

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, September 15, 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. They will air live on BEL TV as well as on Belfast Community Radio WBFY 100.9.

Regular Council Meeting No. 6

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.

Absent: Mayor Eric Sanders.

3) Pledge of Allegiance

4) Adoption of the agenda

City Manager, Erin Herbig, request to add item 10) Q #1 Executive Session on a Legal matter pursuant to 1 M.R.S.A. 405 (6) E.

Councilor Hurley, 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 September 1, 2020.

Councilor Hurley, seconded by Councilor Mortier, made a motion to accept the minutes from Regular Council Meeting of September 1, 2020. This was approved, 5-0.

6) A. Open to the public

City Manager, Erin Herbig, noted that one written letter from Belfast resident Patricia Hagerty was submitted to Council prior to the start of the meeting.

B. Organization and Department Reports

No comments.

7) Communications

City Manager, Erin Herbig informed the public of the Listening Session that will be held via zoom and aired on BEL TV on September 29, 2020 at 7:00 p.m. and addressed citizen questions about Halloween, noting the City is awaiting guidance from the CDC and the Governor of Maine.

Councilors discussed the dedication of the Walter Ash Jr. Recreation Area.

Councilor Hurley discussed the peaceful listening rally regarding race equality at Post Office square over the weekend.

Councilor Harkness reminded the public that the Belfast Fire Department is currently doing their annual smoke detector program for anyone in need.

8) Old Business and Council Committee Reports

- Consideration of setting up an interview for a Library Trustee applicant.

Councilors unanimously agreed to interview Dorothy Havey at 6:45 p.m. on October 6, 2020.

9) Permits, Petitions and Licenses - Consent Agenda

- A. Request to approve an application for 3 coin operated machines for Bowen's Tavern LLC d/b/a Bowen's Tavern located at 181 Waterville Road, Belfast, ME.

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

10) Business

- A) Update from the City Clerk regarding the November 3, 2020 Election.

City Clerk, Amy Flood reviewed and answered some common questions she has been receiving in the Clerk's Office regarding the upcoming election and informed the public that if they have any questions to please call and the Clerk's Office staff will be happy to answer them.

Councilors thanked Amy and the rest of the Clerk Office staff for all the work they are doing to prepare for the upcoming election.

B) Request by property owner adjacent to the Rail Trail to replace and expand fencing along City property.

Code Enforcement Officer, Bub Fournier, reviewed the request.

Avery Larned, property owner discussed in more detail.

Councilors discussed their support for the proposed request.

Councilor Hurley, seconded by Councilor Mortier, made a motion to accept the request from property owner, Avery Larned, to replace and expand fencing along the City's Rail Trail adjacent to the property owner. This motion was approved, 5-0.

C) Request from the City Manager to appoint Bernard "Bub" Fournier as the City's new Director of Code and Planning.

City Manager, Erin Herbig, reviewed the hiring process recommending on behalf of the hiring committee to appoint Bernard "Bub" Fournier as the City's new Director of Code and Planning.

Bub Fournier thanked the Council for the opportunity.

Councilors welcomed Bub to his new role within the City of Belfast.

Councilor Mortier, seconded by Councilor Harkness, made a motion to appoint Bub Fournier as the City's new Director of Code and Planning. This motion was approved, 5-0.

D) Request from the Economic Development Director to have the City Council approve updated documents required to complete project development phase requirements for Community Development Block Grants.

Economic Development Director, Thomas Kittredge, explained the request to have the Council approve the following seven required documents so they may be submitted to the Maine Office of Community Development:

- 1) Americans with Disabilities Act/Section 504 Certification
- 2) Equal Employment Opportunity Policy Statement
- 3) Fair Housing Resolution
- 4) Fair Housing Self-Assessment
- 5) Residential Antidisplacement and Relocation Assistance Plan
- 6) Section 504 Self Evaluation and Transition Plan
- 7) Standards of Conduct

Councilor Bonneville, seconded by Councilor Mortier, made a motion to accept the request from the Economic Development Director to have the City Council approve updated documents required to complete project development phase requirements for Community Development Block Grants. This motion was approved, 5-0.

