

\*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 19, 2020  
7:00 p.m.**

**All City Council Meetings will be conducted online using Zoom and can be streamed on the City website at [www.cityofbelfast.org](http://www.cityofbelfast.org). They will air live on BEL TV as well as on Belfast Community Radio WBFY 100.9.**

**Public Hearing #1**

Notice is hereby given that a public hearing will be held at 7:00 p.m. in the City Council Chambers, City Building, 131 Church Street, Belfast, Maine, on May 19, 2020, for the purpose of taking testimony and comment from the public with respect to the proposed issuance by the City of a bond anticipation note in the amount of \$2,500,000 (the "Note"), and later issuance of a general obligation bond in an amount not to exceed \$2,500,000 (the "Bond"). The Note and the Bond will both relate to energy upgrades and related improvements to the Town's Wastewater Treatment Plant (collectively, the "Project"). The Note will be issued to finance certain preliminary Project expenses. The Bond will be authorized to refinance the Note and to fund construction of the Project. Unless the restrictions on public meetings imposed as a response to Coronavirus are lifted in the interim, the hearing will be conducted online, and the public may view the meeting at [cityofbelfast.org](http://cityofbelfast.org). Immediately following the close of the hearing, the City Council will consider adoption of an order authorizing the issuance of the Note and the later issuance of the Bond. A copy of the order is on file with the City Clerk. Anyone wishing to comment on the proposed issuance may submit comments via e-mail to [public@cityofbelfast.org](mailto:public@cityofbelfast.org); please include the phrase "May 19 Bond Hearing" in the subject line.

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

**Public Hearing #2**

Pursuant to Belfast Victualer License ordinance a public hearing will held on May 19th 2020 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, 2020.

Theodore Rakis	d/b/a	Alexia's Pizza
WDQ Inc	d/b/a	Dairy Queen
Jojo Oliphant	d/b/a	Bell The Cat
Courtney Sanders	d/b/a	Daily Soup
Lisa Chase	d/b/a	Darby's Restaurant

Lawrence Moses	d/b/a	Dockside Family Restaurant
DMCO Group, LLC	d/b/a	Dunkin Donuts
Crusty Crab, LLC	d/b/a	The Front Street Pub
Kevin Barrett	d/b/a	Jack’s Grocery
Dan Jones	d/b/a	Laan Xang Café
Michelle Berry	d/b/a	Moonbat City Baking CO.
Sarah Waldron	d/b/a	Neighborhood
Kristopher Hogg	d/b/a	Perennial Cider Bar & Farm Kitchen
Penobscot Shores Association		
George Darling	d/b/a	Perry’s Nut House
The Otis Group, Inc	d/b/a	Rollie’s
Wind Tracy	d/b/a	Satori Belfast, LLC.
Tracy Mailloux	d/b/a	Tracy’s Diner
John Wentworth	d/b/a	Wentworth Family Corner Store

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

**Public Hearing #3**

Pursuant to the Special Amusement Ordinance of the City of Belfast and the Provision of Title 28-A Section 1054 MRSA a public hearing will be held in the Council Chambers of Belfast City Hall on May 19, 2020 at 7:00 p.m. or as soon as possible thereafter on a renewal application for a Special Amusement Permit for 3 J’s and A G, Inc. d/b/a Darby’s Restaurant for Live Music, DJ, Karaoke, all Live Entertainment, and dancing at 163 High Street, Belfast, Maine, interior only.

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

**Public Hearing #4**

Pursuant to the Special Amusement Ordinance of the City of Belfast and the provision of Title 28-A Section 1054 MRSA a public hearing will be held in the Council Chambers of Belfast City Hall on May 19, 2020 at 7:00 p.m. or as soon as possible thereafter on a renewal application for a Special Amusement Permit for The Otis Group Incorporated d/b/a Rollie’s Bar and Grill for Live Music, DJ, Karaoke, all Live Entertainment, and dancing at 37 Main Street, Belfast, Maine, interior only.

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

**Regular Council Meeting No. 22**

**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 amend the agenda as follows:

- Add item **10) H #1** Request to approve the Lease Agreement between the City of Belfast and French & Webb, INC for property located on Front Street within the City's Heritage Park property and to approve the Revocable License by and between the City of Belfast and French & Webb, Inc.

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 May 5, 2020.

