

\*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, October 4, 2022**

**7:00 p.m. Regular Council Meeting**

**All City Council Meetings and City Committee Meetings will be conducted in-person at Belfast City Hall, effective May 3, 2022.**

**Regular Council Meeting No. 7**

**1) Call to order**

**2) Present:** Mayor Eric Sanders, Councilors Mary Mortier (arrived at 7:01 p.m.), 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 Harkness, seconded by Councilor Bonneville, made a motion to adopt the agenda. This motion was approved, 4-0 (Councilor Mortier was absent).

**5) Acceptance of the minutes**

Regular Council Meeting of September 20, 2022.

Councilor Dean, seconded by Councilor Harkness, made a motion to accept the minutes from the Regular Council Meeting of September 20, 2022. This motion was approved, 4-0 (Councilor Mortier was absent).

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

City Manager Erin Herbig noted that Council received 2 emails and 0 postal mail, prior to noon today which were shared with Council before the start of the Council meeting to be included as part of the Open to the Public.

No in person public comments.

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

City Manager Erin Herbig reminded the public that all non-emergency City facilities will be closed on Monday, October 10, 2022 in observance of Indigenous Peoples' Day and the City Council will be conducting a Council Work Session regarding Belfast Yards on Tuesday, October 11, 2022 at 7:00 p.m.

## **7) Communications**

Councilor Harkness thanked staff regarding the installation of a fence at the former Bradbury Manor.

Mayor congratulated Councilor Mortier and City Manager Herbig for being nominated by the Chamber for citizen of the year.

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

Councilor Hurley provided an update on the Rail Trail Committee.

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

- A.** Request to approve a catering permit for The Otis Group Incorporated d/b/a Rollie's Bar & Grill for the Golden Eagle Dinner on September 22, 2022 from 4:00 p.m. to 10:00 p.m. located at the Hutchinson Center, 80 Belmont Ave., Belfast, Maine.
- B.** Request to approve a catering permit for Lisa Leonard d/b/a Evenrood's for a private wedding on September 17, 2022 from 3:30 p.m. to 10:00 p.m. located at the Wentworth Event Center, 139 Searsport Ave., Belfast, Maine.

Councilor Mortier, seconded by Councilor Harkness, made a motion to approve the Consent Agenda. This motion was approved, 5-0.

## **10) Business**

A) Request to appoint Greg Connors as the Deputy Economic Development Director for the City of Belfast.

City Manager Erin Herbig and Economic Development Director Thomas Kittredge introduced Greg Connors to the City Council and public and requested his appointment as the new Deputy Economic Development Director for the City of Belfast.

Councilors welcomed Greg Connors to the City of Belfast.

Councilor Dean, seconded by Councilor Bonneville, made a motion to appoint Greg Connors as the Deputy Economic Development Director for the City of Belfast. This motion was approved, 5-0.

B) Request from the Fire Chief to confirm Riley Peterson as a full-time Paramedic/Firefighter for the Belfast Fire and Ambulance Department.

Fire Chief Patrick Richards reviewed his request to confirm Riley Peterson as a full-time Paramedic/Firefighter for the Belfast Fire and Ambulance Department.

Councilor Harkness, seconded by Councilor Mortier, made a motion to confirm Riley Peterson as a full-time Paramedic/Firefighter for the Belfast Fire and Ambulance Department. This motion was approved, 5-0.

C) Request from the Fire Chief to confirm Joseph Wellman as a full-time Paramedic/Firefighter for the Belfast Fire and Ambulance Department.

Fire Chief Patrick Richards reviewed his request to confirm Joseph Wellman as a full-time Paramedic/Firefighter for the Belfast Fire and Ambulance Department.

Councilors welcomed Joseph Wellman to the City of Belfast.

Councilor Dean, seconded by Councilor Harkness, made a motion to confirm Joseph Wellman as a full-time Paramedic/Firefighter for the Belfast Fire and Ambulance Department. This motion was approved, 5-0.

**D) Request to approve a CMP pole permit for two new poles on Lincolnville Avenue.**

City Manager Erin Herbig briefly reviewed the CMP pole permit request.

