

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, April 1, 2025**

6:00 p.m. Request to go into an Executive Session on a Legal matter with the City Attorney pursuant to 1 M.R.S.A. 405 (6) E.

Councilor Harkness, seconded by Councilor Dean, made a motion to go into Executive Session on a Legal Matter pursuant to 1 M.R.S.A. 405 (6) E at 5:59 p.m. This motion was approved, 5-0.

Councilor Mortier, seconded by Councilor Harkness, made a motion to adjourn the Executive Session on a Legal Matter pursuant to 1 M.R.S.A. 405 (6) E at 6:57 p.m. This motion was approved, 5-0.

7:00 p.m. Regular Council Meeting

Regular Council Meeting No. 19

1) Call to order

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

3) Pledge of Allegiance

4) Adoption of the agenda

Councilor Bitely, 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 March 18, 2025, and the Special City Council Meeting of March 18, 2025.

Councilor Dean, seconded by Councilor Harkness, made a motion to accept the minutes from the Regular Council Meeting of March 18, 2025, and the Special City Council Meeting of March 18, 2025. This motion was approved, 5-0.

6) A. Open to the public

City Manager Erin Herbig noted that Council received no emails and no postal mail, prior to noon today which, if received would be shared with Council before the start of the Council meeting to be included as part of the Open to the Public.

1. Ned Lightner of Northport discussed his recent filming of the event hosted by the Housing Committee noting that he has shared the video with City staff to be placed on the City website.

B. Organization and Department Reports

- Update from the Library Director on the installation of the HVAC system at the Belfast Free Library and potential impact of Federal funding cuts on municipal libraries.

7) Communications

Councilor Harkness discussed the hearing loop in Council Chambers and how the public can access it if needed.

Councilor Mortier informed the public of the Rotary Blueberry Pancake Breakfast event this Sunday, April 6th starting at 7:30 AM at the Belfast Shrine Club and noted that the Transitional Housing Facility on Mill Lane just got their seal of approval from the Fire Marshall's Office and acknowledged two local businesses, Whitecap Builders and Viking Lumber, who have stepped up to help the project with renovations.

8) Old Business and City Committee Reports

No comments.

9) Permits, Petitions and Licenses - Consent Agenda

- A. Request to approve a corrective Order of Condemnation for Map 37, Lot 151.
- B. Request to approve an application by Lisa Mosher d/b/a Dockside Family Restaurant located at 30 Main Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous Class A Restaurant liquor license.
- C. Request to approve an application by Chuck Quappe d/b/a Belfast Maskers located at 17 Court Street, Belfast, Maine for a renewal Malt and Vinous Class Performing Arts Center liquor license.

- D.** Request to approve a Special Amusement Permit for Bowen’s Pizzeria & Deli LLC d/b/a Bowen’s Pizzeria & Deli for live music, DJ, Karaoke, dancing, and all live entertainment located at 181 Waterville Road, Belfast, Maine, indoor and outdoor.
- E.** Request to approve a Facility Use Application by Meg Shorette for use of the City Hall parking lot on High Street for the annual All Roads Music Festival on Friday, May 16, 2025, starting at 4:00 p.m. through Saturday, May 17th, 2025, until 1:00 p.m.
- F.** Request to approve a Facility Use Application by the Belfast Rotary Club for use of City streets, starting at Belfast Commons, for the annual Bug Run 5K walk/run race, as part of the Belfast Harbor Fest, on Saturday, August 16th, 2025, from 7:30 a.m. to 10:00 a.m.
- G.** Request to approve a Facility Use Application by the Belfast Lions Club for use of City streets, starting at the Route 1 Overpass near Belfast Area High School for the annual Ghostly Gallop 5K walk/run race on Saturday, October 25th, 2025, from 8:30 a.m. to 10:00 a.m.

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

10) Business

A) Request from the Library Director to appoint Randi Box of Belmont as the new Library Assistant for the Belfast Free Library.

Library Director Steve Norman and City Manager Erin Herbig reviewed the request and introduced Ms. Randi Box to the City Council and community.

Councilors congratulated Ms. Box on her full-time employment with the City of Belfast.

Councilor Bonneville, seconded by Councilor Bitely, made a motion to appoint Randi Box of Belmont as the new Library Assistant for the Belfast Free Library. This motion was approved, 5-0.

