference - Plat LW lots 86 &181 -Discussion and/or Action

Councilor W. Worthy stated that on 3/21/24 the Town Council approved the utility easement to run under Lake Washington Drive, approximate location Plat LW, Lots 86 & 181 for the purpose of installing a sanitary sewer line, contingent upon the conditions which he read as follows:

**“1) Approval by the Gloucester Technical Review Committee, to include the Director of Public Works approval, of the survey entitled “Boundary Survey of Land of The Joanne K.**



**Lavengood Revocable Trust, Assessor’s Plat LW Lots 86 & 181, 370 Lake Washington Drive Gloucester, Scale 1" = 30' Date: June 6, 2023 Revision Date: November 20, 2023, Project No: SS2529.02 Drawing No.: SS5053 Drawn by J.D. Raimondi, Sheet 1 of 1"; 2) Town Solicitor approval of documents, 3) signing by Town Council President of said utility easement, and 4) recording of said survey, as described above, and Utility Easement in the Land Evidence Records of the Town of Gloucester”**

Councilor W. Worthy stated that the survey has been submitted and has a **new revision date of 2/23/24** with the note “Parcel Labels”. Councilor W. Worthy stated that per the Town Planner, this is a very minor technical correction that just added Parcel A and B to the map. Councilor W. Worthy stated that the original motion has a final revision date of 11/20/2023 which should be amended in the motion of approval.

MOTION was made by Councilor C. Greathouse to AMEND the approval made by the Town Council on 3/21/2024, for the Utility Easement for Joanne L. Lavengood Revocable Trust, for the purpose of installing a sanitary sewer line under a Town Road, known as Lake Washington Drive, Plat LW , Lots 86 + 181, by amending the “contingent upon” stipulation #1 with the new survey revision date of 2/23/2024; seconded by Councilor S. Arnold

Discussion: None

VOTE: AYES- C. Greathouse, J. Burlingame, S. Arnold , W. Worthy

NAYS- W. Steere

MOTION PASSED

H. Temporary Overtime Request – Bldg/Zoning & Planning Senior Clerks - Discussion and/or Action

Councilor W. Worthy stated that the Town Planner has submitted the following request which he read as follows:

To: Town Council Members  
From: Karen Scott, Town Planner  
Date: May 7, 2024  
Re: Temporary Overtime Approval

Ken Johnson, Building Official, will retire on May 10, 2024. While inspectors from the State Building Office will be covering inspections until he is replaced, he has several other responsibilities that will require coverage until his position is filled. In addition, coordination with the State Building Office is adding an additional workload to the already over-taxed administrative staff. The additional work that will need to be assumed by administrative staff until Ken’s replacement is hired includes:

1. Manually input all active permits (issued prior to e-permitting) into the new permit system for

every permit that requires a state inspection.

2. Scan all building plans into the e-permitting system for state review and access.

3. Research and answer all zoning questions including those related to use, setbacks, lot coverage, etc. All undersized lots have individualized calculations under new state law which is very time consuming.

4. Manage variance and zoning modification requests including assisting the public with questions, reviewing applications for completeness, etc.

5. Research and answer all questions related to floodplain management.

I am requesting that Denise Cadoret, Senior Clerk in the Building Department and Diane Wrona, Senior Clerk in the Planning Department be permitted up to 10 hours each per week of overtime. While she is the Clerk to the Planning Department, Diane's interactions are not limited to those with issues related to Planning. She also assists with building permits, answering zoning questions and scheduling inspections and will be assisting Denise in covering the additional responsibilities in the office until the Building Official position is filled.

Thank you for your consideration.

(End of memo)

Discussion: None

MOTION was made by Councilor J. Burlingame to APPROVE up to 10 hours per week of overtime to Building/Zoning Clerk, Denise Cadorette and Planning Dept. Clerk, Diane Wrona effective May 20<sup>th</sup>, 2024 ; seconded by Councilor C.Greathouse

Discussion: Councilor J. Burlingame asked if the money to pay for this overtime would be coming from the salary due to Ken who retired last week. Councilor W. Steere asked if there was money in the budget to cover this item as the town was already paying state inspectors. Councilor W. Steere stated that he is not saying no to the proposal but wants to know how the matter is to be paid.

K.Scott, Town Planner, stated that she shared her memo with the Finance Director and the Director of Human Resources and asked them to share any issues they may have.

