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City of Belfast
Council Chambers-Belfast City Hall
Tuesday, November 19, 2019
7:00 p.m.

Regular Council Meeting No. 10

1) Call to order

- 2) Present:** Mayor Eric Sanders, Councilors Neal Harkness, Brenda Bonneville, Michael Hurley and Paul Dean; City Manager Joseph Slocum.

Absent: Councilor Mary Mortier and Admin. Assistant to the City Manager Manda Cushman.

3) Pledge of Allegiance

4) Adoption of the agenda

City Manager Joseph Slocum requested to amend the agenda as follows:

- Move item **10) U** Request from Economic Development Director, Thomas Kittredge, to enter into an agreement with Camoin Associates to conduct a market study for housing and economic needs to help both the private and public sectors better understand our local housing and commercial needs and demands, to **10) A #1**.
- Remove **10) V** Request to go into Executive Session to discuss an Economic Development matter pursuant to 1 M.R.S.A. 405 (6) C.
- Add **10) V #1** Request to go into Executive Session on a Personnel matter pursuant to 1 M.R.S.A. 405 (6) A.
- Add **10) I #1** Consideration of an appointment of an acting Police Chief.
- Remove consideration of adding **10) T#1** Consideration of dealing with possible increases to Motor Vehicle fees, move to next Council meeting.

*Councilor Mortier arrived at 7:04 p.m.

Councilor Harkness, 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 November 5, 2019.

Councilor Dean, seconded by Councilor Mortier, made a motion to accept the minutes from Regular Council Meeting of November 5, 2019. This was approved, 4-0 (Councilor Bonneville abstained).

6) A. Open to the public

1. Ridgley Fuller of Belfast thanked the community for their support during the election and discussed interest in understanding more about the Market Study.
2. Mary Brand, President of the Belfast Soup Kitchen Board, provided an update on the construction of their new facility.

B. Organization and Department Reports

- Director of Code & Planning, Wayne Marshall, provided an update regarding the current work of the Planning Board on the regulation of larger solar arrays and need for Council review and action on Ordinance amendments and the Planning Board's review of the Nordic Aquafarm permits.

7) Communications

Councilors welcomed Councilor Bonneville.

Councilor Mortier noted there will be an annual 23rd New Years By The Bay Celebration this year.

Councilor Dean requested that discussion on an Animal Control Officer be brought forward as an upcoming Council Work Session.

Councilors discussed holding a Council Work Session on Goals on Thursday, December 5th and that moving forward in the New Year Council holds Work Sessions on the 5th Tuesday of every month, Council unanimously agreed.

City Manager, Joseph Slocum, informed the public regarding the location of citizen sand pile, invited Councilor Bonneville to tour Departments and informed the Council of a possible increase to City health insurance.

City Manager, Joseph Slocum, informed the public of his resignation of City Manager on March 6th.

Councilor Hurley informed the public of the Working Landscapes meeting on December 9th, inquired about leaf pick-up and discussed working on a mural for the Belfast Police Department.

8) Old Business and Council Committee Reports

No comments.

9) Permits, Petitions and Licenses - Consent Agenda

- A. Request to approve a twelve-month Blanket Letter of Approval for Bingo for the Tarratine Tribe #13 I.O.R.M. & Auxiliary located at 153 Main Street, Belfast, Maine. This approval is granted from January 1, 2020 through December 31, 2020.
- B. Request to approve a twelve-month Blanket Letter of Approval for Game of Chance (Cribbage) for the Frank D. Hazeltine Post 43 located at 143 Church Street, Belfast, Maine. This approval is granted from January 1, 2020 through December 31, 2020.
- C. Request to approve an application by Paul Naron d/b/a United Farmers Market of Maine located at 18 Spring Street, Belfast, Maine for a renewal of a Farmer's Market Authorization liquor license.
- D. Request to approve a renewal application by Sarah Waldron & Seth Whited d/b/a Neighborhood at 132 High Street, Belfast, Maine for a Malt, Vinous and Spirituous Restaurant (Class I, II, III, IV) license, interior only.

