

MINUTES OF THE CANANDAIGUA CITY  
COUNCIL MEETING  
THURSDAY, MARCH 3, 2016 7:00 P.M.  
City Council Chambers  
City Website: canandaiguanewyork.gov

Mayor Polimeni called the meeting to order at 7:00 PM

**Pledge of Allegiance:**

**Roll Call:**

**Members Present:**

Councilmember Ward 1 Nick Cutri  
Councilmember Ward 3 Karen White  
Councilmember-at-Large Matt Martin  
Councilmember-at-Large Robert O'Brien  
Councilmember-at-Large James Terwilliger  
Councilmember-at-Large David Whitcomb  
Mayor Ellen Polimeni

**Members Absent:**

Councilmember Ward 2 Anita Twitchell  
Councilmember Ward 4 Cindy Wade (Due to a work assignment)

**Also Present:**

Acting City Manager John D. Goodwin  
Corporation Counsel Michele O. Smith  
City Clerk-Treasurer Nancy C. Abdallah

**Public Hearing:**

**Ordinance #2016-001:** An Ordinance Amending Chapter 850 of the Municipal Code to Permit Tobacco Stores in the C-1 Zone District.

Mayor Polimeni opened the public hearing at 7:03

- Ulana Fuller, Chapel St, spoke against the current zoning recommendation allowing tobacco retailers in C-1 districts. She stated her concerns for a tobacco store because C-1 districts are primarily residential districts with many school age children. The proposed location for the tobacco store is also next to a school crossing. Ms. Fuller also cited a CDC study stating that tobacco use is primarily started and established during adolescence. CDC associates their tobacco use with tobacco advertising as well as their exposure to social and physical environments that show tobacco use as a normal activity. Other studies show a correlation between tobacco stores near schools and children smoking. Any tobacco retailing is marketing and this should not be done in our City's residential areas. In addition, Ms. Fuller spoke to three realtors which stated that this would have a negative impact on the neighborhood and potentially affect property values. There are other more appropriate areas in Canandaigua for this type of business. Ms. Fuller also stated that she has not found anyone in favor of this ordinance change.
- Mike Whipple, Chapel St, also spoke out against this ordinance at supports everything that Ms. Fuller stated in her statement to the Council.
- Maureen Kanaley-Messina, rental property at 355 North Main St, also spoke out against this ordinance at supports everything that Ms. Fuller stated in her statement to the Council.

Mayor Polimeni closed the public hearing at 7:12

**Review of Community Core Values:** Councilmember-at-Large Terwilliger read the Community Core Values: As residents, city staff and appointed & elected officials of the City of Canandaigua, our decisions and actions will be guided by these core values: Responsive, Participatory Governance; Caring & Respect; Integrity; Heritage; Stewardship; and Continuous Improvement.

**Approval of Minutes:** February minutes to be approved at the next City Council Meeting

**Recognition of Guests:** None

**Committee Reports:**

**Planning/Development:** No Planning Committee meeting since the last Council meeting.

**Environmental/Parks:** Councilmember Ward 1 Cutri reported that the Environmental Committee met on February 9<sup>th</sup> and discussed the following.

***SEE COMMITTEE NOTES - APPENDIX A***

1. Canandaigua Watershed Commission – Ontario County Soil and Water District
2. Parks Inventory and Master Plan
3. Mooring on City Pier - Marine Blue Inc. (Steve Holtz)
4. Special Event – Demo Days (Marine Blue Inc. – Steve Holtz)

**Ordinance/Charter Review:** Councilmember-at-Large Whitcomb Ordinance Committee met on March 1<sup>st</sup> and discussed the following:

***SEE COMMITTEE NOTES - APPENDIX B***

1. Proposed Alterations to the Muar House
2. City Hall Basement Renovation – Proposal for Design through Construction
3. Overview of the City Charter and Process for Revisions

**Finance/Budget:** Councilmember-at-Large Terwilliger reported that the Ordinance Committee met on February 23<sup>rd</sup> and discussed the following:

***SEE COMMITTEE NOTES - APPENDIX C***

1. 2015 Year End Review
2. Whistle Blower Policy
3. Budget Amendment – Police Department
4. BID Award – Hydrants and Related Parts
5. BID Award – LED Conversion of Engine 211
6. Budget Items

**Resolutions:**

**Resolution #2016-013:**

Councilmember-at-Large O'Brien moved to table the following resolution. Councilmember-at-Large Whitcomb seconded the motion.