Councilor Hurley discussed concerns with the lag time by CMP removing poles when no longer needed.

Councilor Dean requested that a letter be drafted for Council to send to CMP regarding their concerns.

City Manager Erin Herbig noted that she would have a draft letter for Council consideration at the October 18<sup>th</sup> Council Meeting.

Councilor Hurley, seconded by Councilor Harkness, made a motion to approve a CMP pole permit for two new poles on Lincolnville Avenue. This motion was approved, 5-0.

**E) Request to approve a CMP pole permit for three new poles on School Street.**

City Manager Erin Herbig briefly reviewed the CMP pole permit request.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to approve a CMP pole permit for three new poles on School Street. This motion was approved, 5-0.

**F) First Reading on the 2022-2023 General Assistance Ordinance and State Derived Maximum Benefits for general assistance requests.**

Kristi Osgood reviewed the proposed 2022-2023 General Assistance Ordinance and State Derived Maximum Benefits for general assistance requests and recommended that the Council approve the First Reading and schedule the Public Hearing and Second Reading for the October 18<sup>th</sup> Council Meeting and answered Council questions.

Councilor Harkness, seconded by Councilor Mortier, made a motion to approve the First Reading on the 2022-2023 General Assistance Ordinance and State Derived Maximum Benefits for general assistance requests. This motion was approved, 5-0.

Councilor Harkness, seconded by Councilor Mortier, made a motion to direct staff to schedule the Public Hearing and Second Reading for the 2022-2023 General Assistance Ordinance and State Derived Maximum Benefits for general assistance requests at the October 18th Council Meeting. This motion was approved, 5-0.

**G) First Reading on proposed amendments to the City Code of Ordinance, Chapter 58, Traffic and Vehicles.**

City Planner Jon Boynton reviewed the proposed amendments to the City Code of Ordinance, Chapter 58, Traffic and Vehicles and recommended that the Council approve the First Reading and schedule the Public Hearing and Second Reading for the November 1st Council Meeting and answered Council questions.

Mayor Sanders requested that City staff notify neighbors of this intersection of the proposed change and when the Public Hearing would be held.

Councilor Hurley, seconded by Councilor Bonneville, made a motion to approve the First Reading on proposed amendments to the City Code of Ordinance, Chapter 58, Traffic and Vehicles. This motion was approved, 5-0.

Councilor Harkness, seconded by Councilor Bonneville, made a motion to direct staff to schedule the Public Hearing and Second Reading for the proposed amendments to the City Code of Ordinance, Chapter 58, Traffic and Vehicles at the November 1st Council Meeting. This motion was approved, 5-0.

**H) Request from the property owner of 6 Delemos Street to relocate the service drop for the City's sewer pump station.**

Code Enforcement Officer Steve Wilson reviewed the request from the property owner of 6 Delemos Street to relocate the service drop for the City's sewer pump station and answered Council questions.

Councilor Hurley, seconded by Councilor Mortier, made a motion to approve the request from the property owner of 6 Delemos Street to relocate the service drop for the City's sewer pump station and to authorize the City Manager to sign an easement for maintenance of the service drop. Code and Planning staff will reach out to the owners at 6 Delemos regarding the need for a recorded easements for maintenance of the service drop. This motion was approved, 5-0.

**I)** Request from the Director of Code and Planning to update the City of Belfast Code and Planning Fee Schedule.

Director of Code and Planning Bub Fournier reviewed the proposed City of Belfast Code and Planning Fee Schedule and answered Council questions.

Councilor Harkness, seconded by Councilor Bonneville, made a motion to accept the proposed Code and Planning Fee Schedule as presented and to direct staff to incorporate the February 2022 Building Valuation Data tables into the Departments fee schedule effective immediately. This motion was approved, 5-0.

**J)** Discussion regarding a tax acquired property at Map 16 Lot 4 Marsh Road following a completed survey and wetland delineation.

Director of Code and Planning Bub Fournier reviewed the completed survey and wetland delineation regarding a tax acquired property at Map 16 Lot 4 Marsh Road with Council.