Councilor Hurley, seconded by Councilor Harkness, made a motion to accept the consent agenda. This motion was approved, 5-0.

10) Business

- A) State Legislative update with Erin Herbig.

State Senator, Erin Herbig of Belfast provided a State Legislative update.

- A) #1 Request from Economic Development Director, Thomas Kittredge, to enter into an agreement with Camoin Associates to conduct a market study for housing and economic needs to help both the private and public sectors better understand our local housing and commercial needs and demands.

Economic Development Director, Thomas Kittredge, reviewed the request and answered Council questions regarding his recommendation to enter into an agreement with Camoin Associates.

Councilor Mortier, seconded by Councilor Hurley, made a motion to accept the request from the Economic Development Director to enter into an agreement with Camoin Associates to conduct a market study for housing and economic needs, as presented and to authorize the City Manager to sign any required documents. This motion was approved, 5-0.

B) Request for consideration and possible removal of decaying trees located at 52 Church St., 58 Church St., 58 High St. and 8 Northport Ave.

City Manager, Joseph Slocum, briefly reviewed the recommendation from the arborist.

Councilor Hurley discussed the history of street tree maintenance and concerns with current process of dealing with influx of removal requests.

Councilors discussed the requested removals.

Councilor Hurley noted that he would offer to get more information on what other communities do regarding a Tree Warden, Councilors unanimously agreed.

Councilor Hurley, seconded by Councilor Dean, made a motion to accept the to remove trees located at 58 High Street and 8 Northport Ave. This motion was approved, 5-0.

C) Request from the UU Church to organize a Winter Solstice community celebration on Saturday, December 21st from 5:00 to 9:00 PM.

Parks and Recreation Director, Norm Poirier, reviewed the request.

Councilors inquired about the request for a fire pit.

Councilor Dean, seconded by Councilor Mortier, made a motion to accept the Facility Use Request from the UU Church to organize a Winter Solstice celebration on Saturday, December 21st from 5:00 p.m. to 9:00 p.m., as presented. This motion was approved, 5-0.

D) Request from the Climate Crisis Committee for authority to:

#1 Spend up to \$900 to purchase and install water level measuring and tide gauge equipment and

#2 to spend up to \$600 for enrollment in the International Council for Local Environmental Initiatives Program and

#3 authority to spend been up to \$800 on the Committee's program of public meetings.

Jonathan Beal, Climate Crisis Committee Chair, reviewed the requests for funding.

Councilors inquired about the funding figures.

Councilor Hurley, seconded by Councilor Mortier, made a motion to accept the request from the Climate Crisis Committee to expend up to \$900 to purchase and install water level measuring and tide gauge equipment with funding to come from account # 720-887, to expend up to \$600 for enrollment in the International Council for Local Environmental Initiatives Program with funding to come from account # 720-887, and to expend up to \$800 on the Committee's program of public meetings with funding to come from account # 720-887. This motion was approved, 5-0.

E) Request from the City Manager to reorganize the Tax Collectors responsibilities within the City Clerk and Treasurer's Office.

City Manager, Joseph Slocum, reviewed the request to reorganize the Tax Collectors responsibilities between the City Clerk and City Treasurer.

Councilor Mortier, seconded by Councilor Harkness, made a motion to accept the request from the City Manager to reorganize the Tax Collectors responsibilities within the City Clerk and Treasurer's Office as presented. This motion was approved, 5-0.

F) Request from the City Manager to name the City Treasurer, Theresa Butler, as the Tax Collector for the City of Belfast and commit to her responsibility the collection of outstanding taxes.

City Manager, Joseph Slocum, explained the request.

Councilor Mortier, seconded by Councilor Dean, made a motion to accept the request from the City Manager to name the City Treasurer, Theresa Butler, as the Tax Collector for the City of Belfast and to commit to her responsibility the collection of outstanding taxes, as presented. This motion was approved, 5-0.