*Vote Result: Carried unanimously by voice vote. (7-0)*

**A Resolution Determining the  
Environmental Significance of Ordinance #2016-001.  
(Tobacco Stores in the C-1 Zone District)**

**WHEREAS**, the City Council has introduced Ordinance #2016-001, which would amend the City of Canandaigua Zoning Ordinance by permitting Tobacco Stores in the C-1 Zone District; and

**WHEREAS**, the City Council has reviewed the attached Environmental Assessment Form (EAF) for the proposed ordinance, has identified the relevant areas of environmental concern, and has taken a hard look at these areas of concern; and

**WHEREAS**, upon review of the information recorded on the EAF regarding project impacts and consideration of both the magnitude and importance of each impact, it is reasonably determined that the project will result in no major adverse impacts and, therefore, will not cause significant damage to the environment;

**NOW, THEREFORE, BE IT RESOLVED** by the Canandaigua City Council that Ordinance #2016-001 will not have a significant adverse environmental impact, and directs that the attached SEQRA Negative Declaration be filed in accordance with the requirements of the New York State Environmental Quality Review Act.

**Resolution #2016-014:**

Moved: Councilmember-at-Large Terwilliger  
Seconded: Councilmember Ward 1 Cutri

**A RESOLUTION AUTHORIZING THE CITY MANAGER, ON BEHALF OF THE CITY OF  
CANANDAIGUA AS A MEMBER OF THE WATERSHED COMMISSION,  
TO EXECUTE A CONTRACT WITH ONTARIO COUNTY SOIL AND WATER  
CONSERVATION DISTRICT FOR CONTINUANCE OF THE WATERSHED INSPECTOR  
PROGRAM**

**WHEREAS**, under the provisions of Part 132 of Chapter III, of Title 10, of the Public Health Laws of the State of New York, which established the Canandaigua Lake Watershed Rules and Regulations, the Members of the Commission, including the City of Canandaigua, have determined that they want to

continue to provide for management and control of the Canandaigua Lake Watershed, through the continuance of a Watershed Inspector program; and

**WHEREAS**, under provisions of Chapter III, Section 9, Subsection 3, of New York State Conservation District Law, which provide for the District to enter into agreements with any agency in carrying on erosion control, flood prevention and sediment damage prevention operations, and control and abatement of non-point sources of water pollution for effective conservation and utilization of the lands and waters; and

**WHEREAS**, all other Members of the Watershed Commission have also enter into similar agreements with the Ontario County Soil and Water Conservation District; and

**WHEREAS**, the Environmental/Parks Committee reviewed and approved the proposed agreement at their February 9, 2016 meeting; and

**WHEREAS**, the City of Canandaigua's pro-rata financial liability to the Canandaigua Lake Watershed Commission for 2016 is \$52,953.19 which is \$4,953.19 more than the \$48,000 appropriated in the 2016 Water Fund Adopted Budget for this purpose;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Canandaigua that the Manager is authorized to execute an Agreement for Ontario County Soil and Water Conservation District to manage the Watershed Inspector Program; and

**BE IT FURTHER RESOLVED**, that \$4,953.19 be appropriated from the Water Fund, Fund Balance.

The motion CARRIED UNANIMOUSLY on the following vote:

**AYES:** Council Member Ward 1 Cutri, Councilmember Ward 3 White, Councilmember-at-Large Martin, Councilmember-at-Large O'Brien, Councilmember-at-Large Terwilliger, Councilmember-at-Large Whitcomb and Mayor Polimeni.