Councilor Dean, seconded by Councilor Mortier, made a motion to accept the minutes from Regular Council Meeting of May 5, 2020. This was approved, 5-0.

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

**Members of the public who wish to submit announcements, questions or comment for the City Council can email [public@cityofbelfast.org](mailto:public@cityofbelfast.org) or mail to City of Belfast, 131 Church Street, Belfast, ME 04915. We ask that you include your name and residence as comments will be included as part of the public record, and that all comments be sent prior to the date and time of the meeting, with a deadline of noon the day of the meeting. Please see the City website for how best to observe remotely for all other meetings.**

No public comments were submitted.

**B. Organization and Department Reports**

No comments.

**7) Communications**

Councilor Harkness wished Director of BEL TV, Ned Lightner, a happy birthday.

Councilor Hurley recommended that the City Council authorize the City Manager to close City facilities Monday, May 25<sup>th</sup> for Memorial Day as planned as well as Tuesday, May 26<sup>th</sup> to allow for staff who has been working hard through the pandemic a four day weekend as a thank you for all they do for the City of Belfast.

Councilor Hurley, seconded by Councilor Harkness, made a motion to authorize the City Manager to close City facilities Monday, May 25<sup>th</sup> for Memorial Day as planned as well as Tuesday, May 26<sup>th</sup> to allow for staff who has been working hard through the pandemic a four day weekend as a thank you for all they do for the City of Belfast. This motion was approved, 5-0.

City Manager, Erin Herbig, noted that starting this week in preparation for Memorial Day weekend and the economic reopening of businesses the City will be opening up the public restrooms and placing trash receptacles out, reminding the public to follow CDC guidelines for handwashing, social distancing and masks.

Councilor Hurley provided an update on the Keep Belfast Maine Beautiful clean-up event.

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

No comments.

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

- A. Request to approve a CMP pole permit for one new pole located on the Doak Road.
- B. Request to approve that the City Treasurer transfer income earned from the Carolyn Crosby Trust Fund in the amount of \$3,903.00 to the Belfast Area High School.
- C. Request to approve Memorial Weekend events hosted by the Veterans of Foreign Wars which will include handing out “Buddy Poppies” on Saturday, May 23<sup>rd</sup> and Friday and Saturday, May 22<sup>nd</sup> & 23<sup>rd</sup> and to hold a service to honor the fallen in Grove Cemetery on Monday, May 31<sup>st</sup>.

- D. Request to approve an application by Victor Flick Corp d/b/a Colonial Theater located at 163 High Street, Belfast, Maine for a renewal Malt and Vinous Restaurant (Class I, II, III, IV) liquor license, interior only.
- E. Request to approve an application by Darby’s Inc. d/b/a Darby’s Restaurant located at 155 High Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous Class A Restaurant/Lounge (Class XI) liquor license, interior only.
- F. Request to approve an application for a renewal Automobile Junkyard/Graveyard Permit for the year 2020-2021 by Lorraine Gibbs and Bert Bailey d/b/a Gibb’s Auto Sales located at 50 Back Belmont Road.
- G. Request to approve the following applications for a Victualer License renewal, due to expire May 31, 2020.

Theodore Rakis	d/b/a	Alexia’s Pizza
WDQ Inc	d/b/a	Dairy Queen
Jojo Oliphant	d/b/a	Bell The Cat
Courtney Sanders	d/b/a	Daily Soup
Lisa Chase	d/b/a	Darby’s Restaurant
Lawrence Moses	d/b/a	Dockside Family Restaurant
DMCO Group, LLC	d/b/a	Dunkin Donuts
Crusty Crab, LLC	d/b/a	The Front Street Pub
Kevin Barrett	d/b/a	Jack’s Grocery
Dan Jones	d/b/a	Laan Xang Café
Michelle Berry	d/b/a	Moonbat City Baking CO.
Sarah Waldron	d/b/a	Neighborhood
Kristopher Hogg	d/b/a	Perennial Cider Bar & Farm Kitchen
Penobscot Shores Association		
George Darling	d/b/a	Perry’s Nut House
The Otis Group, Inc	d/b/a	Rollie’s
Wind Tracy	d/b/a	Satori Belfast, LLC.
Tracy Mailloux	d/b/a	Tracy’s Diner
John Wentworth	d/b/a	Wentworth Family Corner Store

- H. Request to approve a renewal application for a Special Amusement Permit for 3 J’s and A G, Inc. d/b/a Darby’s Restaurant for Live Music, DJ, Karaoke, all Live Entertainment, and dancing at 163 High Street, Belfast, Maine, interior only.
- I. Request to approve a renewal application for a Special Amusement Permit for The Otis Group Incorporated d/b/a Rollie’s Bar and Grill for Live Music, DJ, Karaoke, all Live Entertainment, and dancing at 163 High Street, Belfast, Maine, interior only.