G) Request from City Council to memorialize Sandy Carey as our former Transfer Station Manager by renaming the entrance road to the Transfer Station "Sandy Carey Way".

Councilors discussed Sandy Carey and the impact she left on the community through her work as the Transfer Station Manager.

Councilor Mortier, seconded by Councilor Harkness, made a motion to accept the request to rename the entrance road to the Transfer Station “Sandy Carey Way”. This motion was approved, 5-0.

H) Request from the City Manager for authority to pay additional compensation to our Transfer Station employees who have had to assume significant increase in responsibilities since the former Manager left work in late June.

City Manager, Joseph Slocum, explained the request.

Councilors thanked Steve and Ron for stepping up when needed and without being asked.

Councilor Mortier, seconded by Councilor Dean, made a motion to accept the request from the City Manager for authority to pay additional compensation to the City’s Transfer Station employees who have had to assume significant increase in responsibilities since the former Manager left work in late June, as presented. This motion was approved, 5-0.

I) Request from the City Manager to appoint a new Transfer Station Manager.

City Manager, Joseph Slocum, explained the request to appoint the former Police Chief as the new Transfer Station Manager.

Councilors discussed salary and timing.

Councilor Harkness, seconded by Councilor Mortier, made a motion to accept the request to appoint Mike McFadden as the new Transfer Station Manager. This motion was approved, 5-0.

I) #1 Consideration of an appointment of an acting Police Chief.

City Manager, Joseph Slocum, recommended appointing the Deputy Police Chief, Gerry Lincoln, as the acting Police Chief.

Councilor Mortier, seconded by Councilor Dean, made a motion to accept the request to appoint Deputy Police Chief, Gerry Lincoln, as the acting Police Chief. This motion was approved, 5-0.

J) Update on City sidewalk improvement plans for the spring/summer of 2020.

City Manager, Joseph Slocum, reviewed recommendations regarding sidewalks for 2020. Glenn Montgomery, member of the Pedestrian, Hiking and Biking Committee reviewed the recommendations from the committee.

Councilors discussed recommendations.

K) Consideration from the Pedestrian, Hiking and Biking Committee to utilize “Complete Street” themes to make better use of certain streets and to foster improved access for all users of the roads and walkways.

City Manager, Joseph Slocum, briefly introduced the

Jim Merkle, Chair of the Pedestrian, Hiking and Biking Committee discussed the idea of how to accomplish “Complete Street” concepts throughout Belfast and requested Council support in the Committee’s and staff efforts to try to work on implementing these themes. 1

Councilors discussed the recommendations from the Committee, unanimously supporting their request to continue efforts to implement these themes.

L) Request to confirm the appointment of Chelsea Brasslett as a full-time Belfast Police Officer.

Deputy Police Chief, Gerry Lincoln, reviewed the request to hire Chelsea Brasslett and introduced her to the City Council.

Council welcomed Chelsea to the City of Belfast.

Councilor Harkness, seconded by Councilor Mortier, made a motion to accept the request to appoint Chelsea Brasslett as a full-time Belfast Police Officer. This motion was approved, 5-0.

M) Request from Deputy Police Chief, Gerald Lincoln, to accept drug forfeiture monies totaling \$766.

Deputy Police Chief, Gerry Lincoln, reviewed the request and discussed what funding would be utilized for within the Department.

Councilor Dean, seconded by Councilor Mortier, made a motion to accept the request from the Deputy Police Chief to accept drug forfeiture monies totaling \$766, with funds to be placed into account #730-672. This motion was approved, 5-0.

N) Request from the Council to consider naming the Boat Launch at upper Mason Pond the “Walter Ash Jr. Recreational Area”.

Councilors thanked Walter Ash Jr. for his service to this community.

Councilor Mortier, seconded by Councilor Harkness, made a motion to accept the request to name the boat launch at upper Mason Pond the “Walter Ash Jr. Recreational Area”. This motion was approved, 5-0.

O) Discussion on the search for a new City Manager.

