

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 7, 2021
6:45 p.m. Committee Interviews
7:00 p.m. Regular Council Meeting

Due to the ongoing public health crisis, per Emergency Order adopted by the City Council on August 12, 2021, 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.

Regular Council Meeting No. 5

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 Assistant to the City Manager Manda Cushman.

3) Pledge of Allegiance

4) Adoption of the agenda

Councilor Bonneville, seconded by Councilor Mortier, made a motion to adopt the agenda. This motion was approved, 5-0.

5) Acceptance of the minutes

Special Council Meeting of August 12, 2021, Regular Council Meeting of August 17, 2021 and Special Council Meeting of August 18, 2021.

Councilor Dean, seconded by Councilor Mortier, made a motion to accept the minutes from Special Council Meeting of August 12, 2021, Regular Council Meeting of August 17, 2021 and Special Council Meeting of August 18, 2021. This was approved, 5-0.

6) A. Open to the public

City Manager Erin Herbig noted that Council received 1 emails and 0 postal mail, prior to the start of the Council meeting to be included as part of the Open to the Public.

1. Nat Clifford spoke on behalf of the Wales Park Steering Committee reviewing the letter they sent to Council regarding the proposed path through the park.
2. Larry Theye, Parks and Recreation Commission discussed concerns that the Commission has regarding proposed placement of the walkway through Wales Park.
3. Zafra Whitcomb of Belfast discussed concerns with continued issues with sound while streaming the Council Meetings online and requested that Council do more to make the meetings accessible to all.
4. Dorothy Havey of Belfast discussed concerns and impact of placing a walkway next to the community garden in Wales Park.

B. Organization and Department Reports

No comments.

7) Communications

Councilor Harkness provided an update on Waldo CAP.

Councilor Dean reminded the public that school is back in session.

Councilor Hurley noted the draft Annual Report and encouraged the public to get vaccinated if you haven't yet.

Mayor Sanders reminded the public that the anniversary of September 11th is on Saturday.

8) Old Business and Council Committee Reports

- Consideration of a Committee Appointment

Councilor Hurley, seconded by Councilor Mortier, made a motion to appoint Elly Burnett to the RSU 71 School Board. This motion was approved, 5-0.

9) Permits, Petitions and Licenses - Consent Agenda

- A. Request to approve an application by Randall Collins VFW Post 3108 located at 34 Field Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous Restaurant (Class I, II, III, IV) liquor license.

- B.** Request to approve an off premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar & Grill for a wedding reception on August 21, 2021 from 5:00 p.m. to 10:00 p.m. located at the Fireside Inn, 159 Searsport Ave., Belfast, Maine.
- C.** Request to approve an off premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar & Grill for a wedding reception on August 21, 2021 from 3:00 p.m. to 10:00 p.m. located at the Belfast Boathouse, 34 Commercial St., Belfast, Maine.
- D.** Request to approve an off premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar & Grill for a private rehearsal dinner on August 20, 2021 from 4:00 p.m. to 9:00 p.m. located at Young Lobster Pound, 2 Fairview St., Belfast, Maine.

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

10) Business

A) Request to appoint Patrick Richards as Fire Chief for the Belfast Fire and Ambulance Department.

City Manager Erin Herbig reviewed the request to appoint Patrick Richards as the new Fire Chief.

Mr. Richards introduced himself to the community thanked Council for the opportunity.

Councilors welcomed Mr. Richards to this new position within the City.

Councilor Mortier, seconded by Councilor Harkness, made a motion to appoint Patrick Richards as the new Fire Chief. This motion was approved, 5-0.

B) Request to appoint Lottie Rolfe as the Transfer Station Manager for the Belfast Transfer Station.

City Manager Erin Herbig reviewed the request to appoint Lottie Rolfe as the new Transfer Station Manager.

Ms. Rolfe introduced herself to the community.

Councilors welcomed Ms. Rolfe to this new position within the City.

Councilor Harkness, seconded by Councilor Dean, made a motion to appoint Lottie Rolfe as the new Transfer Station Manager. This motion was approved, 5-0.

C) Request by the Harbor Master to appoint Brian Friel as a full-time Deputy Harbor Master.

Harbor Master Kathy Given reviewed her request to appoint Brian Friel as a full-time Deputy Harbor Master.

City Manager Erin Herbig noted that Brain will be assisting the Code & Planning Department 2 days a week as well and requested that Council authorize transferring \$33,000 from the undesignated fund balance to the coordinating budget lines:

#660-501	Harbor Salary	\$8,700
#180-528	MSRS/Employer	\$3,600
#180-527	FICA/Medicare	\$2,700
#180-529	Group Life Insurance	\$230
#180-530	Health Insurance	\$18,065

Councilor Bonneville, seconded by Councilor Mortier, made a motion to appoint Brian Friel as the full-time Deputy Harbor Master and to authorize the City Manager and City Treasurer to transfer \$33,000.00 from the Undesignated Fund Balance to the following accounts: \$8,700 to account 66-501, \$3,600 to account 180-528, \$2,700 to account 180-527, \$230 to account 180-529 and \$18,065 to account 180-530. This motion was approved, 5-0.

