

At a meeting of the Town Council holden in and for the Town of Gloucester on October 5, 2023

I. Call to Order

The meeting was Called to Order at 7:30 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 Igliazzi, Town Solicitor; Christine Mathieu, Deputy Town Clerk; Mark Capuano, Finance Director; Jane Steere ; Tax Collector; Joseph Delprete, Police Chief (arrived late ); Gary Treml, Director Public Works; Karen Scott, Town Planner; John Luszcz, Director Human Services

III. Pledge of Allegiance.

Councilor W. Worthy asked all to please rise to join us in the Pledge.

IV. Open Forum - For Agenda Items

Councilor W. Worthy asked if anyone wished to speak on an agenda item to step to the microphone and state your name when called on.

None

V. Consent Items - Discussion and/or Action

A. Approval of Town Council Minutes: Regular meeting of September 21, 2023

B. Pole Grants - Dexter Saunders Road: Two new poles, 2-50 & 3-50

Joe Sarle Road: Five new poles from 23-50 to 27 - 50

MOTION was made by Councilor C. Greathouse to APPROVE the Town Council minutes of September 21, 2023 to APPROVE the POLE GRANT on Dexter Saunders Road for two new poles , 2-50 & 3-50; and to APPROVE the POLE GRANT on Joe Sarle Road for five new poles from 23-50 to 27-50 ; seconded by Councilor J. Burlingame

Discussion: None

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

NAYS-0

MOTION PASSED

VI. Unfinished Business

A. Boards and Commissions

1. Appointments- Terms to run concurrent with the Town Council- Discussion and /or Action

a. EDC- Position # 2- two year term to expire 12/2024

Councilor W. Worthy stated that the Clerk has received a recommendation from the Chair to appoint Brad Kettelle. Councilor W. Worthy stated that Mr. Kettelle has submitted a talent bank application and is a registered voter in town. Councilor W. Worthy stated that Council may appoint

or table.

MOTION was made by Councilor S. Arnold to APPOINT Brad Kettelle to the EDC, Position #2, for a two year term to expire 12/2024; seconded by Councilor J. Burlingame

Discussion: None

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

MOTION PASSED

- b. Affordable Housing Advisory Board- two year term to expire 12/2024- 4 positions

Councilor W. Worthy stated that the Town Council may appoint from the Talent Bank listing in their packet or table the appointments.

MOTION was made by Councilor S. Arnold to TABLE the appointments to the Affordable Housing Advisory Board; Positions 2,3,4 and 5; seconded by Councilor W. Steere

Discussion: None

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

MOTION PASSED

Discussion: Councilor W. Worthy stated that this board just got fired back up after being put on hold for a little while because Karen had to get more information.

## VII. New Business

### A. Police Station Renovations/New Construction - Discussion and/or Action

- 1. Authorization to extend vendor agreement to obtain cost analysis

Councilor W. Worthy stated that the Chief has submitted a memo which he read as follows :

TO: Honorable Town Council  
FROM: Joseph DelPrete, Chief of Police  
DATE: October 3, 2023  
RE: Saccoccio & Associates Contract Continuation

I would respectfully request to continue the contract between Architect Saccoccio & Associates of 1085 Park Avenue, Cranston for a second and third phase in the police department renovation and new building project.

This new phase of work will consist of design revisions and coordinating service of a detailed cost analysis for police department addition-renovations and new building. The purpose of this next phase is to give the Town Council a detailed totaled cost estimate for this project initiative.

This Saccoccio Architectural Services contract has been in effect with the Town of Gloucester since

January 15, 2020 and this vendor was selected from the R.I. Master Pricing Agreement.

I would request the Town Council to approve and fund Phase 2 -\$13,950 and Phase 3-\$7,500 of the existing contract to advance this project for a total of \$21,450.00.

(End of memo)

Discussion:

Councilor S. Arnold asked if this item was budgeted or is for use by ARPA funds. M. Capuano, Finance Director, stated that this item is not in the current budget.

