

\*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, January 21, 2025**

**6:00 p.m.** Request to go into an Executive Session on a Real Estate Matter pursuant to 1 M.R.S.A. 405 (6) C.

Councilor Bonneville, seconded by Councilor Bitely, made a motion to go into Executive Session on a Real Estate Matter pursuant to 1 M.R.S.A. 405 (6) C at 6:01 p.m. This motion was approved, 5-0.

Councilor Dean, seconded by Councilor Mortier, made a motion to adjourn the Executive Session on a Real Estate Matter pursuant to 1 M.R.S.A. 405 (6) C at 6:44 p.m. This motion was approved, 5-0.

**6:45 p.m.** Committee Interviews

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

**Regular Council Meeting No. 14**

**1) Call to order**

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

**3) Pledge of Allegiance**

**4) Adoption of the agenda**

Mayor Sanders noted the following proposed amendment to the agenda:

1. Add item **10) L #1** Request to accept and award the bid for a Public Works surplus truck.

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

**5) Acceptance of the minutes**

Regular Council Meeting of January 7, 2025.

Councilor Dean, seconded by Councilor Bitely, made a motion to accept the minutes from the Regular Council Meeting of January 7, 2025. This motion was approved, 5-0.

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

City Manager Erin Herbig noted that Council received one email from Susan Dexter and no postal mail, prior to noon today which was shared with Council before the start of the Council meeting to be included as part of the Open to the Public.

1. Neva Allen of Belfast spoke in support of the transitional housing proposal.
2. Seongmoon Ahn, Belfast United Methodist Church Pastor, spoke in support of the transitional housing proposal.
3. Chris Riley of Belfast spoke in support of the transitional housing proposal.

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

- Executive Director of the Belfast Area Chamber of Commerce Dorothy Havey provided an organization update.
- City Manager Erin Herbig provided an update on repairs to the sidewalk plows and the Beaver Street Charing Station repairs.

## **7) Communications**

No communications.

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

- Council consideration of Committee Appointments.

Councilor Mortier, seconded by Councilor Dean, made a motion to appoint Jennifer Craig to the Library Board of Trustees. This motion was approved, 5-0.

Councilor Harkness, seconded by Councilor Mortier, made a motion to move John Cronin from an Alternate to a regular Member of the Zoning Board of Appeals. This motion was approved, 5-0.

Councilor Mortier, seconded by Councilor Dean, made a motion to appoint Council representation on the following City Committees: Councilor Mortier to serve on the Broadband and

Parks, Trails and Recreation Committees, Councilor Bonneville to serve on the Pedestrian, Transportation and Accessibility Committee, Councilor Bitely to serve on the Climate, Energy and Utilities and the Housing and Property Development Committees, Councilor Dean to serve on the Airport Advisory and the Housing and Property Development Committees. This motion was approved, 5-0.

Councilor Harkness noted that he would no longer be serving on the Housing and Property Development Committee.

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

- A. Request from the Police Chief to confirm Ted Gannon as a part-time Reserve Officer for the Belfast Police Department.
- B. Request from the Media Manager to confirm Tyler Hills as a part-time Video Technician for BelTV.
- C. Request to approve a Facility Use Request application by Our Town Belfast for use of City sidewalks and streets for the annual Ice Festival and State of Maine Ice Carving Championship on Friday, February 21, 2025, through Sunday, February 23, 2025.
- D. Request to approve an application by Frank D. Hazeltine American Legion Post #43 d/b/a V.F.W. American Legion located at 134 Church Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous Club with Catering liquor license.
- E. Request to approve a Special Amusement Permit for Frank D. Hazeltine American Legion Post #43 d/b/a V.F.W. American Legion for live music, DJ, Karaoke, dancing, and all live entertainment located at 134 Church Street, Belfast, Maine, indoor only.

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

### **10) Business**

A) Request from the Fire Chief to confirm Colby Robbins of Montville as a full-time Firefighter/Paramedic for the Belfast Fire and Ambulance Department.

Fire Chief Patrick Richards and City Manager Erin Herbig reviewed the request to confirm Colby Robbins of Montville as a full-time Firefighter/Paramedic for the Belfast Fire and Ambulance Department and introduced Mr. Robbins to the City of Belfast.

Councilor Dean, seconded by Councilor Harkness, made a motion to confirm Colby Robbins of Montville as a full-time Firefighter/Paramedic for the Belfast Fire and Ambulance Department. This motion was approved, 5-0.

City Clerk Angie Crosby conducted the swearing-in ceremony.

**B) Request from the Public Works Director to confirm Brian Spaulding of Belfast as a full-time Utility Equipment Operator / Laborer for the Public Works Department.**

Public Works Director Kip Faulkner and City Manager Erin Herbig reviewed the request to confirm Brian Spaulding of Belfast as a full-time Utility Equipment Operator / Laborer for the Public Works Department.

Councilor Bonneville, seconded by Councilor Bitely, made a motion to confirm Brian Spaulding of Belfast as a full-time Utility Equipment Operator / Laborer for the Public Works Department. This motion was approved, 5-0.

**C) Discussion and possible action on a proposal for transitional housing in Belfast.**

Director of Code and Planning Bub Fournier and members Midcoast Maine Homeless Coalition including Kathy Muzzy, Rev. Steve Alspach, Mary Sullivan, Cathy Gray, Rev. Joel Kruger and Joe Calista updated the Council on the additional information they had pulled together regarding the proposal for transitional housing and answered Council questions.

