

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, January 17, 2023**

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. 14

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

Mayor Sanders requested that item **10) E** Consideration of possible tax foreclosure waivers be removed from the agenda.

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

5) Acceptance of the minutes

Regular Council Meeting of January 3, 2023.

Councilor Harkness, seconded by Councilor Dean, made a motion to accept the minutes from the Regular Council Meeting of January 3, 2023. This motion was approved, 5-0.

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.

1. Glenn Montgomery of Belfast discussed housing in Belfast and hope that there are more opportunities for public discussion before decisions are made.

B. Organization and Department Reports

City Manager Erin Herbig informed the Council that the Planning Board is able to have a joint Work Session on housing on Tuesday, January 31, 2023, from 6:00 p.m. to 8:00 p.m. in Council Chambers and welcomed the two new members of the Fire Department, Levi and Brian, who are being confirmed tonight.

Parks and Recreation Director Norm Poirier let the public know of the upcoming Our Town Belfast Ice Festival February 24th – 26th, 2023.

7) Communications

Councilor Bonneville thanked all City staff and Councilors who worked hard over the holidays.

Councilor Harkness thanked Public Works for the during and after storm clean-up and recommended that the Council consider a Listening Session and committee on housing, requesting that a discussion on a housing committee be placed on an upcoming Council agenda.

Councilor Dean discussed ordinance amendment process and public input.

Councilor Hurley let the public know that the Christmas tree lights are being removed tomorrow and thanked all who are volunteering to help and noted the passing of former City Councilor Mike Rauch.

Councilor Mortier provided additional information on the upcoming Ice Festival.

8) Old Business and Council Committee Reports

No comments.

9) Permits, Petitions and Licenses - Consent Agenda

- A. Request from the Fire Chief to confirm Levi Winslow as an on-call Junior Firefighter for the Belfast Fire Department.

- B.** Request from the Fire Chief to confirm Bryan Young as an on-call Firefighter for the Belfast Fire Department.
- C.** Request to approve an application by Bowen’s Tavern, LLC d/b/a Bowen’s Tavern located at 181 Waterville Rd., Belfast, Maine for a renewal Malt, Spirituous and Vinous Class A Restaurant/Lounge (Class XI) liquor license (interior only).
- D.** Request to approve an application for a Special Amusement Permit by Bowen’s Tavern, LLC d/b/a Bowen’s Tavern for live entertainment, music, vocals – Karaoke, DJ and dancing located at 181 Waterville Rd., Belfast, Maine, interior only.
- E.** Request to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie’s Bar & Grill for the Robbins Lumber holiday party on January 6, 2023, from 4:00 p.m. to 10:00 p.m. located at the Waldo County Shrine Club, 20 Northport Ave., Belfast, Maine.
- F.** Request to approve an off-premises catering permit for Crusty Crab LLC d/b/a Front Street Pub for a private dinner on January 28, 2023, from 5:00 p.m. to 9:00 p.m. located at the Waldo County Shrine Club, 20 Northport Ave., Belfast, Maine.
- G.** Request to approve a Facility Use Request Application by Our Town Belfast to utilize various locations throughout downtown area to place ice sculptures, Park on Main and the Rail Trail for the 2023 Belfast Ice Festival event on February 24-26, 2023.

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

10) Business

- A)** Request from the Fire Chief to accept a \$1,000.00 donation to the Belfast Fire Department.

City Manager Erin Herbig briefly reviewed the request to accept a donation to the Belfast Fire Department.

Councilor Mortier, seconded by Councilor Harkness, made a motion to accept the funds of \$1,000.00 and to place these funds into the Department’s Jaws of Life account #1-2100-00. This motion was approved, 5-0.

- B)** Request from the Parks and Recreation Director to accept \$17,000.00 raised by the Skate Park Committee.

Parks and Recreation Director Norm Poirier reviewed the request to accept \$17,000.00 raised by the Skate Park Committee.

Councilor Hurley inquired about the committees timeline and fundraising efforts.

Councilor Bonneville, seconded by Councilor Mortier, made a motion to accept the funds of \$17,000.00 and to place these funds into the Skate Park Design/Construction Capital account #730-833. This motion was approved, 5-0.

C) Request from RSU 71 Senior Class to use the Belfast Boathouse for the 2023 Senior Ball.

Parks and Recreation Director Norm Poirier reviewed the request from RSU 71 Senior Class to use the Belfast Boathouse for the 2023 Senior Ball.

Councilors discussed their support for this request.

Councilor Hurley, seconded by Councilor Dean, made a motion to accept the request from the RSU 71 Senior Class of the Belfast Area High School to utilize the Belfast Boathouse and surrounding area on June 2-3, 2023, at no cost, to hold their 2023 Senior Ball. This motion was approved, 5-0.

D) Consideration of a memorial bench request.

Parks and Recreation Director Norm Poirier reviewed the request to install a memorial bench.

Councilor Mortier, seconded by Councilor Dean, made a motion to accept the request from Adrienne Boissy for the purchase of a memorial bench, and to authorize the Parks and Recreation Director to expend up to \$4,000.00 with funding to come from and be reimbursed to the Harbor Walk account # 730-770 to purchase two benches. This motion was approved, 5-0.

E) Consideration of possible tax foreclosure waivers.

Item removed from the agenda.

F) Request by the Economic Development Director to have the City Council Authorize the Submission of an Application to the Assistance to Firefighters Grant Program and to Commit Matching Funds.

