

These are "Action Only" minutes. Video of comments may be found on recorded discs at City Hall or at www.cityofbelfast.org.

**City of Belfast
Council Chambers-Belfast City Hall
Tuesday, June 6, 2023**

5:45 p.m. 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 5:45 p.m. This motion was approved, 5-0.

Councilor Bonneville, 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 6:05 p.m. This motion was approved, 5-0.

6:00 p.m. Council Work Session with the Climate Crisis Committee

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. 23

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 Bonneville recommended that item **10) F** Request from the Climate Crisis Committee for the City of Belfast and Climate Crisis Committee to Co-host an event by Coastal Mountain Land Trust be moved to item **10) A #1**.

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

5) Acceptance of the minutes

Regular Council Meeting of May 16, 2023, Special City Council Meeting of May 23, 2023, and Special City Council Meeting of May 30, 2023.

Councilor Harkness, seconded by Councilor Dean, made a motion to accept the minutes from the Regular Council Meeting of May 16, 2023, Special City Council Meeting of May 23, 2023, and Special City Council Meeting of May 30, 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. Executive Director of Our Town Belfast, Amanda Cunningham, notified the public that 2023 maps are available and noted where they could be found and provided more information about the Pride Parade scheduled for this Saturday, June 10th.
2. Bill Bruns of the VFW thanked Council and community members for their support over the winter and noted to Council that the VFW looks forward to discussing proposal.
3. Michael Mercer of Belfast discussed concerns with past no trespass orders and accessibility at City Council Meetings.
4. Matt Bolduc of From Above discussed homelessness in Belfast and requested that the Council consider putting more pressure on residents regarding local trash ordinance.

B. Organization and Department Reports

City Manager Erin Herbig noted that the City has three part-time employees being confirmed during the Consent Agenda tonight: Emma Fonger as a part-time EMT for the Belfast Ambulance Department, Morgan Fonger as a part-time EMT for the Belfast Ambulance Department and Aiden Tripp as a part-time Parking Enforcement Officer for the Belfast Police Department and reminded the public that non-emergency City facilities will be closed on Monday, June 19th in observation of Juneteenth.

7) Communications

Councilor Dean thanked Mike Nickerson for his service on the City of Belfast Zoning Board of Appeals as he has decided to resign.

Councilor Hurley informed the public that the Belfast Street Party has been moved to Monday, July 31st and that on June 21st at 4:00 p.m. the City of Belfast will be holding a ceremony at City Hall for the 250th Anniversary.

Councilor Harkness informed the public that Mid-coast Transportation has brought back DASH public transportation services for more information and schedule visit their website midcoasttransportation.org or call 855-930-7900.

Mayor Sanders thanked all involved in the Memorial Day Parade and noted that he will be participating in the Pride Parade this Saturday, June 10th.

8) Old Business and Council Committee Reports

Update from the Communications Assistant Mackenzie Barnhart regarding City Committee Vacancies and how citizens can apply if interested in serving.

9) Permits, Petitions and Licenses - Consent Agenda

- A.** Request from the Fire Chief to confirm Emma Fonger as a part-time EMT for the Belfast Ambulance Department.
- B.** Request from the Fire Chief to confirm Morgan Fonger as a part-time EMT for the Belfast Ambulance Department.
- C.** Request from the Chief of Police to confirm Aiden Tripp as a part-time Parking Enforcement Officer for the Belfast Police Department.
- D.** Request to approve an Incorporated Civic Organization License for the Belfast Free Library for the Belfast Area Chamber of Commerce After Hours Event on August 16, 2023, from 5:00 p.m. to 8:00 p.m. located at 106 High Street, Belfast, Maine.
- E.** Request to approve an off-premises catering permit for Bell the Cat Inc. d/b/a Bell the Cat Inc. for the Means Wealth Management Project Business After Hours event on May 24, 2023, from 5:00 p.m. to 7:00 p.m. located at the Hutchinson Center, 80 Belmont Ave., Belfast, Maine.
- F.** Request to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's for a private celebration of life event on May 20, 2023, from 11:00 a.m. to 4:00 p.m. located at the Belfast Boathouse, 34 Commercial St., Belfast, Maine.

- G. Request to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's for a private memorial service on May 15, 2023, from 12:00 p.m. to 3:00 p.m. located at the Belfast Marina, 15 Front St., Belfast, Maine.
- H. Request to approve an application for 3-coin operated machines (Golf Game, Pinball and Claw) for Bowen's Tavern LLC d/b/a Bowen's Tavern located at 181 Waterville Road, Belfast, ME.

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

10) Business

- A) Request to appoint Angie Crosby of Belfast as City Clerk for the City of Belfast.