**NOES:** None.

### **Resolution #2016-015:**

Moved: Councilmember Ward 1 Cutri  
Seconded: Councilmember Ward 3 White

#### **A RESOLUTION ADOPTING THE PARKS INVENTORY AND MASTER PLAN**

**WHEREAS**, in an effort to ensure that the City's parks continue to provide greenspace and recreation as well as offer a sense of community a Parks Inventory and Master Plan was developed; and

**WHEREAS**, the Parks Inventory and Master Plan is a planning tool to assist the City Council, City staff and residents in maintaining, restoring and/or upgrading the community's parks and recreation facilities; and

**WHEREAS**, the Environmental Committee at its September 8, 2015 meeting reviewed a draft of the plan and the plan was subsequently posted on the City website with the intention of receiving public input; and

**WHEREAS**, the comments received from the Committee and community were incorporated into the plan where appropriate and the final draft was reviewed and approved by the Environmental/Parks Committee at its February 9, 2016 meeting;

**NOW, THEREFORE, BE IT RESOLVED** by the Canandaigua City Council that the attached Parks Inventory and Master Plan be adopted.

The motion CARRIED UNANIMOUSLY on the following vote:

**AYES:** Council Member Ward 1 Cutri, Councilmember Ward 3 White, Councilmember-at-Large Martin, Councilmember-at-Large O'Brien, Councilmember-at-Large Terwilliger, Councilmember-at-Large Whitcomb and Mayor Polimeni.

**NOES:** None.

**Resolution #2016-016:**

Moved: Councilmember-at-Large Martin

Seconded: Councilmember Ward 1 Cutri

Amendment: Councilmember Ward 1 Cutri moved to amend the resolution to include a fee of \$10.61/slip/day. Seconded by Councilmember-at-Large Whitcomb

*Vote Result: Carried unanimously by voice vote. (7-0)*

**A RESOLUTION AUTHORIZING A SPECIAL EVENT**  
***Spring Demo Days***  
**(AMENDED)**

**WHEREAS**, the City Council of the City of Canandaigua has received the following application for a special event in the City of Canandaigua:

- ***Spring Demo Days***
  - Date: June 11 & 12, 2016
  - Location: City Dock between Muar House and the Canandaigua Lady
  - Coordinator: Marine Blue, Inc.
  - Time: 10:00 a.m. – 4:00 p.m. both days
  - Purpose: Promote New Boats and Offer Boat Rides
  - Expected Number of Participants: 100

**WHEREAS**, this request was reviewed and approved at the February 9, 2016 Environmental/Parks Committee meeting;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Canandaigua that permission is granted to hold the abovementioned special event at the time and location listed under the following conditions:

- 1) that no fee or admission shall be charged to the general public for admission to the special event; and
- 2) that alcoholic beverages are not permitted to be sold or consumed on public property; and
- 3) that if the event coordinators intend to place any signs in the Main Street median, such signs shall only be allowed by permit of New York State Department of Transportation; and
- 4) that the event coordinator will ensure that all tents that are required to be inspected will be inspected prior to the start of the special event; and
- 5) that a detailed summary of all costs under the City's special event policy will be provided to the event coordinators for reimbursement; and
- 6) *that the costs will include a charge of \$10.61 per boat slip, per day.*

**BE IT FURTHER RESOLVED** that the organizer of the Special Event shall adhere to any regulations that the City Manager, or the City Police Department, shall establish to insure the health and safety of Canandaigua residents and visitors throughout these events.

The motion CARRIED UNANIMOUSLY on the following vote:

**AYES:** Council Member Ward 1 Cutri, Councilmember Ward 3 White, Councilmember-at-Large Martin, Councilmember-at-Large O'Brien, Councilmember-at-Large Terwilliger, Councilmember-at-Large Whitcomb and Mayor Polimeni.

**NOES:** None.

**Resolution #2016-017:**

Moved: Councilmember-at-Large O'Brien

Seconded: Councilmember Ward 3 White

**A RESOLUTION AUTHORIZING THE CONVERSION OF LIGHTING ON FIRE DEPARTMENT ENGINE 211 TO LED LIGHTING**

**WHEREAS**, the lighting system on Engine 211 is in disrepair due to the age of the system and normal wear and tear which has resulted in frequent lighting outages of emergency lighting; and

**WHEREAS**, based on the City's Central Garage recommendation that the lighting system of Engine 211 (2003 Crimson pumper) be replaced with LED components, the project was included in the 2016 Capital Budget at an estimated cost of \$14,000; and

**WHEREAS**, bids specifications were prepared, advertised and sent to three vendors and resulted in the receipt of two bids with the lowest bid received from Churchville Fire Equipment at a total cost of \$16,365; and

**WHEREAS**, the bid specifications also included options to replaced flood lights on the apparatus and Churchville's bid included a cost of \$4,600 to complete Options 1 and 2 resulting in a total project cost of \$20,965; and

**WHEREAS**, sufficient funding exists in the adopted 2016 City of Canandaigua Capital Budget for the work with the re-appropriation of \$6,956 that will not be expended on another Fire Department capital project (Air Bag Replacement);

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Canandaigua hereby authorizes contracting with Churchville Fire Equipment for the installation of LED components on the 2003 Crimson pumper for a total cost of \$20,965; and

**BE IT FURTHER RESOLVED** that \$6,956 be re-appropriated from the Air Bag Replacement Project to the LED Conversion Project.

