

\*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 1, 2022**

**6:15 p.m.** 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 Bonneville, made a motion to go into Executive Session on a Personnel matter pursuant to 1 M.R.S.A. 405 (6) A at 6:15 p.m. This motion was approved, 5-0.

Councilor Bonneville, seconded by Councilor Hurley, made a motion to adjourn the Executive Session on a Personnel matter pursuant to 1 M.R.S.A. 405 (6) A at 6:31 p.m. This motion was approved, 5-0.

**6:30 p.m.** Request to go into Executive Session on a Legal matter pursuant to 1 M.R.S.A. 405 (6) E.

Councilor Dean, seconded by Councilor Hurley, made a motion to go into Executive Session on a Legal matter pursuant to 1 M.R.S.A. 405 (6) E at 6:31 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 6:47 p.m. This motion was approved, 5-0.

**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. 9**

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

**5) Acceptance of the minutes**

Regular Council Meeting of October 18, 2022.

Councilor Dean, seconded by Councilor Mortier, made a motion to accept the minutes from the Regular Council Meeting of October 18, 2022. This motion was approved, 5-0.

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

City Manager Erin Herbig noted that Council received 2 email 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.

1. Aynne Ames of Belfast discussed accessibility for mobility challenged in the City of Belfast and requested that the Council consider creating a committee to investigate areas of needed improvement.
2. Neva Allen of Belfast discussed accessibility for mobility challenged in the City of Belfast and informed the public of the upcoming fundraiser for youth homeless awareness month.
3. Nikadimus Cody gave a review of the recent Skate Park fundraiser event and thanked sponsors.
4. Norm Poirier thanked all who organized and sponsored the Skate Park fundraiser event.
5. Zafra Whitcomb requested that Council consider allowing the public to zoom into Council Meetings.

**B. Organization and Department Reports**

- Update from the Airport Manager regarding the Airport Crack Sealing Project and other upcoming projects.
- Update from the Broadband Committee from Broadband Committee Chair Zafra Whitcomb and Donna Birken of GWI.

## **7) Communications**

Councilor Harkness requested that Council discuss ideas brought forward by Aynne Ames and Neva Allen at the November 15<sup>th</sup> Council Meeting, discussed Maine Housing assistance for water and sewer, and read a letter the Mayor received from Samuel Pope of New Orleans and his recent visit to Belfast.

Councilor Hurley discussed upcoming Arts in Action Plan B event over the weekend and the Coastal Mountain Land Trust event at the Boathouse tomorrow.

Councilor Dean reminded citizens to check their smoke detectors.

Councilor Bonneville discussed the loss of City employee Bob Hills.

City Manager Erin Herbig provided an update on Election Day and welcomed the Baker and Fitzjurls families.

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

No comments.

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

- A.** Request to approve an application by V.F.W. Randall Collins Post 3108 d/b/a V.F.W. Randall Collins Post 3108 located at 34 Field Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous Restaurant (Class I, II, III and IV) liquor license.
- B.** Request to approve an application by Frank D. Hazeltine American Legion Post #43 d/b/a V.F.W. American Legion located at 134 Church Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous Club with Catering (Class I) liquor license.
- C.** Request to approve an application for a Special Amusement Permit by Frank D. Hazeltine American Legion Post #43 d/b/a V.F.W. American Legion for live entertainment, music, vocals – Karaoke, DJ and dancing located at 134 Church Street, Belfast, Maine, interior only.
- D.** Request to approve an off-premises catering permit for The Otis Group Inc d/b/a Rollie's Bar & Grill for a fundraising event for the skate park on October 29, 2022 from 5:00 p.m. to 10:00 p.m. located at the Belfast Boathouse, 34 Commercial Street, Belfast, Maine.

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

**10) Business**

**A)** Authorization to cover the cost of burial services of City employee Robert Hills.

City Manager Erin Herbig reviewed the request, thanking emergency employees who responded and Council for their support. On behalf of the City of Belfast she sends condolences to his family.

Councilor Mortier, seconded by Councilor Harkness, made a motion to expend up to \$10,000.00 for burial services and related expenses with funding to come from the Undesignated Fund Balance. This motion was approved, 5-0.

**B)** Request from the Police Chief to confirm Tyler Baker as a full-time Police Officer for the Belfast Police Department.

Police Chief Bobby Cormier reviewed the request to confirm Tyler Baker as a full-time Police Officer for the Belfast Police Department.

Councilor Hurley, seconded by Councilor Harkness, made a motion to confirm Tyler Baker as a full-time Police Officer for the Belfast Police Department. This motion was approved, 5-0.

**C)** Request from the Police Chief to confirm Ethan Fitzjurls as a full-time Police Officer for the Belfast Police Department.

Police Chief Bobby Cormier reviewed the request to confirm Ethan Fitzjurls as a full-time Police Officer for the Belfast Police Department.