Councilor Mortier, seconded by Councilor Harkness, made a motion to move the transitional housing proposal forward to the Planning Board who has identified a potential application of a special use area designation for this specific property located at 23 Mill Lane in Belfast and that the special use area designation already a feature of the Outside Rural 2 Zoning District which this property is located for which a transitional housing facility use would need to be worked into the City Ordinance by the Planning Board and that it include the development of a City license created for this use to be used for annual inspection of the facility, and to task the Planning Board with creating reasonable amendments for transitional housing within this designated zone and that they not take upon themselves any area that is not within the Boards preview. This motion was approved, 5-0.

**D) Presentation from the Police Chief on how to report hate crimes.**

Police Chief Bobby Cormier provided a presentation on the correct avenues on how to file a report of hate speech to ensure that if an incident occurs, it is responded to by the Police Department timely and appropriately and answered Council questions.

Michael Wright of Belfast discussed personal experience with hate speech in Belfast and requested that the City Council take initiative to inform the public and minority groups what they can and should do if they experience hate speech or hate crime in Belfast.

Councilors discussed ways in which they could take such an initiative, noting utilizing the City website, the Public Access Channel and drafting a Council Resolution.

**E) Request from the Fire Chief to increase the Advanced Life Support Fee from \$200 to \$350.**

Fire Chief Patrick Richards reviewed the request to increase the Advanced Life Support Fee from \$200 to \$350 and answered Council questions.

Councilors requested to review again next year and for the Chief to provide data on how many per year and the time and cost associated to help better inform the decision.

Councilor Mortier, seconded by Councilor Harkness, made a motion to increase the ALS fee (paramedic intercepts) to surrounding agencies from \$200 to \$350. This motion was approved, 5-0.

**F) Council Discussion on election polling locations.**

City Clerk Angie Crosby and Deputy City Clerk Andrew Legacy reviewed the current election set up, recommended the combination of the Ward 5 polling location with Wards 1-4 at the Tarratine Hall starting in June 2025, and answered Council questions.

Councilors unanimously agreed to table the discussion and action until Tuesday, February 4<sup>th</sup> City Council Meeting.

**G) Request from the Harbor Master to 2025 Harbor Usage Fees.**

Harbor Master Kathy Given reviewed the proposed 2025 Harbor Usage Fees.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to approve 2025 Harbor Usage Fees, as presented. This motion was approved, 5-0.

**H) Request from the Harbor Master to approve 2025 Charter Vessel, Small Boat Storage, and Commercial Contracts.**

Harbor Master Kathy Given reviewed the 2025 Charter Vessel, Small Boat Storage, and Commercial Contracts.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to approve 2025 Charter Vessel, Small Boat Storage, and Commercial Contracts, as presented. This motion was approved, 5-0.

**I) Discussion on future visits from cruise ships to the City of Belfast.**

Harbor Master Kathy Given reviewed the recommendations from the Harbor Committee on how to limit large vessel activity in our harbor for increased safety and improved operations and answered Council questions.

Executive Director of the Belfast Area Chamber of Commerce discussed support for the Harbor Committee and Harbor Master's recommendation.

Councilor Harkness, seconded by Councilor Mortier, made a motion to direct Planning and Code staff to work with the Harbor Department to draft ordinance language as recommended by the Harbor Advisory Committee. This motion was approved, 5-0.

**J) Request by Airport Manager to publish an RFP to secure the services of an appraiser to develop a fair market value appraisal for the Belfast Municipal Airport.**

Airport Manager Kenn Ortmann reviewed the request to publish an RFP to secure the services of an appraiser to develop a fair market value appraisal for the Belfast Municipal Airport.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to authorize the City staff to publish a Request for Proposal (RFP) for the provision appraisal services to determine sales values and values of aeronautical and nonaeronautical leases on Belfast Airport property. This motion was approved, 5-0.

**K)** Request from the Finance Director to accept a \$132.00 donation to the Cemetery Department.

No discussion.

Councilor Mortier, seconded by Councilor Harkness, made a motion to accept the funds of \$132.00 and to place the donation into account #G 1-2009-00 Cemetery Donations. This motion was approved, 5-0.

**L)** Consideration of possible tax foreclosure waivers or requests for poverty abatement.

No discussion.

Councilor Bonneville, seconded by Councilor Dean, made a motion to waive the foreclosure of the tax lien mortgage on real estate for a tax to the City of Belfast dated July 22, 2021 and recorded in Waldo County Registry of Deeds in Book 4919, Page 327 on January 21, 2025, pursuant to 36 M.R.S.A. section 944. This motion was approved, 5-0.

**L) #1** Request to accept and award the bid for a Public Works surplus truck.

City Manager Erin Herbig briefly reviewed the request from the Public Works Director to accept and award the bid for a Public Works surplus truck.

Councilor Mortier, seconded by Councilor Harkness, made a motion to accept and award the bid of \$7,990.00 from Patterson Trucking LLC for the Public Works surplus truck placing the funds into account #110-3544 Used Equipment Sales. This motion was approved, 5-0.

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

**Council Order #34 Signed by Councilor Mortier Ordered That:**

The City Manager and the City Treasurer are authorized to accept the funds of \$132.00 and to place the donation into account #G 1-2009-00 Cemetery Donations. (Approved on January 21, 2025)

**Council Order #35 Signed by Councilor Mortier Ordered That:**

The City Manager and the City Treasurer are authorized to accept the funds of \$7,990.00 from Patterson Trucking LLC for the sale of a surplus Public Works truck and to place the funding into account #110-3544 Used Equipment Sales. (Approved on January 21, 2025)

**11) Open to the Public**

No comments.

**12) Communications**

Councilor Dean noted that tonight the City Council appointed Ted Gannon as a part-time Reserve Officer for the Belfast Police Department and Tyler Hills as a part-time Video Technician for BelTV as part of the Consent Agenda.

**13) Adjourn**

Councilor Bonneville, seconded by Councilor Harkness, made a motion to adjourn at 9:41 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