Economic Development Director Thomas Kittredge reviewed the request to submit an application to the Assistance to Firefighters Grant Program and to Commit Matching Funds.

Councilors discussed their support to find ways to get necessary safety equipment for the City's emergency staff.

Councilor Dean, seconded by Councilor Harkness, made a motion to authorize the submission of a grant application to the Assistance to Firefighters Grant Program; authorize matching funds of \$19,200, and if awarded transferring the funds from the Fire Equipment Capital Reserve Account to the Fire Purchase of Equipment account #210-535; and authorize the City Manager to sign any and all documents necessary for the submission of this grant application. This motion was approved, 5-0.

G) Request by Airport 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 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.

Councilor Mortier, seconded by Councilor Dean, made a motion to authorize the City Manager to sign an agreement with Thomas Fowler, P.E. LLC, to determine if new hangars can be built without further State approvals, as well as determining and describing phosphorus mitigation options available to meet the long-term development needs of the Airport and other property in the reservoir's watersheds at a cost not to exceed \$4,255.00 with funding to come from, and be reimbursed to, Airport Maintenance Capital Reserve account #640-711. This motion was approved, 5-0.

H) Request by Planning and Codes Department Director to utilize undesignated funds for upgrade to iWorQ permitting software.

Director of Code and Planning Bub Fournier reviewed the request to utilize undesignated funds for upgrade to iWorQ permitting software and answered Council questions.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to transfer of \$875.00 from the Undesignated Fund Balance into the Planning and Code Department's

Computer Support and Training account #670-509 for an upgrade to iWorQ permitting software to include online payment feature. This motion was approved, 5-0.

I) Presentation of proposed amendments to City Code of Ordinances.

Project Planner Wayne Marshall gave a presentation on the proposed amendments which involve proposed revisions to numerous Articles of Chapter 102, Zoning, however, amendments also are proposed to Chapter 82, Shoreland, Chapter 86, Signs, Chapter 66, General Provisions (Definitions), and Chapter 30, Marine Activities.

J) Public Hearing of proposed amendments to City Code of Ordinances.

Mayor Sanders asked for proponents and opponents.

1. Kenn Ortmann, Airport Manager, discussed support for the proposed amendments and the benefits it will have to the Airport.

Mayor Sanders declared the hearing closed.

Project Planner Wayne Marshall noted that the City received 2 public comments via email and that it was shared with the City Council prior tonight's Council Meeting.

K) First Reading of proposed amendments to City Code of Ordinances.

Project Planner Wayne Marshall answered Council questions regarding the proposed amendments.

Councilors discussed concerns brought forward by citizens regarding tab 7, non-conforming, and discussed ways in which the City could do more to educate the public about what is being proposed by utilizing the public access channel or providing a Listening Sessions.

Councilor Mortier, seconded by Councilor Dean, made a motion to accept the First Reading of the proposed amendments, as presented, and to schedule a Public Hearing and Second Reading on February 7, 2023, for all the proposed amendments except for tab 7, Article 3, non-conforming and to hold off on tab 7, Article 3, non-conforming amendments to allow for additional public education and outreach before being brought back for Council consideration. This motion was approved, 5-0.

L) Discussion on housing.

Councilors had a general, continued, discussion on housing and their expectations for the upcoming Work Session with the Planning Board on January 31, 2023, at 6:00 p.m.

M) Signing of Council Orders and housekeeping items.

Council Order #44 Signed by Councilor Mortier Ordered That:

The City Manager and the City Treasurer are authorized to accept a \$1,000.00 donation to the Belfast Fire Department from Reny's Charitable Foundation. Funding is to be placed into the Department's Jaws of Life account #1-2100-00. (Approved on January 17, 2023)

Council Order #45 Signed by Councilor Bonneville Ordered That:

The City Manager and the City Treasurer are authorized to accept a \$17,000.00 donation for the Overlock Skate Park. Funding is to be placed into the Skate Park Design/Construction Capital account #730-833. (Approved on January 17, 2023)

Council Order #46 Signed by Councilor Mortier Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$4,000.00 to purchase two memorial benches, which will be refunded by sponsorship. Funding is to come from and be reimbursed to the Harbor Walk account # 730-770. (Approved on January 17, 2023)

Council Order #47 Signed by Councilor Mortier Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$4,255.00 for an agreement with Thomas Fowler, P.E. LLC, to determine if new hangars can be built without further State approvals, as well as determining and describing phosphorus mitigation options

available to meet the long-term development needs of the Airport and other property in the reservoir's watersheds. Funding is to come from Airport Maintenance Capital Reserve account #640-711. (Approved on January 17, 2023)

Council Order #48 Signed by Councilor Mortier Ordered That:

The City Manager and the City Treasurer are authorized to transfer of \$875.00 from the Undesignated Fund Balance into the Planning and Code Department's Computer Support and Training account #670-509 for an upgrade to iWorQ permitting software to include online payment feature. (Approved on January 17, 2023)

11) Communications

Councilor Hurley indicated that he was keeping an eye out for when the 2023 Project Canopy Grant would be available to apply for and recommended that the Council consider how the City could celebrate Belfast's 250th year this June.

12) Open to the Public

No comments.

13) Adjourn

Councilor Mortier, seconded by Councilor Dean, made a motion to adjourn at 10:00 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



AMANDA CUSHMAN, BELFAST MAINE