

c/s

ACCEPTED AND FILED

Chelsea City Council  
Regular Meeting  
December 18<sup>th</sup>, 2023

SUSPENSION

A regular meeting of the Chelsea City Council was held on Monday, December 18<sup>th</sup>, 2023. The meeting was held in the City Council Chambers at Chelsea City Hall, located at 500 Broadway, Chelsea, Massachusetts 02150. Council President Robinson presided over the meeting. The meeting opened at 7:00 PM.

| Councilor's Name            | District | Status  | Arrived |
|-----------------------------|----------|---------|---------|
| Councilor Calvin Brown      | Eight    | PRESENT |         |
| Councilor Judith Garcia     | Five     | PRESENT |         |
| Councilor Tanairi Garcia    | Seven    | PRESENT |         |
| Councilor Enio Lopez        | Four     | PRESENT |         |
| Councilor Leo Robinson      | At Large | PRESENT |         |
| Councilor Giovanni Recupero | Six      | PRESENT |         |
| Councilor Damali Vidot      | At Large | PRESENT |         |
| Councilor Norieliz De Jesus | Three    | PRESENT |         |
| Councilor Brian Hatleberg   | At Large | PRESENT |         |
| Councilor Melinda Vega      | Two      | PRESENT |         |
| Councilor Todd Taylor       | One      | PRESENT |         |

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**PUBLIC SPEAKING:**

The Public Speaking portion opened at 7:02 PM.

The following members of the Public spoke:

- Steve Staffier, Director of Emergency Management, regarding the City's emergency evacuation plan;
- Lisa Santagate, 221 Shurtleff Street, thanking outgoing Councilors for their service.

The Public Speaking portion closed at 7:05 PM.

**APPROVAL OF MINUTES:**

**ID#: 24M10** - The Minutes of the City Council Regular Meeting dated December 4<sup>th</sup>, 2023 were approved at the request of Councilor Brown under suspension.

**ID#: 24M11 - The Minutes of the City Council Special Meeting dated December 6<sup>th</sup>, 2023 were approved at the request of Councilor Brown under suspension.**

**COMMUNICATIONS FROM THE CITY MANAGER:**

**ID#: 24CM38 – The following communication from City Manager Ned Keefe was read. A motion to accept and file the communication unanimously under suspension was made by Councilor Brown and was approved without objection.**

The Honorable Chelsea City Council  
Chelsea City Hall  
500 Broadway  
Chelsea, MA 02150

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*Requested REVSIED Approval for Increase in Emergency Housing / Shelter Program*

Dear Councilors:

I am writing to amend an order adopted by the Council on November 6, 2023 for supplemental emergency housing funds, and to correct the funding account reference to General Stabilization Fund #7020 from the incorrectly referenced Operating Stabilization Fund #7023.

The November adopted vote has not been effectuated as the Operating Stabilization Account was closed and funds combined into the General Stabilization Account, a few years ago. All of the other particulars of the approved request remain the same, and are repeated below so that the record may be fully contained here.

*I am writing with my first request in FY24 for some supplemental funds. In this case, the funds are necessary to realize the continuing provision of emergency housing for families experiencing the catastrophic loss of housing due to fire, flood and/or related other emergency events.*

*As you may recall, the City included in the FY24 Emergency Management Budget \$100,000 for emergency housing/shelter. The purpose of this emergency housing/shelter budget item is to provide safe short term housing to residents affected by catastrophic events.*

*The funds that the City identified in its FY24 Budget were intended to cover the immediate shelter needs of residents affected by these events. So far this year, there have been four events (two fires, one flood and one property deemed uninhabitable) that involved 38 family members where residents were left without a home. This emergency placement takes the form of temporary housing in area hotels, where the displaced residents receive housing case management support in the search for and placement for permanent housing. The tight housing market means that the typical duration is extended for the transition from temporary housing to a permanent housing solution, and so the funds have been depleted. Still, the City has successfully found new housing for most of these displaced families, with the final family placements this month.*

*Although this program expenditure has been at a faster pace than projected, our experience tells us that this emergency housing/shelter project is a critical and worthwhile effort. If we want to assist residents who are impacted by emergency housing loss safely to new housing, the funding of this work is essential. Accordingly, I am asking that the City Council fund this additional \$100,000 operating expense.*

We have funds available for this purpose in our General Stabilization Account. The revised Order is attached. Thank you for your attention and consideration of this important program.