Councilors discussed next steps and authorized City staff to put the property back out to bid.

Councilor Harkness, seconded by Councilor Mortier, made a motion to authorize City staff to put the tax acquired property at Map 16 Lot 4 Marsh back out to bid. This motion was approved, 5-0.

**K)** Request by the Economic Development Director to expand the responsibilities of and to solicit applications for membership for the Brownfields Selection Committee.

Economic Development Director Thomas Kittredge reviewed the request to expand the responsibilities of and to solicit applications for membership for the Brownfields Selection Committee and answered Council questions.

Councilor Dean, seconded by Councilor Bonneville, made a motion to expand the responsibilities of the Brownfields Selection Committee pertaining to both the City's Brownfields Assessment Program and its Brownfields Revolving Loan Fund Program; to make the committee continuously and indefinitely active; institute three-year committee membership terms on a staggered basis; and to authorize the solicitation of applications for potential membership on the Brownfields Selection Committee, with a membership slate recommended

for approval to be brought back to the City Council at a future meeting. This motion was approved, 5-0.

**L)** Request by the Economic Development Director to have the City of Belfast join the Maine Workforce Development Compact and identify eligible training opportunities for City Employees.

Economic Development Director Thomas Kittredge and City Manager Erin Herbig reviewed the Director to have the City of Belfast join the Maine Workforce Development Compact and identify eligible training opportunities for City Employees and answered Council questions.

Councilor Mortier, seconded by Councilor Hurley, made a motion to authorize the City of Belfast to sign up to become a member of the Maine Workforce Development Compact; and to begin the process of identifying training opportunities suited to City of Belfast employees that would be eligible for funding from The Harold Alfond Center for the Advancement of Maine's Workforce. This motion was approved, 5-0.

**M)** Request from the Finance Director for a single Council member's signature for the annual auditor's engagement letter.

Finance Director Theresa Butler briefly reviewed the request for a single Council member's signature for the annual auditor's engagement letter.

Councilor Mortier, seconded by Councilor Hurley, made a motion to authorize the City Manager and authorized Councilor Mortier, as the City Council representative, to sign the auditor's engagement letter. This motion was approved, 5-0.

**N)** Request from the Finance Director for authorization to abate real estate taxes for Map/Lot 001-015-011 in the amount of \$457.28.

Finance Director Theresa Butler and City Manager Erin Herbig briefly reviewed the request for authorization to abate real estate taxes for Map/Lot 001-015-011 in the amount of \$457.28 and answered Council questions.

Councilor Hurley, seconded by Councilor Dean, made a motion to abate real estate taxes for Map/Lot 001-015-011 in the amount of \$457.28. This motion was approved, 5-0.

**O) Analysis of the City of Belfast 4-day 10-hour per week schedule.**

City Manager Erin Herbig and Finance Director Theresa Butler reviewed the analysis of the 4-day work week schedule and answered Council questions.

Councilors thoroughly discussed the pros and cons to having a 4-day 10-hour work schedule, no Council action was taken.

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

**Council Order #27 Signed by Councilor Hurley Ordered That:**

The City Manager and the City Treasurer are authorized to abate real estate taxes for Map/Lot 001-015-011 in the amount of \$457.28. (Approved on October 4, 2022)

**Council Order #102 Signed by Councilor Hurley Ordered That:**

The City Manager and the City Treasurer are authorized to expend up to \$3,350.00 to hire Gartley & Dorsky to survey the City owned parcel located on Marsh Road. Funding is to come from account #680-604. (Approved June 7, 2022 for FY 2021-2022)

## **11) Communications**

City Manager Erin Herbig clarified Council authority on how to handle tax foreclosed property within the Charter.

Councilor Hurley discussed concerns regarding housing.

Councilor Dean encouraged citizens to sign up for website notifications to stay informed of what is happening.



**12) Open to the Public**

Nick Cody of Belfast informed the Council and public regarding an upcoming fundraiser event on October 29<sup>th</sup> for the skate park.

**13) Adjourn**

Councilor Harkness, seconded by Councilor Dean, made a motion to adjourn at 9:49 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