The motion CARRIED UNANIMOUSLY on the following vote:

**AYES:** Council Member Ward 1 Cutri, Councilmember Ward 3 White, Councilmember-at-Large Martin, Councilmember-at-Large O'Brien, Councilmember-at-Large Terwilliger, Councilmember-at-Large Whitcomb and Mayor Polimeni.

**NOES:** None.

**Resolution #2016-018:**

Moved: Councilmember Ward 3 White  
Seconded: Councilmember-at-Large Martin

**A RESOLUTION ADOPTING A WHISTLE BLOWER POLICY**

**WHEREAS**, although, New York State Law provides certain protections from retaliation for public employees that report possible illegal conduct, fraud, waste or abuse, the City's auditors recommended that the City Council adopt a Whistle Blower Policy; and

**WHEREAS**, City staff drafted such a policy based upon the New York State Authorities Budget Office recommended policy; and

**WHEREAS**, the Finance/Budget Committee reviewed and endorsed the Whistle Blower Policy at its February 23, 2016 meeting;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Canandaigua that the attached Whistle Blower Policy be adopted.

The motion CARRIED UNANIMOUSLY on the following vote:

**AYES:** Council Member Ward 1 Cutri, Councilmember Ward 3 White, Councilmember-at-Large Martin, Councilmember-at-Large O'Brien, Councilmember-at-Large Terwilliger, Councilmember-at-Large Whitcomb and Mayor Polimeni.

**NOES:** None.

**Resolution #2016-019:**

Moved: Councilmember-at-Large Terwilliger  
Seconded: Councilmember-at-Large Whitcomb

**A RESOLUTION AMENDING THE  
GENERAL FUND – PUBLIC SAFETY BUDGET**

**WHEREAS**, the City Council of the City of Canandaigua adopted Resolution 2015-090 adopting the 2016 Budget; and

**WHEREAS**, the budget was adopted without funds appropriated to cover the costs of certain education benefits provided in the collective bargaining agreement between the City and the Canandaigua Police Benevolent Association, as no funds have been expended for this purpose in recent years; and

**WHEREAS**, a Police Officer has recently submitted a request for this benefit at an estimated cost of \$7,373; and

**WHEREAS**, a budget amendment to appropriate \$10,000 from contingency to the Police Department budget was reviewed and endorsed by the Finance/Budget Committee at its February 23, 2016 meeting;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Canandaigua hereby authorizes a budget amendment to the 2016 General Fund Public Safety budget in the amount of \$10,000 from the Contingency budget for the purpose of providing education benefits pursuant to the collective bargaining agreement between the City and the Canandaigua Police Benevolent Association.

The motion CARRIED UNANIMOUSLY on the following vote:

**AYES:** Council Member Ward 1 Cutri, Councilmember Ward 3 White, Councilmember-at-Large Martin, Councilmember-at-Large O’Brien, Councilmember-at-Large Terwilliger, Councilmember-at-Large Whitcomb and Mayor Polimeni.

**NOES:** None.

**Resolution #2016-020:**

Moved: Councilmember-at-Large Whitcomb  
Seconded: Councilmember-at-Large Martin

**A RESOLUTION NAMING "NORTHSHORE BOULEVARD"**

**WHEREAS**, the City Council has received a request to name a proposed public street at the Pinnacle North Project (formally known as the North Shore Project); and

**WHEREAS**, under the City Code Chapter 596, the Canandaigua City Council retains authority to name all streets within the City of Canandaigua; and

**WHEREAS**, the City's Planning/Development Committee reviewed and approved the proposed name at their meeting on February 2, 2016;

**NOW THEREFORE BE IT RESOLVED** that the proposed street to be developed at Pinnacle North hereby be designated as "North Shore Boulevard".