Councilor S. Arnold asked if the item could be heard later in the meeting. D. Iglizzi, Town Solicitor, stated it could be moved by motion.

MOTION was made by Councilor S. Arnold to continue this item regarding the funding for Phase 2 and 3 for the police station plans to later in the meeting; specifically to after Item VII. K; seconded by Councilor J. Burlingame

Discussion: None

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

MOTION PASSED

**MOVED To After Item K.**

B. Ratification: RI Foundation - Basic Human Needs Grant- Discussion and/or Action  
Councilor W. Worthy stated that the Human Services Director applied for a Basic Human Needs Grant from the RI Foundation and received \$2,500 to be used for food, toiletries, and utilities assistance. Councilor W. Worthy stated that a requirement of this grant is the town countersigning an agreement. Councilor W. Worthy stated however, that there was a deadline to be met, therefore the Town Council President signed the agreement prior to this meeting. Councilor W. Worthy stated that now a motion to ratify the signing of this countersignature is needed.

MOTION was made by Councilor C. Greathouse to RATIFY the Town Council President's signature of 9/28/2023 on the agreement between the RI Foundation and the Town of Glocester for a Basic Human Needs Grant, said grant agreement dated July 18, 2023, seconded by Councilor J. Burlingame

Discussion: Councilor W. Steere asked J. Luszc, Human Services Director, if there was any paperwork or reporting to be done with this grant and how this grant could be used. J. Luszc stated that the grant was \$1500 for food and \$1000 for fuel. Councilor W. Steere asked if there were any recording requirements for this grant. J. Luszc stated that he has put a call into the RI Foundation and hopes to hear by Monday. J. Luszc stated that as far as he knew the only requirement was a signature. J. Luszc stated that from now on the Finance Director is going to take the point on

anything in the future that requires a signature.

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

MOTION PASSED

Discussion: Councilor W. Steere stated that this was a rare occurrence to have the signing before the whole Council can weigh in on it and talk about it. Councilor W. Steere stated that no one person can do anything but it was a time sensitive issue so the Council President was able to sign it. Councilor W. Steere stated that this is not how business normally operates.

J. Luszczyk stated that the link for the grant was only available for 48 hours. Councilor W. Steere stated that is why we are in this position. D. Iglizzi stated for the record that it was his recommendation that the Council President sign and then have the ratification on the next agenda. D. Iglizzi stated that if the Council decided not to ratify the signature then the town would not receive the grant money. D. Iglizzi stated that the grant was signed in order to meet the deadline and was then put on the next agenda for ratification.

C. Authorization for Signature - RIDOT Municipal Road and Bridge Agreement-  
Discussion and/or Action

Discussion: K. Scott, Town Planner, stated that the RIDOT projects for FY 24 and FY 25 were talked about at the last Council meeting. K. Scott stated that this is the agreement that will allow the town to move forward with the projects .

MOTION was made by Councilor S. Arnold to AUTHORIZE the Town Council President to sign the “Municipal Road and Bridge Program, State Funds, Local Public Agency Agreement By and Between the State of Rhode Island, D.O.T. and the Town of Glocester for the use of funds provided by the State & Local Fiscal Recovery Funds Program through the Municipal Road and Bridge Program (hereinafter MRBP); said program will constitute a state match of Thirty Three Percent (33%) in STATE funds not exceeding four hundred forty-six thousand seven hundred and fifty-nine dollars (\$446,759) towards eligible road projects planned by the Town; seconded by Councilor C. Greathouse

Discussion: None

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

MOTION PASSED

D. Interim Finance Director - Review (Title and/or Stipend) - Discussion and/or Action  
Councilor W. Worthy stated that Jane Steere has submitted a memo which he read as follows:

DATE: 10/5/23  
TO: Honorable Town Council  
FROM: Jane A Steere, Tax Collector  
RE: Interim Finance Director Stipend

The Title/Stipend for Interim Finance Director was voted by council to be extended and reviewed on Friday, October 6, 2023. In my discussion with Mark Capuano, Finance Director, we are in agreement with this being the last day for the extension of the Stipend.

