

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, November 15, 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. 10

1) Call to order

2) Present: Mayor Eric Sanders, Councilors Mary Mortier, Neal Harkness, Brenda Bonneville, and Paul Dean; City Manager Erin Herbig and Assistant to the City Manager Manda Cushman.

Absent: Councilor Michael Hurley.

3) Pledge of Allegiance

4) Adoption of the agenda

Mayor Eric Sanders requested to amend the agenda to add item **10) L #1** Request to go into Executive Session on an Economic Development matter pursuant to 1 M.R.S.A. 405 (6) C.

Councilor Harkness, seconded by Councilor Mortier, made a motion to adopt the agenda, as amended. This motion was approved, 4-0.

5) Acceptance of the minutes

Regular Council Meeting of November 1, 2022.

Councilor Dean, seconded by Councilor Mortier, made a motion to accept the minutes from the Regular Council Meeting of November 1, 2022. This motion was approved, 5-0.

6) A. Open to the public

City Manager Erin Herbig noted that Council received 0 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. Amanda Cunningham, Executive Director of Our Town Belfast provided an organization update.

B. Organization and Department Reports

City Manager Erin Herbig provided the public with information on City facility closures for the week of Thanksgiving.

7) Communications

Councilor Bonneville congratulated fellow Councilors on their recent reelection.

Councilor Harkness thanked all the staff that worked on the Election and thanked Our Town Belfast for continuing with their new seating program which helps those with mobility issues within our community.

Councilor Dean thanked the public for participating in the Election, noting the higher-than-average voter turnout.

Councilor Mortier thanked all the Election workers and discussed how seriously she takes her role as an elected official for the City of Belfast.

Mayor Sanders discussed the positivity around the recent Election and thanked all for making it a great experience.

8) Old Business and Council Committee Reports

No comments.

9) Permits, Petitions and Licenses - Consent Agenda

- A. Request to approve an off-premises catering permit for The Otis Group Inc d/b/a Rollie's Bar & Grill for the Annual Chamber Dinner on November 4, 2022 from 5:00 p.m. to 10:00 p.m. located at the Hutchinson Center, 80 Belmont Ave., Belfast, Maine.

- B.** Request to approve an off-premises catering permit for The Otis Group Inc d/b/a Rollie's Bar & Grill for the MOFGA networking event on November 6, 2022 from 4:00 p.m. to 8:00 p.m. located at the Hutchinson Center, 80 Belmont Ave., Belfast, Maine.
- C.** Request to approve an application by Belfast Curling Club d/b/a Belfast Curling Club located at 211 Belmont Ave., Belfast, Maine for a renewal Malt, Spirituous and Vinous other (Curling Club) liquor license.
- D.** Request to approve an application for a Special Amusement Permit by Belfast Curling Club, for live entertainment, music, vocals – Karaoke, DJ and dancing located at 211 Belmont Ave., Belfast, Maine, interior and exterior.
- E.** Request to approve a twelve-month Blanket Letter of Approval for Game of Chance (Bingo) for Tarratine Tribe #13 I.O.R.M & AUX located at 153 Main Street, Belfast, Maine. This approval is granted from January 1, 2023 through December 31, 2023.
- F.** Request to approve a Facility Use Request Application by Our Town Belfast to utilize Post Office Square for the Annual Menorah Lighting on Sunday, December 18, 2022 from 4:00 p.m. to 6:00 p.m.
- G.** Request to approve a Facility Use Request Application by Our Town Belfast to utilize Post Office Square for the Annual Christmas Tree Lighting on Saturday, December 3, 2022 from 4:00 p.m. to 7:00 p.m.

Councilor Dean, seconded by Councilor Mortier, made a motion to approve the Consent Agenda. This motion was approved, 4-0.

10) Business

A) Request from the Police Chief to confirm Damon Lefferts as a full-time Police Officer for the Belfast Police Department.

Police Chief Bobby Cormier reviewed the request and introduced Mr. Lefferts to the Council.

Councilors welcomed Mr. Lefferts to the City of Belfast.

Councilor _____, seconded by Councilor _____, made a motion to confirm Damon Lefferts as a full-time Police Officer for the Belfast Police Department. This motion was approved, 4-0.

City Clerk Amy Bradford conducted the swearing-in ceremony for Officer Lefferts.