D) Request by the City Clerk to appoint Kristi Osgood as Deputy Clerk/Deputy Tax Collector.

City Clerk Amy Flood reviewed her request to appoint Kristi Osgood as Deputy Clerk/Deputy Tax Collector.

Ms. Osgood introduced herself to the community thanked Council for the opportunity.

Councilors welcomed Ms. Osgood to this new position within the City.

Councilor Bonneville, seconded by Councilor Mortier, made a motion to appoint Kristi Osgood as Deputy Clerk/Deputy Tax Collector. This motion was approved, 5-0.

E) Request by Public Works Director to appoint Brian Spaulding as a full-time truck driver/laborer for the Public Works Department.

City Manager Erin Herbig briefly reviewed the request on behalf of Public Works Director Bob Richards.

Councilor Dean, seconded by Councilor Harkness, made a motion to appoint Brian Spaulding as a full-time truck driver/laborer for the Public Works Department. This motion was approved, 5-0.

F) Further discussion on pedestrian access at Congress Street and Wales Park.

Councilors discussed the proposal and concerns brought forward by committees with City Manager Erin Herbig and Mandy Olver of Olver Associates Inc.

Nat Clifford spoke on behalf of the Wales Park Community Garden Steering Committee regarding their concerns with the proposed pathway and lack of committee input.

Larry Theye spoke on behalf of the Parks & Recreation Commission regarding their concerns with the proposed pathway and lack of committee input.

Council unanimously agreed to have Olver Associates redraw the map with alternate location and the inclusion of lights and to have costs updated to include moving the garden shed and water and costs to pave the parking lot as well.

G) Discussion regarding updating the Code and Planning Department fee schedule.

Director of Code & Planning Bub Fournier and Code Enforcement Officer Steve Wilson reviewed the proposed changes to the fee schedule with Council.

Council discussed community outreach to help mitigate after the fact fees and requested that Council are informed each year when the fee schedule is updated.

Councilor Harkness, seconded by Councilor Mortier, made a motion to adopt the new fee schedule as proposed. This motion was approved, 4-0 (Councilor Bonneville stepped out of the meeting).

Councilor Mortier, seconded by Councilor Dean, made a motion to direct the Code and Planning Department to pursue amendments to the City Code of Ordinances to reflect the new fee schedule approach, increase after-the-fact- permit fees and incorporate all newly updated State mandated codes. This motion was approved, 4-0 (Councilor Bonneville stepped out of the meeting).

H) Request by the Director of Code and Planning to expend up to \$170.00 to purchase a new monitor for the department.

Director of Code & Planning Bub Fournier reviewed the request to expend up to \$170.00 to purchase a new monitor for the department.

Councilor Harkness, seconded by Councilor Mortier, made a motion to purchase a new computer monitor from Comdoctor for \$170.00, with funds be transferred from the department's Office Equipment Capital Reserve account to Account# 670-504 Supplies and Expenses. This motion was approved, 4-0 (Councilor Bonneville stepped out of the meeting).

I) Request by the Economic Development Director that the City Council Approve the Hiring of an Administrator for the City's 2021 Community Development Block Grant Community Enterprise Grant.

Economic Development Director Thomas Kittredge reviewed the request to hire an administrator for the City's 2021 Community Development Block Grant Community Enterprise Grant.

Councilor Mortier, seconded by Councilor Dean, made a motion to approve the CDBG CEG Community Development Advisory Committee's recommendation to hire an Administrator; and authorize the City Manager to sign any documents related and necessary to the hiring of this Administrator. This motion was approved, 4-0 (Councilor Bonneville stepped out of the meeting).

J) Discussion regarding potential infrastructure and other funding that may be coming from State or Federal sources.

Economic Development Director Thomas Kittredge and City Manager Erin Herbig discussed potential funding with the Council.

Councilors discussed continuing to think of potential spending options and suggested once more information is available to conduct a work session.

K) Request by the Finance Director for the Council to approve certain carry forward budget lines from the previous fiscal year to the current fiscal year.

Finance Director Theresa Butler and City Manager Erin Herbig recommended that the following accounts be carry forward from fiscal year 2020-2021 to fiscal year 2021-2022:

TITLE	ACCT#	AMOUNT
CITY MANAGER, VEHICLE & SCHOOL EXPENSE	100-511	\$2,500
CITY CLERK, CODIFICATION	130-631	\$13,647.41
BOATHOUSE, BUILDING MAINTENANCE & REPAIRS	190-520	\$810.05
POLICE, SUPPLIES & EXPENSES	220-504	\$6,806.08
CABLE TV, VEHICLE MAINTENANCE & REPAIRS	250-536	\$470.22
SIDEWALKS	420-573	\$12,101
ROAD CONSTRUCTION	450-577	\$15,441.16
TREES, TREE MAINTENANCE	460-578	\$7,625
TREES, TREE PLANTINGS/GRANT	460-678	\$11,281.91
ECONOMIC DEVELOPMENT, VEHICLE & SCHOOL	580-511	\$550
PARKS & RECREATION, POOL OPERATION COSTS	610-583	\$1,628.23
PARKS & RECREATION, PARK TOILET	610-584	\$5,000

MAINTENANCE

HARBOR, HARBOR PROJECTS	660-600	\$7,692.20
ZONING, ENGINEERING & PROFESSIONAL	680-604	\$13,449.52
TOTAL		\$99,002.78

Councilor Mortier, seconded by Councilor Bonneville, made a motion to approve certain carry forward budget lines from the previous fiscal year to the current fiscal year, as presented. This motion was approved, 5-0.