(End of memo)

MOTION was made by Councilor C. Greathouse to end the Interim Finance Director status and stipend for Tax Collector, Jane Steere, as of October 6<sup>th</sup>, 2023 end of work day; seconded by Councilor J. Burlingame

Discussion: Councilor S. Arnold stated monster thank you to Jane for stepping in during the time we did not have a finance director but also for spending time with our new finance director as we got rolling. Councilors C. Greathouse, W. Worthy and J. Burlingame offered their thanks as well. Councilor W. Steere stated he would be recusing himself but wanted to offer his thanks for Jane's incalculable impact to the town in this role.

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

MOTION PASSED

E.       A.R.P.A. Funds

1.       De-obligation of allocated funds - Project #25 Finance: Accounting Information System - Discussion and/or Action

Discussion: M. Capuano, Finance Director, stated that on July 7, 2022 , Project # 25 was approved in the amount of \$76,000.00 for an accounting information system. M. Capuano stated that this is a technology piece that is important to the finance department. M. Capuano stated however, that he does not feel he has been here long enough to really determine if we are not getting everything we can out of the current system. M. Capuano stated that training sessions have begun with Dynamics GP - Great Plain which is a Microsoft product. M. Capuano stated that the office is trying to add features as part of the recent upgrade.

M. Capuano stated that he does not feel that the full potential of the current system has been learned and that he has not been here long enough so say what is best for the department. M. Capuano stated that it was great that funds were obligated but he does not want to tie them up .

MOTION was made by Councilor S. Arnold to de-obligate A.R.P.A. funds for Project #25, Finance Accounting Information System; seconded by Councilor J. Burlingame

Discussion: None

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

MOTION PASSED

F. Town Owned Property:

1. Discussion/Action - Town owned building, Adelaide Road

Discussion: Councilor S. Arnold stated he requested this item and had spoken to the DPW Director who gave him an amount not to exceed for the removal of the building. Councilor S. Arnold stated his opinion that the building was a safety hazard and did not want to wait too long for it to come down. Councilor S. Arnold stated that the DPW Director estimated \$7500 to remove the building. Councilor S. Arnold stated that this was not a budgeted item so he was not sure how it would be paid.

Councilor W. Steere stated that there is a process that needs to be followed to dispose of public property.

D. Igliazzi, Town Solicitor, suggested that this item be on the next agenda. D. Igliazzi recommended that the reasons the building is not worthy of rehabilitation as well as the price for demolishing be included in the agenda item. D. Igliazzi stated the public needs to know.

Councilor S. Arnold stated that he wanted to put this on the agenda to make sure everyone was comfortable that the Council had explored all avenues before any final decision was made. Councilor W. Steere stated that it is important to note that RI Housing, experts, who try to rehabilitate every building found this one to be rehabilitative only if thousands of dollars were to be spent.

J. Fecteau, Town Clerk, asked if a public hearing was also requested to be included on the agenda item. D. Igliazzi stated that the public hearing would be so the public can weigh in. J. Fecteau stated that the timing only allows for one week notice of the ad. D. Igliazzi stated that there is no mandatory, statutory notice requirement in this instance. D. Igliazzi stated he feels the public should be able to weigh in on rehabilitation or demolition.

Councilor W. Worthy asked G. Treml, DPW Director, if the DPW would be knocking the building down and if the rentals was for dumpsters. G. Treml stated that the DPW would be knocking the building down and trucking it to the landfill.

J. Fecteau stated she needs to know if anything has been decided as to whether it is a renovation or a demolition in order to prepare the ad. D. Igliazzi stated that the ad should propose the Council will be discussing demolition because he is not hearing rehabilitation is a consideration. J. Fecteau stated that demolition was not voted on and therefore recommends wording the ad to include renovation or demolition. D. Igliazzi agreed that both renovation and demolition should be included in the ad as there may be someone out there who has information that may change Council's mind.

