

\*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 3, 2023**

**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. 13**

**1) Call to order**

**2) Present:** Mayor Eric Sanders, Councilors Mary Mortier, Neal Harkness, Michael Hurley and Paul Dean; City Manager Erin Herbig and Communications Assistant Mackenzie Barnhart.

**Absent:** Councilor Brenda Bonneville and Assistant to the City Manager Manda Cushman.

**3) Pledge of Allegiance**

**4) Adoption of the agenda**

City Manager Erin Herbig requested to amend the agenda to include item **10) G #1** Request to go into Executive Session on a Real Estate matter pursuant to 1 M.R.S.A. 405 (6) C.

Councilor Harkness, seconded by Councilor Dean, made a motion to adopt the agenda, as amended. This motion was approved, 3-0 (Councilor Hurley left the room).

**5) Acceptance of the minutes**

Regular Council Meeting of December 20, 2022.

Councilor Paul Dean, seconded by Councilor Mary Mortier, made a motion to accept the minutes from the Regular Council Meeting of December 20, 2022. This motion was approved, 3-0 (Councilor Michael Hurley left the room).

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

City Manager Erin Herbig noted that Council received 5 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. Vice Commander Bill Bruns of the Belfast VFW discusses a search for a new VFW location in Belfast.
2. Arista Holden of Atlantic Challenge USA discussed the need to find a location to store maritime materials and gear for future Atlantic Challenge USA events to be held in Belfast.

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

City Manager Erin Herbig thanked City staff and Central Maine Power for working over the holidays to keep Belfast residents safe during the recent storm and reviewed the recent storm damage, discussed the Fire and Ambulance Department request for hire and announced City of Belfast Dr. Martin Luther King Jr. Day Closures.

## **7) Communications**

Councilor Harkness discussed the need to reevaluate the fencing at the Boathouse in relation to the recent storm damage.

Councilor Hurley discussed the importance of the Breakwater Project for prevention of future storm damages and thanked volunteers and City Departments for their assistance during the New Year's bonfire.

Councilor Dean thanked City Staff for the operation of the Warming Center on December 23<sup>rd</sup>, 2022.

Mayor Sanders discussed the necessity for future projects and precautions to prevent storm damage in the future and discussed New Year's by the Bay.

Councilor Mortier thanked Public Works and the Police Department for their work during the storm over the holidays.

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

No comments.

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

- A. Request from the Fire Chief to confirm Sarah Adelberg as a part-time EMT for the Belfast Ambulance Department.
- B. Request to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar & Grill for the Mathews Brothers Christmas party on December 16, 2022 from 4:00 p.m. to 11:00 p.m. located at the Tarratine Tribe, 153 Main Street, Belfast, Maine.
- C. Request to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar & Grill for the Front Street Shipyard Holiday party on December 16, 2022 from 3:00 p.m. to 10:00 p.m. located at the Fireside Inn, 159 Searsport Ave., Belfast, Maine.
- D. Request to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar & Grill for the After Hours social on December 14, 2022 from 5:00 p.m. to 8:00 p.m. located at the Camden National Bank, 156 Main Street, Belfast, Maine.

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

**10) Business**

- A) Request to authorize the expenditure of up to \$200 for the December 24<sup>th</sup> City of Belfast Warming Center.

City Manager Erin Herbig reviewed the request to authorize the expenditure of up to \$200 for the December 24<sup>th</sup> City of Belfast Warming Center and answered Council questions.

Councilor Hurley, seconded by Councilor Mortier, made a motion to authorize up to \$200.00 for the Warming Center supplies to come from account #2326-00 Belfast Keep the Faith Fund. This motion was approved, 4-0.

- B) Request to accept \$8,721.13 in grant funding from the Harold Alfond Foundation.

City Manager Erin Herbig reviewed the request to accept \$8,721.13 in grant funding from the Harold Alfond Foundation and answered Council questions.

Councilor Mortier, seconded by Councilor Harkness, made a motion to accept the \$8,721.13 from the Alford Foundation Grant Funding, with these funds to be applied back to the appropriate department training lines. This motion was approved, 4-0.

Councilor Hurley thanked the Alford Foundation for the impact that they are having in Maine.

**C) Request to correct carry forward account #680-604 from FY2021-22.**

Finance Director Theresa Butler explained the request to correct carry forward account #680-604 from FY2021-22 and answered Council questions.

Councilor Mortier, seconded by Councilor Harkness, made a motion to authorize City staff to amend Council Order #21 to reflect the correct amount and change the overall FY2021-22 carry forward total to \$364,881.16 to reflect the difference. This motion was approved, 4-0.

**D) Request from the Wastewater Superintendent to expend \$39,625.00 to replace the Union Street sewer main.**

Wastewater Superintendent Travis Jones explained the request to expend \$39,625.00 to replace the Union Street sewer main and answered Council questions.

Councilor Mortier, seconded by Councilor Dean, made a motion to transfer \$39,625.00 from the Wastewater Department's Capital Reserve Account #990-537 to account #990-537 Wastewater Outside Services. This motion was approved, 4-0.

**E) Request by the Economic Development Director to have the City Council authorize City staff to identify a firm and obtain a quote for developing preliminary designs and preliminary cost estimates for a Public Safety Building.**

Economic Development Director Thomas Kittredge and City Manager Erin Herbig reviewed the request to authorize City staff to identify a firm and obtain a quote for developing preliminary

designs and preliminary cost estimates for a Public Safety Building and answered Council questions.

Councilor Mortier, seconded by Councilor Harkness, made a motion to authorize City staff to hire an engineering firm to establish preliminary cost estimates for a Public Safety Building. This motion was approved, 4-0.

