

\*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, December 6, 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. 11**

**1) Call to order**

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

**Absent:** Councilor Paul Dean.

**3) Pledge of Allegiance**

**4) Adoption of the agenda**

Mayor Eric Sanders requested to amend the agenda to include item **10) A #1** Authorization of a Release of Protective Covenants, Restrictions and Reservations between the City of Belfast and Tidewater Energy.

Councilor Mortier, seconded by Councilor Bonneville, 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 15, 2022.

Councilor Harkness, seconded by Councilor Mortier, made a motion to accept the minutes from the Regular Council Meeting of November 15, 2022. This motion was approved, 4-0.

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

City Manager Erin Herbig noted that Council received 2 emails and 1 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 explained that she would be available during item **10) A** to discuss the request and answer any questions.

**B. Organization and Department Reports**

Parks and Recreation Director Norm Poirier provided an update on upcoming holiday events.

City Manager Erin Herbig requested two Council members volunteer to attend a meeting with MDOT, on behalf of the Council, to discuss areas of Council concern. Councilor Hurley and Mayor Sanders volunteered to attend the day time meeting on behalf of the City Council.

**7) Communications**

Councilors Harkness, Bonneville, and Mayor Sanders thanked all who attended the Belfast Yards Work Session.

Councilors Hurley and Mortier thanked all who helped with the Annual Christmas Tree Lighting.

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

- Update from the Parks and Recreation Commission regarding maintenance of City range ways and requested that the City Council consider additional support for the Parks Department, financially and with additional staffing in the upcoming budget.

**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 Midcoast Realtor Social event on December 1, 2022 from 4:00 p.m. to 8:00 p.m. located at The Belfast Soup Kitchen, 31 Belmont Ave., Belfast, Maine.
- B.** Request to approve a Facility Use Request Application by the Parks and Recreation Department and the Belfast Area Chamber of Commerce to utilize Steamboat Landing and the Belfast Boathouse for the Annual Holiday on the Harbor event on Saturday, December 10, 2022 from 11 a.m. to 1:30 p.m.

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

## 10) Business

A) Discussion regarding accessibility for mobility challenged within the City of Belfast.

Aynne Ames and Neva Allen discussed with the City Council their proposal to form a volunteer Committee of Accessibility.

Councilors discussed the request and how best to proceed.

City Manager Erin Herbig suggested that Aynne and Neva work with the Pedestrian, Biking and Hiking Committee to create a prioritized list to present to Council by February 1<sup>st</sup> to be included as part of the Council budget discussions.

Councilors discussed concerns with adding more to the Pedestrian, Biking and Hiking's workload, and they agreed that having dedicated individuals with personal experience looking into these issues would be of value to the Council during budget time.

Councilors agreed to create a volunteer Accessibility Working Group, that will present an accessibility priority list to the Council by February 1<sup>st</sup>.

A) #1 Authorization of a Release of Protective Covenants, Restrictions and Reservations between the City of Belfast and Tidewater Energy.

City Manager Erin Herbig briefly explained the request to authorize the City Manager to sign documents related to the Release of Protective Covenants, Restrictions and Reservations between the City of Belfast and Tidewater Energy.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to authorize the City Manager to sign documents related to the Release of Protective Covenants, Restrictions and Reservations between the City of Belfast and Tidewater Energy. This motion was approved, 4-0.

B) Request from the Fire Chief to confirm Brandon Waterman as a part-time Ambulance Driver for the Belfast Ambulance Department.

City Manager Erin Herbig briefly reviewed the request to confirm Brandon Waterman as a part-time Ambulance Driver for the Belfast Ambulance Department.

Councilor Mortier, seconded by Councilor Harkness, made a motion to confirm Brandon Waterman as a part-time Ambulance Driver for the Belfast Ambulance Department. This motion was approved, 4-0.

**C) Request from the Police Chief to purchase a new Police Cruiser for \$43,123.59.**

City Manager Erin Herbig briefly reviewed the request to purchase a new Police Cruiser for \$43,123.59.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to expend up to \$43,123.59 from the Department's Purchase of Equipment account #220-535 for the purchase of a 2022 Ford PUI Hybrid. This motion was approved, 4-0.

**D) Request from the Harbor Master to authorize matching funds for the Harbor Management Access grant.**

Harbor Master Kathy Given reviewed the request to authorize matching funds for the Harbor Management Access grant and answered Council questions.

Councilor Mortier, seconded by Councilor Hurley, made a motion to accept the HMA grant and to have Council approve the amount of \$3,000.00 to be used for a cash match to come from the Harbor ENK Fund. This motion was approved, 4-0.

**E) Request from the Harbor Master to apply for Maine DEP Pump-Out Grant and to authorize matching funds.**

Harbor Master Kathy Given reviewed the request to apply for Maine DEP Pump-Out Grant and to authorize matching funds and answered Council questions.

Councilor Bonneville, seconded by Councilor Mortier, made a motion to authorize the Harbor Master to apply for the Maine DEP Pump-out Program Grant funding to replace our existing pump-out machine and to authorize up to \$2,500.00 in matching funds to come from the Harbor ENK Fund. This motion was approved, 4-0.

**F)** Request from the Harbor Master for the approval of the 2023 Harbor Usage Fees.

Harbor Master Kathy Given reviewed the 2023 Harbor Usage Fees with Council.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to approve of the proposed 2023 Harbor Usage Fees as presented. This motion was approved, 4-0.