No action taken

G. Designation of Administrator for the OpenGov e-Permitting program for Building and Zoning Office- Discussion and/or Action

Councilor W. Worthy stated that the IT Director is requesting Council appoint Mark Capuano as the Administrator, for the financial oversight, of the e-permitting program for the Building/Zoning Office.

Discussion: Councilor S. Arnold stated his opinion that this item is more a formality and that the administrator does not necessarily need to come from the building/zoning office. M. Capuano stated that M. Floor, IT Director, reached out to say that an account needs to be set up because payments would now be accepted on line.

M. Capuano stated that a separate account has been set up at Navigant Credit Union and that online payments are set to go live between November and December. M. Capuano stated that payments can still be made in person and online. M. Capuano stated that M. Floor drafted the document in question and that it will enable M. Capuano to handle the account for reconciliation purposes.

MOTION was made by Councilor S. Arnold to AUTHORIZE the Town Council President to sign the letter of authorization naming Mark Capuano as the Administrator, for financial oversight, of the e-permitting program for the Building/Zoning Office; seconded by Councilor W. Steere

Discussion: None

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

MOTION PASSED

H. Finance Dept.

1. FY 23 appropriations - General Fund Transfer(s) to Reserve Funds -  
Discussion and/or Action

Councilor W. Worthy stated that Council has received the following request from the Finance Director which he read as follows:

To: Honorable Town Council  
From: Mark D Capuano, Finance Director  
Date: October 03, 2023  
Re: FY23 appropriations -- General Fund transfer(s) to Reserve Funds

Honorable Council Members,

With approval from Town Council:

The Department balances identified below for FY23 appropriations for General Fund shall be transferred to the following Reserve Funds in the corresponding not-to-exceed amounts:

<b>Department</b>	<b>Expenditure Description</b>	<b>Transfer Total</b>	<b>Reserve Fund</b>
058	Storm/snow Related Services	\$50,000	KY - Storm Related Services
080	Information/ Tech	\$32,500	MC- Technology Fund

**Total Expenditure Transfer \$82,500**

Respectfully,  
Mark D Capuano  
Finance Director  
**(end of memo)**

MOTION was made by Councilor S. Arnold to AUTHORIZE the Transfer of FY23 appropriations

from the General Fund to Reserve Funds as follows: Dept. 058 Expenditure: Storm/Snow Related Services, transfer \$50,000 to Reserve Fund KY - Storm Related Services; and Dept. 080 Expenditure: Information/Tech, transfer \$32,500 to Reserve Fund MC- Technology Fund; seconded by Councilor J. Burlingame

Discussion: Councilor S. Arnold stated that he knows the directors of these departments were all in agreement as to these transfers.

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

MOTION PASSED

I. Bldg/Zoning Dept.

1. Authorization - temporary “fill in” coverage - Building/Zoning Official-Discussion and/or Action

Councilor W. Worthy stated that Council has received a request from Ken Johnson, Building/Zoning Official, that he read as follows:

TO Town Council  
FROM Ken Johnson  
SUBJECT : Temporary Building Official/ Inspector  
DATE: October 4, 2023

As some of you may know, I will need to be out due to hip surgery the end of October 2023. I am expecting to be out for at least 4 weeks, however it will be depending upon a doctors decision. I would like to recommend the Scituate Building Official, Larry Desormier, to cover for me while I am temporarily out. Mr. Desormier would only be responsible to do the physical inspections needed to keep projects moving since I will be limited to getting around. I will be available by phone to take care of any Zoning issues and also able to do plan reviews. I am looking for Council's approval on this matter while I am recovering. Mr. Desormier's hours will be an on needed basis not to exceed 8 hours per week. He will be paid for his services at an hourly rate of \$50.00 an hour.

I expect to be back to work as soon as possible, even if it is on a half work day.

