

\*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 21, 2024**

**6:15 p.m.** Executive Session on a Real Estate matter pursuant to 1 M.R.S.A. 405 (6) C.

Councilor Bonneville, seconded by Councilor Dean, made a motion to go into Executive Session on a Real Estate matter pursuant to 1 M.R.S.A. 405 (6) C at 6:15 p.m. This motion was approved, 4-0.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to adjourn the Executive Session on a Real Estate matter pursuant to 1 M.R.S.A. 405 (6) C at 6:56 p.m. This motion was approved, 4-0.

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

**Regular Council Meeting No. 22**

**Public Hearing #1**

Pursuant to Belfast Victualer License ordinance a public hearing will be held on May 7th, 2024, at 7:00 p.m. or as soon as possible thereafter in the Council Chambers at Belfast City Hall on the following applications for a Victualer License renewal, due to expire May 31, 2025.

WDQ Inc.	d/b/a	Belfast Dairy Queen
Zai Yong Zhu	d/b/a	China One
Jennifer Whitson	d/b/a	Crumbs Provisions
Courtney Sanders	d/b/a	Daily Soup
Adam Roberson	d/b/a	Dos Gatos Gastropub
Daniel Rock	d/b/a	Fon's Kitchen
Frank D. Hazeltine	d/b/a	Frank D. Hazeltine American Legion Post 43
Connie Bragdon	d/b/a	Randall Collins VFW Post 3108
Raymelle Moody-Guthrie	d/b/a	The Moody Dog

Mayor Sanders asked for proponents and opponents and hearing none declared the hearing closed.

**1) Call to order**

**2) Present:** Mayor Eric Sanders, Councilors Mary Mortier, Brenda Bonneville, Chris Bitely, Paul Dean; City Manager Erin Herbig and Deputy City Manager Manda Cushman.

**Absent:** Councilor Neal Harkness.

**3) Pledge of Allegiance**

**4) Adoption of the agenda**

Mayor Sanders requested to amend the agenda to include item **10) P#1** Council Adoption of the Collective Bargaining Agreement between the City of Belfast and ASFME for July 1, 2024, through June 30, 2027, and item **10) P#2** Request to utilize Capital Improvement project funds to facilitate demolition and cleanup of collapsed shed on City property at 282 Northport Avenue.

Councilor Bonneville, seconded by Councilor Dean, made a motion to adopt the agenda, as amended. This motion was approved, 4-0.

**5) Acceptance of the minutes**

Regular Council Meeting of May 7, 2024.

Councilor Mortier, seconded by Councilor Dean, made a motion to accept the minutes from the Regular Council Meeting of May 7, 2024. This motion was approved, 4-0.

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

City Manager Erin Herbig noted that the Council received no emails and no postal mail, prior to noon today which would be included as part of the Open to the Public.

1. Belfast Poet Laureate Maya Stien of Northport gave an update and read a poem.
2. Ari Meil, co-owner of Botany in Belfast requested that the Council consider allowing recreational marijuana stores.
3. John Moore of Belfast discussed Robbins Rd. traffic and discussed support the road be changed to a one-way road.
4. Karin Spitfire of Belfast discussed concerns with order to vacate not being registered with the registry of deeds.
5. Steve Wolfson of Belfast discussed concerns with speeding on Robbins Road and notification of roadwork.

**B. Organization and Department Reports**

- Update from City Engineer Mandy Holway and Public Works Director Bob Richards regarding Robbins Road and answered Council questions.
- Update from Police Chief Bobby Cormier, Waldo County Sheriff Jason Trundy, and Parks and Recreation Director Pam Salokangas regarding Rotary Legacy Project and answered Council questions.

**7) Communications**

Councilor Bonneville thanked residents for attending and speaking at tonight’s meeting.

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

- Update from Executive Assistant Elena Thomas regarding Committee Appointments and answered Council questions.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to schedule all new applicants as proposed in option one as outlined at the meeting. This motion was approved, 3-1 (Councilor Bitely opposed).

Councilor Bonneville, seconded by Councilor Mortier, made a motion to reappoint Lynn Karlin and Kathy Given as members to the Airport Advisory Committee, and to reappoint Joanna Curtis as member and Darrell Gilman as alternate member to the Cemetery Trustees, terms to expire July 1, 2027. This motion was approved, 4-0.

