

\*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, April 6, 2021  
6:30 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.**

**Regular Council Meeting No. 19**

**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**

Mayor Sanders requested item 10) A be changed to read: Acceptance of the completion of contract with City Attorney William Kelly.

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

**5) Acceptance of the minutes**

Regular Council Meeting of March 16, 2021 and Special City Council Meeting and Work Session of March 30, 2021.

Councilor Hurley, seconded by Councilor Dean, made a motion to accept the minutes from Regular Council Meeting of March 16, 2021 and Special City Council Meeting and Work Session of March 30, 2021. This was approved, 5-0

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

City Manager Erin Herbig noted that Council received 0 emails or postal mail, prior to the start of the Council meeting to be included as part of the Open to the Public.

1. Glenn Montgomery of Belfast discussed support of item 10) I and discussed Pedestrian, Biking and Hiking Committee recommendations.

## **B. Organization and Department Reports**

City Manager Erin Herbig informed the public that City facilities are closed on Monday, April 19<sup>th</sup> for Patriots' Day, that the Council is holding a Special Council Meeting on April 8<sup>th</sup> at 6:00 p.m. and that Spring clean-up will start on April 19<sup>th</sup> for more information on all of these please see the City website or Facebook page.

## **7) Communications**

Councilor Harkness discussed vaccination experience.

Councilor Bonneville acknowledged the loss of citizen Roy Rogers.

Councilor Hurley discussed use of Skate Park and vaccination concerns from the public.

Mayor Sanders reminded the public that starting tomorrow anyone 16 and older can get vaccinated in the State of Maine.

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

- Consideration of committee appointment to the Comprehensive Planning Committee.

Councilor Dean, seconded by Councilor Harkness, made a motion to appoint Jessica Falconer to the Comprehensive Planning Committee. This motion was approved, 5-0.

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

- A. Request to approve an application for Lawrence and Sandra Moses, d/b/a Dockside Family Restaurant, located at 30 Main Street, for a renewal Malt, Spirituous and Vinous Restaurant Class liquor license, interior and exterior decks.
- B. Request to approve a renewal Lunch Wagon License permit application by Sadie Samuels d/b/a Must Be Nice Lobster Company located at 7 Front Street, Belfast, Maine, license to expire on December 31, 2021.

- C. Request to approve an extension of liquor license on premise permit for Moonbat LLC d/b/a Marshall Wharf Brewing Company located at 36 Marshall Wharf, Belfast, Maine to use the outdoor space as the beer garden while renovating the building.

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

## 10) Business

- A) Acceptance of the completion of contract with City Attorney William Kelly.

Councilors thanked City Attorney William Kelly for his years of service to the City of Belfast.

Councilor Mortier, seconded by Councilor Hurley, made a motion to accept the completion of contract City Attorney William Kelly effective June 30, 2021. This motion was approved, 5-0.

- B) Request to appoint Patrick Richards as Deputy Fire Chief.

City Manager Erin Herbig reviewed the hiring process and introduced the hiring committee's recommendation, Patrick Richards.

Patrick Richards told the Council and community about himself and thanked them for the opportunity to serve in the role.

Councilors welcomed Mr. Richards to his new position as Deputy Fire Chief.

Councilor Mortier, seconded by Councilor Harkness, made a motion to appoint Patrick Richards as Deputy Fire Chief of the Belfast Fire/Ambulance Department, effective April 20th. This motion was approved, 5-0.

- C) Consideration of a recommendation from the Poet Laureate Search Committee to name a new Poet Laureate.

Tom Moore, former Belfast Poet Laureate and Poet Laureate Search Committee Chair, presented the Committee's recommendation to appoint Judy Kaber, as the next Belfast Poet Laureate.

Judy Kaber thanked the Council and community for the opportunity to serve as Belfast Poet Laureate.

Councilor Hurley, seconded by Councilor Mortier, made a motion to appoint Judy Kaber as the new Belfast Poet Laureate from April 2021 through December 2022. This motion was approved, 5-0.

**D)** Request from the Library Director to appoint Pam McKeen as the part-time Library Assistant for the Belfast Free Library.

Library Director Steve Norman reviewed his request to appoint Pam McKeen.

Councilor Harkness, seconded by Councilor Hurley, made a motion to appoint Pam McKeen as the part-time Library Assistant for the Belfast Free Library. This motion was approved, 5-0.

**E)** Presentation on an application being submitted to the State of Maine CDBG program for a Community Enterprise Grant, the purpose of the grant application is to capitalize a business façade grant program.

City Manager Erin Herbig and Economic Development Director Thomas Kittredge reviewed the proposal to submit an application to the State of Maine CDBG program for a Community Enterprise Grant, the purpose of the grant application is to capitalize a business façade grant program.