E) Public Hearing regarding the City of Belfast's acceptance of a Community Development Block Grant Public Service Grant and a Community Development Block Grant Community Enterprise Grant.

Economic Development Director, Thomas Kittredge, read the following public hearing notice that was posted in the Republic Journal on September 3, 2020:

PUBLIC HEARING NOTICE

THE CITY OF BELFAST

The City of Belfast will hold a Public Hearing on Tuesday, September 15th, 2020, as part of its regularly-scheduled City Council meeting, which begins at 7:00 pm on that date, at Belfast City Hall, 131 Church Street, Belfast, Maine, to discuss acceptance of a CDBG Public Service Grant and a CDBG Community Enterprise Grant. The purposes of these grants are to provide support to the Starrett Children's Center and to provide façade improvement grants to businesses.

Public comments will be solicited at this Hearing and will be submitted as part of the Project Development Phase. All persons wishing to make comments or ask questions about the acceptance of these funds are invited to participate in this Public Hearing.

Persons wishing to participate in this Public Hearing will be able to by means of Zoom's webinar feature, accessed via a website link to the City Council Zoom meeting; this weblink can be found on the City of Belfast's website at www.cityofbelfast.org in its News Flash module, in advance of the meeting. When it is time for a person to have their opportunity to speak, the host will accept them into the meeting. There is no registration requirement in order to utilize Zoom's webinar feature. In addition, for those who may be experiencing technical difficulties, there will be a phone number listed next to the website link that persons who wish to participate in the Public Hearing can call. Persons will be able to participate in this Public Hearing via audio only.

Comments may be submitted in writing to: Thomas Kittredge, Economic Development Director for the City of Belfast, Belfast City Hall, 131 Church Street, Belfast Maine, 04915; or via email to: economicdevelopment@cityofbelfast.org at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the City of Belfast's programs or services, please contact Thomas Kittredge at (207) 338-3370, extension 116, so that accommodations can be made.

Economic Development Director, Thomas Kittredge, noted that no written public comments were submitted.

Councilor Harkness asked for proponents and opponents and hearing none declared the hearing closed.

F) Request from the Economic Development Director to have the City Council authorize the acceptance of a \$100,000 Community Development Block Grant Public Service Grant and a \$44,335 Community Development Block Grant Community Enterprise Grant.

Economic Development Director, Thomas Kittredge, explained the request to have the Council accept the \$100,000 Community Development Block Grant Public Service Grant and the \$44,335 Community Development Block Grant Community Enterprise Grant, to authorize the City Manager to sign all necessary documents and to approve and sign the resolution.

Councilor Harkness inquired about if all Council signatures were required.

Economic Development Director, Thomas Kittredge, requested all Council signatures on the seven documents discussed during item 10) D as well as the resolution for item 10) F.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to accept the request from the Economic Development Director to have the City Council authorize the acceptance of a \$100,000

Community Development Block Grant Public Service Grant and a \$44,335 Community Development Block Grant Community Enterprise Grant, to authorize the City Manager to sign all necessary documents and to approve and sign the resolution. This motion was approved, 5-0.

G) Request from the Public Works Director to appoint Benjamin Clark as a mechanic for the Belfast Public Works Department.

City Manager, Erin Herbig, noted that unfortunately the Public Works Director also works for our Fire & Ambulance Department and is currently out on a call, so she reviewed the request on his behalf.

Councilor Mortier, seconded by Councilor Dean, made a motion to appoint Benjamin Clark as a mechanic for the Belfast Public Works Department. This motion was approved, 5-0.

H) Request from the Public Works Director for permission to sell the departments 2008 International.

City Manager, Erin Herbig, reviewed the bids and the Public Work Director's recommendation to award the bid to the highest bidder, J & G Transport for \$8,500.00, the funds from the sale will go into the Department's Capital Equipment Reserve Account.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to accept the bids for the sale of the Public Work Departments 2008 International Truck. This motion was approved, 5-0.