Councilor S. Arnold stated his opinion that he is comfortable approving the motion so long as there is verification from the Finance Director as to the source of the money. Councilor S. Arnold suggested to make the motion contingent upon the source of the money and also asked how long the overtime would go on for. Councilor S. Arnold stated there is no question that there is a need.

Councilor J. Burlingame asked how many hours the state building inspectors were doing. K.Scott stated that it varies because they are covering multiple towns. Councilor C. Greathouse asked if the overtime was hourly. K. Scott stated that it is hourly and is specified in the clerks union contract. J. Fecteau stated that it is time and one half.

Councilor W. Steere stated that the need is there but the concern is if the budget can support it.

K. Scott stated that the clerks are accumulating comp time, they can't take off, as there is no one to fill in. K. Scott asked if the motion could reflect a start date of May 10<sup>th</sup> as that is the date Ken left.

Councilor J. Burlingame suggested to make the motion and take the funds out of Town Council contingency account. Councilor S. Arnold suggested to make the motion to cover until the next Council meeting when they could have a memo from the Finance Director as to what the budget can support.

D. Igliazzi stated that the motion should make sure there is enough money in the contingency account. J. Fecteau stated that the fees for the state inspectors are coming from the building permit fees so the town is losing revenue but not paying out of the budget for the state inspectors. D.Igliazzi stated that the Finance Director could look at the line items in the budget to see where the money could come from.

Councilor C. Greathouse rescinded her second.

Councilor J. Burlingame rescinded his motion.

MOTION was made by Councilor J. Burlingame to APPROVE up to 10 hours per week of overtime to Building/Zoning Clerk, Denise Cadorette and Planning Dept. Clerk, Diane Wrona, effective May 10<sup>th</sup>, 2024 with the money from either the town council contingency account or from the salary for the building official account, to end either upon the appointment of the building official or the end of the fiscal year; seconded by Councilor S. Arnold

Discussion: None

VOTE: AYES- C. Greathouse, J. Burlingame, W.Steere, S. Arnold , W.Worthy  
NAYS-0

MOTION PASSED

I. Interim Finance Director Stipend - Discussion and/or Action

Councilor W. Worthy stated that Council has received the following from Jane Steere which he read as follows:

DATE: 5/10/24  
TO: Honorable Town Council  
FROM: Jane A Steere, Tax Collector  
RE: Interim Finance Director Stipend

The Title/Stipend for Interim Finance Director may end on May 17, 2024. I have discussed this with Beth-Finance Director. I will still be glad to help the office out in any way needed.

Thank you,  
Jane  
(end of memo)

MOTION was made by Councilor W. Steere to CEASE , with thanks, the Interim Finance

Director position and stipend as of end of day May 17, 2024; seconded by Councilor J. Burlingame

Discussion: Councilors S. Arnold stated a million thank yous and so grateful for all she has done. All councilors offered their thanks.

VOTE: AYES- C. Greathouse, J. Burlingame, W.Steere, S. Arnold , W.Worthy  
NAYS-0

MOTION PASSED

J. Summer Town Council Meeting Schedule 2024 - Discussion and/or Action

Councilor W. Worthy stated that Council will automatically cancel their July 4<sup>th</sup> meeting due to the holiday. Councilor W. Worthy stated that the questions are : does Council want another day in July to make up for that meeting and does Council want two meetings in August. Councilor W. Worthy stated that for reference: for the last two years council has had one meeting in July and 2 in August, prior to that they held one per month for July and August.

Discussion: Councilor W. Steere stated his opinion to have one meeting in July and keep the regular meeting dates for August. Councilor W. Steere stated that if a need comes up then Council can have a special meeting. Councilors S. Arnold, J. Burlingame and C. Greathouse stated their agreement.

MOTION was made by Councilor S. Arnold to SET the Summer 2024 meeting calendar: holding one meeting on July 18<sup>th</sup>, and the regular scheduled meetings in August; seconded by Councilor C. Greathouse

Discussion: None

VOTE: AYES- C. Greathouse, J. Burlingame, W.Steere, S. Arnold , W.Worthy  
NAYS-0

MOTION PASSED

K. Authorization to Sign - Discussion and/or Action

1. Temporary appts. - Assistant Bldg. Officials

Councilor W. Worthy stated that the Town has pending Certificates of Occupancy for several homes. Councilor W. Worthy stated that the North Smithfield Building Official has agreed to help out and review several applications, inspect as necessary and sign Certificates of Occupancy.