B) Request from the Belfast Garden Club to partner with the City of Belfast to make improvements to the Post Office Square Garden.

Belfast Garden Club member Marsha Siviski reviewed the request to partner with the City of Belfast to make improvements to the Post Office Square Garden and answered Council questions.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to enter into an agreement with the Belfast Garden Club to partner with the City of Belfast to make improvements to the Post Office Square Garden. This motion was approved, 5-0.

C) Presentation from the Tree Working Group on their Tree Inventory.

Belfast Garden Club/Tree Working Group (TWiG) member Carol Herwig provided a presentation on the inventory work completed thus far and answered Council questions.

John Steed discussed his work with the group entering the inventory into a GIS program to be accessible to all residents.

Councilors thanked the group for their work as this is important information for the City and community to have access to in order to make informed decisions.

D) Freedom of Access Act (FOAA) Training with the City Attorney.

City Attorney Kristin Collins conducted FOAA training with the Mayor and City Council.

E) Request from the Public Works Director for authorization for an expenditure to purchase a tractor, ditch mower and bushhog.

Public Works Director Kip Faulkner reviewed the request for authorization for an expenditure to purchase a tractor, ditch mower and bushhog and answered Council questions.

Councilor Bitely, seconded by Councilor Dean, made a motion to expend up to \$59,290.00 from SR1 Equipment for a tractor, ditch mower and bushhog, from the Public Works Department's Purchase of Equipment Account #410-535. This motion was approved, 5-0.

F) Request from the Public Works Director to accept and award the City Street Paving Bids for FY2024-25.

Public Works Director Kip Faulkner and City Manager Erin Herbig reviewed the request to accept and award the City Street Paving Bids for FY2024-25 and answered Council questions.

Councilor Dean, seconded by Councilor Bonneville, made a motion to accept all eleven bids and to award the bid to Hopkins Milling & Paving with a bid of \$89.90 per ton for paving and \$2.25 per square yard for milling from account # 450-577 Road Construction and Paving. This motion was approved, 5-0.

G) Request to approve the updated 2025 Parks and Recreation Fee Policy.

Parks and Recreation Director Pam Salokangas reviewed the updated 2025 Parks and Recreation Fee Policy and answered Council questions.

Councilors discussed the proposed changes to the weekend Boathouse rental fee schedule, opting to lift the three-day rental requirement at a cut-off date of 21-days prior to a three-day weekend period, where the Belfast Boathouse could become available for single rental dates.

Councilor Mortier, seconded by Councilor Dean, made a motion to approve the recommended changes and updates to the Belfast Parks and Recreation Department 2025 Fee Schedule & Reservation Policy as presented by the Parks and Recreation Director. This motion was approved, 5-0.

H) Request for approval of a new Facility Use Request by the Belfast Free Library for use of Steamboat Landing Park for a Resiliency Fair on Saturday, June 7, 2025, from 10:00 a.m. to 3:00 p.m.

Parks and Recreation Director Pam Salokangas reviewed the new Facility Use Request by the Belfast Free Library for use of Steamboat Landing Park for a Resiliency Fair on Saturday, June 7, 2025, from 10:00 a.m. to 3:00 p.m.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to approve the new by the Belfast Free Library for use of Steamboat Landing Park for a Resiliency Fair on Saturday, June 7, 2025, from 10:00 a.m. to 3:00 p.m. This motion was approved, 5-0.

I) Request by the Belfast Bay Watershed Coalition for consideration of a Boathouse Rental fee waiver for Saturday, May 31, 2025, for the “Walk and Roll for Sustainability”.

Parks and Recreation Director Pam Salokangas reviewed the request by the Belfast Bay Watershed Coalition for consideration of a Boathouse Rental fee waiver for Saturday, May 31, 2025, for the “Walk and Roll for Sustainability”.

Don Trites representing the Belfast Bay Watershed Coalition, discussed the event and their request to utilize their request to utilize the Boathouse.

Councilor Mortier, seconded by Councilor Harkness, made a motion to approve the Facility Use Request and Boathouse Rental fee waiver of a non-profit rental rate for this event, for Saturday, May 31, 2025, 2025, for The Belfast Bay Watershed’s “Walk and Roll for Sustainability”. This motion was approved, 5-0.

J) Request for approval of a new Facility Use Request by Hospice Volunteers of Waldo County for use of the Belfast Rail Trail for a 5K on Saturday, October 4, 2025, from 7:00 a.m. to 10:00 a.m.