Thank you,  
Ken Johnson  
(end of memo)

Discussion: None

MOTION was made by Councilor C. Greathouse to AUTHORIZE Scituate Building Official, Lawrence Desormier, to fill in for Ken Johnson, Bldg/Zoning Office, for physical inspections only, on an as needed basis not to exceed 8 hours per week at an hourly rate of \$50, during Ken Johnson’s absence; this approval doesn’t include review of zoning issues; seconded by Councilor J. Burlingame

Discussion: Councilor W. Steere asked if Burrillville had been contacted. K. Scott stated that the Town of Foster was not available and the Town of Burrillville has a new building official who is receiving help from North Smithfield while he gets acclimated as he is new to the job and position.



K. Scott stated that it was limited as to who could be of help because of the constraints of the other towns.

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

MOTION PASSED

J. Town Planner

1. Municipal Technical Assistance Program – RI Housing  
Authorization for signature - Letter of Support for the Town’s Application,  
Discussion and/or Action

Councilor W. Worthy stated Council has received a request from Karen Scott, Town Planner , which reads as follows

To: Town Council Members

From: Karen Scott, Town Planner

Date: October 3, 2023

Re: Land Use Regulations – Required Amendments

In 2023, the General Assembly adopted a package of bills which made changes to various aspects of zoning, planning, and permitting statutes. Last week, RI Housing released a series of guidance documents and template materials to guide municipal officials as they update local land use, permitting, zoning ordinances and subdivision regulations.

Funds have been made available for municipal technical assistance through the Municipality Technical Assistance Program. The Town submitted a pre-application for funds to tailor the guidance documents and template materials to the Town of Glocester, incorporate opportunities to develop affordable housing in support of the Town’s Comprehensive Plan and to support the legal review of these draft ordinances.

The full application, which is due October 13, 2023, must include a specific proposal from an approved consultant list provided by RI Housing. This proposal must include a full scope of work, budget and timeline. The application must also include a letter of support from the chief municipal authority, the Town Council President.

I am currently engaging with consultants from the approved list for a specific proposal. I am requesting authorization for signature on the attached support letter to submit with the full application. This funding program has a maximum award of \$100,000 and requires no municipal match.

Thank you for your consideration.

(End of memo)

Discussion: Councilor W. Steere stated that this is good news came up quickly. Councilor W. Steere asked K. Scott, Town Planner, for a little background information on this matter.

K. Scott stated that this program has been out there for a while. K. Scott stated that when this

legislation was passed, every municipality said they would apply for a grant through this program at RI Housing. K. Scott stated that RI Housing did not want to do each grant separately for each city and town. K. Scott stated that RI Housing developed templates and guidance documents for this program. K. Scott stated that because of the diversity between the different cities and towns, that the templates still need to be tailored to each municipality. K. Scott stated that RI Housing opened up this program for a week for municipalities to apply. K. Scott stated that she submitted the pre application and was approved. K. Scott stated she is now trying to find a consultant to help. Councilor W. Steere stated that all of this is good news. K. Scott stated that this is something that has to be done anyway.

MOTION was made by Councilor W. Steere to AUTHORIZE the Town Council President to sign the Letter in Support of the Municipal Technical Assistance Program funding request through Rhode Island Housing; said funding is intended to fund consultants to assist the Town of Gloucester's with the tailoring of guidance documents and template materials, to incorporate opportunities to develop affordable housing in support of the Town's Comprehensive Plan and to support the legal review of draft ordinances due to newly adopted state zoning legislation; seconded by Councilor J. Burlingame

Discussion: None

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

MOTION PASSED

K. Emergency Management Agency- Hazard Mitigation Grant- Discussion and/or Action

1. Authorization to finalize scope of work
2. Authorization to engage contractor

Councilor W. Worthy stated that the Council has received a request from Gerry Mosca, EMA Director which he read as follows:

September 28, 2023

Glocester Town Council  
Subject: Hazard Mitigation Grant

Honorable Council Members,

Per the Council's approval allowing Gloucester EMA to submit an application to RI EMA for a Hazard Mitigation Grant to update the Town's Mitigation Plan (which expires this year), Gloucester was awarded a \$25,000.00 grant with a cost share of \$2,500.00. Since the grant approval I have been in contact with several Emergency Management contractors. Attached is a quote from iParameters, the contractor I believe can provide the data and experience to properly update our Mitigation Plan in a timely manner that can be approved by FEMA. The quote is less than the grant amount and is a maximum amount which can be charged to the Town. This amount may be less as its based upon the actual contractor hours. This will lower the amount of the Town cost share.