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

A. Request to approve the following applications for a Victualer License renewal, due to expire May 31, 2025.

WDQ Inc.	d/b/a	Belfast Dairy Queen
Zai Yong Zhu	d/b/a	China One
Jennifer Whitson	d/b/a	Crumbs Provisions
Courtney Sanders	d/b/a	Daily Soup

Adam Roberson	d/b/a	Dos Gatos Gastropub
Daniel Rock	d/b/a	Fon's Kitchen
Frank D. Hazeltine	d/b/a	Frank D. Hazeltine American Legion Post 43
Connie Bragdon	d/b/a	Randall Collins VFW Post 3108
Raymelle Moody-Guthrie	d/b/a	The Moody Dog

- B. Request to approve a Lunch Wagon License permit application by Jennifer Stewart d/b/a JC's On-A-Roll located at the Belfast Marina 15 Front Street, Belfast, Maine, license to expire on December 31, 2024.
- C. Request to approve a Lunch Wagon License permit application by Matt Horwitz-Lee d/b/a Do Donuts located at 3 Main Street, Belfast, Maine, license to expire on December 31, 2024.
- D. Request to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar and Grill for the Golden Eagle Dinner reception on May 16, 2024, from 4:00 p.m. to 10:00 p.m. located at the Belfast Yacht Club, 18 Spring Street, Belfast, Maine.
- E. Request to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar and Grill for the ME Council on Aging on May 14, 2024, from 4:00 p.m. to 7:00 p.m. located at the Belfast Yacht Club, 18 Spring Street, Belfast, Maine.
- F. Request to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar and Grill for a Celebration of Life on May 18, 2024, from 12:00 p.m. to 5:00 p.m. located at the Belfast Yacht Club, 18 Spring Street, Belfast, Maine.
- G. Request to approve an application for 10 coin operated machines for Bowen's Tavern LLC d/b/a Bowen's Tavern located at 181 Waterville Road, Belfast, ME.
- H. Request to approve a Facility Use Application by RunBelfast for use of the Rail Trail for the annual PAWS 5K race on Saturday, June 15, 2024, from 7:00 a.m. to 10:00 a.m.
- I. Request to approve a Facility Use Application by RunBelfast and the Belfast Rotary Club for use of City streets for the annual Bug Run 5K walk/run race on Saturday, August 17, 2024, from 7:00 a.m. to 10:00 a.m.
- J. Request to approve a Facility Use Application by Waterfall Arts for use of Heritage Park sidewalks and Harbor Walk for the annual Chalk Walk on Saturday, September 28, 2024, from 9:00 a.m. to 5:00 p.m.

Councilor Bonneville, seconded by Councilor Mortier, made a motion to approve the Consent Agenda. This motion was approved, 4-0.

**10) Business**

A) Presentation and possible action regarding a proposal from the Small Boat Yard Steering Committee to install a Small Boat Yard between the east wall of Front Street’s Building 5 and the Harbor Walk.

Member of the Small Boat Yard Steering Committee Clark Staples, the Harbor Advisory Committee Chair Joanne Moesswilde and Harbor Master Kathy Given presented the proposal from the Small Boat Yard Steering Committee to install a Small Boat Yard between the east wall of Front Street’s Building 5 and the Harbor Walk and answered Council questions.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to approve a proposal from the Small Boat Yard Steering Committee to install a Small Boat Yard between the east wall of Front Street’s Building 5 and the Harbor Walk. This motion was approved, 4-0.

B) Request from the Harbor Master to approve an Occasional Use Contract to store kayaks and operate a kayak tour business for the 2024 Season.

Harbor Master Kathy Given, Ray Wirth and Leslie Gregory reviewed the request to approve an Occasional Use Contract to store kayaks and operate a kayak tour business for the 2024 Season and answered Council questions.

Councilor Dean, seconded by Councilor Mortier, made a motion to approve the Occasional Use Contract with Water Walker Sea Kayak, LLC, to operate a kayak tour business from City property and to approve the requested for the location of the rack to store kayaks for Water Walker Sea Kayak, LLC, in the Heritage Park location as indicated on the map provided or as placed so it will not block the view of other park users. This motion was approved, 4-0.