L) Request from the Finance Director for a single Council member’s signature for the annual auditors Management Representation Letter.

Councilor Mortier volunteered to sign on behalf of the Council.

Councilor Hurley, seconded by Councilor Bonneville, made a motion to approve Councilor Mortier to sign the annual auditors Management Representation Letter. This motion was approved, 5-0.

M) Request to transfer \$1,043.95 from the Boathouse Maintenance Capital Reserve Account to Boathouse Building Maintenance Account.

City Manager Erin Herbig reviewed the request to transfer \$1,043.95 from the Boathouse Maintenance Capital Reserve Account to Boathouse Building Maintenance Account.

Councilor Bonneville, seconded by Councilor Hurley, made a motion to transfer \$1,043.95 from the Boathouse Maintenance Capital Reserve Account to the Building Maintenance Account to cover the remaining balance of the invoice for repairs to the large overhead doors at the Boathouse. This motion was approved, 4-0 (Councilor Harkness stepped away).

N) Request to transfer \$8,005.00 from the City Building Maintenance Capital Reserve to the City Building Maintenance, Repairs, and Misc. Operating Account.

City Manager Erin Herbig reviewed the request to transfer \$8,005.00 from the City Building Maintenance Capital Reserve to the City Building Maintenance, Repairs, and Misc. Operating Account.

Councilor Mortier, seconded by Councilor Dean, made a motion to transfer \$8,005.00 from the City Building Maintenance Capital Reserve to the City Building Maintenance, Repairs, and Misc. Operating Account to have Maine Fire Protection Systems test and update to current standards the necessary equipment at City Hall and 2 Franklin Street for \$5,255.00 and to have Hutchins and Sons Masonry to replace the chimney liner to current compliance for \$2,750.00. This motion was approved, 5-0.

O) Request to transfer \$12,750 from the General Ledger Account# 1-2328-00 City Building Rental Maintenance to the City Building Cleaning Contract account #140-524 to cover City Hall contract cleaning services.

City Manager Erin Herbig reviewed the request to transfer \$12,750 from the General Ledger Account# 1-2328-00 City Building Rental Maintenance to the City Building Cleaning Contract account #140-524 to cover City Hall contract cleaning services.

Councilor Bonneville, seconded by Councilor Hurley, made a motion to transfer \$12,750 from the General Ledger Account# 1-2328-00 City Building Rental Maintenance to the City Building Cleaning Contract account #140-524 to cover City Hall contract cleaning services. This motion was approved, 5-0.

P) Request to place a memorial for the thirteen fallen soldiers who lost their life in Afghanistan at Post Office Square.

City Manager Erin Herbig reviewed the request to place a memorial for the thirteen fallen soldiers who lost their life in Afghanistan at Post Office Square, she recommended Council consider placing it on the same property as the Chair of Honor Monument at the corner of Footbridge Road and Route 1 in East Belfast. I reached out to the Randall Collins VFW, and that the VFW agreed it would be an excellent compliment to monument and have offered to work with Ms. Fuller to construct and install this memorial if the Council wishes.

Councilor Mortier, seconded by Councilor Hurley, made a motion to accept the request to place a memorial for the thirteen fallen soldiers who lost their life in Afghanistan at the Chair of Honor monument and to have Ms. Fuller coordinate with the VFW. This motion was approved, 5-0.

Q) Request to approve a CMP pole permit for one new pole on Pitcher Road.

Councilor Dean, seconded by Councilor Harkness, made a motion to approve a CMP pole permit for one new pole on Pitcher Road. This motion was approved, 5-0.

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

Councilor Mortier, seconded by Councilor Dean, made a motion to go into Executive Session on an Economic Development matter pursuant to 1 M.R.S.A. 405 (6) C at 10:31 p.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 10:48 p.m. This motion was approved, 5-0.

S) Request to go into 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 M.R.S.A. 405 (6) E at 10:49 p.m. This motion was approved, 5-0.

Councilor Bonneville, seconded by Councilor Mortier, made a motion to adjourn the Executive Session on a Legal matter pursuant to 1 M.R.S.A. 405 (6) E at 11:18 p.m. This motion was approved, 5-0.

R) Signing of Council Orders and housekeeping items.

11) Communications

Councilor Hurley discussed how, if any way, the City could improve the communities access to Council Meetings while operating through zoom.

12) Adjourn

Councilor Bonneville, seconded by Councilor Hurley, made a motion to adjourn the meeting at 11:19 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

A handwritten signature in cursive script, appearing to read 'Amanda Cushman', is written over a horizontal line.

AMANDA CUSHMAN, BELFAST MAINE