*Vote Result: Carried unanimously by voice vote. (7-0)*

**Resolution #2016-021:**

Moved: Councilmember Ward 3 White

Seconded: Councilmember Ward 1 Cutri

**A RESOLUTION AUTHORIZING INTERNAL MODIFICATIONS  
TO THE MUAR HOUSE**

**WHEREAS**, by Resolution #2016-004 the City entered into a lease agreement with Twisted Rail Brewing Company for use of the Muar House; and

**WHEREAS**, in accordance with the lease, no alterations or improvements can be made to the structure without written approval of the City Council; and

**WHEREAS**, Twisted Rail Brewing Company submitted a plan dated February 16, 2016 for consideration by the Ordinance Committee at its meeting on March 2, 2016; and

**WHEREAS** the Ordinance Committee reviewed the plan and has no objection to any of the proposed interior modifications, but has concerns with the proposed exterior modifications;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Canandaigua that the Twisted Rail Brewing Company is authorized to implement the interior modifications to the Muar House as shown on the plan dated February 16, 2016, as long as such plans are in compliance with the NYS Building Code and after they have obtained all necessary permits; but

**BE IT FURTHER RESOLVED** that before the Council will consider the proposed exterior modifications, Twisted Rail Brewing Company must obtain NYS DEC approval/permit for the proposed deck and comply with any restrictions in design as set forth by the DEC; that Twisted Rail Brewing Company must provide clarification of the impact, if any, of the proposed increased occupancy loads (specifically the potential impact on the number of required washrooms); and must be prepared to show proposed exterior colors and materials, consistent with the development of the lakefront.

The motion CARRIED UNANIMOUSLY on the following vote:

**AYES:** Council Member Ward 1 Cutri, Councilmember Ward 3 White, Councilmember-at-Large Martin, Councilmember-at-Large O'Brien, Councilmember-at-Large Terwilliger, Councilmember-at-Large Whitcomb and Mayor Polimeni.

**NOES:** None.

**Resolution #2016-022:**

Moved: Councilmember-at-Large Whitcomb  
Seconded: Councilmember Ward 1 Cutri

**A RESOLUTION AWARDING AN ARCHITECTURAL SERVICES CONTRACT**

**WHEREAS**, the lower level of the existing City Hall, which houses the City Clerk/Treasurer's offices, has been assessed and found to be in need of substantial upgrades to address its space utilization and security; and

**WHEREAS**, the City of Canandaigua has developed a space utilization plan that addresses both the Hurley Building and City Hall in a comprehensive plan; and

**WHEREAS**, the comprehensive space utilization plan calls for these renovations to the lower level of City Hall; and

**WHEREAS**, the development of final engineering and architectural designs for this plan is an extension of the architectural design development of the project completed by hbt Architects in May 2015; and

**WHEREAS**, funding for these architectural services was included in the adopted 2016 City of Canandaigua general fund capital budget and bond authorization resolution; and

**WHEREAS**, hbt Architects has submitted an acceptable proposal to provide architectural construction documents for a fee of \$20,940, bidding assistance for a fee of \$4,360 and construction administration services for a fee of \$10,640; and

**WHEREAS**, the City Manager and the Director of Public Works recommend a contract be awarded to hbt Architects for architectural services to complete the architectural construction documents for the renovation of the lower level of City Hall:

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby authorizes the City Manager to execute a contract with hbt architects, 16 South Main Street, Pittsford, NY 14534 to complete the architectural services described in this resolution for a fee not-to-exceed \$35,940.

*Discussion: Councilmember Ward 3 White is not in favor of this plan. Councilmember-at-Large Whitcomb stated that we have been working on this for years to make it more efficient. Councilmember-at-Large Terwilliger said that spending money on a plan does not mean that we have approved spending for the construction.*

The motion CARRIED on the following vote:

**AYES:** Council Member Ward 1 Cutri, Councilmember-at-Large Martin, Councilmember-at-Large O'Brien, Councilmember-at-Large Terwilliger, Councilmember-at-Large Whitcomb and Mayor Polimeni.  
**NOES:** Councilmember Ward 3 White