Discussion: None

MOTION was made by Councilor J. Burlingame to AUTHORIZE Leo Cote (NSBO) as an alternate Building Official to inspect and sign Certificates of Occupancy for Gloucester addresses, if all requirements are met, on an as needed basis; seconded by Councilor S. Arnold

Discussion: None

VOTE: AYES- C. Greathouse, J. Burlingame, W.Steere, S. Arnold , W.Worthy  
NAYS-0

MOTION PASSED

- L. 4<sup>th</sup> of July Celebration - Approval of dates, event plans, & safety plans - Discussion and/or Action

Councilor W. Worthy stated that typically, the Parade Committee, through the Chair, clears with the Council the dates of the 4<sup>th</sup> of July celebrations, explains the plans, and verifies with Council that the Fire Chief and Police Chief are satisfied with safety plans, including plans for fireworks.

Discussion: Councilor W. Worthy stated that a report was received today and is in Council's packet.

MOTION was made by Councilor S. Arnold to APPROVE the dates determined by the Parade Committee for the 4<sup>th</sup> of July celebration; to approve the plans for the Parade, and to approve the safety plan for the Fireworks display, contingent upon sign off and approval of Police Chief and Fire Chief of all plans submitted; said Police Chief, EMA Director, & Fire Chief shall add stipulations as needed; and Fireworks contract shall be approved by Trust & Town Solicitor for liability and safety terms; seconded by Councilor J. Burlingame

VOTE: AYES- C. Greathouse, J. Burlingame, W.Steere, S. Arnold , W.Worthy  
NAYS-0

MOTION PASSED

Discussion: Councilor W. Steere stated that the fireworks are scheduled on June 29<sup>th</sup>, with a rain date of July 13<sup>th</sup> with the parade on July 4<sup>th</sup>. Councilor W. Steere stated that this is the 98<sup>th</sup> year of the parade.

XI. Legislative Updates - Discussion and/or Action

1. Councilor W. Worthy stated that Bond legislation for the Town has passed the Senate and was heard by the House Committee on Municipal Government and Housing which recommended the measure be held for further study.
2. Councilor W. Steere asked K. Scott about the status of the legislation regarding counting mobile home units as affordable housing. K. Scott stated that the way the legislation was written required the mobile home units to be on a community owned site which none of ours are so therefore they do not qualify. K. Scott stated that she has asked Rep. Chippendale for clarification as to the mobile homes in town that seem to qualify as a unit but there are questions.

XII. Town Council Correspondence/ Discussion

Councilor W. Worthy stated that no correspondence was received . Councilor W. Worthy asked if any Councilors had anything to add.

Councilor W. Worthy stated that he has received complaints from Gloucester residents about shooting on property in Burrillville that has its only access through Gloucester town roads.

XIII. Department Head Reports/Discussion

Councilor W. Worthy asked if any department heads had anything to report or if Council has any questions for department heads.

Councilor W. Steere asked R. Shields, Recreation Director, about the status of the Memorial Day Parade. R. Shields stated that all is in order for the parade .

XIV. Bds. and Commissions Reports/ Discussion

Councilor W. Worthy asked if any boards and commissions had anything to report or if Council has any questions for any boards and commissions.

None

XV. Open Forum

Councilor W. Worthy asked if anyone had anything to discuss and if so to state your name when you come up to the microphone.

1. W.Steere, resident, asked about the grounds maintenance at the town owned property on Adelaide Road as the grass is getting long.

W. Steere stated his opinion that he is not crazy about the Region doing the town work at the school.

W. Steere stated that he attended the Foster/Glocester Regional School meeting recently and wanted the Council to be aware that the Region is proposing to go out for a twenty million dollar bond for the school and they hope to have a vote no later than April. W. Steere stated that the bond proposal is eight million for the athletic fields and twelve million for the buildings. W. Steere stated he did not know if there is reimbursement from the state.

XVI. Adjourn

MOTION was made by Councilor W. Steere to ADJOURN at 9:50 p.m.; seconded by Councilor J.Burlingame

Discussion: None

VOTE:

AYES- C. Greathouse, J. Burlingame, W.Steere, S. Arnold , W.Worthy

NAYS-0

MOTION PASSED