**F)** Public Hearing on an application being submitted to the State of Maine CDBG program for a Community Enterprise Grant, the purpose of the grant application is to capitalize a business façade grant program.

City Manager Erin Herbig read the following Public Hearing notice:

**PUBLIC HEARING NOTICE**

**THE CITY OF BELFAST**

The City of Belfast will hold a Public Hearing on Tuesday, April 6<sup>th</sup>, 2021, as part of its regularly scheduled City Council meeting, which begins at 6:30pm on that date, at Belfast City Hall, 131 Church Street, Belfast, Maine, to discuss an application being submitted to the State of

Maine CDBG program for a Community Enterprise Grant. The purpose of the grant application is to capitalize a business façade grant program.

Public comments will be solicited at this Hearing and will be submitted as part of the application. All persons wishing to make comments or ask questions about the grant application 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](http://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](mailto: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 comments were submitted prior to the Public Hearing.

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

**G)** Discussion and possible action on an application being submitted to the State of Maine CDBG program for a Community Enterprise Grant, the purpose of the grant application is to capitalize a business façade grant program.

Economic Development Director Thomas Kittredge answered Council questions on the proposal to submit an application to the State of Maine CDBG program for a Community Enterprise Grant, the purpose of the grant application is to capitalize a business façade grant program and explained what types of things the grant can be utilized for.

Councilor Hurley explained that he would recuse himself from voting as he plans to apply under his business The Colonial Theatre.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to accept the request to submit an application to the State of Maine CDBG program for a Community Enterprise Grant for the maximum amount of \$100,000.00, the purpose of the grant application is to capitalize a business façade grant program. This motion was approved, 4-0 (Councilor Hurley abstained).

**H) Acceptance of the Maine Chiefs of Police Association Evaluation Report.**

Chief of Police Gerry Lincoln reviewed the Maine Chiefs of Police Evaluation Report and answered Council questions.

City Manager Erin Herbig thanked Chief Lincoln for bringing this initiative to the City of Belfast and to the Maine Chiefs of the Police Association for taking time to come do this evolution.

Councilor Dean, seconded by Councilor Harkness, made a motion to accept the Maine Chiefs of Police Association Evaluation Report. This motion was approved, 5-0.

**I) Discussion on Walking Accessibility for seniors and those who are physically challenged in the City of Belfast.**

Aynne Ames discussed with Council concerns with walking accessibility for seniors and those who are physically challenged in the City of Belfast and requested the Council create a committee to spear head the concerns of accessibility for all in downtown Belfast and suggested the Council do an exercises to understand where areas of improvement in the community could be made.

Councilors discussed the requests and recommended that Aynne and some other community members who identify as senior or physically challenge meet with the Pedestrian, Biking & Hiking Committee and to come back to Council with recommendations on improvements that can be made.

**J) Request from the Public Works Director to purchase a four-post vehicle lift, rolling jacks and combo tire changer/wheel balance for the Public Works Facility.**

Public Works Director Bob Richards reviewed the request to purchase a four-post vehicle lift, rolling jacks and combo tire changer/wheel balance for the Public Works Facility and answered Council questions.

Councilor Bonneville, seconded by Councilor Hurley, made a motion to accept the request to purchase a four-post vehicle lift, rolling jacks and combo tire changer/wheel balance for the Public Works Facility for \$11,384 with funding to come from account #730-636, PW Site Search Evaluation. This motion was approved, 5-0.

**K)** Request from the Harbor Master to appoint two part-time Deputy Harbor Masters.

Harbor Master Kathy Given reviewed the request to appoint Brian Friel and Stan Makara as part-time Deputy Harbor Masters.

Brian Friel introduced himself to the Council and community.

Councilor Dean, seconded by Councilor Mortier, made a motion to appoint Brian Friel and Stan Makara as part-time Deputy Harbor Masters. This motion was approved, 5-0.

**L)** Request from the Harbor Master for funding to replace the Armistice Bridge expansion joint seals.

Harbor Master Kathy Given reviewed the request for funding of up to \$10,600.00 from the Footbridge Capital Reserve Account #660-705 funding to replace the Armistice Bridge expansion joint seals.

Councilor Dean, seconded by Councilor Hurley, made a motion to accept the request to expend up to \$10,600.00 from the Footbridge Capital Reserve Account #660-705 funding to replace the Armistice Bridge expansion joint seals. This motion was approved, 5-0.

**M)** Request from the Harbor Master to approve Charter Vessel and Commercial Contracts for the 2021 season.

Harbor Master Kathy Given reviewed the request to approve Charter Vessel and Commercial Contracts for the 2021 season.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to accept the Charter Vessel and Commercial Contracts for the 2021 season, as presented. This motion was approved, 5-0.

