

\*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, November 17, 2020**

**6:45 p.m.** Committee Interview  
**7:00 p.m.** Regular Council Meeting

**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**

Pursuant to Belfast Victualer License Ordinance a public hearing will be held on November 17, 2020 at 7:00 p.m., or as soon as possible thereafter, via Zoom on a New application for a Victualer's License for Nathaniel Baer d/b/a Downshift Coffee LLC located at 39 Main Street, Belfast, Maine.

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

**Regular Council Meeting No. 10**

**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 recommended adding the following items:

- Add item **10) K #1** Request to authorize \$320 to be transferred from the Code & Planning Equipment Capital Reserve to the Code & Planning operating budget for purchase of a laptop computer for the Code Enforcement Officer.
- Add item **10) M #1** Request to go into an Executive Session on an Economic Development matter pursuant to 1 M.R.S.A. 405 (6) C.

Councilor \_\_\_\_\_, seconded by Councilor \_\_\_\_\_, 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 2, 2020

Councilor \_\_\_\_\_, seconded by Councilor \_\_\_\_\_, made a motion to accept the minutes from Regular Council Meeting of November 2, 2020. This was approved, 5-0.

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

1. City Manager Erin Herbig noted that the City received four public comments via email from Donna Fancy of Belfast, Sandra Detrick of Belfast, Elaine Bielenberg of Belfast and Alecia Sudmyer of Belfast in support of the proposed ordinance to regulate the use of exploding targets in the City of Belfast; Council received copies of the comments prior to the start of the meeting.
2. Ernie Cooper of Belfast spoke in support of the proposed ordinance to regulate the use of exploding targets in the City of Belfast.

**B. Organization and Department Reports**

No communications.

**7) Communications**

Councilor Bonneville discussed upcoming visits with downtown businesses.

Councilor Dean thanked Waterfall Arts for the Great Pumpkin Pageant and reminded the public of the food giveaway on Friday, November 19, 2020 from 9:00 a.m. to 1:00 p.m. at AthenaHealth.

Councilor Harkness reminded the public that Keep the Faith Funds are still available and discussed citizen concerns regarding homelessness and speeding.

Councilor Dean requested a discussion on speeding with the Chief of Police be added to the December 1<sup>st</sup> Council Meeting.

Councilor Hurley thanked Front Street Ship Yard for letting the City of Belfast use their lift to put up the downtown Christmas lights.

Mayor Sanders thanked all those who worked on the election and acknowledged Belfast's Veteran's Day celebration.

## 8) Old Business and Council Committee Reports

- Consideration of an appointment to the Airport Advisory Committee.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to appoint Charles Beck to the Airport Advisory Committee. This was approved, 5-0.

- Request to schedule an interview for the Pedestrian, Biking & Hiking Committee.

Councilor Mortier, seconded by Councilor Harkness, made a motion to appoint Jack Shaida to the Pedestrian, Biking & Hiking Committee. This was approved, 5-0.

- City Manager provided an update on committee vacancies for the RSU #71 School Board, Comprehensive Planning Committee, Planning Board and the Friends of the Belfast Harbor Walk & Rail Trail.

Council unanimously agreed to schedule committee interviews tentatively for 6:00 p.m. on Tuesday, December 1<sup>st</sup>.

Councilor Hurley discussed renaming the Friends of the Belfast Harbor Walk & Rail Trail.

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

- A. Request to approve a New application for a Victualer's License for Nathaniel Baer d/b/a Downshift Coffee LLC located at 39 Main Street, Belfast, Maine.

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

## 10) Business

A) First Reading on proposed City Ordinance to regulate the use of exploding targets in the City of Belfast.

Director of Code and Planning Bub Fournier reviewed the proposed City Ordinance to regulate the use of exploding targets in the City of Belfast and answered Council questions.