C) Request from the Harbor Master to approve a Concessions Contract to conduct rowing lessons from City of Belfast owned docks for the 2024 season.

Harbor Master Kathy Given and Leigh Dorsey reviewed the request to approve a Concessions Contract to conduct rowing lessons from City of Belfast owned docks for the 2024 season and answered Council questions.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to approve a Concessions Contract with Leigh Dorsey d/b/a Rowing to Wild, LLC for the 2024 season. This motion was approved, 4-0.

**D)** Request from the Fire Chief to accept and award the bid for a new Ambulance for the Belfast Ambulance Department.

Fire Chief Patrick Richards reviewed the request to accept and award the bid for a new Ambulance for the Belfast Ambulance Department and answered Council questions.

Councilor Dean, seconded by Councilor Bonneville, made a motion to accept all three bids as presented and to award the bid to the second lowest bid for a PL Custom ambulance from Sugarloaf Rescue Vehicles at a price of \$341,483.99, with funding to come from the Ambulance Capital Reserve. This motion was approved, 4-0.

**E)** Request from the Fire Chief to accept and award the bid for a new pick-up truck for the Belfast Fire Department.

Fire Chief Patrick Richards reviewed the request to accept and award the bid for a new pick-up truck for the Belfast Fire Department and answered Council questions.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to accept all three bids as presented and to award the bid to O'Connor GMC for the 2024 Chevrolet pick-up for \$49,029, in addition to \$12,000 to complete the package, for a total of \$61,029, with funding to come from the Fire Department Equipment Capital Reserve Account #210-537. This motion was approved, 4-0.

**F)** Request from the Belfast Senior Organization/Belfast Senior Center for Council Consideration of a Rental Fee Waiver.

Parks and Recreation Director Pam Salokangas reviewed the request from the Belfast Senior Organization/Belfast Senior Center for Council Consideration of a Rental Fee Waiver of \$4,420 and answered Council questions.

Councilor Bonneville, seconded by Councilor Dean, made a motion to approve the requested Rental Fee Waiver for the Belfast Senior Organization/Belfast Senior Center for the summer season of one day a week to provide Senior Center activities. This motion was approved, 4-0.

**G)** Request from the Captain Albert Stevens Elementary School for Council Consideration of a Rental Fee Waiver.

Parks and Recreation Director Pam Salokangas reviewed the request from the Captain Albert Stevens Elementary School for Council Consideration of a Rental Fee Waiver of \$50 and answered Council questions.

Councilor Bonneville, seconded by Councilor Dean, made a motion to approve the requested Rental Fee Waiver for the Captain Albert Stevens Elementary School for the City Park Pavilion for their annual field trip. This motion was approved, 4-0.

**H)** Request to approve a Facility Use Request by The Little River Church for use of Heritage Park for a KidsZone event Saturday and Sunday, June 29th and 30th as part of Arts In The Park.

Parks and Recreation Director Pam Salokangas reviewed the request by The Little River Church for use of Heritage Park for a KidsZone event Saturday and Sunday, June 29th and 30th as part of Arts In The Park, noting her recommendation that the City requires the certificate of insurance naming the City as additionally insured and answered Council questions.

Councilor Dean, seconded by Councilor Bonneville, made a motion to approve the new Facility Use Request by The Little River Church for use of Heritage Park for KidsZone June 29th through June 30<sup>th</sup>, subject to receiving a certificate of insurance naming the City of Belfast as additionally insured. This motion was approved, 4-0.

**I)** Request from Coastal Mountains Land Trust to place a Community Art Cart at the intersection of the Harbor Walk and Armistice Bridge.

Parks and Recreation Director Pam Salokangas reviewed the request from Coastal Mountains Land Trust to place a Community Art Cart at the intersection of the Harbor Walk and Armistice Bridge and answered Council questions.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to approve the request from Coastal Mountains Land Trust to place a Community Art Cart at the intersection of the Harbor Walk and Armistice Bridge from May 25th through September 20th, 2024. This motion was approved, 4-0.