Sincerely,  
Edward Keefe  
City Manager

**ID#: 24CM39** – The following communication from City Manager Ned Keefe was read. A motion to move to a Second Reading was made by Councilor Recuperero and was approved without objection.

The Honorable Chelsea City Council  
Chelsea City Hall  
500 Broadway  
Chelsea, Massachusetts 02150

Re: *Appointments to Boards & Commissions*

Dear Councilors:

Pursuant to Section 4-2 of the Charter of the City of Chelsea, I am writing to recommend for appointment to the Board of Health Dr. Israel Molina, 99 Tudor Street, Chelsea, for a three-year term expiring on January 10, 2027. Dr. Molina is currently an MIT Medical Primary Care Physician and a Cambridge Health Alliance Hospitalist. He also has worked in Chelsea before as a Resident Physician Representative and has been a member of several medical committees.

I am also recommending for appointment to the Council of Elder Affairs Ms. Celeste Williams, 227 Chestnut Street, Chelsea, to complete the unexpired term of Mr. Antonio Ortega, who resigned. This term expires on February 28, 2024. Ms. Williams is a longtime Chelsea resident who has an extensive background in resident care through her professional experience as a Certified Nursing Assistant. She also has experience with activity coordination and is an active member of the Chelsea Senior Center.

I respectfully request your approval of these appointments. Copies of all the new applicants' resumes are attached.

Sincerely,  
Edward Keefe  
City Manager

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**ID#: 24CM35** – The following communication from City Manager Ned Keefe was read. A motion to move to a Second Reading was made by Councilor Vidot and was approved without objection.

The Honorable Chelsea City Council  
Chelsea City Hall  
500 Broadway  
Chelsea, Massachusetts 02150

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Re: *Appointments to Boards and Commissions*

Dear Councilors:

Pursuant to Section 4-2 of the Charter of the City of Chelsea, I am writing to recommend the following individuals to Boards and Commissions in the City.

For re-appointment to the Historical Commission, Mr. Matt Frank, 45 Jones Avenue, Apt. E32, Chelsea, for a new three-year term expiring on October 19, 2026.

For re-appointment to the Planning Board, Ms. Sharlene McLean, 100 Broadway, Apt. 3, Chelsea, for a new three-year term expiring on October 6, 2026.

For re-appointment to the Zoning Board of Appeals, Mr. Hugo Perdomo, 584 Washington Avenue, Apt 3, Chelsea for a new three-year term expiring on June 30, 2026.

All appointees have expressed an interest in continuing their involvement with their respective Boards and Commissions. I respectfully request your approval of these appointments

Sincerely,  
Edward Keefe  
City Manager

**ID#: 24CM40** – The following communication from City Manager Ned Keefe was read. A motion to accept and file unanimously under suspension was made by Councilor Hatleberg and was approved without objection.

The Honorable Chelsea City Council  
Chelsea City Hall  
500 Broadway  
Chelsea, Massachusetts 02150

Re: *Request for Supplemental Funds for WSD Vehicle Acquisition*

Dear Councilors:

I am writing with a request for supplemental funds from the General Stabilization Fund #7020 to allow for the vehicle acquisition in the Public Works Department to facilitate the replacement of a fire damaged vehicle.

This summer, the WSD-3 vehicle caught fire, resulting in a total loss. We expect for the replacement cost to be no more than \$78,570 for the new vehicle outfitted with the crane installment. The City's insurance has provided a \$47,785 reimbursement, therefore DPW is requesting a supplement of \$30,758.

For the above reasons, I respectfully ask that the City Council authorize the \$30,758 allocated in the General Stabilization Fund to acquire a new WSD-3 Utility vehicle.