**N) Request from the Harbor Master to apply for the Shore and Harbor Planning Grant.**

Harbor Master Kathy Given reviewed the request to apply for the Shore and Harbor Planning Grant for funds to do the necessary engineering to address the City's Breakwater rebuild project for the maximum grant amount of \$30,000.00 with matching funds of up to \$7,500.00 (25% matching funds) to come from the Harbor Enk Fund, additionally, she requested another \$1,000.00 for consulting engineering work that is required for the application with that funding to come from the Harbor Enk Fund as well.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to accept the request to apply for the Shore and Harbor Planning Grant for funds to do the necessary engineering to address the City's Breakwater rebuild project for the maximum grant amount of \$30,000.00 with matching funds of up to \$7,500.00 (25% matching funds) to come from the Harbor Enk Fund \$1,000.00 for consulting engineering work that is required for the application with that funding to come from the Harbor Enk Fund. This motion was approved, 5-0.

**O) Facility Use Request from the Belfast Maskers for use of Court Street, between Miller and Spring Streets, for outdoor Spring performances.**

Parks and Recreation Director Norm Poirier explained the request from the Belfast Maskers for use of Court Street, between Miller and Spring Streets, for outdoor Spring performances of "As You Like It" would be held May 20<sup>th</sup> – 23<sup>rd</sup> between 4:00 p.m. and 10:00 p.m. and One Act Plays from June 17<sup>th</sup> -19<sup>th</sup> and 25<sup>th</sup> and 26<sup>th</sup>.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to accept the Facility Use Request from the Belfast Maskers for use of Court Street, between Miller and Spring Streets, for outdoor Spring performances of "As You Like It" would be held May 20<sup>th</sup> – 23<sup>rd</sup> between 4:00 p.m. and 10:00 p.m. and One Act Plays from June 17<sup>th</sup> -19<sup>th</sup> and 25<sup>th</sup> and 26<sup>th</sup>. This motion was approved, 5-0.

**P) Facility Use Request from Keeping Belfast Beautiful for use of the parking lot between Front Street Pub and Front Street Shipyard on May 7<sup>th</sup> through May 9<sup>th</sup>.**

Parks and Recreation Director Norm Poirier explained the request from organizers of the Keeping Belfast Beautiful event for use of the parking area between Front Street Pub and Front Street Shipyard from May 7<sup>th</sup> through May 9<sup>th</sup> for staging of the event which will be held on Saturday, May 8<sup>th</sup> from 8:00 a.m. to 1:00 p.m., the request to close a portion of High Street for safety and discussed concerns regarding the BBQ event and recommended that this be a "grab and go" event only.



Councilor Mortier, seconded by Councilor Harkness, made a motion to accept the Facility Use Request from the organizers of the Keeping Belfast Beautiful event for use of the parking area between Front Street Pub and Front Street Shipyard from May 7<sup>th</sup> through May 9<sup>th</sup> for staging of the event which will be held on Saturday, May 8<sup>th</sup> from 8:00 a.m. to 1:00 p.m., as presented. This motion was approved, 5-0.

**Q)** Request to approve the renewal of the City Park concessions with Belfast Shaved Ice for the 2021 season.

Parks and Recreation Director Norm Poirier explained the request to renew the City Park concessions with Belfast Shaved Ice for the 2021 season.

Councilor Hurley, seconded by Councilor Bonneville, made a motion to accept the renewal of the City Park concessions with Belfast Shaved Ice for the 2021 season. This motion was approved, 5-0.

**R)** Request from the Belfast Garden Club to create a memorial in Wales Park in memory of Ann Mullen.

Parks and Recreation Director Norm Poirier explained the request from the Belfast Garden Club to create a memorial in Wales Park in memory of Ann Mullen.

Barbara Gage, President of Garden Club and Nancy Perkins, Garden Club Member explained the request in further detail.

Councilor Mortier, seconded by Councilor Harkness, made a motion to accept the request from the Belfast Garden Club to create a memorial in Wales Park in memory of Ann Mullen, as presented. This motion was approved, 5-0.

**S)** Request from the City Assessor for additional funding for a part-time Lister position within the Assessor's Office.

City Assessor Brent Martin reviewed the request for additional funding of up to \$3,987.00 in funding to be placed into account #120-501, Wages and Salaries for the Assessing Department, to be used toward a part-time Lister/ Field Appraiser within the Assessor's Office.

Councilor Bonneville, seconded by Councilor Mortier, made a motion to accept the request to transfer \$4,000.00 in funding from the Undesignated Fund Balance to be placed into

account #120-501, Wages and Salaries for the Assessing Department, to be used toward a part-time Lister/ Field Appraiser within the Assessor's Office. This motion was approved, 5-0.