- J. Request to issue an Overlimit Permit for the Maine DOT Ultra-Thin Bonded Wearing Course Project along Route 1 in Belfast to allow their contractor to transport construction equipment (backhoes, bulldozers, ect.) that exceed legal weight limits over our municipal roads.

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

## 10) Business

- A) Second Reading and possible approval of a 2020 General Obligation Bond and Bond Anticipation Note not to exceed \$2,500,000 for Wastewater Energy Improvements.

Mandy Olver, Olver Associates, provided a review of the project.

Councilors discussed the significance of this project.

Councilor Hurley, seconded by Councilor Mortier, made a motion to accept the Second Reading of a 2020 General Obligation Bond and Bond Anticipation Note not to exceed \$2,500,000 for Wastewater Energy Improvements. This motion was approved, 5-0.

- B) Request from the Fire Chief, Jim Richards, to approve the 2020 Emergency Operations Plan.

Fire Chief, Jim Richards, explained the request.

Councilor Hurley, seconded by Councilor Mortier, made a motion to approve the 2020 Emergency Operations Plan, as presented. This motion was approved, 5-0.

- C) Request from the Fire Chief, Jim Richards, to approve a proposal to install “Knox Boxes” for downtown businesses.

Fire Chief, Jim Richards, explained the request.

Lt. Patrick Richards answered Council questions regarding installation and cost.

Councilor Hurley, seconded by Councilor Mortier, made a motion to accept the request to purchase and install “Knox Boxes” for \$3,700.00 with funding to come from the Fire Department Equipment Reserve Account. This motion was approved, 5-0.

**D) Discussion and possible approval of a Downtown Reopening Plan: “Curbside Belfast.”**

City Manager, Erin Herbig and Executive Director of Our Town Belfast, Zach Schmesser, reviewed the proposal and answered Council questions.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to approve Belfast City Council Policy Temporary Use of City Facilities and Property from Friday, May 22<sup>nd</sup> through Monday, October 12<sup>th</sup>, 2020, to approve the CURBSIDE BELFAST TEMPORARY OUTDOOR RESTAURANT AND RETAIL OPERATION PERMIT APPLICATION and authorize City staff to begin processing applications the following day, Wednesday, May 20<sup>th</sup>, and to authorize the City Manager to enter into a revocable license agreement with Belfast Gardens, LLC, to allow the City to use the lot located at 40 Main Street for the consumption of food and drink through October 12<sup>th</sup>, 2020; and authorize the City Manager to sign any documents related and necessary to the execution of this revocable license agreement. This motion was approved, 5-0.

**E) Update from Economic Development Director, Thomas Kittredge, regarding clean-up of 115 Congress Street.**

Economic Development Director, Thomas Kittredge, reviewed the request answering Council questions regarding cost and schedule.

Councilor Mortier, seconded by Councilor Harkness, made a motion to authorize the City Manager to enter into a contract with EnviroVantage on a lump sum basis in the amount of \$102,000 to have them perform the abovementioned environmental remediation activities at the 115 Congress Street site; to authorize the City Manager to enter into a contract with Environmental Projects, Inc. on a quantity basis with a current estimated cost of \$42,645, to have them perform their abovementioned environmental remediation activities at the 115 Congress Street site; to authorize the City Manager to sign any documents related and necessary to the execution or amendment of these contracts; and to authorize additional funding for this project in the amount of \$26,469. This motion was approved, 5-0.

**F)** Request from the IT Working Group to accept and approve the RFP for IT Services for the City of Belfast.

Economic Development Director, Thomas Kittredge and City Assessor, Brent Martin, explained the request and answered Council questions regarding the scope of services provided to the City if approved.