A draft of the necessary Order to accomplish this funding authorization is attached along with a memo from DPW Commissioner, Cate Fox-Lent.

Sincerely,  
Edward Keefe  
City Manager

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**ID#: 24CM41** – The following communication from City Manager Ned Keefe was read. A motion to accept and file unanimously under suspension was made by Councilor Hatleberg and was approved without objection.

The Honorable Chelsea City Council  
Chelsea City Hall  
500 Broadway  
Chelsea, Massachusetts 02150

Re: *Approval of Five Year Contract for Fire Department Record Management System*

Dear Councilors:

I am writing with a request that the City Council approve up to a five-year contract for a new Fire Department Record Management System (RMS).

The City plans to issue a Request for Proposals to replace the current software provider of RMS that is out of date and no longer supported by Microsoft. Those proposals will be sought by the Committee during early 2024. The Record Management System Request for Proposals will provide for cost proposals based upon a three-year term with two one-year extensions, however, the authority to consider the extended term must be approved by City Council prior to any contract award. So I am seeking your approval now for this extended term, so that the Committee may consider the extended term in its recommendation of award.

The City Council already has approved funding to cover the projected first year of this contract through the FY2024 Capital Improvement Plan.

Given that it will likely take between 2-3 months for set-up and training on the new system, the Chelsea Fire Department is recommending the five year commitment, provided it is supported by the cost proposal. Pursuant to M.G.L. c. 30B, §12, any contract exceeding three years must be approved by majority vote of the City Council.

For the above reasons, I respectfully request that the City Council approve the five year contract for the Record Management System. A draft Order is attached.

Sincerely,  
Edward Keefe  
City Manager

**ID#: 24CM42 – The following communication from City Manager Ned Keefe was read. A motion to accept and file unanimously under suspension was made by Councilor Hatleberg and was approved without objection.**

The Honorable Chelsea City Council  
Chelsea City Hall  
500 Broadway  
Chelsea, Massachusetts 02150

Re: *Chelsea 400<sup>th</sup> Celebration Fund Appropriation from General Stabilization Fund*

Dear Councilors:

I am writing to request the amount of \$100,000 for supplemental funding to advance the remainder of the work to be performed by the Chelsea400 Committee in recognition of Chelsea's 400th anniversary. Chelsea400 Committee is comprised of residents, sponsors, and volunteers organizing public events during calendar year 2024.

The Committee has been meeting since August to plan and implement a celebratory program of the 400<sup>th</sup> anniversary during the coming year. Among the efforts of the Steering Committee has been a solicitation for services for professional services to assist with the planning and coordination of events, and for professional services to undertake private fundraising for the 400<sup>th</sup> anniversary program. These contracts and related planning events are being funded from \$100,000 provided for this purpose in the FY2024 Budget. However, additional funds are being requested in order that the work of committee may proceed on schedule to achieve the timely delivery of a full 400<sup>th</sup> celebratory program. You may find more information about the Committee and its efforts on the website <https://www.chelsea400.org/>.

Municipal finance provides for a special account to manage centennial events – and this has now been established by our Auditing Department. The requested supplemental funds will be deposited into this single purpose fund controlled by the City.

A draft of the proposed Order to appropriate funds from the Stabilization Fund is attached. Thank you for your attention and consideration of this program.

Sincerely,  
Edward Keefe  
City Manager

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**COMMUNICATIONS AND PETITIONS TO THE COUNCIL:**

**ID#: 24C17** – A copy of a communication was received from the Assistant Parking Clerk regarding the Agenda Items approved at the December 5<sup>th</sup>, 2023 meeting of the Traffic and Parking Commission. A motion to accept and file the communication unanimously under suspension was made by Councilor Recupero and was approved without objection.

**COMMITTEE REPORTS:**

**ID#: 24CR02** – A Committee Report was received from Council President Robinson, chair of the Select Committee on Hiring the Legislative Aide/Administrative Assistant. A motion to accept and file the report unanimously under suspension was made by Councilor Vidot and was approved without objection.