Councilor Bonneville, seconded by Councilor Mortier, made a motion to accept the First Reading of proposed City Ordinance to regulate the use of exploding targets in the City of Belfast, as presented. This motion was approved, 5-0.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to schedule the Public Hearing and Second Reading for proposed City Ordinance to regulate the use of exploding targets in the City of Belfast on December 1, 2020. This motion was approved, 5-0.

**B) Request from the Chief of Police to confirm Officer Lewis Dyer IV as a full-time Patrol Sergeant for the Belfast Police Department.**

Chief of Police Gerry Lincoln reviewed his recommendation to confirm Officer Lewis Dyer IV as a full-time Patrol Sergeant for the Belfast Police Department.

Officer Dyer answered Council questions.

Councilor Mortier, seconded by Councilor Harkness, made a motion to confirm Officer Lewis Dyer IV as a full-time Patrol Sergeant for the Belfast Police Department. This motion was approved, 5-0.

**C) Request from the Chief of Police to promote K-9 Officer Travis Spencer to a Corporal rank.**

Chief of Police Gerry Lincoln reviewed his recommendation to promote K-9 Officer Travis Spencer to a Corporal rank.

Councilor Harkness clarified that no matter who is in this position the position of k-9 Officer will be Corporal rank.

Officer Spencer answered Council questions.

Councilor Harkness, seconded by Councilor Mortier, made a motion to promote K-9 Officer Travis Spencer to a Corporal rank for the Belfast Police Department. This motion was approved, 5-0.

**D) Request from the Chief of Police to confirm Michael McFadden IV as a full-time Patrol Officer for the Belfast Police Department.**

Chief of Police Gerry Lincoln reviewed his recommendation to confirm Michael McFadden as a full-time Patrol Officer for the Belfast Police Department.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to confirm Officer Michael McFadden IV as a full-time Patrol Officer for the Belfast Police Department. This motion was approved, 5-0.

**E) Discussion on Harbor Public Restrooms winter usage.**

Harbor Master Kathy Pickering explained the request discussing possible options with the Council.

City Manager Erin Herbig recommended that Council authorize closing the Harbor Public Restroom starting on December 1<sup>st</sup> and with funds saved from cleaning, heat and supplies to place a handicap accessible porta potty at the Harbor with funding to come from account #660-787 and to continue to keep the porta potties at the Foot Bridge and Boathouse with funding to come from account #610-584.

Councilor Dean, seconded by Councilor Hurley, made a motion to close the Harbor Public Restrooms starting December 1<sup>st</sup> and to place a handicap accessible porta potty at the Harbor with Funding to come from account #660-787 Harbor Restrooms. This motion was approved, 5-0.

**F) Request to begin the Request for Qualifications (RFQ) process for Airport Planning and Engineering Services.**

Airport Manager Kenn Ortmann reviewed the request and recommended the Council authorize the distribution of an RFQ and create a five member review committee which would include a City Councilor, City Manager, Airport Manager, Economic Development Director and Airport Committee Member, who would make a recommendation to the Council.

Councilor Dean offered to serve as the Council representative on the committee.

Councilor Dean, seconded by Councilor Harkness, made a motion to begin the Request for Qualifications process for Airport Planning and Engineering and to approve the five member review committee as presented. This motion was approved, 5-0.

**G) Request from the Pedestrian, Biking and Hiking Committee to consider the development of a mountain bike trail at the Four Seasons Recreational Area (the old ski slope area) trail.**

Parks & Recreation Director, Norm Poirier reviewed the request and answered Council questions.

Councilors discussed the request.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to approve the development of a mountain bike trail at the Four Seasons Recreational Area (the old ski slope area) trail and to authorize the City Manager to sign the new Memorandum of Understanding between the City of Belfast and Coastal Mountain Land Trust. This motion was approved, 5-0.

**H)** Request from the Parks and Recreation Director for consideration of approval of a modified Holiday on the Harbor event.

Parks & Recreation Director Norm Poirier reviewed the request and answered Council questions.

Councilors discussed revisiting the request on December 1<sup>st</sup>.