Chief Cormier conducted a brief pinning ceremony for Officer Lefferts.

B) Request from the Public Works Director to appoint Mark Smith as a full-time Truck Driver/Laborer for the Belfast Public Works Department.

Public Works Director Bob Richards reviewed the request to appoint Mark Smith and answered Council questions.

Councilors thanked Mr. Richards and his crew for everything they do and welcomed Mr. Smith to the City of Belfast.

Councilor Mortier, seconded by Councilor Dean, made a motion to appoint Mark Smith as a full-time Truck Driver/Laborer for the Belfast Public Works Department. This motion was approved, 4-0.

C) Request from the Interim Assessor to purchase the Marshall & Swift Valuation Handbooks for Commercial and Residential Real Estate.

Interim Assessor Avis Winchester and Assessor Assistant Shelia Fountain reviewed the request to purchase the Marshall & Swift Valuation Handbooks for Commercial and Residential Real Estate and answered Council questions.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to expend up to \$1,050.00 to purchase the Marshall & Swift Valuation Handbooks with funding be transferred from the Assessing Capital Reserve Account into account #102-504 Assessing Supplies and Equipment. This motion was approved, 4-0.

D) Request from the Interim Assessor to submit payment to the Maine Revenue Services in the amount of \$3,439.00 for overpayment of the Business Equipment Exemption program.

Interim Assessor Avis Winchester and Assessor Assistant Shelia Fountain reviewed the request Assessor to submit payment to the Maine Revenue Services in the amount of \$3,439.00 for overpayment of the Business Equipment Exemption program and answered Council questions.

Councilor Dean, seconded by Councilor Mortier, made a motion to submit payment to the Maine Revenue Services up to the amount of \$3,439 for the overpayment of BETE

reimbursement with funding from account# 110-3505 Property Tax Revenues. This motion was approved, 4-0.

E) Presentation of the 2021-2022 City of Belfast Annual Report.

Communications Assistant Mackenzie Barnhart and City Manager Erin Herbig gave an overview of the new 2021-2022 City of Belfast Annual Report.

Councilors thanked Ms. Barnhart for her work, noting that they looked forward to seeing it in final format and print on December 1, 2022.

Councilor Mortier, seconded by Councilor Harkness, made a motion to accept the 2021-2022 City of Belfast Annual Report. This motion was approved, 4-0.

F) Consideration of an increase in service fees for the Ambulance Service.

Fire Chief Patrick Richards and City Manager Erin Herbig reviewed the proposal to increase service fees for the Ambulance Service and answered Council questions.

Councilor Harkness, seconded by Councilor Mortier, made a motion to authorize an increase in ambulance fees and an on-scene charge for outlying municipalities as outlined, effective January 1, 2023. This motion was approved, 4-0.

G) Consideration and possible sale of one tax foreclosed property.

City Finance Director Theresa Butler and City Manager Erin Herbig reviewed the bid opening process and opened the submitted bids for property located at Marsh Road:

1. Marsh Road
map 016 lot 044
LAND ONLY

Bid #1: \$ 7,150.00
Name: Jacob Weisberg
Address: 31 Vine St.
Auburn, Maine

Bid #2: \$ 1,501.00

Name: Craig Robbins
Address: 352 Acadia Hwy.
Montville, Maine

Bid #3: \$ 10,200.00

Name: Dan Ford
Address: 318 Hatchet Mt. Rd.
Hope, Maine

Councilor Mortier, seconded by Councilor Harkness, made a motion to accept the bids for Marsh Road, map 016 lot 044. This motion was approved, 4-0.

Councilor Mortier, seconded by Councilor Harkness, made a motion to award the bid for the City owned property located on Marsh Road map 016 lot 044 to Dan Ford in the amount of \$10,200.00, with these funds to be placed in account #1-1255-00 Gain on Sale TAP. This motion was approved, 4-0.

H) Presentation 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 \$4,245,000.

City Manager Erin Herbig and Finance Director Theresa Butler gave a presentation 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 \$4,245,000, noting that the amount that is to be borrowed will only be \$3,245,000. 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 the note reads “not to exceed \$4,245,000.

I) Public Hearing 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 \$3,245,000.

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

J) Second 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 \$3,245,000.

No Council comments.

