

\*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, April 4, 2023**

**6:00 p.m.** Request to go into Executive Session on a Legal matter pursuant to 1 M.R.S.A. 405 (6) E.

Councilor Bonneville, seconded by Councilor Dean, made a motion to go into Executive Session on a Legal matter pursuant to 1 M.R.S.A. 405 (6) E at 6:00 p.m. This motion was approved, 5-0.

Councilor Hurley, seconded by Councilor Bonneville, made a motion to adjourn the Executive Session on a Legal matter pursuant to 1 M.R.S.A. 405 (6) E at 6:54 p.m. This motion was approved, 5-0.

**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. 19**

**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**

Councilor Harkness requested item **10) C** Request to appoint Maya Stein as the new Belfast Poet Laureate, be moved to the start of the meeting as members of the public are present for that discussion.

Councilor Harkness, seconded by Councilor Hurley, 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 21, 2023.

Councilor Dean, seconded by Councilor Harkness, made a motion to accept the minutes from the Regular Council Meeting of March 21, 2023. This motion was approved, 5-0.

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

City Manager Erin Herbig noted that Council received 3 emails 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. Allison Herrell of Waldo CAP provided an update on the Cinderella Project.

**B. Organization and Department Reports**

John Steed Waterfall Arts Board member provided a Waterfall Arts update.

Parks and Recreation Director gave the public an update on upcoming City events and informed the Council that he would be retiring as the Parks and Recreation Director in June 2023.

City Manager Erin Herbig requested Council representatives for the Parks and Recreation Director Hiring Committee. Councilors Harkness and Bonneville volunteered to serve.

City Manager Erin Herbig requested Council representatives for the City Clerk Hiring Committee. Councilor Mortier volunteered to serve.

City Manager Erin Herbig informed the public of Patriot's Day closures on Monday, April 17<sup>th</sup>.

**7) Communications**

Councilors thanked Parks and Recreation Director Norm Poirier for his years of service to the City of Belfast and discussed Searsport's economic development boom in recent years and congratulated them on their success.

Councilor Dean acknowledged the Belfast Police Department for their participation in the recent Polar Plunge to raise money for the Special Olympics and thanked all who participated.

Councilor Hurley provided an update on the Keep Belfast Beautiful event, noting that teams are still needed if anyone would like to volunteer.

## 8) Old Business and Council Committee Reports

Fred Bowers of the Climate Crisis Committee provided a committee update and reviewed the draft Climate Action Plan and answered Council questions.

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

- A. Request to approve an Incorporated Civic Organization License for Launchpad for the annual All Roads Music Festival on May 20, 2023, from 10:00 a.m. to 8:00 p.m. located at 17 Court Street, Belfast, Maine.
- B. Request to approve an Incorporated Civic Organization License for Launchpad for the annual All Roads Music Festival on May 19 and May 20, 2023, from 12:00 p.m. to 10:30 p.m. located at 143 Church Street, Belfast, Maine.
- C. Request to approve a Facility Use Request Application by the Run Belfast Race organizers to utilize various locations throughout Belfast, including City streets and the Rail Trail, to conduct five races for the 2023 Run Belfast Race series one race per month from June-October 2023.
- D. Request to approve a Facility Use Request Application by Ananda's Yoga & Wellness to utilize Steamboat Landing Park to conduct yoga classes from May through September 2023 on Monday through Sunday from 8:00 a.m. to 9:00 a.m.

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

## 10) Business

A) #1 Request to appoint Maya Stein as the new Belfast Poet Laureate.

Poet Laureate Search Committee Member Tom Moore reviewed the application process and the committee's recommendation to appoint Maya Stein as the new Belfast Poet Laureate.

2021 Poet Laureate Judy Kaber read and poem and provided Council with a review of her accomplishments as Poet Laureate over the past 2 years.

Maya Stein introduced herself to the Council, thanked them for the opportunity to serve and read a poem.

Councilors thanked Ms. Kaber and welcomed Ms. Stein.

Councilor Harkness, seconded by Councilor Bonneville, made a motion to appoint Maya Stein as the new Belfast Poet Laureate. This motion was approved, 5-0.

**A) Discussion and consideration on restructuring City Committees.**

City Manager Erin Herbig reviewed the committee and staff survey results and answered Council questions.

Councilors discussed committee feedback, agreeing to bring the discussion back at the April 18<sup>th</sup> Council meeting to allow for more committee feedback and time for Council to review feedback more thoroughly.