**J) Request from the Annual Maine Celtic Celebration for Approval of a Facility Use Request and Council Consideration of a Rental Fee Reduction.**

Parks and Recreation Director Pam Salokangas reviewed the request from the Annual Maine Celtic Celebration for Approval of a Facility Use Request and Council Consideration of a Rental Fee Reduction and answered Council questions.

Councilor Dean, seconded by Councilor Bitely, made a motion to approve the Facility Use Request Application and rental fee reduction for the Maine Celtic Celebration on the weekend of July 20-21, 2024. This motion was approved, 4-0.

**K) Request from the Window Dressers for Council Consideration of a Rental Fee Waiver.**

Parks and Recreation Director Pam Salokangas reviewed the request from the Window Dressers for Council Consideration of a Rental Fee Waiver of \$6,300 and answered Council questions.

Councilor Bonneville, seconded by Councilor Dean, made a motion to approve the requested Rental Fee Waiver for the Window Dressers from November 2nd through the 25<sup>th</sup>, 2024. This motion was approved, 4-0.

**L) Request to install a bench honoring Carson Pease along the Harbor Walk.**

Parks and Recreation Director Pam Salokangas reviewed the request to install a bench honoring Carson Pease along the Harbor Walk and answered Council questions.

Councilor Dean, seconded by Councilor Bitely, made a motion to approve the request to install a bench honoring Carson Pease along the Harbor Walk, as presented. This motion was approved, 4-0.

**M)** Request to authorize submission of grant application to the State of Maine's Coastal Program and Municipal Planning Assistance Program, FY 2025 Coastal Community Grant/Shore and Harbor Planning Grant Programs for \$50,000 to complete a City Landing Infrastructure Facilities Resilience Design Study.

Deputy Economic Development Director Joellyn Warren reviewed the request to authorize submission of grant application to the State of Maine's Coastal Program and Municipal Planning Assistance Program, FY 2025 Coastal Community Grant/Shore and Harbor Planning Grant Programs for \$50,000 to complete a City Landing Infrastructure Facilities Resilience Design Study and answered Council questions.

Councilor Mortier, seconded by Councilor Bitely, made a motion to approve the submittal of the City Landing Infrastructure Facilities Resilience Design Study grant application to Maine's FY 2025 Coastal Community Grant/Shore and Harbor Planning Grant Programs for \$50,000 to complete a community climate vulnerability assessment and cost benefit analysis; and to authorize the City Manager to sign any all paperwork related to and necessary for the submission of this request. This motion was approved, 4-0.

**N)** Presentation from the Economic Development Director regarding the proposed Public Safety Building and a related \$1,500,000 Congressionally Directed Spending Award.

Economic Development Director Thomas Kittredge presented the proposed Public Safety Building and a related \$1,500,000 Congressionally Directed Spending Award.

**O)** Public Information Meeting regarding a \$1,500,000 Congressionally Directed Spending Award for the purpose of financing a proposed Public Safety Building.

Economic Development Director Thomas Kittredge read the following Public Information Meeting Notice:

PUBLIC INFORMATION MEETING NOTICE  
THE CITY OF BELFAST

The City of Belfast intends to file an application for Federal assistance with the United States Department of Agriculture Rural Development. This assistance is needed for the purpose of financing a Public Safety Building. Any interested party may attend a public information meeting, which will be held on Tuesday, May 21st, 2024, as part of the City of Belfast's regularly scheduled City Council meeting, which begins at 7:00pm on that date, at Belfast City Hall, 131 Church Street, Belfast, Maine. Public comments will be solicited at this public information meeting and will be submitted to the United States Department of Agriculture Rural Development as part of the meeting minutes.

No members of the public attended or spoke during the Public Information Meeting.

**P)** Request to authorize the City Manager to sign any and all documents necessary and related to this Congressionally Directed Spending Award/Community Facilities Grant on behalf of the City of Belfast.

Economic Development Director Thomas Kittredge reviewed the request to authorize the City Manager to sign any and all documents necessary and related to this Congressionally Directed Spending Award/Community Facilities Grant on behalf of the City of Belfast and answered Council questions.

Councilor Mortier, seconded by Councilor Bitely, made a motion to authorize the City Manager to sign all documents necessary and related to this Congressionally Directed Spending Award/Community Facilities Grant on behalf of the City of Belfast. This motion was approved, 4-0.