Chelsea City Council  
500 Broadway  
Chelsea, MA 02150

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Dear Honorable Members of the City Council,

As all of you are aware, Administrative Assistant to the City Council Jessica Carmenatty submitted her resignation effective November 17<sup>th</sup>, 2023. In order to accomplish several outstanding tasks and ensure a more smooth transition, she generously agreed to remain beyond her anticipated last day and ultimately departed on Friday, December 1<sup>st</sup>.

During our meeting on October 16<sup>th</sup>, I submitted a communication announcing the appointment of a Special Committee on Hiring, with the stated goals of updating the job description to ensure it accurately reflects the day-to-day functions the Administrative Assistant performs, soliciting applications, conducting interviews and – ultimately – referring a finalist to the City Council.

The Committee – comprised of myself, Councilor Norieliz De Jesus and Clerk to the City Council Cliff Cunningham – initially discussed the structure of the Council Office and how job duties are divided. After a productive discussion, an updated job description with drafted, with a new job title and salary commensurate with the demands of the position.

In addition to more accurately outlining the day-to-day functions of the position, we believe the newly created Legislative Aide/Administrative Assistant position will improve continuity of operation in the office.

Three subsequent meetings of the Sub-Committee on Hiring were held. The first meeting involved the vetting of resumes, with the Committee ultimately selecting 5 candidates to reach out to in order to gauge interest and schedule interviews.

Ultimately, two candidates were interviewed over the course of two separate meetings. The members of the Committee felt scheduling interview sessions in the morning and afternoon would ensure people who work mornings or evenings would have an equal opportunity to attend.

After a very productive interview, all three members of the Committee enthusiastically recommend the City Council hire Mohamed Brahimi as the new Legislative Aide/Administrative Assistant. He has extensive experience in utilizing office computer programs, functioning in high stress situations, multi-tasking while maintaining attention to detail, and interacting with people from across a wide range of socio-economic backgrounds as both a supervisor and manager in the security field and as a freelance graphic designer. The Committee is confident his experiences will allow him to succeed in the City Council office.

His personal story- immigrating to the United States from North Africa seeking a better life for himself and now looking to give back by helping us serve the people of Chelsea, all the while never forgetting his roots (he remains trilingual) – is a story many residents of our community share and carry with pride.

I strongly urge my colleagues to approve the Order hiring Mr. Brahimi as the next Legislative Aide/Administrative Assistant before this Council’s term ends. Doing so will allow Jessica to return that much sooner to provide training and ensure a smoother transition as our office prepares for the challenges of Inauguration Day and the 400<sup>th</sup> Anniversary Celebration of the founding of the City of Chelsea.

Sincerely,  
 Leo Robinson  
 President, Chelsea City Council  
 Chair, Select Committee on Hiring

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**UNFINISHED BUSINESS:**

**ID#: 24F06 - The following Order introduced by Council President Robinson brought forth for reconsideration at the request of Councilor Hatleberg. Councilor Hatleberg made a motion to amend the Order to change “Operating Stabilization Fund” to ‘General Stabilization Fund” and adopt by roll call vote.**

|                |  |
|----------------|--|
| <b>RESULT</b>  | <b>11-0-0-0 (Order approved by Roll Call at request of Councilor Hatleberg)</b>                    |
| <b>YES</b>     | Brown, J. Garcia, T. Garcia, Lopez, Robinson, Recupero, Vidot De Jesus, Hatleberg, Vega and Taylor |
| <b>NO</b>      |  |
| <b>ABSENT</b>  |  |
| <b>PRESENT</b> |  |

**SECOND READINGS:**

**ID#: 24F14 - The following Communication from City Manager Ned Keefe was read for the Second Time.**



|                |  |
|----------------|--|
| <b>RESULT</b>  | <b>11-0-0-0 (Appointments approved by Roll Call at request of Councilor Vidot)</b>                 |
| <b>YES</b>     | Brown, J. Garcia, T. Garcia, Lopez, Robinson, Recupero, Vidot De Jesus, Hatleberg, Vega and Taylor |
| <b>NO</b>      |  |
| <b>ABSENT</b>  |  |
| <b>PRESENT</b> |  |

The Honorable Chelsea City Council  
Chelsea City Hall  
500 Broadway  
Chelsea, Massachusetts 02150

Re: *Appointments to Boards and Commissions*

Dear Councilors:

Pursuant to Section 4-2 of the Charter of the City of Chelsea, I am writing to recommend the following individuals to Boards and Commissions in the City.