Iparametrics is an approved contractor under the RI Master Price Agreement (MPA) #388, (see attached copy). Therefore, the town does not have to put this contract out to bid.

I am requesting permission to finalize the scope of work and to hire this contractor. I apologize for not being able to attend this council meeting as I have just had surgery. Please feel free to let me know if you have any questions or concerns. Thank you for your continued support.

Sincerely,  
Gerald A. Mosca  
EMA Director

Councilor W. Worthy stated that the Finance Director, in his capacity as Purchasing Officer, has reviewed this request, recognizes Iparametrics as an approved contractor under the RI Master Price Agreement and recommends approving the EMA Director's request to utilize a vendor included in the attached Master Price Agreement.

MOTION was made by Councilor C. Greathouse to AUTHORIZE the final scope of work on updates to the town's Hazardous Mitigation Plan and to ENGAGE Iparametrics, through a state Master Price Agreement, to update the Hazard Mitigation Plan, at a price not to exceed the awarded grant funds; seconded by Councilor J. Burlingame

Discussion: Councilor W. Steere asked where the \$2500 was coming from. M. Capuano stated that in his research there is money for this item.

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

MOTION PASSED

### **Agenda item moved to this location by motion**

#### VII. New Business

##### A. Police Station Renovations/New Construction - Discussion and/or Action

##### 1. Authorization to extend vendor agreement to obtain cost analysis

Discussion: Chief Delprete stated that he submitted a memo to Council. Councilor W. Steere asked about the funding. Chief Delprete stated he did not have funding and was requesting ARPA funds. Chief Delprete stated that this next phase will provide Council with a detailed cost analysis. Chief Delprete stated that he has plans for some redesigning that the architect will do regarding the emergency operations center. Chief Delprete stated he expects the numbers to be higher and that he asked for a cost escalator to be included in the cost analysis. Councilor W. Steere asked if this would give Council real numbers to work with and to present to the voters. Chief Delprete stated yes and that the numbers would be for the current station as well as a proposed station.

Chief Delprete stated that the architect would be able to come to the first council meeting in November and make a presentation. Councilor W. Steere asked M. Capuano about the unallocated ARPA funds. M. Capuano stated that funds have been deobligated over the years as well as the funds that were deobligated tonight. M. Capuano stated that he does not have the exact ARPA total for unallocated funds but he can get for the Council. M. Capuano stated there is at least the \$76,000 of deobligated ARPA funds from tonight that are available.

Chief Delprete asked if this could be done at the next meeting. D. Igliazzi stated that there were funds available so it can be done tonight. Councilor S. Arnold asked Chief Delprete if he had any ARPA funds remaining for this project. Chief Delprete stated no. Councilor S. Arnold stated that they need to know the hard numbers.

MOTION was made by Councilor S. Arnold to EXTEND the vendor agreement between the Town of Gloucester and Saccoccio & Associates, Document B105-2017 for the “Gloucester Building Analysis” project to include a second and third phase which will consist of design revisions and coordinating service of a detailed cost analysis for police department addition-renovations and new building and to authorize the cost for project Phase 2 & Phase 3 at a total of \$21,450; seconded by Councilor C. Greathouse

