

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, March 17, 2020**

6:30 p.m. Request to go into an Executive Session on a Personnel matter pursuant to 1 M.R.S.A. 405 (6) A.

Councilor Mortier, seconded by Councilor Harkness, made a motion to go into Executive Session on a Personnel matter pursuant to 1 MRSA 405 (6) A at 6:30 p.m. This motion was approved, 5-0.

Councilor Harkness, seconded by Councilor Dean, made a motion to adjourn Executive Session on a Personnel matter pursuant to 1 MRSA 405 (6) A at 7:00 p.m. This motion was approved, 5-0.

7:00 p.m. Regular Council Meeting

Regular Council Meeting No. 18

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 Admin. Assistant to the City Manager Manda Cushman.

3) Pledge of Allegiance

4) Adoption of the agenda

City Manager, Erin Herbig, requested to make the following amendments:

- Remove item **10) H** Request from the Parks & Recreation Director, Norm Poirier, to approve a New Facility Use Request Application by the Unitarian Universalist Church to secure and utilize street parking on Miller Street on Sunday, March 29, 2020 from 1:00 p.m. to 6:00 p.m.
- Add under Organization and Department Reports a request to approve City response to the coronavirus (COVID-19) dated March 17, 2020.

Councilor Mortier, seconded by Councilor Harkness, made a motion to adopt the agenda, as amended. This motion was approved, 4-0 (Councilor Hurley stepped out of the room).

5) Acceptance of the minutes

Regular Council Meeting of February 4, 2020.

Councilor Dean, seconded by Councilor Mortier, made a motion to accept the minutes from Regular Council Meeting of February 4, 2020. This was approved, 4-0 (Councilor Hurley stepped out of the room).

6) A. Open to the public

No public comments.

B. Organization and Department Reports

Mayor Eric Sanders provided an update to the public regarding how the City of Belfast is addressing COVID-19.

Councilor Mortier, seconded by Councilor Harkness, made a motion to accept the proposed temporary modifications to the daily City operating procedures as described in the City Manager’s March 17, 2020 letter to the public. This motion was approved, 5-0.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to direct the City Manager to use her discretion to make such written emergency modifications as may be deemed necessary as circumstances evolve, and to advise the Council immediately upon such modifications. This motion was approved, 5-0.

Susan Dupler, Public Health Nurse, provided an update on COVID-19 best practices and what residents should do if they suspect they have it.

Dale Rowley, Emergency Management Director, explained what people can do to help “flatten the curve” of the virus and how his agency is responding.

Kenn Ortmann, Airport Manager, provided an Airport update.

Thomas Kittredge, Economic Development Director, provided an update on City projects and grants.

7) Communications

Councilor Harkness praised the community for their response to COVID-19 and read a letter from Anne Ames regarding the newly constructed Court House.

Councilor Bonneville welcomed new City Manager, Erin Herbig and informed the public who they can reach out to if they would like more information regarding help for business owners who are impacted by the COVID-19 pandemic.

Councilor Dean talked about the small things we all can do to help.

Councilor Mortier welcomed the City Manager and provided an update on how people can access the census online.

City Manager, Erin Herbig, thanked all for the warm welcome and with help getting adjusted, provided an update on the Belfast Farmers Market, and requested two Councilors to serve in Union negotiations (Councilor Mortier and Mayor Sanders offered to continue to serve).

8) Old Business and Council Committee Reports

- A. Request from the City Clerk to set up a committee interview for one new applicant for the Airport Advisory Committee.

City Manager, Erin Herbig, suggested tabling until the April 7th meeting as committee meetings are currently suspended, Council unanimously agreed.

9) Permits, Petitions and Licenses - Consent Agenda

- A. Request to approve a Facility Use application by the Sons of American Legion to organize a Chicken BBQ/Silent Auction in City Park on Saturday, August 8, 2020 from 11:00 a.m. to 3:00 p.m. and a Horseshoe Tournament on Sunday, August 9, 2020.

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

10) Business

- A) Update from the Energy Committee.

Sadie Lloyd-Mudge, provided an update on various City Energy projects and answered Council questions.