City Manager, Joseph Slocum, reviewed the proposal to hire David Barrett of Maine Municipal Association to assist the Council in the search for a new City Manager.

Councilors discussed the proposal and how best to proceed, including the best time to meet with Mr. Barrett.

Councilor unanimously agreed with scheduling a meeting with Mr. Barrett on Wednesday, December 4th at 9:00 a.m., if he is available.

Councilor Mortier, seconded by Councilor Dean, made a motion to retain the services of David Barrett of Maine Municipal Association in the amount of \$6,100.00 to assist the City in hiring a new City Manager with funding to come from the Undesignated Fund Balance. This motion was approved, 5-0.

P) Confirmation of Shawn Chase as a full-time truck driver/laborer.

No Council discussion.

Councilor Mortier, seconded by Councilor Hurley, made a motion to appoint Shawn Chase as a full-time truck driver/laborer for the Belfast Public Works Department. This motion was approved, 5-0.

Q) Request from the Director of Code and Planning, Wayne Marshall, to appoint Bub Fournier as Belfast's Code Enforcement Officer.

Director of Code and Planning, Wayne Marshall, reviewed the request.

Councilor Dean, seconded by Councilor Mortier, made a motion to appoint Bub Fournier as Belfast's Code Enforcement Officer until June 30, 2021. This motion was approved, 5-0.

R) Request from the Director of Code and Planning, Wayne Marshall, to continue Friday closure of the Code and Planning Office.

Director of Code and Planning, Wayne Marshall, briefly explained the request.

Councilors discussed the length of the request, unanimously agreeing it should be left to the discretion of the Director when the closure is no longer needed.

Councilor Dean, seconded by Councilor Harkness, made a motion to accept the request to continue Friday closure of the Code and Planning Office. This motion was approved, 5-0.

S) Request from the Superintendent of Wastewater Treatment, Jon Carman, to accept the bids on a new utility truck and to award the bid to the low bidder Quirk Auto group in the amount of \$81,924.

City Manager, Joseph Slocum, briefly noted that funding would come from the Wastewater Treatment Plant Undesignated Fund Account.

Councilor Dean, seconded by Councilor Mortier, made a motion to accept the request from the Superintendent of Wastewater Treatment to accept the bids on a new utility truck and to award the bid to the lowest bidder Quirk Auto in the amount of \$81,924 with funding to come from the Wastewater Treatment Undesignated Fund Account. This motion was approved, 5-0.

T) Discussion on replacement of computers for the Clerk, Tax and Treasure's Office.

City Manager, Joseph Slocum, explained the request from the Clerk, Tax and Treasurer's Office to utilize their Equipment Reserve account to replace all their computers at once.

Councilor Mortier, seconded by Councilor Harkness, made a motion to accept the request to from the Clerk, Tax and Treasurer's Office to replace all their computers with funding to come from their Equipment Reserve Account. This motion was approved, 5-0.

U) Request from Economic Development Director, Thomas Kittredge, to enter into an agreement with Camoin Associates to conduct a market study for housing and economic needs to help both the private and public sectors better understand our local housing and commercial needs and demands.

Item moved to 10) A #1.

V) Request to go into Executive Session to discuss an Economic Development matter pursuant to 1 M.R.S.A. 405 (6) C.

Item removed.

V) #1 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 Dean, made a motion to go into Executive Session on a Personnel matter pursuant to 1 MRSA 405 (6) A at 10:51 p.m. This motion was approved, 5-0.

Councilor Harkness, seconded by Councilor Hurley, made a motion to adjourn Executive Session on a Personnel matter pursuant to 1 MRSA 405 (6) A at 10:55 p.m. This motion was approved, 5-0.

M) Signing of Council Orders and housekeeping items.

11) Open to the Public

No public comments.


12) Communications

Councilor Hurley wished everyone a Happy Thanksgiving.

13) Adjourn

Councilor Harkness, seconded by Councilor Dean, made a motion to adjourn the meeting at 10:55 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