Discussion: None

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

MOTION PASSED

### **Return to regular agenda**

#### VIII. Town Council Correspondence/ Discussion

1. Council has received a request for permission to place an easement across a town road.

Discussion: D. Igliazzi stated that the town could consider to mimic a utility company type of agreement but that would involve bonding and insurance. Councilor W. Steere asked if this matter should be before planning or zoning. D. Igliazzi stated that there were two issues : 1) whether or not the town wanted to mimic a utility company type agreement with bonding and insurance ; and, 2) whether or not the Gloucester Code of Ordinance requirements say a septic system needs to be on the same lot. D. Igliazzi stated that he spoke briefly with the building official but he does not have an answer yet. D. Igliazzi stated that he would like time to research the matter as he only received notice of this correspondence three days ago. D. Igliazzi stated he would have an answer for Council by the next meeting.

Councilor W. Worthy asked if anyone on Council had any discussion.

None

#### IX. Department Head Reports/Discussion

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

1. J. Fecteau stated that the motion for the police station did not specify the source of the funds. Councilor S. Arnold stated that the intent of his motion was for ARPA funds to be used. D. Igliazzi recommended that a motion to reconsider item A be done.

MOTION was made by Councilor W. Steere to reconsider Item VII. A.; seconded by Councilor S. Arnold

Discussion: None

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

MOTION PASSED

**Reconsideration of Item A.:**

VII. New Business

A. Police Station Renovations/New Construction - Discussion and/or Action

1. Authorization to extend vendor agreement to obtain cost analysis

Discussion: D. Iglizzi stated a recommendation that Council can now make a motion to include the funding source, ARPA funds that were just de obligated by the Finance Director.

MOTION was made by Councilor S. Arnold to EXTEND the vendor agreement between the Town of Gloucester and Saccoccio & Associates, Document B105-2017 for the “Gloucester Building Analysis” project to include a second and third phase which will consist of design revisions and coordinating service of a detailed cost analysis for police department addition-renovations and new building and to authorize the cost for project Phase 2 & Phase 3 at a total of \$21,450 to come out of Gloucester’s ARPA funds ; seconded by Councilor J. Burlingame

Discussion: None

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

MOTION PASSED

**Return to regular agenda**

2. J. Fecteau stated that she had a letter from K. Johnson, Building Official, to present to the Council. Councilor W. Worthy read the letter from K. Johnson into the record regarding an update on property located at AP 4 lot 50:

October 5, 2023

To Town Council

From Ken Johnson, Zoning Official/ Minimum Housing Inspector

Re Update on O Putnam Pike, Assessor's Plat 4, Lot 50

I want to give Council an update on the gravel property in West Gloucester which is owned by David Harris. We have issued a letter of violation on this property for the dumping and storage of mulch and loam.

Mr. Harris met with me this week to give me test results on the material that has been dumped on the property. The results show that none of the material on the site is tainted with any hazardous material. At this point, we still have no plan for the property. Mr. Harris explained to me that he had constructed a 15 foot berm on the property to screen his property from neighbors and that he intended to use the mulch to cover the berm and plant trees. Mr. Harris is in negotiations with the vice-president of Smithfield Peat but not much has been done regarding a plan. I explained to Mr.

Harris that there are restrictions on this property so he is aware of what can and cannot be done on the property.

(End of memo)

3. K. Scott, Town Planner, stated that the meeting for the Gloucester Memorial Park (GMP ) Master Plan was lightly attended last week. K. Scott stated that to date 330 people have taken the survey and she will keep it open over the long weekend to get more responses. K. Scott stated that the information from the survey will be used to draft the master plan and she is hoping to have the plan to the Council by the first meeting in November.
4. M. Capuano, Finance Director, stated that the Town has a relationship with both Citizens Bank and Navigant Credit Union. M. Capuano stated that Citizens' Bank holds the operating ( general ) fund. M. Capuano stated that the town has expanded its banking relationship to now include Washington Trust by moving \$2 million from the operating fund to Washington Trust. M. Capuano stated that the town went from earning 0.01% interest at Citizens to earning 5.00% at Washington Trust so long as the interest environment remains the same. M. Capuano stated that if the interest remains the same the town could earn \$100,000. M. Capuano stated that he has full confidence in Washington Trust; that he has dealt with them in the past ; that the funds are fully FDIC insured; and, that the funds are in the same program as other municipalities.  
M. Capuano stated his thanks to Jane Steere for her help prior to his arriving and after. M. Capuano stated that the town is very lucky to have Jane (Steere).