**B) Consideration of proposed amendments to the City Policy regarding Filing of Agendas and Minutes.**

Councilor Dean reviewed his proposed amendments to the City Policy regarding Filing of Agendas and Minutes and answered Council questions.

Councilor Mortier, seconded by Councilor Harkness, made a motion to approve the amendments to the City Policy regarding Filing of Agendas and Minutes as proposed. This motion was approved, 5-0.

**C) Request to appoint Maya Stein as the new Belfast Poet Laureate.**

Item moved to **10) A #1.**

**D) Request to appoint a Treasurer and confirm appointment by the City Manager of a Finance Director.**

City Manager Erin Herbig reviewed the recommendation from the hiring committee to appoint Amy Bradford Treasurer and confirm appointment by the City Manager of a Finance Director.

Councilors congratulated Ms. Bradford, noting that they looked forward to working with her in her new role for the City.

Councilor Hurley, seconded by Councilor Harkness, made a motion to appoint Amy Bradford Treasurer and confirm appointment by the City Manager of a Finance Director. This motion was approved, 5-0.

**E)** Request to appoint Avis Winchester and Sheila Fountain as the 911 Addressing Officers for the City of Belfast.

City Manager Erin Herbig briefly reviewed the request to appoint Avis Winchester and Sheila Fountain as the 911 Addressing Officers for the City of Belfast and answered Council questions.

Councilor Mortier, seconded by Councilor Harkness, made a motion to appoint Avis Winchester and Sheila Fountain as the 911 Addressing Officers for the City of Belfast and answered Council questions. This motion was approved, 5-0.

**F)** Request to approve the proposed City of Belfast Catastrophic Leave Pool Policy.

City Manager Erin Herbig reviewed the proposed City of Belfast Catastrophic Leave Pool Policy, noting that the Policy had been sent to the City's two Union representatives for review and answered Council questions.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to approve the proposed City of Belfast Catastrophic Leave Pool Policy, effective March 29, 2023. This motion was approved, 5-0.

**G)** Request to transfer \$1,000.00 from the Undesignated Fund Balance into the Code and Planning Department's GIS Account to facilitate uploading the new aerial photography to the online parcel viewer platform MapGeo.

Director of Code and Planning Bub Fournier reviewed the request to transfer \$1,000.00 from the Undesignated Fund Balance into the Code and Planning Department's GIS Account to facilitate uploading the new aerial photography to the online parcel viewer platform MapGeo and answered Council questions.

Councilor Bonneville, seconded by Councilor Mortier, made a motion to transfer \$1,000.00 from the Undesignated Fund Balance into the Planning and Code Department's GIS Account # 670-602 to facilitate uploading the new aerial photography to the online parcel viewer platform MapGeo. This motion was approved, 5-0.

**H) Request from Public Works Director to accept and award the City Street Paving Bids.**

Public Works Director Bob Richards reviewed the bids and recommended that the Council award the bid to Hopkins Paving with a bid of \$99.87 per ton for paving and \$2.15 for milling the streets and answered Council questions.

Councilor Dean, seconded by Councilor Harkness, made a motion to accept all nine bids and to award the bid to Hopkins Paving with a bid of \$99.87 per ton for paving and \$2.15 for milling the streets with funding to come from account #450-577 Road Construction and Paving in the FY2022-23 budget. This motion was approved, 5-0.

**I) Request to enter into an agreement for the City Park Concession for the 2023 season.**

Parks and Recreation Director Norm Poirier review the proposals noting that BelTaco had withdrew their proposal, he recommended the Council accept the proposals and award the City Park Concession for the 2023 season to Big Daddy's Hot Box.

Councilors discussed briefly how to improve public awareness and drafting ordinance amendments to allow for better signage.

Councilor Hurley, seconded by Councilor Bonneville, made a motion to accept the proposals and award the City Park Concession for the 2023 season to Big Daddy's Hot Box. This motion was approved, 5-0.

**J) Discussion on a possible City-wide celebration of the 250th anniversary of the incorporation of the City of Belfast.**

Councilors discussed a possible City-wide celebration of the 250th anniversary of the incorporation of the City of Belfast and recommended that a steering/ad hoc committee comprised of Megan Pinette of the Belfast Historical Society, Dorothy Havey of the Belfast Area Chamber of Commerce, Amanda Cunningham of Our Town Belfast and Parks and Recreation Director Norm Poirier and two Councilors to work together to organize a City-wide celebration.