**Ordinances:**

**Ordinance #2016-001:** *(Introduced at tabled at the February 4<sup>th</sup> City Council Meeting)*

**An Ordinance Amending Chapter 850 of the Municipal Code to  
Permit Tobacco Stores in the C-1 Zone District.**

This Ordinance remains on the table

**Ordinance #2016-002:** *(Introduced at tabled at the February 4<sup>th</sup> City Council Meeting)*

**An Ordinance Amending Chapter 161 of the City Code Relative to the City of  
Canandaigua, Purchasing Policies and Procedures.**

**Lift from the table:**

Moved: Councilmember-at-Large Terwilliger  
Seconded: Councilmember Ward 1 Cutri

*Vote Result: Carried unanimously by voice vote. (7-0)*

**Vote on Ordinance:**

Moved: Councilmember-at-Large Terwilliger  
Seconded: Councilmember-at-Large O'Brien

The motion CARRIED UNANIMOUSLY on the following vote:

**AYES:** Council Member Ward 1 Cutri, Councilmember Ward 3 White, Councilmember-at-Large Martin, Councilmember-at-Large O'Brien, Councilmember-at-Large Terwilliger, Councilmember-at-Large Whitcomb and Mayor Polimeni.

**NOES:** None.

**Local Laws:** None

**Manager's Report:** Acting City Manager John Goodwin gave the following report:

- The Charter Review Process power point presentation by City Attorney Michele Smith has been posted on the City website.
- Recycling is next week.

**Executive Session:**

Councilmember-at-Large Whitcomb moved to close the regular meeting to go into Executive Session at 8:25 PM to discuss employment history of a particular person. Councilmember Ward 1 Cutri seconded the motion.

*Vote Result: Carried unanimously by voice vote (7-0)*

**Regular Session:**

Councilmember-at-Large Whitcomb moved to close the executive session and return to the regular meeting at 9:00 PM. Councilmember Ward 1 Cutri seconded the motion.

*Vote Result: Carried unanimously by voice vote (7-0).*

**Adjournment**

Councilmember-at-Large Whitcomb moved to adjourn the regular session at 9:00 PM. Councilmember Ward 1 Cutri seconded the motion.

*Vote Result: Carried unanimously by voice vote (7-0).*

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Nancy C. Abdallah, Clerk Treasurer  
City of Canandaigua

**APPENDIX A**  
**ENVIRONMENTAL/PARKS COMMITTEE**  
**Tuesday, February 9, 2016**  
**7:00 p.m.**  
**Hurley Building Conference Room**

**Committee:** Nick Cutri, Chair; Matt Martin; David Whitcomb **Absent:** Anita Twitchell

**Other Council Members:** Mayor Polimeni; Rob O'Brien; Karen White; Jim Terwilliger; Cindy Wade

**Staff:** John Goodwin; Michele Smith

**Meeting called to order at 7:00 PM**

1. Canandaigua Watershed Commission – Ontario County Soil & Water Conservation (OCSWC) - John Goodwin discussed contractual relationship that the City has with OCSWC to fund this statutorily mandated program. Committee has proposed contract from OCSWC to consider. Motion made by David Whitcomb to recommend approval of the contract, 2<sup>nd</sup> by Matt Martin. Vote 3-0

**RESOLUTION for next City Council**

2. Parks Inventory and Master Plan – John Goodwin introduced master plan with minor tweaks to amenities and capital maintenance. Motion to recommend adoption of plan made by Matt Martin, 2<sup>nd</sup> by David Whitcomb. Vote 3-0

**RESOLUTION for next City Council**

3. Mooring on City Pier - Marine Blue Inc. (Steve Holtz) – Staff reviewed request and believes there is sufficient space, and based on market comparison believes that \$2250 would be a sufficient fee. However, Sutter's Marina (Paul Crane) came to speak against this use. Marine Blue used to tie up along the sea wall but the water lane gets more narrow and he doesn't believe there is sufficient space for where they intend to moor. Also, it would hamper his business by creating a hazard where it is proposed. Boat house owners have the same concern about access with barge parked along the pier. No motion on this matter.