City Manager Erin Herbig reviewed the request to appoint Angie Crosby as City Clerk for the City of Belfast.

Finance Director Amy Bradford conducted the swearing-in ceremony.

Councilor Mortier, seconded by Councilor Dean, made a motion to appoint Angie Crosby of Belfast as City Clerk for the City of Belfast. This motion was approved, 5-0.

- A) #1 Request from the Climate Crisis Committee for the City of Belfast and Climate Crisis Committee to Co-host an event by Coastal Mountain Land Trust.

Fred Bowers, Climate Crisis Committee Chair reviewed the request and answered Council questions.

City Manager Erin Herbig noted that this expense was noted budgeted for and that it is recommended that if approved by Council funding come from the Undesignated Fund Balance.

Councilor Harkness, seconded by Councilor Dean, made a motion to authorize payment of \$400.00 to CMLT to become a co-sponsor of the program with funding to come from the Undesignated Fund Balance and to authorize staff to waive the \$56.00 fee for CMLT to rent the Boathouse for the event which is scheduled on October 19th, 2023. This motion was approved, 5-0.

B) Authorize the City Manager to sign an employment contract with Nancy Driscoll of Northport to serve as the Human Resources Administrator for the City of Belfast.

City Manager Erin Herbig reviewed the request to sign an employment contract with Nancy Driscoll of Northport to serve as the Human Resources Administrator for the City of Belfast.

Councilor Bonneville, seconded by Councilor Dean, made a motion to authorize the City Manager to sign an employment contract with Nancy Driscoll of Northport to serve as Human Resources Administrator/Payroll for the City of Belfast. This motion was approved, 5-0.

C) Request from the Fire Chief to accept a \$200.00 donation to the Belfast Ambulance Department.

City Manager Erin Herbig reviewed the request to accept a \$200.00 donation from The First National Bank in recognition of National EMS Week to the Belfast Ambulance Department.

Councilor Harkness, seconded by Councilor Mortier, made a motion to accept the funds of \$200.00 and to place these funds into the Department's Supplies and Expenses account #270-504. This motion was approved, 4-0 (Councilor Hurley stepped out of the room).

D) Request to accept and award #2 Fuel Bids for FY23-24 for the City of Belfast.

City Manager Erin Herbig reviewed the bids.

Councilor Mortier, seconded by Councilor Harkness, made a motion to accept all three bids as presented and to award the bid to Maritime Energy at a fixed rate of \$2.635 per gallon from November 1, 2023, through July 31, 2024. This motion was approved, 5-0.

E) Presentation and discussion on the draft Comprehensive Plan.

Susanne Paul and Noel Musson of the Musson Group, as well as members of the Comprehensive Planning Committee: John Carrick, Anne Saggese, Syrena Gatewood, Jill Goodwin, Thomas Fowler, and Jonathan Beal presented the draft Comprehensive Plan, reviewed next steps and timeline, and answered Council questions.

Councilors thanked all involved for their hard work and dedication, noting that if they had any comments, they would submit to the Comprehensive Plan email before the July 7th deadline.

F) Request from the Climate Crisis Committee for the City of Belfast and Climate Crisis Committee to Co-host an event by Coastal Mountain Land Trust.

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

G) Request from the Parks and Recreation Director to accept a \$600.00 donation to the Parks and Recreation Department.

Parks and Recreation Director Norm Poirier reviewed the request, noting that it would be to accept a \$800.00 in donations from four organizations who utilize the area that if approved, it is recommended that funds be applied to the account for which tick treatment at the Walsh Field area has been paid from.

Councilor Bonneville, seconded by Councilor Dean, made a motion to accept the funds of \$800, \$200 from each of the following organizations: Waldo County YMCA, Belfast Area High School/RSU #71, the Friends of the Belfast Dog Park through the Friends of Belfast Parks, and Waldo County Little League and to place these funds into the Department's Parks Maintenance account #610-585. This motion was approved, 5-0.

H) Request from the Parks and Recreation Director to approve a new Facility Use Request by the First Baptist Church to utilize Steamboat Landing Park on Sunday, July 16, 2023, from 9:00 AM to 11:00 AM for a morning worship service.

Parks and Recreation Director Norm Poirier reviewed the request to approve a new Facility Use Request by the First Baptist Church to utilize Steamboat Landing Park on Sunday, July 16, 2023, from 9:00 AM to 11:00 AM for a morning worship service and answered Council questions.

Councilors Bonneville and Dean discussed concerns with the request.