Councilor Dean, seconded by Councilor Bonneville, made a motion to confirm Ethan Fitzjurls as a full-time Police Officer for the Belfast Police Department. This motion was approved, 5-0.

City Clerk Amy Bradford conducted the swearing-in ceremony for both Officers.

Police Chief Bobby Cormier introduced newly appointed Officer Jones and Officer Littlefield, who were appointed by Council on October 18, 2022 but were unable to attend in person.

Councilors welcomed all four Officers to the City of Belfast.

**D) Request from the Fire Chief for funding of up to \$89,250.00 for the purchase of firefighter turnout gear.**

Fire Chief Patrick Richards explained the request for funding of up to \$89,250.00 for the purchase of firefighter turnout gear and answered Council questions.

City Manager Erin Herbig recommended that funding be transferred from the Undesignated Fund Balance into account #210-535 Fire Purchase of Equipment.

Councilor Dean, seconded by Councilor Mortier, made a motion to expend up to \$89,250.00 to purchase Firefighter Turnout Gear with funding be transferred from the Undesignated Fund Balance into account #210-535 Fire Purchase of Equipment. This motion was approved, 5-0.

**E) Presentation on proposed amendments to the City Code of Ordinance, Chapter 58, Traffic and Vehicles.**

Director of Code & Planning Bub Fournier gave a presentation on proposed amendments to the City Code of Ordinance, Chapter 58, Traffic and Vehicles and noted that the City received 3 public comments via email regarding the proposed amendments that were shared with City Council ahead of the meeting.

**F) Public Hearing on proposed amendments to the City Code of Ordinance, Chapter 58, Traffic and Vehicles.**

Mayor Sanders asked for proponents and opponents.

1. Zafra Whitcomb of Belfast discussed his support for the proposed amendments.

Mayor Sanders declared the hearing closed.

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

Councilors discussed their support for the proposed amendments.

Councilor Mortier, seconded by Councilor Hurley, made a motion to accept the proposed amendments to the City Code of Ordinance, Chapter 58, Traffic and Vehicles, as presented. This motion was approved, 5-0.

**H)** Request from the Parks and Recreation Director to expend up to \$5,000.00 to replace a pool filter at the Belfast City Park Pool.

Parks and Recreation Director Norm Poirier reviewed the request to expend up to \$5,000.00 to replace a pool filter at the Belfast City Park Pool and answered Council questions.

City Manager Erin Herbig recommended that that the funding to be transferred from the Parks Equipment Capital Reserve Account into the Pool Operation account 610-583.

Councilor Hurley, seconded by Councilor Dean, made a motion to expend up to \$5,000.00 to replace the pool filter at the Belfast City Pool and that the funding to be transferred from the Parks Equipment Capital Reserve Account into the Pool Operation account 610-583. This motion was approved, 5-0.

**I)** Request from the Economic Development Director to approve the membership slate for the Brownfields Selection Committee.

Economic Development Director Thomas Kittredge reviewed the proposed membership slate for the Brownfields Selection Committee.

Councilor Bonneville, seconded by Councilor Mortier, made a motion to appoint the following seven individuals to the Brownfields Selection Committee, with the following terms: Amanda Cunningham (Executive Director, Our Town Belfast): 1-year term, Daniel Waldron (President, Whitecap Builders): 1-year term, David Bond (Board Member, Belfast Bay Watershed Coalition) 2-year term, Paul Doody (Vice President, Camden National Bank): 2-year term, Donna Kelley (President and Chief Executive Officer, Waldo Community Action Partners): 2-year term, Jon Boynton (City Planner, City of Belfast): 3-year term, Thomas Kittredge (Economic Development Director, City of Belfast): 3-year term. This motion was approved, 5-0.

**J) Presentation and First Reading of an order pertaining to the issuance by the City of Belfast to a lender of general obligation bonds and bond anticipation notes in amounts not to exceed \$4,235,000.**

City Manager Erin Herbig explained that the Maine Bond Bank did not take into consideration the \$1.2 million in federal and state grant funding the City secured to apply to this project which is why staff requested to amend the request from the \$4,245,000.00 to \$3,245,000.00.

Mandy Olver of Olver Associates gave a presentation on the projects associated with the requested order pertaining to the issuance by the City of Belfast to a lender of general obligation bonds and bond anticipation notes in amounts not to exceed \$3,245,000.00 and answered Council questions.

Councilor Mortier, seconded by Councilor Hurley, made a motion to accept the First Reading and to schedule a Public Hearing and Second Reading of the order pertaining to the issuance by the City of Belfast to a lender of general obligation bonds and bond anticipation notes in amounts not to exceed \$3,245,000 be held at the Regular City Council Meeting of November 15, 2022. This motion was approved, 5-0.