Parks and Recreation Director Pam Salokangas reviewed the new Facility Use Request by Hospice Volunteers of Waldo County for use of the Belfast Rail Trail for a 5K on Saturday, October 4, 2025, from 7:00 a.m. to 10:00 a.m. and answered Council questions.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to approve the new Facility Use Request Hospice Volunteers of Waldo County for use of the Belfast Rail Trail for a 5K on Saturday, October 4, 2025, from 7:00 a.m. to 10:00 a.m. subject to the group providing a Certificate of Insurance. This motion was approved, 5-0.

K) Presentation from the Deputy Economic Development Director regarding a Maine Community Development Block Grant Program, Community Enterprise Grant (CE).

Deputy Economic Development Director Joellyn Warren gave a presentation regarding a Maine Community Development Block Grant Program, Community Enterprise Grant.

L) Public Hearing regarding the City of Belfast's application being submitted to the Maine Community Development Block Grant Program, Community Enterprise Grant (CE) grant program.

Deputy Economic Development Director Joellyn Warren read the following Public Hearing notice:

PUBLIC HEARING NOTICE
THE CITY OF BELFAST

The City of Belfast will hold a Public Hearing on Tuesday, April 1st, 2025, as part of its regularly scheduled City Council meeting, which begins at 7:00 pm on that date, at Belfast City Hall, 131 Church Street, Belfast, Maine, to discuss an application being submitted to the State of Maine CDBG program for a Community Enterprise Grant. The purpose of the grant application is to capitalize a business façade grant program. All persons wishing to make comments or ask questions about the grant application are invited to attend this Public Hearing. Comments may be submitted in writing to: Joellyn Warren, Deputy Economic Development Director for the City of Belfast, Belfast City Hall, 131 Church Street, Belfast Maine, 04915; or via email to: deputyecondev@cityofbelfast.org at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the City of Belfast's programs or services, please contact Joellyn Warren at (207) 338-3370, extension 124, so that accommodations can be made.



City of Belfast, Maine

Deputy Economic Development Director Joellyn Warren noted that no written comments were received prior to this Public Hearing.

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

M) Request by the Deputy Economic Development Director to approve the submission of the Community Development Block Grant Program, Community Enterprise Grant (CE).

No comments.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to approve the submission of a formal grant request to the Office of Community Development Community Enterprise Grant (CE) Program, and to Authorize the City Manager to sign all paperwork related to and necessary for the submission of this request. This motion was approved, 5-0.

N) Request from Randall Collins VFW for a contribution to their flag fundraising efforts.

City Manager Erin Herbig briefly reviewed the request from Randall Collins VFW for a contribution to their flag fundraising efforts noting that she will be working with the VFW to have this request included in the proposed City Budget for FY25-26.

Councilor Dean, seconded by Councilor Harkness, made a motion to authorize up to \$350.00 as a contribution to the VFW flag fundraising efforts with funding from Account #650-726 Miscellaneous City Promotionals. This motion was approved, 5-0.

O) Signing of Council Orders and housekeeping items.

Council Order #44 Signed by Councilor Bitely Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$59,290.00 from SR1 Equipment for a tractor, ditch mower and bushhog. Funding is to come from the Public Works Department's Purchase of Equipment Account #410-535. (Approved April 1, 2025)

Council Order #45 Signed by Councilor Dean Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$89.90 per ton for paving and \$2.25 per square yard for milling from Hopkins Milling & Paving. Funding is to come from the Public Works Department's account # 450-577 Road Construction and Paving. (Approved April 1, 2025)

Council Order #46 Signed by Councilor Dean Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$350.00 as a contribution to the VFW flag fundraising efforts. Funding is to come from Account #650-726 Miscellaneous City Promotionals. (Approved April 1, 2025)

11) Open to the Public

No comments.

12) Communications

Councilor Bitely reminded the public that the Council packets are available to read online the Thursday prior to a Council Meeting.

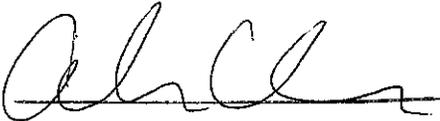
Mayor Sanders noted recent articles in the Midcoast Villager by his daughter Piper Sanders.

13) Adjourn

Councilor Harkness, seconded by Councilor Dean, made a motion to adjourn at 9:01 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