Councilors discussed potential policy and criteria to address these types of request, noting that they would like to see a policy that includes a time limit of 2 hours, limited area requested for use, open only to local organizations, with no financial request, and expectation that the organization is not permitted to pass out information to the general public during the event.

Parks and Recreation Director Norm Poirier noted that he would work on a policy for Council consideration at an upcoming meeting.

Councilor Mortier, seconded by Councilor Harkness, made a motion to approve a new Facility Use Request by the First Baptist Church to utilize Steamboat Landing Park on Sunday, July 16, 2023, from 9:00 AM to 11:00 AM for a morning worship service. This motion was approved, 3-2 (Councilors Bonneville and Dean opposed).

I) Request by Airport Manager Kenn Ortmann to accept donations to pay for an Airport mural project.

Airport Manager Kenn Ortmann reviewed the request to accept donations to pay for an Airport mural project and answered Council questions.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to authorize the City Manager and City Treasurer to accept seven donations totaling \$1,750.00 which will be placed into account #640-594 Airport Maintenance, to authorize City staff to hire David Hurley to paint two murals on two sides of the Airport electronic equipment building, and to authorizing the City Manager to sign any necessary documents as part of the project. This motion was approved, 4-0 (Councilor Hurley abstained).

J) Request by Airport Manager Kenn Ortmann to authorize the City Manager’s signature on a “Consent and Acknowledgement Re: Easement” by and between the City of Belfast and Shasta Terra, LLC.

Airport Manager Kenn Ortmann reviewed the request to authorize the City Manager’s signature on a “Consent and Acknowledgement Re: Easement” by and between the City of Belfast and Shasta Terra, LLC.

Councilor Mortier, seconded by Councilor Harkness, made a motion to acknowledge and endorse the City Manager’s signature, retroactive to May 22, 2023, on the attached “Consent and Acknowledgement Re: Easement” document protecting the easement rights of the Airport and indicating our support for the solar farm project. This motion was approved, 5-0.

K) Request by Code and Planning Director to review, discuss and authorize improvements at the Church Street and Northport Avenue intersection designed by the City Engineer.

Director of Code and Planning Bub Fournier reviewed and discussed with the Councilors the proposed improvements at the Church Street and Northport Avenue intersection designed by the City Engineer and answered Council questions.

Belfast resident Kirk Moore, 6 Church Street, discussed his perspective of the intersection and how the proposal would impact his property.

Councilors discussed concerns with the proposal and requested that City staff request that the engineer come back with a more permanent fix for their consideration.

L) Request by Code and Planning Director to pursue property maintenance and cleanup actions on multiple properties.

Code Enforcement Officer Steve Wilson discussed and answered Council questions regarding the request to pursue property maintenance and cleanup actions on the following properties:

1. 2 Eldorado St: Sanitation, junkyard, unsafe structure in violation since 2021. Exterior cleanup is needed.
2. 27 Park Hill Rd: Condemned (2020) vacant house, trash out, possibly secure.
3. 181 Poors Mill Rd: Exterior junkyard, needs additional cleanup and/or secure.
4. 243 Waterville Rd: Vacant home site needs to be fully demolished and cleaned up.
5. 234 Belmont Ave: Vacant abandoned home as of Nov. 2023. Needs to be secured.

Code Enforcement Officer Steve Wilson noted that if for some reason the property owner acts before the City, there are more properties that the City could address with these funds before the end of the fiscal year.

Councilor Hurley, seconded by Councilor Bonneville, made a motion to authorize the Code and Planning Department to utilize funds up to \$9,416.00 from the Demolition and Property Maintenance Account #720-918 to address property maintenance concerns with properties identified at the meeting. This motion was approved, 5-0.

M) Discussion and consideration on restructuring City Committees.

City Manager Erin Herbig reviewed updated documents and answered Council questions regarding the proposal to restructure City Committees.

Councilor Dean, seconded by Councilor Hurley, made a motion to disband the Accessibility Working Group and combine accessibility with the jurisdiction of the Pedestrian, Biking and Hiking Committee. This motion failed, 2-3 (Councilors Harkness, Bonneville and Hurley opposed).

Councilor Hurley, seconded by Councilor Harkness, made a motion to table the item until the June 20, 2023, Regular Council Meeting. This motion was approved, 5-0.

Councilors discussed inviting impacted committee members to attend the Council Meeting on June 20th to be part of the discussion and requested that the item reflect that action will be taken.

N) Request to hire Attorney Jonathan Pottle of Eaton Peabody to provide legal representation to the City of Belfast Zoning Board of Appeals.

City Manager Erin Herbig briefly reviewed the request to hire Attorney Jonathan Pottle of Eaton Peabody to provide legal representation to the City of Belfast Zoning Board of Appeals.