Councilor Dean, seconded by Councilor Mortier, made a motion to authorize the City Manager to enter into a contract with Comdoctor.net for them to provide information technology services to the City of Belfast for the period of July 1<sup>st</sup>, 2020 to June 30<sup>th</sup>, 2022; to authorize the City Manager to sign any documents related and necessary to the execution of the contract with Comdoctor.net; to authorize funding in the amount of \$89,328 to pay for Comdoctor.net's estimated service costs for the period of July 1<sup>st</sup>, 2020 to June 30<sup>th</sup>, 2021; to authorize funding in the amount of \$10,000 to pay for a new server and for additional estimated capital costs; and to authorize the City Manager to inform the City's current information technology service firm, Thrive Networks, that it will not be renewing any of its contracts beyond June 30<sup>th</sup>, 2020. This motion was approved, 5-0.

**G)** Discussion and possible action on extending the Belfast Keep the Faith Fund for a second monthly installment of the Small Business Grant and Grocery Voucher.

City Manager, Erin Herbig, explained the request to extend the program for a second installment.

Councilors discussed importance of re-publicizing and reevaluating this program on a monthly basis moving forward.

Councilor Dean, seconded by Councilor Mortier, made a motion to approve extending the Belfast Keep the Faith Fund for a second monthly installment. This motion was approved, 5-0.

**H)** Approval of Pedestrian, Biking and Hiking Projects throughout Belfast to be completed in the Spring and Summer of 2020.

City Manager, Erin Herbig, reviewed the proposed list.

Councilors discussed alternative sidewalk projects and funding within the current budget year.

Councilor Mortier, seconded by Councilor Harkness, made a motion to approve the proposed Pedestrian, Biking and Hiking Projects, as presented. This motion was approved, 5-0.



**H) #1** Request to approve the Lease Agreement between the City of Belfast and French & Webb, INC for property located on Front Street within the City’s Heritage Park property and to approve the Revocable License by and between the City of Belfast and French & Webb, Inc.

City Manager, Erin Herbig, and City Attorney, Bill Kelly, reviewed the proposal and answered Council questions.

Councilor Hurley, seconded by Councilor Harkness, made a motion to approve the Lease Agreement between the City of Belfast and French & Webb, Inc for property located on Front Street within the City’s Heritage Park property and to approve the Revocable License by and between the City of Belfast and French & Webb, Inc; and authorize the City Manager to sign any documents related and necessary to the execution of this lease and revocable license agreement. This motion was approved, 5-0.

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

**Council Order #77** Signed by Councilor Bonneville, Ordered That:

The City Manager and the City Treasurer are authorized to send \$3,903.00 to the Belfast Area High School from the income earned from the Carolyn Crosby Trust Fund. (Approved May 19, 2020)

**Council Order #78** Signed by Councilor Mortier, Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$99,328.00.00 to enter into a contract with Comdoctor.net for information technology services for the City of Belfast for the period of July 1, 2020 to June 30, 2022 (\$89,328.00) and to purchase a new server (\$10,000.00). Funds are to come from the IT Services account # 140-837. (Approved May 19, 2020)

**Council Order #79** Signed by Councilor Mortier, Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$3,700.00 to purchase “Knox Box” Connect License, Annual Security Membership, Key Secure and Vehicle Mounts. Funds are to come from the Fire Department Equipment Capital Reserve Account. (Approved May 19, 2020)

**11) Open to the Public**

**Members of the public who wish to submit announcements, questions or comment for the City Council can email [public@cityofbelfast.org](mailto:public@cityofbelfast.org) or mail to City of Belfast, 131 Church Street, Belfast, ME 04915. We ask that you include your name and residence as comments will be included as part of the public record, and that all comments be sent prior to the date and time of the meeting, with a deadline of noon the day of the meeting. Please see the City website for how best to observe remotely for all other meetings.**

No public comments were submitted.

**12) Communications**

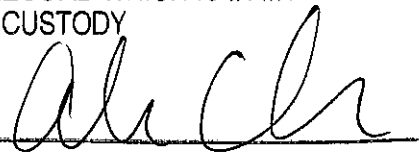
Councilor Dean thanked all those who have donated to the Belfast Keep the Faith Fund.

**13) Adjourn**

Councilor Mortier, seconded by Councilor Dean, made a motion to adjourn the meeting at 10:08 p.m. This motion was approved, 5-0.

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