**T)** Request from the Director of Code and Planning and the City Manager to implement the 2021 Curbside Belfast (Phase III) program on May 1, 2021.

City Manager Erin Herbig and Director of Code and Planning Bub Fournier reviewed the 2021 Curbside Belfast (Phase III) program which will start on May 1, 2021 and answered Council questions.

Councilors discussed concerns with rent cost and cost of raised platforms for next year, 2022, and would like to look into this further before next year's roll out of the program.

Councilor Hurley, seconded by Councilor Mortier, made a motion to accept the request to implement the 2021 Curbside Belfast (Phase III) program on May 1, 2021, as presented. This motion was approved, 5-0.

**U)** Request to approve a CMP pole permit for 2 new poles on Bridge Street.

City Manager Erin Herbig briefly reviewed the CMP pole permit request for 2 new poles on Bridge Street to help support the electric vehicle charging station project.

Councilor Bonneville, seconded by Councilor Mortier, made a motion to accept the request to approve a CMP pole permit for 2 new poles on Bridge Street. This motion was approved, 5-0.

**V)** Request from the City Treasurer to release the income funds from the Carolyn Crosby Trust Fund to the Belfast Area High School.

City Manager Erin Herbig briefly reviewed the request from the City Treasurer to release the income funds totaling \$2,899.00 from the Carolyn Crosby Trust Fund to the Belfast Area High School.

Councilor Mortier, seconded by Councilor Dean, made a motion to accept the request to authorize the City Treasurer to release the income funds totaling \$2,899.00 from the Carolyn Crosby Trust Fund to the Belfast Area High School. This motion was approved, 5-0.

W) Request from the City Manager for a single Council member's signature for the annual auditors Management Representation Letter.

City Manager Erin Herbig briefly reviewed the request from the City Treasurer for a single Council member's signature for the annual auditors Management Representation Letter, noting this is an annual request.

Councilor Dean, seconded by Councilor Bonneville, made a motion to authorize Councilor Mortier to sign the annual auditors Management Representation Letter on behalf of the Belfast City Council. This motion was approved, 5-0.

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

Councilor Dean, seconded by Councilor Harkness, made a motion to go into Executive Session on a Personnel matter pursuant to 1 M.R.S.A. 405 (6) A at 9:07 p.m. This motion was approved, 5-0.

Councilor Harkness, seconded by Councilor Dean, made a motion to adjourn the Executive Session on a Personnel matter pursuant to 1 M.R.S.A. 405 (6) A at 10:17 p.m. This motion was approved, 5-0.

N) Signing of Council Orders and housekeeping items.

**Council Order #58** Signed by Councilor Bonneville Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$11,384 to purchase a four-post vehicle lift, rolling jacks and combo tire changer/wheel balance for the Public Works Facility. Funding is to come from account #730-636, PW Site Search Evaluation. (Approved on April 6, 2021)

**Council Order #59** Signed by Councilor Bonneville Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$10,600 to replace the Armistice Bridge expansion joint seals, this includes parts and labor. Funding is to come from the Footbridge Capital Reserve Account #660-705. (Approved on April 6, 2021)

**Council Order #60** Signed by Councilor Mortier Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$8,500.00, with \$7,500.00 as the City's 25% matching funds for the Shore and Harbor Planning Grant (\$30,000.00), if awarded to be utilized do the necessary engineering to address the City's Breakwater rebuild project and \$1,000.00 for consulting engineering for cost estimates needed for the grant application. Funding is to come from the Harbor Enk Fund.

(Approved on April 6, 2021)

**Council Order #61** Signed by Councilor Mortier Ordered That:

The City Manager and the City Treasurer are authorized to transfer up to \$4,000.00 to be used toward a part-time Lister/Field Appraiser within the Assessor's Office. Funding is to come from the Undesignated Fund Balance and to be placed into account #120-501, Wages and Salaries for the Assessing Department. (Approved on April 6, 2021)

**Council Order #62** Signed by Councilor Bonneville Ordered That:

The City Manager and the City Treasurer are authorized to release the income funds totaling \$2,899.00 from the Carolyn Crosby Trust Fund to the Belfast Area High School. (Approved on April 6, 2021)

**11) Communications**

Councilor Dean informed the public that the Comp Plan Survey due date has been extended to May 1<sup>st</sup>, if you haven't done it yet there's still plenty of time.

Councilor Harkness thanked Aynne Ames for speaking to Council tonight.

**12) Adjourn**

Councilor Dean, seconded by Councilor Mortier, made a motion to adjourn the meeting at 10:17 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