Councilor Harkness, seconded by Councilor Mortier, made a motion to authorize the City Manager to sign an engagement of services with Attorney Jonathan Pottle of Eaton Peabody, retroactive to May 31, 2023, to provide legal services to the Belfast ZBA associated with an administrative appeal of a Code Enforcement Officer decision. This motion was approved, 5-0.

O) Request to approve a CMP pole permit for one new pole located on Cottage Street.

City Manager Erin Herbig briefly reviewed the request by CMP to install one new pole located on Cottage Street.

Councilor Bonneville, seconded by Councilor Dean, made a motion to approve the CMP pole permit for one new pole located on Cottage Street. This motion was approved, 5-0.

P) Request to approve a CMP pole permit for one new pole located on Waldo Ave.

City Manager Erin Herbig briefly reviewed the request by CMP to install one new pole located on Waldo Ave.

Councilor Dean, seconded by Councilor Bonneville, made a motion to approve the CMP pole permit for one new pole located on Waldo Ave. This motion was approved, 5-0.

Q) Request to go into Executive Session on a Real Estate matter pursuant to 1 M.R.S.A. 405 (6) C.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to go into Executive Session on a Real Estate matter pursuant to 1 M.R.S.A. 405 (6) C at 9:59 p.m. This motion was approved, 5-0.

Councilor Bonneville, seconded by Councilor Dean, made a motion to adjourn the Executive Session on a Real Estate matter pursuant to 1 M.R.S.A. 405 (6) C at 10:20 p.m. This motion was approved, 5-0.

R) Signing of Council Orders and housekeeping items.

Council Order #81 Signed by Councilor Mortier Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$1,000.00 for David Hurley to create and install a display panel next to the Harborwalk regarding the Sturgeon Mural Project. Funding is to come from the Undesignated Fund Balance. (Approved May 16, 2023)

Council Order #82 Signed by Councilor Harkness Ordered That:

The City Manager and the City Treasurer are authorized to accept a \$200.00 donation from The First National Bank in recognition of National EMS Week to the Belfast Ambulance Department. Funds are to be placed into the Department's Supplies and Expenses account #270-504. (Approved June 6, 2023)

Council Order #83 Signed by Councilor Mortier Ordered That:

The City Manager and the City Treasurer are authorized to award #2 Fuel Bids for FY23-24 for the City of Belfast to Maritime Energy at a fixed rate of \$2.635 per gallon from November 1, 2023, through July 31, 2024. (Approved June 6, 2023)

Council Order #84 Signed by Councilor Harkness Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$400.00 to Coastal Mountain Land Trust to become a co-sponsor of their program on October 19, 2023, with funding to come from the Undesignated Fund Balance and to authorize staff to waive the \$56.00 fee for CMLT to rent the Boathouse for the event. (Approved June 6, 2023)

Council Order #85 Signed by Councilor Bonneville Ordered That:

The City Manager and the City Treasurer are authorized to accept the funds of \$800, \$200 from each of the following organizations: Waldo County YMCA, Belfast Area High School/RSU #71, the Friends of the Belfast Dog Park through the Friends of Belfast Parks and Waldo County Little League. Funding is to be placed into the Department's Parks Maintenance account #610-585. (Approved June 6, 2023)

Council Order #86 Signed by Councilor Bonneville Ordered That:

The City Manager and the City Treasurer are authorized to accept seven donations totaling \$1,750.00 and to expend up to that amount to hire David Hurley to paint two murals on two sides of the Airport electronic equipment building. Funding will be placed into and expended from account #640-594 Airport Maintenance. (Approved June 6, 2023)

Council Order #87 Signed by Councilor Hurley Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$9,416.00 to address property maintenance concerns with properties identified at the meeting (2 Eldorado St., 27 Park Hill Rd., 181 Poors Mill Rd., 243 Waterville Rd., and 234 Belmont Ave.). Funding is to come from the Demolition and Property Maintenance Account #720-918. (Approved June 6, 2023)

11) Communications

Councilor Hurley noted the article in the paper regarding the speed enforcement grant that was awarded to the City of Belfast Police Department, reminded the public to be mindful of their speed.

12) Open to the Public

1. Michael Mercer of Belfast discussed concerns with waterfront flagpole, safety of Boathouse fencing, and overnight camping at Boathouse parking lot.

13) Adjourn

Councilor Bonneville, seconded by Councilor Dean, made a motion to adjourn at 10:20 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

A handwritten signature in black ink, appearing to read 'Amanda Cushman', written over a horizontal line.

AMANDA CUSHMAN, BELFAST MAINE