City Manager Erin Herbig requested that at least one Councilor sit in on the Working Group for this project.

Councilor Mortier and Councilor Dean volunteered to be the Council representatives on the Working Group.

Councilor Hurley expressed concerns about the expenses of the project.

**F)** Consideration of a lease agreement between the City of Belfast and Raymelle Moody d/b/a Moody Dog.

Director of Code and Planning Bub Fournier and City Manager Erin Herbig reviewed the lease agreement between the City of Belfast and Raymelle Moody d/b/a Moody Dog and answered Council questions.

Councilor Mortier, seconded by Councilor Harkness, made a motion to enter into a lease agreement with Raymelle Moody d/b/a Moody Dog for use of this City owned dirt lot at an annual fee of \$250.00. This motion was approved, 4-0.

**G)** Discussion on upcoming work of the Planning Board regarding short-term rental, airport overlay, and inside the bypass ordinance amendments.

Councilor Hurley discussed the need for housing in Belfast.

Councilor Dean discussed the importance of considering workforce housing when approving land use ordinance updates.

City Manager Erin Herbig discussed government and committee structure to effectively and efficiently address some of these issues.

Mayor Sanders discussed the importance of a vision in addressing housing.

Councilor Harkness discussed the importance of lowering the mil rate through capital development.

**G) #1** 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 Harkness, made a motion to go into Executive Session on a Real Estate matter pursuant to 1 M.R.S.A. 405 (6) C at 9:02 p.m. This motion was approved, 4-0.

Councilor Harkness, 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 9:25 p.m. This motion was approved, 4-0.

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

**Council Order #41** Signed by Councilor Hurley Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$200.00 for the for the December 24<sup>th</sup> City of Belfast Warming Center. With funding to come from account #2326-00 Belfast Keep the Faith Fund. (Approved January 3, 2023)

**Council Order #42** Signed by Councilor Mortier Ordered That:

The City Manager and the City Treasurer are authorized to accept \$8,721.13 in grant funding from the Harold Alford Foundation. With funding to be applied back to the appropriate department training lines. (Approved January 3, 2023)

**Council Order #43** Signed by Councilor Mortier Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$39,625.00 to replace the Union Street sewer main. With funding to be transferred from the Wastewater Department's Capital Reserve Account #990-537 to account #990-537 Wastewater Outside Services. (Approved January 3, 2023)

**Council Order #21 (amended)** Signed by Councilor Mortier Ordered That:

The City Manager and the City Treasurer are authorized carry forward up to \$364,881.16 from the FY 2021-2022 to FY 2022-2023 from the following accounts:

<b>TITLE</b>	<b>ACCT#</b>	<b>AMOUNT</b>
CITY MANAGER, VEHICLE & SCHOOL EXPENSE	100-511	\$3,500
CITY CLERK, RECORDS RESTORATION	130-631	\$2,500
CITY CLERK, CODIFICATION	130-674	\$7,604.60
CITY BLDG MAINT, CLEANING CONTRACT	140-524	\$9,989.18
CITY BLDG MAINT, IT SERVICES	140-837	\$4,336.71
BOATHOUSE, BUILDING MAINTENANCE & REPAIRS	190-520	\$329.39
FIRE, BLDG MAINT, REPAIRS & MISC	210-520	\$1,860.03
FIRE, PURCHASE OF EQUIPMENT	210-535	\$7,595.18
POLICE, SALARY & WAGES	220-501	\$50,000
POLICE, PURCHASE OF EQUIPMENT	220-535	\$7,000
POLICE, FIREARMS TRAINING/QUALIFICATIONS	220-540	\$3,000
POLICE, K-9 EXPENSES	220-843	\$3,425
AMBULANCE, SUPPLIES & EXPENSES	270-504	\$1,500
PUBLIC WORKS, PURCHASE OF EQUIPMENT	410-535	\$88,000
PUBLIC WORKS, CULVERTS, SIGNS & PAINT	410-572	\$3,756.15
SIDEWALK RESERVES	420-902	\$38,692.98
TRANSFER STATION, BLDG MAINT, REPAIRS & MISC	440-520	\$6,187.49
TRANSFER STATION, LANDFILL CLOSING COSTS	440-574	\$11,509
TREES, TREE MAINTENANCE	460-578	\$5,850.00
TREES, TREE PLANTINGS/GRANT	460-678	\$13,124.39
ECONOMIC DEVELOPMENT, SALARY & WAGES	580-501	\$57,161.69
ECONOMIC DEVELOPMENT, VEHICLE & SCHOOL	580-511	\$308.83
PARKS & RECREATION, PROGRAMMING	610-588	\$3,500
CEMETERY, TREE PLANTING & REMOVAL	630-592	\$1,700
HARBOR, FOOTBRIDGE MAINTENANCE	660-709	\$546.19
PLANNING, GIS SUPPORT	670-602	\$1,500
ZONING, ENGINEERING & PROFESSIONAL	680-604	\$30,404.35
<b>TOTAL</b>		<b>\$364,881.16</b>

(Approved January 3, 2023)

## 11) Communications

Councilor Hurley discussed all the work done by the Alford Foundation.

Mayor Sanders discussed scheduling a Council Work Session with the Planning Board regarding short-term rental, airport overlay, and inside the bypass ordinance amendments on January 31<sup>st</sup>, 2023 from 6:00 PM to 8:00 PM. Councilors agreed on the date and time.

**12) Open to the Public**

No comments.

**13) Adjourn**

Councilor Harkness, seconded by Councilor Dean, made a motion to adjourn at 9:25 p.m. This motion was approved, 4-0.

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