Councilor Mortier, seconded by Councilor Dean, made a motion to accept 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, as the City has secured \$1.2 million in federal and state grant funding to apply to this project. This motion was approved, 4-0.

K) Request from the Parks and Recreation Director to accept \$5,000.00 from the Belfast Area Chamber of Commerce for the City's percentage of proceeds from the 2022 Arts in the Park event.

City Manager Erin Herbig reviewed the request to accept \$5,000.00 from the Belfast Area Chamber of Commerce for the City's percentage of proceeds from the 2022 Arts in the Park event.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to accept \$5,000.00 from the Belfast Area Chamber of Commerce for the City's percentage of proceeds from the 2022 Arts in the Park event with funding to be placed into account #610-585 Parks Projects and Amenities. This motion was approved, 4-0.

L) Request by Airport Manager to authorize the City Manager to enter into an agreement with Thomas Fowler, P.E. LLC to assist in implementing a plan to allow for the construction of new hangars at the Belfast Municipal Airport.

Airport Manager Kenn Ortmann reviewed the request to authorize the City Manager to enter into an agreement with Thomas Fowler, P.E. LLC to assist in implementing a plan to allow for the construction of new hangars at the Belfast Municipal Airport and answered Council questions.

Director of Code & Planning Bub Fournier discussed DEP permitting and potential impacts on surrounding areas and answered Council questions.

City Manager Erin Herbig recommended that the City start with step one that was proposed by the Airport Manager in his memo to get a snapshot of where the City is at, including the Little River region as part of the assessment done by Mr. Fowler.

Councilor Dean, seconded by Councilor Mortier, made a motion to authorize the Director of Code and Planning to reach out to DEP to determine what the City can or cannot do. Councilor Dean and Councilor Mortier removed their motion.

Councilors unanimously agreed to table the agenda item until the December 6th Council meeting, directing staff to work with Mr. Fowler to get an updated quote that would include the Little River region in the assessment of where the City currently stands regarding their phosphorous loads.

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

Councilor Mortier, seconded by Councilor Harkness, made a motion to go into Executive Session on an Economic Development matter pursuant to 1 M.R.S.A. 405 (6) C at 8:32 p.m. This motion was approved, 4-0.

Councilor Mortier, seconded by Councilor Dean, made a motion to adjourn the Executive Session on an Economic Development matter pursuant to 1 M.R.S.A. 405 (6) C at 9:19 p.m. This motion was approved, 4-0.

M) Signing of Council Orders and housekeeping items.

Council Order #33 Signed by Councilor Harkness Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$5,000.00 to hire Olver Associates Inc. to complete survey work for the Belfast Rail Trail to determine if handicap accessible parking can be implemented. Funding is to be expended from the General Ledger Rail Trail Account 2014-00. (Approved November 1, 2022)

Council Order #34 Signed by Councilor Bonneville Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$1,050.00 to purchase the Marshall & Swift Valuation Handbooks. Funding is to be transferred from the Assessing Capital Reserve Account into account #102-504 Assessing Supplies and Equipment. (Approved November 15, 2022)

Council Order #35 Signed by Councilor Dean Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$3,439 to submit payment to the Maine Revenue Services for the overpayment of BETE reimbursement. Funding is to come from account# 110-3505 Property Tax Revenues. (Approved November 15, 2022)

Council Order #36 Signed by Councilor Bonneville Ordered That:

The City Manager and the City Treasurer are authorized to accept \$5,000.00 from the Belfast Area Chamber of Commerce for the City's percentage of proceeds from the 2022 Arts in the Park event. Funding is to be placed into account #610-585 Parks Maintenance. (Approved November 15, 2022)

11) Communications

Councilor Bonneville thanked Public Works for the installation of the new stop sign on Congress Street and inquired about painting.

Councilor Dean reminded the public to take their time and leave early, if necessary, especially with winter weather starting.

City Manager Erin Herbig made a revision to the City facilities Thanksgiving closures and noted that all the information is correctly posted on the City website and social media pages.

12) Open to the Public


No comments.

13) Adjourn

Councilor Harkness, seconded by Councilor Dean, made a motion to adjourn at 9:19 p.m. This motion was approved, 4-0.

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 black ink, appearing to read 'Amanda Cushman', written over a horizontal line.

AMANDA CUSHMAN, BELFAST MAINE