- B) Presentation from Director of Code & Planning, Wayne Marshall, on the First Reading of amendments to City Code of Ordinances regarding the Route 3 Commercial Zoning District.

Director of Code & Planning, Wayne Marshall, provided an overview of proposed amendments and Planning Board recommendations.

C) Public Hearing on the First Reading of amendments to City Code of Ordinances regarding the Route 3 Commercial Zoning District.

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

Director of Code & Planning, Wayne Marshall, noted that no written comments were submitted.

D) Council consideration on the First Reading of amendments to City Code of Ordinances regarding the Route 3 Commercial Zoning District.

Councilor Mortier, seconded by Councilor Harkness, made a motion to accept the First Reading on proposed amendments to City Code of Ordinances regarding the Route 3 Commercial Zoning District. This motion was approved, 5-0.

Councilor Mortier, seconded by Councilor Harkness, made a motion to schedule the Second Reading and Public Hearing on proposed amendments to City Code of Ordinances regarding the Route 3 Commercial Zoning District for April 7, 2020. This motion was approved, 5-0.

E) Request from Fire Chief, Jim Richards, to hire a full time Firefighter/AEMT, to increase stand-by stipends and increase the pay per hour for per-diem paramedics on night shifts.

Fire Chief, Jim Richards, explained the request as a means to try to improve the staffing in his department requesting to first hire a full time Firefighter/AEMT, to eliminate the second hour on an ambulance call bringing it to one pay schedule, to bring up the stipend for standing by on a 12 hour shift from \$40 to \$60, and to bring the pay per hour for per-diem paramedics and night shift paramedics to \$22/hr.

Councilor Hurley, seconded by Councilor Harkness, made a motion to accept the request from the Fire Chief to hire a full time Firefighter/AEMT and to increase the stipend from \$40 to \$60. This motion was approved, 5-0.

Councilor Hurley, seconded by Councilor Harkness, made a motion to accept the request from the Fire Chief to approve pay per hour per-diem and full time night shift paramedics \$22/hr. This motion was approved, 5-0.

F) Request from Parks & Recreation Director, Norm Poirier, to approve a New Facility Use Request Application by the Coyote Center for Carnivore Ecology & Coexistence to organize a fundraising event in Steamboat Landing Park on Monday, September 7, 2020 from 7:00 p.m. to 9:30 p.m.

Parks & Recreation Director, Norm Poirier, briefly explained the request.

Councilor Dean, seconded by Councilor Bonneville, made a motion to accept the Facility Use Request by Coyote Center for Carnivore Ecology & Coexistence to organize a fundraising event in Steamboat Landing Park on Monday, September 7, 2020 from 7:00 p.m. to 9:30 p.m.. This motion was approved, 4-0 (Councilor Harkness stepped out of the room).

G) Request from the Parks & Recreation Director, Norm Poirier, to approve a New Facility Use Request Application by The Salty Dog to organize a “Claws for P.A.W.S. Nail Clinic” at the City Dog Park on Saturday, April 25, 2020 from 10:00 a.m. to 2:00 p.m.

Parks & Recreation Director, Norm Poirier, briefly explained the request, noting they would reassess in three weeks depending on how things go regarding the pandemic.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to accept the Facility Use Request by The Salty Dog to organize a “Claws for P.A.W.S. Nail Clinic” at the City Dog Park on Saturday, April 25, 2020 from 10:00 a.m. to 2:00 p.m. This motion was approved, 5-0.

H) Request from the Parks & Recreation Director, Norm Poirier, to approve a New Facility Use Request Application by the Unitarian Universalist Church to secure and utilize street parking on Miller Street on Sunday, March 29, 2020 from 1:00 p.m. to 6:00 p.m.

Item removed.

I) Request from the Parks & Recreation Director, Norm Poirier, to approve a New Facility Use Request Application by Opportunity Enterprises for use of City Park around the pavilion for a BBQ event on Friday, June 5, 2020 from 10:00 a.m. to 2:30 p.m.

Parks & Recreation Director, Norm Poirier, briefly explained the request.

Councilor Harkness, seconded by Councilor Bonneville, made a motion to accept the Facility Use Request by Opportunity Enterprises to use City Park around the pavilion for a BBQ event on Friday, June, 2020 from 10:00 a.m. to 2:30 p.m. This motion was approved, 5-0.