Councilor Mortier, seconded by Councilor Hurley, made a motion to award the bid for sale of the Public Work Departments 2008 International Truck to J & G Transport for \$8, 500.00 with funds to be placed into the departments Capital Equipment Reserve. This motion was approved, 5-0.

I) Request from the Parks and Recreation Director to expend up to \$10,000 from the Capital Project Pool Resurfacing Account to start the Pool Resurfacing Project.

City Manager, Erin Herbig, briefly reviewed the request.

Councilor Mortier, seconded by Councilor Dean, made a motion to accept the request from the Parks and Recreation Director to expend up to \$10,000 from the Capital Pool Resurfacing Account to start the Pool Resurfacing Project. This motion was approved, 5-0.

J) Request from the Climate Crisis Committee to expend up to \$1,600 from the Capital Project Climate Change Committee Account to purchase a tide gauge.

Jonathan Beal, Climate Crisis Committee Chair, reviewed the request, noting that \$700 would be reimbursed by the Gulf of Maine Research Institute.

Councilor Dean, seconded by Councilor Mortier, made a motion to accept the request from the Climate Crisis Committee to expend up to \$1,600.00 to purchase a tidal gauge, with \$700.00 to be reimbursed by the Gulf of Maine Research Institute, with funding to come from the Capital Project Climate Change Committee Account 730-887. This motion was approved, 5-0.

K) Request from the Climate Crisis Committee to expend up to \$540 from the Capital Project Climate Change Committee Account to purchase materials for observation sites.

Jonathan Beal, Climate Crisis Committee Chair, reviewed the request.

Councilors thanked the Committee for getting student involvement.

Councilor Mortier, seconded by Councilor Dean, made a motion to accept the request from the Climate Crisis Committee to expend up to \$540 from the Capital Project Climate Change Committee Account to purchase materials for observation sites. This motion was approved, 5-0.

L) First Reading on the 2020-2021 General Assistance Ordinance and State derived maximum benefits for General Assistance requests.

General Assistance Administrator, Jodie Stout, reviewed the ordinance and maximums.

Councilors thanked Jodie for her work.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to accept the First Reading on the 2020-2021 General Assistance Ordinance and State derived maximum benefits for General Assistance requests and presented and to schedule the Public Hearing and Second Reading for October 6, 2020. This motion was approved, 5-0.

M) Request from City Treasurer and Tax Collector to deem five Personal Property accounts as uncollectable.

Treasurer, Theresa Butler, reviewed the request and answered Council questions regarding collecting personal property tax moving forward.

Councilors discussed support of the request due to hardship circumstances.

Councilor Mortier, seconded by Councilor Hurley, made a motion to deem five Personal Property accounts, as presented, as uncollectable. This motion was approved, 5-0.

N) Request from the City Manager and Our Town Belfast to extend Curbside Belfast until Sunday, November 1st and permission for businesses to use sidewalks to host a “Curbside Belfast Sidewalk Sale” on October 10th through 12th, 2020.

City Manager, Erin Herbig, reviewed the request.

Councilor Mortier discussed the Sidewalk Sale in more detail.

Councilors discussed support of doing some kind of “Curbside Belfast” program in the spring, pandemic or not.

Councilor Dean, seconded by Councilor Mortier, made a motion to accept the request to extend Curbside Belfast until Sunday, November 1st and permission for businesses to use sidewalks to host a “Curbside Belfast Sidewalk Sale” on October 10th through 12th, 2020, as presented. This motion was approved, 5-0.

O) Request from the City Cemetery Superintendent to transfer funds, not to exceed \$1,200 from the HM Payson Cemetery Trust Fund to expense account #630-504 for seasonal flower arrangements for Grove Cemetery for fiscal year 2020-2021.

City Manager, Erin Herbig, briefly reviewed this annual request.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to accept the request to transfer funds, not to exceed \$1,200 from the HM Payson Cemetery Trust Fund to expense account #630-504 for seasonal flower arrangements for Grove Cemetery for fiscal year 2020-2021. This motion was approved, 5-0.

