

\*These are “Action Only” minutes. Video of comments may be found on recorded discs at City Hall or at [www.cityofbelfast.org](http://www.cityofbelfast.org).\*

**City of Belfast  
Council Chambers-Belfast City Hall  
Tuesday, March 21, 2023**

**6:00 p.m.** Council Work Session with Manufactured Home Park Owners

**7:00 p.m.** Regular Council Meeting

**All City Council Meetings and City Committee Meetings will be conducted in-person at  
Belfast City Hall, effective May 3, 2022.**

**Regular Council Meeting No. 18**

**1) Call to order**

**2) Present:** Mayor Eric Sanders, Councilors Mary Mortier, Neal Harkness, Brenda Bonneville, Michael Hurley and Paul Dean; City Manager Erin Herbig and Assistant to the City Manager Manda Cushman.

**3) Pledge of Allegiance**

**4) Adoption of the agenda**

Mayor Sanders noted the following amendments:

- Remove item **10) B** Request to appoint the new Belfast Poet Laureate, will be placed on the April 4, 2023 Council Meeting Agenda.
- Add item **10) A #1** Discussion and possible action regarding establishing a Housing Committee.
- Add item **10) A #2** Discussion on the City Policy regarding Filing of Agendas and Minutes.

Councilor Dean, seconded by Councilor Harkness, made a motion to adopt the agenda, as amended. This motion was approved, 5-0.

**5) Acceptance of the minutes**

Regular Council Meeting of March 7, 2023, and Special City Council Meeting of March 13, 2023.

Councilor Harkness, seconded by Councilor Bonneville, made a motion to accept the minutes from the Regular Council Meeting of March 7, 2023 and Special City Council Meeting of March 13, 2023. This motion was approved, 5-0.

**6) A. Open to the public**

City Manager Erin Herbig noted that Council received 0 email and 0 postal mail, prior to noon today which were shared with Council before the start of the Council meeting to be included as part of the Open to the Public.

1. Amanda Cunningham, Executive Director of Our Town Belfast provided an update on the Ice Festival and thanked the City of Belfast for their support.

**B. Organization and Department Reports**

City Manager Erin Herbig gave a reminder to businesses regarding Victualer’s License renewal deadlines and informed the public of survey work being completed by Olver Associates Inc for upcoming City of Belfast projects.

**7) Communications**

Councilor Hurley thanked all City employees for the work that they do on behalf of the City.

Councilor Harkness inquired about if any ceremony was planned for the new Poet Laureate.

Councilor Mortier noted that she was unaware of any ceremony planned at this time.

**8) Old Business and Council Committee Reports**

- Bruce Snider, Chair of the Pedestrian, Biking and Hiking Committee noted that he was present to listen to the discussion on committee restructuring and noted that the committee was open to taking steps to improve communication and the work being accomplished.
- Councilor Hurley provided an update from the Harbor Walk and Rail Trail Committee.

**9) Permits, Petitions and Licenses - Consent Agenda**

- A. Request to approve a Facility Use Request by P.A.W.S. Animal Adoption Agency to utilize Steamboat Landing Park for the 18<sup>th</sup> Annual Wiener Fest on Sunday, September 10, 2023, from 11:00 a.m. to 3:00 p.m.

- B. Request to approve a Facility Use Request by organizers of the Keeping Belfast Beautiful event to utilize the Belfast Yards as a staging area for the event on Saturday, May 13<sup>th</sup>, 2023, from 8:00 a.m. to 2:00 p.m. along with closure of a portion of City Point Road between 9:30 a.m. and 11:00 a.m., with a rain date of May 14<sup>th</sup>.
- C. Request to approve a Facility Use Request by Belfast Rotary Club to utilize Steamboat Landing Park, Belfast Boathouse, the Belfast Common and Belfast streets for the 16<sup>th</sup> Annual Harbor Fest from August 18<sup>th</sup> through August 20<sup>th</sup>, 2023.
- D. Request to approve an application by Trillium Events, INC d/b/a Trillium Caterers, Trilly located at 62 Little River Dr., Belfast, Maine for a renewal Malt, Spirituous and Vinous Qualified Caterer liquor license.
- E. Request to approve an application by Dockside Family Restaurant d/b/a Dockside Family Restaurant located at 30 Main St., Belfast, Maine for a renewal Malt, Spirituous and Vinous Restaurant (Class I, II, III, IV) liquor license.

Councilor Mortier, seconded by Councilor Dean, made a motion to approve the Consent Agenda. This motion was approved, 5-0.

## 10) Business

### A) Discussion on restructuring City Committees.

Economic Development Director Thomas Kittredge, Deputy Economic Development Director Greg Connors, Director of Code and Planning Bub Fournier and City Manager Erin Herbig reviewed the proposal to restructure City Committees in two phases and answered Council questions.

Councilors discussed their support for creating a more organized process and requested committee and staff feedback before further discussion and action.

### A) #1 Discussion and possible action regarding establishing a Housing Committee.

Councilor Hurley requested that the Council consider taking steps now to get the ball rolling on the creation of a housing committee.

Council discussed the process for advertising, unanimously agreeing to open the committee application process up until April 13<sup>th</sup>.

Councilor Harkness, seconded by Councilor Mortier, made a motion to create and advertise a Housing and Property Development Committee with City staff and Council to identify the focus and membership of the committee at the April 4<sup>th</sup> Council Meeting. This motion was approved, 5-0.

**A) #2 Discussion on the City Policy regarding Filing of Agendas and Minutes.**

Councilor Dean reviewed his request to discuss and edit the City Policy regarding Filing of Agendas and Minutes to better align with the new restructuring and to bring it back for consideration at the April 4<sup>th</sup> Council Meeting.

