

\*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, May 6, 2025**

**6:00 p.m.** Request to go into 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 6:00 p.m. This motion was approved, 5-0.

Councilor Harkness, seconded by Councilor Bitely, made a motion to adjourn the Executive Session on a Legal Matter pursuant to 1 M.R.S.A. 405 (6) E at 6:30 p.m. This motion was approved, 5-0.

**6:30 p.m.** Council Work Session with the Housing and Property Development Committee.

**7:00 p.m.** Regular Council Meeting

**Regular Council Meeting No. 21**

**Public Hearing #1**

Pursuant to Belfast Victualer License ordinance a public hearing will be held on May 6<sup>th</sup>, 2025, at 7:00 p.m. or as soon as possible thereafter in the Council Chambers at Belfast City Hall on the following applications for a Victualer License renewal, due to expire May 31, 2026.

Ted Rakis	d/b/a	Alexia's Pizza
Justin Sanderson	d/b/a	Belfast Curling Club
WDQ INC	d/b/a	Belfast Dairy Queen
BV52 LLC	d/b/a	Belfast Variety Rt 52
CN Brown	d/b/a	Big Apple Belfast
Zai Yong Zhu	d/b/a	China One
Steve Ashe	d/b/a	The Chocolate Drop Candy Shop
Cory & Lisa Chase	d/b/a	Darby's Restaurant & Pub
Hannaford Bros Co LLC	d/b/a	Hannaford Supermarket & Pharmacy #8241
Travis Benjamin	d/b/a	Jack's Grocery
Cathy Heffentrager	d/b/a	The Jeweled Turret Inn
Dan Jones	d/b/a	Laan Xang Café
Napoli PSC Series LLC	d/b/a	McDonalds Restaurant #2501
GEL Enterprises LLC	d/b/a	Perry's Nut House

Winesnak LLC	d/b/a	Pulling Corks Wine Bar & Shop
Nutjarin Sukkasemsri	d/b/a	Rice & Noodle Thai Restaurant
Douglas Frost	d/b/a	Tarratine Tribe #13 IORM
Ryan Cowan	d/b/a	Wild Cow Creamery
Raymond Young	d/b/a	Young’s Lobster Pound

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

**Public Hearing #2**

Pursuant to Belfast Bed & Breakfast License Ordinance a public hearing will be held on May 6<sup>th</sup>, 2025, at 7:00 p.m. or as soon as possible thereafter in the Council Chambers at Belfast City Hall on the following applications for a B&B Class 1 or 2 licenses to expire May 31, 2026.

Cathy Heffentrager	d/b/a	The Jeweled Turret Inn
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Mayor Sanders asked for proponents and opponents and hearing none declared the hearing closed.

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

**5) Acceptance of the minutes**

Regular Council Meeting of April 15, 2025.

Councilor Dean, seconded by Councilor Bitely, made a motion to accept the minutes from the Regular Council Meeting of April 15, 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. Ari Meil, co-owner of Botany spoke regarding item **10) C.**
- 2. Moe Lotman of Belfast discussed support for item **10) B.**
- 3. Seth Haskins, grower for Botany spoke regarding item **10) C.**

**B. Organization and Department Reports**

Bob England, RSU #71 Superintendent and Laura Baker, RSU #71 Board Member discussed with the City Council the proposed RSU #71 Budget and answered Council questions.

City Manager Erin Herbig noted that the City Council would be appointing Gisel Lucia as a Part-time Library Assistant for the Belfast Free Library, as well as, Adella Russell, Walter Gould, and Scott Dodge as a Part-time Seasonal Grounds Keeper for the Cemetery Department as part of the Consent Agenda.

**7) Communications**

No comments.

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

No comments.

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

**A.** Request to approve the following Victualer License renewals, due to expire May 31, 2026:

Ted Rakis	d/b/a	Alexia's Pizza
Justin Sanderson	d/b/a	Belfast Curling Club
WDQ INC	d/b/a	Belfast Dairy Queen
BV52 LLC	d/b/a	Belfast Variety Rt 52
CN Brown	d/b/a	Big Apple Belfast
Zai Yong Zhu	d/b/a	China One
Steve Ashe	d/b/a	The Chocolate Drop Candy Shop
Cory & Lisa Chase	d/b/a	Darby's Restaurant & Pub



- K.** Request to approve a Facility Use Application by Our Town Belfast and BAHS GSA for use of Heritage Park for the annual Post Pride Parade Celebration event on Saturday, June 7, 2025, from 11:30 a.m. to 1:00 p.m.
- L.** Request from the Library Director to confirm Gisel Lucia as a Part-time Library Assistant for the Belfast Free Library.
- M.** Request from the Cemetery Superintendent to confirm Adella Russell as a Part-time Seasonal Grounds Keeper for the Cemetery Department.
- N.** Request from the Cemetery Superintendent to confirm Walter Gould as a Part-time Seasonal Grounds Keeper for the Cemetery Department.
- O.** Request from the Cemetery Superintendent to confirm Scott Dodge as a Part-time Seasonal Grounds Keeper for the Cemetery Department.

