

\*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, May 2, 2023**

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

Councilor Harkness, 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 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 Personnel matter pursuant to 1 M.R.S.A. 405 (6) A at 6:50 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. 21**

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

- 5) **Acceptance of the minutes**

Regular Council Meeting of April 18, 2023.

Councilor Dean, seconded by Councilor Hurley, made a motion to accept the minutes from the Regular Council Meeting of April 18, 2023. This motion was approved, 5-0.

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

City Manager Erin Herbig noted that Council received 5 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. Sharon Walsh and Mary Rackmales of Belfast provided the Council with a status update on the fundraising and installation of downtown water stations.
2. Michael Mercer of Belfast discussed his no trespass orders from RSU 71.
3. Russell Workman of Belfast provided an update on the Waldo County YMCA services and thanked the Parks and Recreation Director Norm Poirier and the City Council for their continued support and partnership.

#### **B. Organization and Department Reports**

John Steed of Belfast provided an update from Come Boating! and their upcoming Launch Day and Nautical Yard Sale events. He also noted discussing with the Harbor Master how they could help with repairs from the May 1<sup>st</sup> storm.

Director of Code and Planning Bub Fournier provided an update regarding the 2023 Build Maine Conference noting that if any Mayor, Councilor, staff member or City Committee Member would like to attend to reach out to the Planning Office or the City Manager's Office.

City Manager Erin Herbig discussed several upcoming holidays and impacts on scheduling. Councilors unanimously agreed to move the Tuesday, July 4<sup>th</sup> City Council Meeting to Wednesday, July 5<sup>th</sup> and to amend the 2023-2024 City of Belfast Holiday Observance Schedule to move the Veteran's Day Holiday for City employees who work a Monday through Thursday schedule to Monday, July 3<sup>rd</sup> instead of the previously planned observance of Thursday, September 9<sup>th</sup>.

#### **7) Communications**

Councilor Bonneville noted that she would be gone until the end of May and thanked all staff and Councilors for all their work in her absence.

Councilor Hurley provided an update on the upcoming Keep Belfast Maine Beautiful event on Saturday, May 13<sup>th</sup>, noting that there is still a need for volunteers. He also addressed concerns with opioid crisis in our area.

Councilor Mortier informed the public of the Garden Clubs Annual Plant Sale on May 27<sup>th</sup> at the Boathouse.

## 8) Old Business and Council Committee Reports

- Discussion and consideration of appointments to the Housing and Property Development Committee.

Councilors thanked all the individuals who applied to serve and hoped that if not appointed to this committee they would look to serve the community by serving on another committee or in other ways.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to appoint Dorothy Havey, Nathaniel Clifford, David Aguiar, Joellyn Warren, Donna Kelley, Anna Frenette, Kristine Wentworth, Mike Oneglia, Caleb Elwell and Councilor Mike Hurley to the Housing and Property Development Committee. This motion was approved, 5-0.

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

- A. Request to approve a Lunch Wagon License for Big Daddy's Hot Box located at 45 Searsport Ave., Belfast Maine.

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

## 10) Business

- A) Request to approve a new Facility Use Request Application by the VFW Auxiliary Post 3108 to utilize Belfast City Park for a Lobster Feast and Silent Auction on July 8, 2023, from 11:00 a.m. to 3:00 p.m.

Parks and Recreation Director Norm Poirier reviewed the new Facility Use Request Application by the VFW Auxiliary Post 3108 to utilize Belfast City Park for a Lobster Feast and Silent Auction on July 8, 2023, from 11:00 a.m. to 3:00 p.m.

Councilor Mortier, seconded by Councilor Harkness, made a motion to approve this new Facility Use Request Application by the VFW Auxiliary Post 3108 to utilize Belfast City Park for a Lobster Feast and Silent Auction on July 8, 2023, from 11:00 a.m. to 3:00 p.m. This motion was approved, 5-0.

**B) Request by resident Patricia Hagerty to sponsor a bench along the Harbor Walk in honor of Belfast native, Bobby Gerrish.**

Parks and Recreation Director Norm Poirier reviewed the request by resident Patricia Hagerty to sponsor a bench along the Harbor Walk in honor of Belfast native, Bobby Gerrish. He recommended that a contribution of \$1,000.00 be made to the City and that those funds could go towards future bench purchases.

Councilor Mortier, seconded by Councilor Hurley, made a motion to accept the request by resident Patricia Hagerty to sponsor a bench along the Harbor Walk in honor of Belfast native, Bobby Gerrish and that they contribute \$1,000.00 for the sponsorship with the funding to be placed into Park Maintenance account #610-585 for the purchase a new bench in the future. This motion was approved, 5-0.

**C) Update on 2023 browntail moth remediation on City owned property.**

Parks and Recreation Director Norm Poirier provided an update on browntail moth remediation on City owned property and reviewed the request to expend funds to spray, inject and clip again this year and answered Council questions.

Councilor Harkness, seconded by Councilor Dean, made a motion to accept the request to hire Hawkes Tree Service for spraying and injections and Didier Bonner-Ganter to perform clipping for this year's browntail moth remediation on City owned property for \$14,000.00 with funding to come from the Tree Maintenance Account #460-578. This motion was approved, 5-0.