J) Request from the Economic Development Director, Thomas Kittredge, for authorization to submit a letter of intent to the Community Block Grant Public Service Program, on behalf of the Starrett Children’s Center owned by Belfast Area Child Care Services.

Economic Development Director, Thomas Kittredge, reviewed the request and answered Council questions.

Councilor Mortier, seconded by Councilor Dean, made a motion to authorize the submission of a letter of intent to the Community Development Block Grant Public Service Program on behalf of Belfast Area Child Care Services dba Starrett Children’s Center; and authorize the City Manager to sign any documents related and necessary to the submission of the letter of intent. This motion was approved, 5-0.

K) Request from the Economic Development Director, Thomas Kittredge, for further discussion and possible action regarding the ME Bicentennial Grant and matching funds.

Economic Development Director, Thomas Kittredge, explained the request to accept the grant funds of \$3,000 and to match the grant with \$5,000 from Undesignated Fund Balance.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to accept the \$3,000.00 Bicentennial Project Grant from the Maine Arts Commission; authorize the City Manager to sign any documents related and necessary to accept this grant; and recommit matching funds from the Undesignated Fund Balance in the amount of \$5,000.00, to be used in this project. This motion was approved, 5-0.

L) Request from Economic Development Director, Thomas Kittredge, to provide an update from the IT Working Group and request to go forward with an RFP for IT services.

Economic Development Director, Thomas Kittredge, reviewed the request and answered Council questions.

Councilor Mortier seconded by Councilor Harkness, made a motion to authorize the issuance of a Request for Proposals for information technology services. This motion was approved, 5-0.

M) Request from the Director of Code & Planning, Wayne Marshall, to approve a change in ownership from Volunteers of America Northern New England (VOANNE) to High Street House, Inc. per condition 17 of their Contract Rezoning Agreement with the City of Belfast.

Director of Code & Planning, Wayne Marshall, reviewed the request and answered council questions.

Councilor Mortier, seconded by Councilor Harkness, made a motion to approve a change in ownership from Volunteers of America Northern New England to High Street House, Inc. per condition 17 of their Contract Rezoning Agreement with the City of Belfast. This motion was approved, 5-0.

N) Review and discuss report and estimate provided by Treekeepers, LLC regarding trees located at 52 Church Street and Wight Street.

Councilor Hurley, reviewed the report from Treekeepers, LLC.

Councilors discussed the report and funding available within the budget.

Councilor Mortier recommended that the Council put a hold on any additional cabling and pruning of City trees until notice of the Project Canopy Grant.

Councilor Mortier, seconded by Councilor Harkness, made a motion to authorize the City's arborist, Benner's Tree Service to remove two dead tress at 52 Church Street, in conjunction with an upcoming removal at Cottage Street, and to authorize the City Manager to approve the proposal from Treekeepers, LLC to cable and trim trees as presented. This motion was approved, 5-0.

O) Request from the City Manager to accept the bids and award the bid for #2 Fuel Oil for Fiscal Year 2020-2021.

City Manager, Erin Herbig, reviewed the bids noting that the former City Manager awarded the bid to Maritime Energy and we are now seeking formal approval from the Council.

Councilor Mortier, seconded by Councilor Harkness, made a motion to accept the bids for #2 Fuel Oil for Fiscal Year 2020-2021 and to award the bid to Maritime Energy for \$1.87 per gallon. This motion was approved, 5-0.

P) Request from the City Treasurer, Theresa Butler, to authorize the City Manager and one Councilor to sign the Auditors Management Representation Letter.

Mayor Sanders offered to sign on behalf of the Council, Council unanimously agreed.

Councilor Harkness, seconded by Councilor Bonneville, made a motion to authorize the City Manager and Mayor to sign the Auditors Management Representation Letter. This motion was approved, 5-0.

N) Signing of Council Orders and housekeeping items.

11) Open to the Public

No public comments.

12) Communications

Councilor Hurley briefly discussed Tractor Supply Store project.

13) Adjourn

Councilor Hurley, seconded by Councilor Harkness, made a motion to adjourn the meeting at 9:35 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