**K) Request by the Harbor Walk and Rail Trail Committee to authorize up to \$300.00 to purchase and install signage and up to \$5,000.00 for tree plantings.**

Councilor Hurley and Committee Chair Tom Murphy reviewed the request by the Harbor Walk and Rail Trail Committee to authorize up to \$300.00 to purchase and install signage and up to \$5,000.00 for tree plantings and answered Council questions.

Councilors discussed looking at if that area could support parking and requested that before tree planting is done that an engineer determine if parking is feasible.

Councilor Hurley, seconded by Councilor Harkness, made a motion to expend up to \$300.00 for signage and \$5,000.00 for tree plantings and up to \$5,000.00 for the Belfast Rail Trail and to hire Olver Associates to review the area to determine if parking is feasible with funding for all to be expended from the General Ledger Rail Trail Account 2014-00. This motion was approved, 5-0.

**L) Request to authorize the City Manager's Office to draft recommended amendments to the City of Belfast Personnel Policy.**

Assistant to the City Manager Manda Cushman reviewed the request to authorize the City Manager's Office to draft recommended amendments to the City of Belfast Personnel Policy and answered Council questions.

Councilor Mortier briefly discussed concerns with the timeline.

City Manager Erin Herbig explained that due to the Personnel Policy being within the City Code of Ordinances we would be required to conducting a Public Hearing and post notices in the paper which extends the project timeline.

Councilor Bonneville, seconded by Councilor Mortier, made a motion to authorize the City Manager's Office to work with Department Heads and their employees, along with the City Attorney, to draft recommended ordinance amendments to City of Belfast Personnel Policy, article by article, section by section. This motion was approved, 5-0.

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

**Council Order #26** Signed by Councilor Dean Ordered That:

**Amendments to the MMA Model General Assistance Ordinance  
Appendices (A-H)  
October 1, 2022 - September 30, 2023**

**First Reading: October 4, 2022**

**Second Reading: October 18, 2022**

Our existing General Assistance Ordinance that was written by Maine Municipal Association more than 17 years ago and amended over time based upon changes in State law is replaced with a newly updated Ordinance drafted as a Statewide Model by the Maine Municipal Association. The new model fully complies with all State and Federal regulations.

The Council has also adopted the overall maximum for housing that the State has set for the City of Belfast to allow the General Assistance Administrator more flexibility in assisting her clients. (Approved on October 18, 2022)

**Council Order #28** Signed by Councilor Mortier Ordered That:



The City Manager and the City Treasurer are authorized to expend up to \$10,000.00 for burial services and related expenses for City employee Robert Hill. Funding is to come from the Undesignated Fund Balance. (Approved November 1, 2022)

**Council Order #29** Signed by Councilor Dean Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$89,250.00 to purchase Firefighter Turnout Gear for the Belfast Fire Department. Funding is to be transferred from the Undesignated Fund Balance into account #210-535 Fire Purchase of Equipment. (Approved November 1, 2022)

**Council Order #30** Signed by Councilor Mortier Ordered That:

**AMENDMENTS TO  
CITY CODE OF ORDINANCE  
CHAPTER 58 TRAFFIC AND VEHICLES,  
ARTICLE II STOPPING, STANDING AND PARKING  
SEC. 58-44 STOP SIGNS**

**Editor's Note:** The City has used the following format to identify the proposed amendments to Chapter 58. All text shown in black font is current text in the adopted City Code of Ordinances, Chapter 58 Traffic and Vehicles. All text shown in red font is new language that is proposed to be added. All text shown with blue strike through is to be removed. Bold text indicates the specific intersection. (See attached text of adopted amendments).

**First Reading:** October 4, 2022

**Second Reading:** November 1, 2022

(Approved November 1, 2022)

**Council Order #31** Signed by Councilor Hurley Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$5,000.00 to replace the pool filter at the Belfast City Pool. Funding is to be transferred from the Parks Equipment Capital Reserve Account into the Pool Operation account 610-583. (Approved November 1, 2022)

**Council Order #32** Signed by Councilor Hurley Ordered That:

The City Manager and the City Treasurer are authorized to **expend up to \$300.00** for signage and **\$5,000.00** for tree plantings for the Belfast Rail Trail. Funding is to be expended from the General Ledger Rail Trail Account 2014-00. (Approved November 1, 2022)

**11) Communications**

Councilor Hurley discussed future opportunities for increased accessibility in Belfast and requested more information and a proposal from Aynne Ames and Neva Allen to be included in the Council packets on November 15<sup>th</sup>.

Councilor Dean discussed recent accessibility improvements made this past spring and noted that he looks forward to continuing to incorporate these projects into future budgets.

**12) Open to the Public**

No comments.

**13) Adjourn**

Councilor Mortier, seconded by Councilor Bonneville, made a motion to adjourn at 9:25 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