**D) Consideration of rate increases for the Belfast Transfer Station.**

Transfer Station Manager Lottie Rolfe reviewed the proposed rate increases to tires, demolition debris and pay as you throw garbage bags and answered Council questions.

Councilors discussed use of Transfer Station by non-City residents and how to best address it, suggesting holding off on increase to bag fees until further discussion could be had on how to address this issue.

Councilor Hurley, seconded by Councilor Harkness, made a motion to approve the Transfer Station rate increases for demolition fees and tire fees only. This motion was approved, 5-0.

E) Request by the Airport Manager for authorization to submit a grant application to the Federal Aviation Administration for Airport Improvement Program funding assistance.

Airport Manager Kenn Ortmann reviewed the request to submit a grant application to the Federal Aviation Administration for Airport Improvement Program funding assistance.

Councilor Dean, seconded by Councilor Bonneville, made a motion to made to authorize the submission of an application to the FAA for Airport Improvement Program funding assistance for up to \$199,858 federal share for the project entitled Cracked Seal Runway 15-33 And Other Airfield Pavements, including authorizing the City Manager to sign any necessary documents as part of that submission. This motion was approved, 5-0.

F) Request to have the City Council authorize the execution of a contract with Summit Geoengineering Services to perform geotechnical engineering services at a cost of \$12,000.00.

Economic Development Director Thomas Kittredge reviewed the request to authorize the execution of a contract with Summit Geoengineering Services to perform geotechnical engineering services at a cost of \$12,000.00 and answered Council questions.

Councilor Mortier, seconded by Councilor Harkness, made a motion to authorize the execution of a contract with Summit Geoengineering Services to perform geotechnical engineering services and authorize funding of up to \$12,000.00 from the Public Works Site Search Evaluation Account # 730-636 to pay for these services. This motion was approved, 5-0.

G) Request by the Economic Development Director to have the City Council send City Staff to the upcoming National Brownfields Training Conference.

Economic Development Director Thomas Kittredge reviewed the request to have the City Council send City Staff to the upcoming National Brownfields Training Conference.

Councilor Hurley, seconded by Councilor Harkness, made a motion to authorize the Economic Development Director and the City Planner to attend the National Brownfields Training Conference and to have their eligible conference-related expenses covered/reimbursed by funds from the City's current USEPA Brownfields Assessment Grant, and not to exceed a total of \$5,200.00. This motion was approved, 5-0.

H) Discussion on a possible City-wide celebration of the 250th anniversary of the incorporation of the City of Belfast and City funding support.

Councilors Hurley and Dean reviewed the proposed celebration events and requested funding of up to \$4,950.00 for various purchases such as banners, commemorative coins, plaque, time capsule, commemorative trees, and related expenses for July 1<sup>st</sup> party in City Park.

City Manager Erin Herbig noted that this was not a budgeted item and as such she would recommend that approved funding be allocated from the Undesignated Fund Balance.

Councilor Bonneville, seconded by Councilor Hurley, made a motion to authorize funding of up to \$4,950.00 from the Undesignated Fund Balance to help support the City-wide celebration of the 250th anniversary of the incorporation of the City of Belfast with various expenses. This motion was approved, 5-0.

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

**Council Order #69** Signed by Councilor Dean Ordered That:

The City Manager and the City Treasurer are authorized to waive \$11,885.00 in building permit fees for the Belfast Community Co-Op renovation project. (Approved on April 18, 2023)

**Council Order #70** Signed by Councilor Harkness Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$4,000.00 to hire the City Engineer to generate a design for pedestrian and vehicular improvements at the intersection of Church Street and Northport Avenue based on the rough design by the Pedestrian, Biking and Hiking committee and supported by Code and Planning staff. Funding is to come from the Sidewalk Improvement/Maintenance account #420-573. (Approved on April 18, 2023)

**Council Order #71** Signed by Councilor Harkness Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$14,000.00 to hire Hawkes Tree Service for spraying and injections and Didier Bonner-Ganter to perform clipping for this year's browntail moth remediation on City owned property. Funding to come from the Tree Maintenance Account #460-578. (Approved on May 2, 2023)

**Council Order #72** Signed by Councilor Mortier Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$12,000.00 for the execution of a contract with Summit Geoengineering Services to perform geotechnical engineering services. Funding is to come from the Public Works Site Search Evaluation Account #730-636. (Approved on May 2, 2023)

**Council Order #73** Signed by Councilor Hurley Ordered That:

The City Manager and the City Treasurer are authorized to cover/reimburse up to \$5,200.00 for the Economic Development Director and the City Planner to attend the National Brownfields Training Conference. All eligible conference-related expenses are to be covered/reimbursed by funds from the City's current USEPA Brownfields Assessment Grant. (Approved on May 2, 2023)

**11) Communications**

Councilor Hurley discussed the daffodil plantings in Belfast and looking for a volunteer to assist in keeping the project going.

**12) Open to the Public**

1. Michael Mercer of Belfast discussed the recent loss of a RSU 71 student and concerns with media marketing.

**13) Adjourn**

Councilor Harkness, seconded by Councilor Bonneville, made a motion to adjourn at 8:57 p.m. This motion was approved, 5-0.

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