**P) #1** Council Adoption of the Collective Bargaining Agreement between the City of Belfast and ASFME for July 1, 2024, through June 30, 2027.

City Manager Erin Herbig briefly reviewed the request for the Council Adoption of the Collective Bargaining Agreement between the City of Belfast and ASFME and thanked Mayor Sanders and Councilor Mortier for serving on the bargaining committee.

Councilor Bonneville, seconded by Councilor Dean, made a motion to adopt the Collective Bargaining Agreement between the City of Belfast and ASFME for July 1, 2024, through June 30, 2027. This motion was approved, 4-0.

P) #2 Request to utilize Capital Improvement project funds to facilitate demolition and cleanup of collapsed shed on City property at 282 Northport Avenue.

City Manager Erin Herbig briefly reviewed the request to utilize Capital Improvement project funds to facilitate demolition and cleanup of collapsed shed on City property at 282 Northport Avenue.

Councilor Dean, seconded by Councilor Bonneville, made a motion to authorize Planning and Codes staff to utilize up to \$2,500 of Capital Improvement project funds, account 720-918, to facilitate demolition and cleanup of collapsed shed on City property at 282 Northport Avenue, Map 29 Lot 36. This motion was approved, 4-0.

Q) Signing of Council Orders and housekeeping items.

**Council Order #56 Signed by Councilor Mortier Ordered That:**

**AMENDMENTS TO  
CITY CODE OF ORDINANCE  
INSIDE THE BYPASS ZONING AMENDMENTS FOCUSED ON  
INCREASING HOUSING OPPORTUNITIES AND LD 2003 COMPLIANCE**

**Chapter 66 Definitions, Chapter 80 In-town Design Review, Chapter 90 Site Plan, Chapter 98 Technical Standards, and Chapter 102 Zoning**

**Editor’s Note:** Language/text shown in **black font** is current text in the adopted City Code of Ordinances. 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. All text shown in **green font** are notes for the Board and other readers.

\*\* The draft Dimensional and Use Tables along with footnotes are color coded in the manner the Board is used to seeing for Ordinance Amendment language, however it’s important to keep in mind that this is a complete overhaul of the existing tables and footnotes, so colors are used to

highlight specific changes. However, these are essentially completely new tables that would replace the existing ones in the Ordinance.(See attached text of adopted amendments).

**First Reading:** April 2, 2024

**Second Reading:** May 7, 2024

(Approved May 7, 2024)

**Council Order #57 Signed by Councilor Mortier Ordered That:**

The City Manager and the City Treasurer are authorized to expend up to \$4,200 to Comprehensive Land Technologies, Inc to remove trees problematic to the protected surface of Runway 33 on Tax Map 4 Lot 66, consistent with the easement recorded in Book 4098 Page 130 on September 2, 2016. Funding of \$2,700 from Account #640-711 Airport Maintenance Capital Reserve and a repurposing of \$1,500 from Account #640-594 Airport Maintenance authorized on December 19, 2023. (Approved May 7, 2024)

**Council Order #58 Signed by Councilor Mortier Ordered That:**

The City Manager and the City Treasurer are authorized to expend up to \$61,029 to purchase a 2024 Chevrolet pick-up (\$49,029) and addition package (\$12,000) from O'Connor GMC for the Belfast Fire Department. Funding is to come from the Fire Department Equipment Capital Reserve Account #210-537. (Approved May 21, 2024)

**Council Order #59 Signed by Councilor Dean Ordered That:**

The City Manager and the City Treasurer are authorized to expend up to \$341,483.99 for a PL Custom ambulance from Sugarloaf Rescue Vehicles for the Belfast Ambulance Department. Funding is to come from the Ambulance Capital Reserve. (Approved May 21, 2024)

**11) Open to the Public**

No public comments.

**12) Communications**

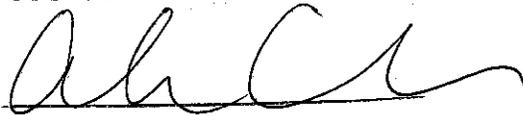
No communications.

**13) Adjourn**

Councilor Bonneville, seconded by Councilor Dean, made a motion to adjourn at 9:01 p.m. This motion was approved, 4-0.

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