4. Special Event – Demo Days (Marine Blue Inc. – Steve Holtz and Todd Herbick) – proposal for use of 3 - 5 docks and area for tent at base of dock for boat demo days on June 11 and 12, 2016, includes dock slip fee of \$10.61/day/slip for exclusive use of public slips. Motion to recommend approval of special event with recommended fee made by David Whitcomb, 2<sup>nd</sup> by Matt Martin. Vote 3-0

**RESOLUTION for next City Council**

5. Executive Session for pending litigation – Motion made by David Whitcomb, 2<sup>nd</sup> by Matt Martin. Vote 3-0

Adjourn at 9:00 by motion of Robert O'Brien, 2<sup>nd</sup> by Cindy Wade. Vote 3-0

**APPENDIX B**  
**ORDINANCE/CHARTER COMMITTEE**  
**Thursday, March 1, 2016**  
**7:00 p.m.**  
**Hurley Building Conference Room**

**Committee:** David Whitcomb, Chair; Matt Martin; Karen White **Absent:** Nick Cutri

**Other Council members:** Mayor Polimeni, Jim Terwilliger, Robert O'Brien; Anita Twitchell

**Staff:** Michele Smith, Jim Sprague

1. Proposed Alterations to the Muar House - applicant not present. Michele Smith presented proposed changes and possible issues. No concerns with internal modifications. Concerns with proposed deck – need DEC approval/restrictions; clarification of occupancy loads (impact on bathrooms); need proposed colors and materials.  
Motion to recommend approval of internal modifications as discussed made by Matt Martin, 2<sup>nd</sup> by Karen White. Vote 3-0 **RESOLUTION**
  
2. City Hall Basement Renovation – Proposal for Design through Construction – Jim Sprague gave overview. \$35,940 for HBT Architects  
No one on Committee would make a motion to recommend approval of proposed contract. Mayor requested that proposal be moved to full City Council for consideration. **RESOLUTION**
  
3. Overview of the City Charter and Process for Revisions –review of the history of City Charters and how they are reviewed and amended by Michele Smith.  
Next step is to accept applications and letters of interest from interested residents willing to serve on the Commission. (The 4 Ordinance Committee members will all be appointed to the Commission.) Need to get the word out in the paper, website, social media – all avenues to garner interest

Motion to move into executive session at 8:30 to discuss the employment history of a particular person made by Matt Martin, 2<sup>nd</sup> by Karen White. Vote 3-0

Adjourned at 9:30

**APPENDIX C**  
**FINANCE/BUDGET COMMITTEE**  
**Thursday, February 23, 2016**  
**7:00 p.m.**  
**Hurley Building Conference Room**

**Committee:** James Terwilliger, Chair; Robert O'Brien; Cindy Wade; Karen White

**Other Council members:** Mayor Polimeni; Nick Cutri; Anita Twitchell; Matt O'Brien; David Whitcomb (7:45)

**Staff:** John Goodwin; Nancy Abdallah; Michele Smith

1. 1. 2015 Year End Review – Nancy Abdallah – provided preliminary report and explained general discrepancies between adopted budget and actuals. Stressed importance of understanding impact of one-time revenues.
2. Whistle Blower Policy – Nancy Abdallah advised that the Auditor recommends adoption of a policy to protect City employees.  
Motion to recommend adoption of proposed policy made by Karen White, 2<sup>nd</sup> by Robert O'Brien. Vote 4-0 -**RESOLUTION**
3. Budget Amendment – Police Department –  
Motion to recommend authorization of contingency funds of \$10,000 for education benefits made by Cindy Wade, 2<sup>nd</sup> by Robert O'Brien. Vote 4-0 -**RESOLUTION**
4. BID Award – Hydrants and Related Parts –  
Motion to recommend approval of contract to Blair Supply for \$19,404.05 made by Robert O'Brien, 2<sup>nd</sup> by Karen White. (money in current DPW budget) Vote 4-0 -**RESOLUTION**
5. BID Award – LED Conversion of Engine 211 -  
Motion to recommend approval of contract to Churchville Fire Equipment for \$20,965.00 made by Cindy Wade, 2<sup>nd</sup> by Robert O'Brien. (money in current Capital Fund budget)  
Vote 4-0 - **RESOLUTION**
6. Budget Items - table until next meeting

Motion for executive session at 7:45 to discuss pending litigation and employment history of particular person made by Karen White, Robert O'Brien. Vote 4-0

Adjourned meeting at 8:53