Councilor Hurley, seconded by Councilor Mortier, made a motion to tentatively approve the modified Holiday on the Harbor event as presented, with the request to come back before Council on December 1<sup>st</sup> for formal approval. This motion was approved, 5-0.

**D)** Update on the Annual Christmas Tree Lighting.

Councilor Mike Hurley and Parks and Recreation Director Norm Poirier discussed plans for the Annual Christmas Tree Lighting.

**J)** Discussion on adopting a Social Media Policy for the City of Belfast.

Councilors discussed creating a social media policy and what that would entail.

Councilor Hurley suggested creating a code of conduct rather than a social media policy.

Councilors agreed to provide the City Manager with recommendations that could be put into a document for consideration.

No formal action taken.

**K)** Request to expend up to \$3,500 for improvements to the City of Belfast Council Chambers.

City Manager Erin Herbig explained the request for improvements and recommended that funding come from Undesignated Fund Balance.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to expend up to \$3,000.00 for improvements to the City of Belfast Council Chambers with funding to come from the Undesignated Fund Balance. This motion was approved, 5-0.

**K) #1** Request to authorize \$320 to be transferred from the Code & Planning Equipment Capital Reserve to the Code & Planning operating budget for purchase of a laptop computer for the Code Enforcement Officer.

City Manager Erin Herbig reviewed the request on behalf of the Planning & Code Department.

Councilor Mortier, seconded by Councilor Harkness, made a motion to authorize \$320 to be transferred from the Code & Planning Equipment Capital Reserve to the Code & Planning operating budget for the purchase of a laptop computer for the Code Enforcement Officer. This motion was approved, 5-0.

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

Councilor Harkness, seconded by Councilor Mortier, made a motion to go into Executive Session on a Personnel matter pursuant to 1 M.R.S.A. 405 (6) A at 10:05 p.m. This motion was approved, 5-0.

Councilor Harkness, seconded by Councilor Mortier, made a motion to adjourn the Executive Session on a Personnel matter pursuant to 1 M.R.S.A. 405 (6) A at 10:26 p.m. This motion was approved, 5-0.

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

Councilor Mortier, seconded by Councilor Bonneville, made a motion to go into Executive Session on a Personnel matter pursuant to 1 M.R.S.A. 405 (6) A at 10:26 p.m. This motion was approved, 5-0.

Councilor Mortier, seconded by Councilor Harkness, made a motion to adjourn the Executive Session on a Personnel matter pursuant to 1 M.R.S.A. 405 (6) A at 11:00 p.m. This motion was approved, 5-0.

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

Councilor Dean, seconded by Councilor Bonneville, made a motion to go into Executive Session on an Economic Development matter pursuant to 1 M.R.S.A. 405 (6) C at 11:01p.m. This motion was approved, 5-0.

Councilor Harkness, seconded by Councilor Mortier, made a motion to adjourn the Executive Session on an Economic Development matter pursuant to 1 M.R.S.A. 405 (6) C at 11:09 p.m. This motion was approved, 5-0.

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

**Council Order # 35** Signed by Councilor Dean Ordered That:

The City Manager and the City Treasurer are authorized to transfer \$320.00 from the Code & Planning Equipment Capital Reserve to the Code & Planning operating budget for purchase of a laptop computer for the Code Enforcement Officer. Funding is to be transferred from Code & Planning Equipment Capital Reserve Account to the departments operating budget. (Approved November 17, 2020)

**Council Order # 36** Signed by Councilor Dean Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$3,500.00 for improvements to the City of Belfast Council Chambers, which will include painting and new carpeting. Funding is to come from Undesignated Fund Balance. (Approved November 17, 2020)

## 11) Communications

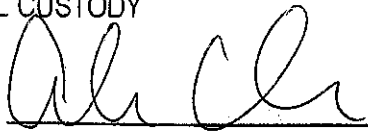
No communications

## 12) Adjourn

Councilor Bonneville, seconded by Councilor Mortier, made a motion to adjourn the meeting at 11:09 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