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For re-appointment to the Planning Board, Ms. Sharlene McLean, 100 Broadway, Apt. 3, Chelsea, for a new three-year term expiring on October 6, 2026.

For re-appointment to the Zoning Board of Appeals, Mr. Hugo Perdomo, 584 Washington Avenue, Apt 3, Chelsea for a new three-year term expiring on June 30, 2026.

All appointees have expressed an interest in continuing their involvement with their respective Boards and Commissions. I respectfully request your approval of these appointments.

Sincerely,  
Edward Keefe  
City Manager

**ID#: 24F19** – The following Order introduced by Council President Robinson was read for the Second Time.

|                |  |
|----------------|--|
| <b>RESULT</b>  | <b>11-0-0-0 (Order approved by Roll Call at request of Councilor Hatleberg)</b>                    |
| <b>YES</b>     | Brown, J. Garcia, T. Garcia, Lopez, Robinson, Recupero, Vidot De Jesus, Hatleberg, Vega and Taylor |
| <b>NO</b>      |  |
| <b>ABSENT</b>  |  |
| <b>PRESENT</b> |  |

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**Ordered,** that the Chelsea City Council authorizes the transfer of \$68,500.00, representing the deferred project appropriated under General Fund in the FY2024 Capital Improvement Plan for Fire Department M1 Mobile Repair Vehicle - 0122058-584000 Account Series, to a new FY2024 CIP project, Fire Department H1 Training and Safety Division Vehicle - 0122058-584000 Account Series.

**ID#: 24F20** – The following Order introduced by Council President Robinson was read for the Second Time.

| RESULT  | 11-0-0-0 (Order approved by Roll Call at request of Councilor Vidot)                               |
|---------|--|
| YES     | Brown, J. Garcia, T. Garcia, Lopez, Robinson, Recupero, Vidot De Jesus, Hatleberg, Vega and Taylor |
| NO      |  |
| ABSENT  |  |
| PRESENT |  |

**Ordered,** that the Chelsea City Council authorize the appropriation of \$140,000 from the General Stabilization Fund #7020 to the City Manager’s Salary expense line to establish two additional staff positions for a total of five staff for the FY24.

**ID#: 24F21** – The following Order was introduced by Council President Robinson was read for the Second Time.

| RESULT  | 11-0-0-0 (Order approved by Roll Call at request of Councilor Vidot)                               |
|---------|--|
| YES     | Brown, J. Garcia, T. Garcia, Lopez, Robinson, Recupero, Vidot De Jesus, Hatleberg, Vega and Taylor |
| NO      |  |
| ABSENT  |  |
| PRESENT |  |

**Ordered,** that the Chelsea City Council authorize the appropriation of \$150,000 from the General Stabilization Fund #7020 to a new FY24 CIP project Account (Fund 5540 series) for Marginal Street Sidewalk.

**NEW BUSINESS:**

**ID#: 2455** – The following Order was introduced by Councilor Recupero. A motion to adopt unanimously under suspension was made by Councilor Recupero and was approved without objection.

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**Ordered,** that the City Manager instruct the relevant Departments to enforce the City Ordinance prohibiting utility companies from performing work after 6:00 PM except for emergency purposes.

**ID#: 2456** – The following Order was introduced by Councilor Recuperero. A motion to adopt unanimously under suspension was made by Councilor Recuperero and was approved without objection.

**Ordered,** that the Chelsea City Council begin the process of hiring an Attorney for the Council to consult as needed.

**ID#: 2457** – The following Order was introduced by Councilor Recuperero. A motion to adopt unanimously under suspension was made by Councilor Recuperero and was approved without objection.