Councilor Dean, seconded by Councilor Harkness, made a motion to form a ad hoc committee comprised of Megan Pinette of the Belfast Historical Society, Dorothy Havey of the Belfast Area Chamber of Commerce, Amanda Cunningham of Our Town Belfast and Parks and Recreation Director Norm Poirier and Councilors Hurley and Dean to work together to organize a City-wide celebration. This motion was approved, 5-0.

K) Request to go into Executive Session on a Personnel matter pursuant to 1 M.R.S.A. 405 (6) A.

Councilor Dean, seconded by Councilor Bonneville, made a motion to go into Executive Session on a Personnel matter pursuant to 1 M.R.S.A. 405 (6) A at 8:55 p.m. This motion was approved, 5-0.

Councilor Harkness, seconded by Councilor Hurley, made a motion to adjourn the Executive Session on a Personnel matter pursuant to 1 M.R.S.A. 405 (6) A at 10:22 p.m. This motion was approved, 5-0.

L) Signing of Council Orders and housekeeping items.

**Council Order # 62** Signed by Councilor Mortier Ordered That:

**AMENDMENTS TO  
CITY CODE OF ORDINANCE  
CHAPTER 82, SHORELAND**

**Editor's Note:** The City has used the following format to identify the proposed amendments to Chapter 82, Shoreland, including revisions to the Official Shoreland Map, said amendments to take effect on March 15, 2023. All text shown in black font is current text in the adopted City Code of Ordinances, Chapter 82. All text shown in red font is new language that is proposed to be added. ~~All text shown with blue strike through~~ is to be removed. (See attached text of adopted amendments).

**First Reading:** January 17, 2023

**Second Reading:** February 7, 2023 and March 7, 2023

(Approved March 7, 2023)

**Council Order #63** Signed by Councilor Hurley Ordered That:

**AMENDMENTS TO  
CITY CODE OF ORDINANCE  
CHAPTER 102, ZONING  
ARTICLE III, NONCONFORMANCE**

**Editor's Note:** The City has used the following format to identify the proposed amendments to Chapter 102, Zoning, Article III, Nonconformance said amendments to take effect on July 1, 2023. All text shown in black font is current text in the adopted City Code of Ordinances, Chapter 102. All text shown in red font is new language that is proposed to be added. ~~All text shown with blue strike-through~~ is to be removed. (See attached text of adopted amendments).

**First Reading:** January 17, 2023

**Second Reading:** March 7, 2023

(Approved March 7, 2023)

**Council Order # 64** Signed by Councilor Hurley Ordered That:

The City Manager and the City Treasurer are authorized to abate \$1,533.00 sewer abatement for 229 High Street with the understanding that the owner would not be eligible for another abatement for the next three years and an outside meter is installed for the property. (Approved March 21, 2023)

**Council Order # 65** Signed by Councilor Hurley Ordered That:

The City Manager and the City Treasurer are authorized to transfer \$12,000.00 from the Undesignated Fund Balance into the Operating Budget Account #120-501 Assessing Salary and Wages with these funds to be expended for an agreement with Jim Murphy of Murphy Appraisal Services, Inc for professional assistance and consultation to the Assessing Department. (Approved March 21, 2023)

**Council Order #66** Signed by Councilor Harkness Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$500.00 to the VFW for their flag fundraising efforts. Funding is to come from Account #650-726 Miscellaneous City Promotionals. (Approved March 21, 2023)

**Council Order #67** Signed by Councilor Bonneville Ordered That:

The City Manager and the City Treasurer are authorized to transfer \$1,000.00 from the Undesignated Fund Balance into the Code and Planning Department's GIS Account to facilitate uploading the new aerial photography to the online parcel viewer platform MapGeo. (Approved April 4, 2023)

**Council Order #68** Signed by Councilor Dean Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$99.87 per ton for paving and \$2.15 for milling the streets to Hopkins Paving. Funding is to come from account #450-577 Road Construction and Paving. (Approved April 4, 2023)

**11) Communications**

Councilor Hurley discussed timeline for conducting interviews and appointments to the new housing committee.

Councilors unanimously agreed to conduct interviews on Tuesday, April 25<sup>th</sup> starting at 6:30 p.m. and to make appointments at the Regular Council Meeting of Tuesday, May 2, 2023.

**12) Open to the Public**

No comments.

**13) Adjourn**

Councilor Mortier, seconded by Councilor Harkness, made a motion to adjourn at 10:22 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