Councilor Dean, seconded by Councilor Bonneville, made a motion to bring proposed edits to the City Policy regarding Filing of Agendas and Minutes to the April 4<sup>th</sup> Council Meeting. This motion was approved, 5-0.

**B) Request to appoint the new Belfast Poet Laureate.**

Item removed, will be placed on the April 4, 2023, Regular City Council Meeting Agenda.

**C) Request from the Randall Collins VFW for a contribution to their flag fundraising efforts.**

City Manager Erin Herbig reviewed the request from the Randall Collins VFW for a contribution to their flag fundraising efforts.

Councilor Bonneville inquired about the meaning behind the flags being placed throughout downtown.

Councilor Harkness, seconded by Councilor Mortier, made a motion to authorize up to \$500.00 to the VFW flag fundraising efforts with funding from Account #650-726 Miscellaneous City Promotionals. This motion was approved, 4-0 (Councilor Bonneville abstained).

**D) Request from the Wastewater Superintendent to approve a Sewer Abatement for 229 High Street for \$1,533.00.**

Wastewater Superintendent Travis Jones reviewed the request to approve a Sewer Abatement for 229 High Street for \$1,533.00 and answered Council questions.

Councilor Hurley, seconded by Councilor Mortier, made a motion to authorize the abatement of \$1,533.00 for 229 High Street with the understanding that Mr. Hunt would not be eligible for another abatement for the next three years and the agreed to outside meter is installed for the property. This motion was approved, 5-0.

**E) Request to enter into an agreement with Jim Murphy of Murphy Appraisal Services, Inc for professional assistance and consultation to the Assessing Department.**

Interim Assessor Avis Winchester reviewed the request to enter into an agreement with Jim Murphy of Murphy Appraisal Services, Inc for professional assistance and consultation to the Assessing Department and answered Council questions.

Councilor Hurley, seconded by Councilor Mortier, made a motion to made to enter into an agreement with Jim Murphy of Murphy Appraisal Services, Inc for up to \$12,000.00 for professional assistance and consultation to the Assessing Department to continue the Equalization process, with funding to be transferred from the Undesignated Fund Balance into the Operating Budget Account #120-501 Assessing Salary and Wages; and to authorize the City Manager to sign the contract on behalf of the City of Belfast. This motion was approved, 5-0.

**F) Consideration to go out to Request for Proposals for Real Estate Equalization Services.**

Interim Assessor Avis Winchester reviewed the request to go out to Request for Proposals for Real Estate Equalization Services and answered Council questions.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to authorize staff to go out to RFP for Real Estate Equalization Services as presented. This motion was approved, 5-0.

**G) Request from the City Planner to implement the 2023 Curbside Belfast program on April 30, 2023.**

City Planner Jon Boynton and Director of Code and Planning Bub Fournier reviewed the 2023 Curbside Belfast program and answered Council questions.

Councilor Mortier noted a clarification that needed to be made on page 2 under introduction.

Councilor Mortier, seconded by Councilor Harkness, made a motion to approve the 2023 Curbside Belfast Program which will run from April 30<sup>th</sup> to October 31<sup>st</sup>, with language edits outlined at the meeting. This motion was approved, 5-0.

**H)** Request by the Airport Manager to enter into a Project Contract with Airport engineering consultant McFarland Johnson for Procurement Assistance and Construction Services for Design, Bidding, and Construction Phase Services for Crack Seal Runway 15-33 and Other Airfield Pavements at Belfast Municipal Airport.

Airport Manager Kenn Ortmann reviewed the request to enter into a Project Contract with Airport engineering consultant McFarland Johnson for Procurement Assistance and Construction Services for Design, Bidding, and Construction Phase Services for Crack Seal Runway 15-33 and Other Airfield Pavements at Belfast Municipal Airport and answered Council questions.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to authorize the City Manager to sign a Project Contract with airport engineering consultant McFarland Johnson for "Procurement Assistance and Construction Services for Design, Bidding, and Construction Phase Services for Crack Seal Runway 15-33 and Other Airfield Pavements at Belfast Municipal Airport" and authorize the expected 5% local match in the amount to \$11,100.00 and from Account 640-595 Airport Runway Capital Reserve. This motion was approved, 5-0.

**I)** Request to approve a CMP pole permit for fifty-seven new poles located on Shepard Road.

City Manager Erin Herbig briefly reviewed the request by CMP.

Councilor Harkness, seconded by Councilor Hurley, made a motion to approve a CMP pole permit for fifty-seven new poles located on Shepard Road. This motion was approved, 5-0.

**J)** Request to approve a CMP pole permit for two new poles located on Back Belmont Road.

City Manager Erin Herbig briefly reviewed the request by CMP.

Councilor Dean, seconded by Councilor Mortier, made a motion to approve a CMP pole permit for two new poles located on Back Belmont Road. This motion was approved, 5-0.

**K)** Signing of Council Orders and housekeeping items.

**11) Communications**

Councilors Hurley, Harkness, and Dean discussed committees and providing open to the public during committee meetings.

**12) Open to the Public**

No comments.

**13) Adjourn**

Councilor Hurley, seconded by Councilor Harkness, made a motion to adjourn at 9:22 p.m. This motion was approved, 5-0.

I HEREBY CERTIFY THAT THE ABOVE  
IS A TRUE COPY OF INFORMATION  
ON THE RECORD WHICH IS IN MY  
OFFICIAL CUSTODY

ATTEST



AMANDA CUSHMAN, BELFAST MAINE