#### X. Bds. and Commissions Reports/ Discussion

Councilor W. Worthy asked if any boards or commissions have anything to report or if Council has any questions for board or commission members.

None

#### XI. Open Forum

Councilor W. Worthy asked if anyone has anything to discuss on any other subject and if so, to please state your name when you come to the microphone

#### Discussion:

C. Shea, resident Adelaide Road, stated that he owns property that abuts Gloucester Memorial Park. C. Shea stated that the property marked in purple on the map, he provided, outlines property he owns that abuts the park. C. Shea stated that the property marked in blue on the map outlines property owned by the town that is part of the park. C. Shea stated that he has been thinking about the master plan for GMP and he is proposing a land swap of these two pieces.

C. Shea stated that his reason is that the town could utilize the purple property because it is more centralized on the layout for potential possibilities. C. Shea stated that the town property he would like is on the Chepachet River and is pretty wet and overgrown. C. Shea stated that this land would give him a buffer and privacy. C. Shea stated that he does get people wandering on his land from the town land at times. C. Shea stated that the swap is a way to clean up the lines and give him a buffer and privacy.

Councilor S. Arnold stated that at first glance this may be a win win for the town. D. Igliazzi stated

that he submitted information to the Council and that this would need to be an agenda item. D. Igliazzi stated that an appraisal of both properties would be needed as well as a public hearing as it would be the selling of a town asset. D. Igliazzi stated that the Council would need to determine and find that the property no longer held any value after the public hearing in order to sell. D. Igliazzi stated that the process outlined in the Charter and in state law needs to be followed.

XII. Seek to Convene to Closed Executive Session Pursuant to:

A. Discussions , considerations, vote or other actions by Town Council related to Sessions pertaining to R.I.G.L. 42-46-5(a)(1) Personnel and (2) potential litigation  
Councilor W. Worthy stated that Council will now seek to convene into Closed Executive session.

Councilor W. Worthy asked for a Motion.

MOTION was made by Councilor W. Steere to Convene to Closed Executive Session pursuant to R.I.G.L. 42-46-5(a)(1) Personnel and (2) potential litigation : Discussions , considerations, vote or other actions by Town Council ; seconded by Councilor J. Burlingame

Discussion: D. Igliazzi asked if the employee had been notified. J. Fecteau stated that the employee that may be discussed in Executive Session, under Personnel, has been notified per Rhode Island General Law.

Councilor W. Worthy asked the Clerk to poll the Council.

Councilor C. Greathouse- Aye  
Councilor J. Burlingame- Aye  
Councilor W. Steere- Aye  
Councilor S. Arnold - Aye  
Councilor W . Worthy-Aye

MOTION PASSED

#### **After Executive session**

The Clerk invited any waiting back into the room after the Executive Session.

XIII. Reconvene Open Session - Disclosure of votes take in Executive Session & Consideration of the Sealing of Minutes - Discussion and/or Action  
Councilor W. Worthy stated that we will need a motion to reconvene open session.

MOTION was made by Councilor S. Arnold to Reconvene Open Session - Disclose zero (0) votes were taken in Executive Session & to Seal Minutes of Closed Executive Session; seconded by Councilor W. Steere

Discussion: None

Councilor W. Worthy asked the Clerk to poll the Council.

Councilor C. Greathouse- Aye  
Councilor J. Burlingame- Aye  
Councilor W. Steere- Aye  
Councilor S. Arnold - Aye  
Councilor W . Worthy-Aye

MOTION PASSED

XIV. Adjourn

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

Discussion: None

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

MOTION PASSED