**G)** Request from the Harbor Master to approve Charter Vessel and Commercial Contracts for the 2023 season.

Harbor Master Kathy Given reviewed the Charter Vessel and Commercial Contracts for the 2023 season with Council.

Councilor Harkness, seconded by Councilor Mortier, made a motion to approve all the Charter Vessel and Commercial Use contract requests for the 2023 season as presented. This motion was approved, 4-0.

**H)** Request from the Communications Assistant to authorize the redesign of the City of Belfast website and appoint members to a temporary Website Redesign Working Group.

Communications Assistant Mackenzie Barnhart reviewed the request to authorize the redesign of the City of Belfast website and appoint members to a temporary Website Redesign Working Group and answered Council questions.

Councilor Harkness, seconded by Councilor Bonneville, made a motion to authorize the City to engage CivicPlus in a redesign as outlined in the City's contract with CivicPlus. This motion was approved, 4-0.

Councilor Harkness, seconded by Councilor Bonneville, made a motion to appoint two Council Members, Councilor Bonneville and Hurley, as well as Communications Assistant Mackenzie Barnhart, City Clerk Amy Bradford, and Code and Planning Assistant Erica Nealley as staff members to the Website Redesign Working Group. This motion was approved, 4-0.

**I)** Request from the Airport Manager to transfer of \$500 from account #640-594 Airport Maintenance to account #610-537 Parks and Recreation Equipment Capital Reserve to pay for the transfer of a John Deere Z915B Zero-turn mower.

Airport Manager Kenn Ortmann reviewed the request to transfer of \$500 from account #640-594 Airport Maintenance to account #610-537 Parks and Recreation Equipment Capital Reserve to pay for the transfer of a John Deere Z915B Zero-turn mower and answered Council questions.

Councilor Harkness, seconded by Councilor Hurley, made a motion to transfer of \$500 from account #640-594 Airport Maintenance to account #610-537 Parks and Recreation Equipment Capital Reserve to pay for the ownership transfer of a John Deere Z915B Zero-turn mower from the Parks and Recreation Department to the Belfast Municipal Airport. This motion was approved, 3-0 (Councilor Mortier stepped out of the room).

**J)** Request by Airport Manager to adopt the proposed Belfast Municipal Airport Minimum Standards.

Airport Manager Kenn Ortmann reviewed the proposed Belfast Municipal Airport Minimum Standards with the Council.

Councilor Mortier, seconded by Councilor Harkness, made a motion to adopt the proposed Belfast Municipal Airport Minimum Standards document as presented, effective January 1, 2023. This motion was approved, 4-0.

**K)** Discussion regarding Central Maine Power utility pole removal priorities.

City Manager Erin Herbig and Director of Code and Planning Bub Fournier reviewed the proposed CMP pole removal list with Council.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to authorize staff to send CMP the utility pole removal priorities list, as presented. This motion was approved, 4-0.

L) Overview of the proposed amendments to the City Code of Ordinances that will be considered by the Planning Board at its upcoming December 14th Public Hearing.

Project Planner Wayne Marshall provided an overview of the proposed amendments to the City Code of Ordinances that will be considered by the Planning Board at its upcoming December 14th Public Hearing and answered Council questions.

M) Further discussion regarding possible parking along the Rail Trail.

Councilors discussed the recommendation made by Olver Associates Inc. regarding parking along the Rail Trail, noting that now that handicap parking was not deemed safe in that area that the Harbor Walk and Rail Trail Committee could proceed with tree plantings along the Rail Trail, as presented by the committee on November 1, 2022.

N) Signing of Council Orders and housekeeping items.

**Council Order #37** Signed by Councilor Mortier Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$43,123.59 for the purchase of a 2022 Ford PUI Hybrid for the Belfast Police Department. Funding is to come from the Police Department's Purchase of Equipment account #220-535. (Approved December 6, 2022)

**Council Order #38** Signed by Councilor Mortier Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$3,000.00 as the City's cash match for the Harbor Management Access grant which the Department will use to build new floats. Funding is to come from the Harbor ENK Fund. (Approved December 6, 2022)

**Council Order #39** Signed by Councilor Harkness Ordered That:

The City Manager and the City Treasurer are authorized to transfer of \$500 from account #640-594 Airport Maintenance to account #610-537 Parks and Recreation Equipment Capital Reserve to pay for the ownership transfer of a John Deere Z915B Zero-turn mower from the Parks and Recreation Department to the Belfast Municipal Airport. (Approved December 6, 2022)

**11) Communications**

Councilors discussed the 2021-2022 Annual Report and thanked the Communications Assistant and Department Heads for their work on it.

Councilor Harkness discussed having an electric vehicle and how the new charging stations are not being shown as one of the Belfast locations.

Councilor Hurley thanked the Fire Chief and former Fire Chief for working on the downtown Christmas lights to ensure that they are in working order and thanked RSU #71 for the student data they provided to Council.

**12) Open to the Public**

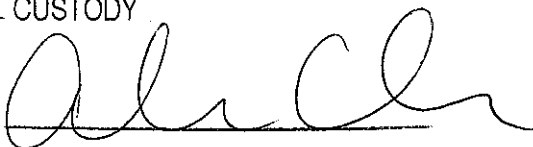
No comments.

**13) Adjourn**

Councilor Harkness, seconded by Councilor Mortier, made a motion to adjourn at 9:55 p.m. This motion was approved, 4-0.

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