**Ordered,** that the Chelsea City Council look into hiring an employee to conduct research and perform other related job functions for the Council.

**ID#: 2458** – The following Order was introduced by Council President Robinson.

| RESULT  | 11-0-0-0 (Order approved by Roll Call at request of Councilor De Jesus)                              |
|---------|--|
| YES     | Brown, J. Garcia, T. Garcia, Lopez, Robinson, Recuperero, Vidot De Jesus, Hatleberg, Vega and Taylor |
| NO      |  |
| ABSENT  |  |
| PRESENT |  |

**Ordered,** that the Chelsea City Council hires Mohamed Amine Brahim as Legislative Aide/Administrative Assistant to the City Council with an anticipated start date of January 2<sup>nd</sup>, 2024, with the following conditions:

- a six (6) month probationary period;
- a six (6) month period to establish residency or receive a waiver from the City Council;
- a probationary salary of \$54,819.06 (to be raised to \$67,678.96, MM6, Step 1, upon successful completion of probationary period).

**ID#: 24F22** – The following Order was introduced by Council President Robinson. A motion to move to a Second Reading was made by Councilor Hatleberg and was approved without objection.

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**Ordered,** that the Chelsea City Council authorizes the appropriation of \$30,758.00 from General Stabilization Fund #7020 to the Operating Budget authorized from CIP Fiscal Year 2024 Public Works Department, 5540 Account Series, to provide supplemental funds for the replacement of fire damaged vehicle, WSD-3 Utility Vehicle.

**ID#: 2459** – The following Order was introduced by Council President Robinson. A motion to move to a Second Reading was made by Councilor Hatleberg and was approved without objection.

**Ordered,** that, pursuant to M.G.L. c. 30B, §12, the Chelsea City Council approves a five-year contract for the Fire Record Management System.

**ID#: 2460** – The following Order was introduced by Councilor Lopez. A motion to adopt unanimously under suspension was made by Councilor Lopez and was approved without objection.

**Ordered,** that the City Manager and Chief of Police provide an update as to the status of a Council Order adopted on October 16<sup>th</sup> requesting a team be sent to install a camera on light pole #VZ/16 by the garden on Marlborough Street.

**ID#: 2461** – The following Order was introduced by Councilor Recuperero. A motion to adopt unanimously under suspension was made by Councilor Recuperero and was approved without objection.

**Ordered,** that the City Manager instruct the Department of Public Works to ensure all crosswalk markings throughout the City are clearly painted to ensure pedestrian safety.

**ID#: 2462** – The following Order was introduced by Councilor Lopez. A motion to adopt unanimously under suspension was made by Councilor Lopez and was approved without objection.

**Ordered,** that the City Manager instruct the DPW Commissioner to send a crew to fix the metal catch basin cover in front of 76 Shawmut Street as it currently makes loud noise when vehicles drive over.

**ID#: 24F23** – The following Order was introduced by Council President Robinson. A motion to move to a Second Reading was made by Councilor Hatleberg and was approved without objection.

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**Ordered,** that the Chelsea City Council authorizes the appropriation of \$100,000 from the General Stabilization Account, Fund #7020 to the SemiCentennial Celebration Account 4640 Fund Series.

**PUBLIC ANNOUNCEMENTS:**

Councilor Recupero presented a plaque to outgoing Councilor Lopez, who delivered remarks.

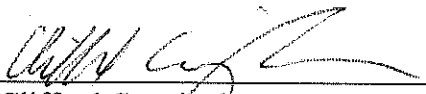
Councilor Taylor presented a plaque to outgoing Councilor Hatleberg, who delivered remarks.

Councilor Brown presented a plaque to outgoing Councilor Judith Garcia, who delivered remarks.

Councilor De Jesus presented a plaque to outgoing Councilor Vidot, who delivered remarks.

**The meeting adjourned at 8:01 PM.**

Respectfully submitted,

  
Clifford Cunningham  
Clerk, Chelsea City Council

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