Councilor Bonneville, 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 appoint Craig Barrett of Belfast as a full-time Firefighter/Paramedic for the Fire and Ambulance Department.

Fire Chief Patrick Richards reviewed the request to appoint Craig Barrett of Belfast as a full-time Firefighter/Paramedic for the Fire and Ambulance Department and introduced Mr. Barrett to the City Council and community.

The City Manager, Mayor and Councilors welcomed Mr. Barrett and congratulated him on joining the team.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to appoint Craig Barrett of Belfast as a full-time Firefighter/Paramedic for the Fire and Ambulance Department. This motion was approved, 5-0.

**B)** Presentation by the Pedestrian, Transportation and Accessibility Committee on the Active Transportation Plan.

Bruce Snider Chair of the Pedestrian, Transportation and Accessibility Committee along with consultant Mike Lydon of Street Plans reviewed the complete Active Transportation Plan and answered Council questions.

Councilor Mortier noted that there are corrections/ clarifications that need to be made and that she would submit them to the Committee.

Councilor Harkness, seconded by Councilor Bonneville, made a motion to accept the final Active Transportation Plan and thanked the committee for their work. This motion was approved, 5-0.

**C) Discussion on Adult Use Retail Cannabis.**

John Hudak and Vernon Malloch, representatives of the State of Maine Office of Cannabis Policy (OCP) provided information on adult use retail cannabis and answered Council questions.

Members of the public Ari Meil, Seth Haskins, and Caleb Lincoln answered Council questions regarding Adult Use Retail.

Councilors discussed what next steps would look like if they would like to pursue opting in with Director of Code and Planning Bub Fournier and directed staff to begin work with Planning Board on proposed ordinance amendments.

**D) Request by the Parks and Recreation Director to update the 2025 Fee Schedule and Reservation Policy concerning Donor Benches.**

City Manager Erin Herbig briefly reviewed the request to update the 2025 Fee Schedule and Reservation Policy concerning Donor Benches.

Councilor Mortier, seconded by Councilor Harkness, made a motion to update the donor bench costs on page 28 of the 2025 Fee Schedule and Reservation Policy as presented. This motion was approved, 5-0.

**E) Request by the Economic Development Director to authorize the development and issuance of a Request for Qualification Statements for Engineering and Design Services for the proposed Congress and Salmond Street Improvement Project.**

Economic Development Director Thomas Kittredge reviewed the request to authorize the development and issuance of a Request for Qualification Statements for Engineering and Design Services for the proposed Congress and Salmond Street Improvement Project.

Councilor Mortier, seconded by Councilor Dean, made a motion to authorize the development and issuance of a Request for Qualification Statements for Engineering and Design Services for the proposed Congress and Salmond Street Improvement Project. This motion was approved, 5-0.

**F) Request by the Economic Development Director to authorize a Declaration of Official Intent Relating to the Issuance of General Obligation Bonds and Bond Anticipation Notes.**

Economic Development Director Thomas Kittredge reviewed the request to authorize a Declaration of Official Intent Relating to the Issuance of General Obligation Bonds and Bond Anticipation Notes and answered Council questions.

Councilor Mortier, seconded by Councilor Harkness, made a motion to authorize the Declaration of Official Intent Relating to the Issuance of General Obligation Bonds and Bond Anticipation Notes, for \$737,500, and approve the supplied City Council Resolve. This motion was approved, 5-0.

**G) Request to remove one City Street Tree.**

City Manager Erin Herbig briefly reviewed the recommendation by Belfast Garden Club Member and Certified Tree Risk Assessor Carol Herwig.

Councilor Harkness, seconded by Councilor Dean, made a motion to direct staff to move forward with the recommendation by Certified Tree Risk Assessor Carol Herwig to prune the tree located at the corner of Spring and Court Streets to address loading on the street side and poor cuts on the yard side. This motion was approved, 5-0.

Councilors thanked Ms. Herwig for her recommendation.

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

## 11) Open to the Public

No public comments.

**12) Communications**

No comments.

**13) Adjourn**

Councilor Harkness, seconded by Councilor Bitely, made a motion to adjourn at 9:44 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