P) Request from Councilor Hurley to approve up to \$500.00 for preparing a case statement for a requested exemption to the Maine Department of Transportation.

Councilor Hurley reviewed the request recommending that funding come from the Capital Project Swan Lake Ave Shoulder Account 730-881

Councilor Hurley, seconded by Councilor Bonneville, made a motion to accept the request to expend up to \$500.00 for preparing a case statement for a requested exemption to the Maine Department of Transportation with funding to come from the Capital Project Swan Lake Ave Shoulder Account 730-881. This motion was approved, 5-0.

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

Councilor Dean, seconded by Councilor Hurley, made a motion to go into Executive Session on a Personnel matter pursuant to 1 MRSA 405 (6) A at 9:00 p.m. This motion was approved, 5-0.

Councilor Mortier, seconded by Councilor Dean, made a motion to adjourn Executive Session on a Personnel matter pursuant to 1 MRSA 405 (6) A at 10:12 p.m. This motion was approved, 5-0.

Q)#1 Request to go into an Executive Session on a Legal matter pursuant to 1 M.R.S.A. 405 (6) E.

Councilor Mortier, seconded by Councilor Dean, made a motion to go into Executive Session on a Legal matter pursuant to 1 MRSA 405 (6) E at 10:12 p.m. This motion was approved, 5-0.

Councilor Mortier, seconded by Councilor Dean, made a motion to adjourn Executive Session on a Legal matter pursuant to 1 MRSA 405 (6) E at 11:10 p.m. This motion was approved, 5-0.

R) Signing of Council Orders and housekeeping items.

Council Order #19 Signed by Councilor Bonneville Ordered That:

The City Manager and the City Treasurer are authorized to accept a \$100,000 Community Development Block Grant Public Service Grant and a \$44,335 Community Development Block Grant Community Enterprise Grant. (Approved September 15, 2020)

Council Order #20 Signed by Councilor Bonneville Ordered That:

The City Manager and the City Treasurer are authorized to accept \$8,500.00 from J & G Transport for the sale of the Public Works 2008 International Truck. Funds from the sale are to

be placed into the Public Works Capital Equipment Reserve Account. (Approved September 15, 2020)

Council Order #21 Signed by Councilor Bonneville Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$10,000.00 for the Pool Resurfacing Project. Funding to come from the Capital Project Pool Resurfacing Account 730-879. (Approved September 15, 2020)

Council Order #22 Signed by Councilor Bonneville Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$1,600.00 to purchase a tidal gauge, with \$700.00 to be reimbursed by the Gulf of Maine Research Institute. Funding to come from the Capital Project Climate Change Committee Account 730-887. (Approved September 15, 2020)

Council Order #23 Signed by Councilor Bonneville Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$540.00 to purchase a materials for observation sites. Funding to come from the Capital Project Climate Change Committee Account 730-887. (Approved September 15, 2020)

Council Order #24 Signed by Councilor Bonneville Ordered That:

The City Manager and the City Treasurer are authorized to transfer funds, not to exceed \$1,200.00, from the HM Payson Cemetery Trust Fund to expense account #630-504 for the seasonal flower arrangements for Grove Cemetery for fiscal year 2020-2021. (Approved September 15, 2020)

Council Order #25 Signed by Councilor Bonneville Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$500.00 to prepare a case statement for a requested exemption to the Maine Department of Transportation. Funding to come from the Capital Project Swan Lake Ave Shoulder Account 730-881. (Approved September 15, 2020)

11) Communications

Councilor Dean advised those who might use the Walter Ash Jr. Recreation Area for skating to be cautious as there are spots that do not freeze.

Councilor Hurley discussed the Colonial Theatre now being closed for six months.

Council inquired about sharing and posting the public health nurse's free flu clinic's online.

12) Adjourn

Councilor Dean, seconded by Councilor Bonneville, made a motion to adjourn the meeting at 11:10 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