

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, May 20, 2025**

6:00 p.m. Request to go into an Executive Session on a Personnel Matter pursuant to 1 M.R.S.A. 405 (6) A.

Councilor Mortier, seconded by Councilor Harkness, made a motion to go into Executive Session on a Personnel Matter pursuant to 1 M.R.S.A. 405 (6) A at 6:00 p.m. This motion was approved, 5-0.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to adjourn the Executive Session on a Personnel Matter pursuant to 1 M.R.S.A. 405 (6) A at 6:16 p.m. This motion was approved, 5-0.

6:15 p.m. Committee Interviews

7:00 p.m. Regular Council Meeting

Regular Council Meeting No. 22

Public Hearing #1

Pursuant to Belfast Victualer License ordinance a public hearing will be held on May 20, 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.

B2F Footlong LLC	d/b/a	Subway #10145
Penelle Chase	d/b/a	Chase's Daily
Nathaniel Baer	d/b/a	Downshift Coffee LLC
Sadie Samuels	d/b/a	Must Be Nice Lobster Co
The Otis Group INC	d/b/a	Rollie's Bar & Grill
Nicholas Morse	d/b/a	Frank D Hazeltine American Legion Post 43
Raymelle Moody-Guthrie	d/b/a	The Moody Dog
Amanda Rankin	d/b/a	Wentworth Family Qwik Stop

Councilor Bitley asked for proponents and opponents and hearing none declared the hearing closed.

1) Call to order

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

Absent: Mayor Eric Sanders.

3) Pledge of Allegiance

4) Adoption of the agenda

City Manager Erin Herbig requested to amend the agenda to add the following items:

9) G Request to approve a parade permit for Memorial Day, Monday, May 26, 2025, from the Randall Collins VFW.

10) H #1 Request to go into Executive Session on a Legal Matter with the City Attorney in pursuant to 1 M.R.S.A. 405 (6) E.

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

5) Acceptance of the minutes

Regular Council Meeting of May 6, 2025.

Councilor Harkness, seconded by Councilor Dean, made a motion to accept the minutes from the Regular Council Meeting of May 6, 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. Mark Benjamin of Camden and co-owner of Botany thanked the Council for their consideration of allowing adult use in Belfast.

2. Chris Battaglia invited the Council to upcoming Torchlight events, including a fundraiser event next Tuesday, May 27th from 6-8PM at the Colonial Theatre and an open house event on Tuesday, June 10th from 3-7PM for the new teen center.

3. Marsha Siviski of Belfast gave an update from the Belfast Garden Club on the work they have been doing at the Post Office Square Garden and thanked City staff for their assistance.

B. Organization and Department Reports

- Executive Director of Our Town Belfast Amanda Cunningham gave an organization update.
- City Manager Erin Herbig reminded the public of the Monday, May 26th Memorial Day closures.

7) Communications

Councilor Harkness discussed communicating with outside organizations the difference between open to the public and organization and department reports and requested that the City Manager give an update on Brownfields funding.

Councilor Dean discussed the importance of utilizing federal funding to improve the City and reminded the public of the upcoming June 10th Election.

Councilor Mortier reminded the public of the upcoming Garden Club plant sale this Saturday from 9AM to 12PM and emphasized the importance of citizens participating in the June 10th Election.

8) Old Business and City Committee Reports

- Consideration of Committee Appointments

Executive Assistant Ava Kelley gave an overview of the applicants, noting that additional interviews for new applicants would be held on June 17th at 6PM ahead of the regular Council Meeting, and answered Council questions.

Councilor Mortier, seconded by Councilor Harkness, made a motion to reappoint William Ryan and Duke Tomlin to the Airport Advisory Committee. This motion was approved, 5-0.

Councilor Mortier, seconded by Councilor Harkness, made a motion to reappoint Megan Pinette to the Cemetery Trustees Committee. This motion was approved, 5-0.

Councilor Mortier, seconded by Councilor Harkness, made a motion to appoint Frances McCoy to the Parks, Trails and Recreation Committee. This motion was approved, 5-0.

Councilor Mortier, seconded by Councilor Harkness, made a motion to appoint Amanda Cunningham to the Pedestrian, Transportation and Accessibility Committee. This motion was approved, 5-0.

Councilor Dean, seconded by Councilor Bonneville, made a motion to reappoint Bruce Snider, Cara Harshman, and Abigail Curtis to the Pedestrian, Transportation and Accessibility Committee. This motion was approved, 5-0.

Councilor Mortier, seconded by Councilor Harkness, made a motion to reappoint Jill Goodwin to the Water District Trustees. This motion was approved, 5-0.

Councilor Mortier, seconded by Councilor Harkness, made a motion to appoint Lucas Miller to the Zoning Board of Appeals. This motion was approved, 5-0.

Councilor Dean, seconded by Councilor Bonneville, made a motion to reappoint Dana Keene, Doug Smith and John Cronin to the Zoning Board of Appeals. This motion was approved, 5-0.

9) Permits, Petitions and Licenses - Consent Agenda

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

B2F Footlong LLC	d/b/a	Subway #10145
Penelle Chase	d/b/a	Chase’s Daily
Nathaniel Baer	d/b/a	Downshift Coffee LLC
Sadie Samuels	d/b/a	Must Be Nice Lobster Co
The Otis Group INC	d/b/a	Rollie’s Bar & Grill
Nicholas Morse	d/b/a	Frank D Hazeltine American Legion Post 43
Raymelle Moody-Guthrie	d/b/a	The Moody Dog
Amanda Rankin	d/b/a	Wentworth Family Qwik Stop

B. Request to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie’s Bar & Grill for a fundraiser event for Cornerspring Montessori School on May 3, 2025, from 4:00 p.m. to 10:00 p.m. located at the Belfast Yacht Club, 15 Front Street, Belfast, Maine.

C. Request to approve an Incorporated Civic Organization License for the Unitarian Universalist Church for a fundraiser auction located at Unitarian Universalist Church, 37 Miller Street, Belfast, Maine on June 7, 2025, from 5:00 p.m. to 7:00 p.m.

D. Request to approve an extension of liquor license permit for Fons Kitchen to extend the capacity of their property located at 132 High Street into three City parking spaces as part of the Curbside outdoor seating area.

- E. Request to approve the Election Warrant from the City Clerk for the June 10, 2025, Regional School Unit #71 Budget Referendum Election.
- F. Request to approve a Facility Use Application by the Cornerspring Montessori School for use of Steamboat Landing Park Gazebo for their annual end-of-year celebration on Friday, June 6, 2025, from 8:30 a.m. to 11:30 a.m.
- G. Request to approve a parade permit for Memorial Day, Monday, May 26, 2025, from the Randall Collins VFW.

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

10) Business

A) Proclamation Condemning Racism, Discrimination, Bigotry, Bias and Hate in the City of Belfast.

Councilor Bonneville reviewed and read the Proclamation Condemning Racism, Discrimination, Bigotry, Bias and Hate in the City of Belfast.

Councilors discussed minor edits to the proclamation.

Councilor Dean, seconded by Councilor Harkness, made a motion to approve the Proclamation Condemning Racism, Discrimination, Bigotry, Bias and Hate in the City of Belfast, as edited at the meeting. This motion was approved, 5-0.

B) Discussion regarding a request for a reduction in the speed limit on Swan Lake Ave.

The Police Chief Bobby Cormier and Officer Ethan Fitzjurls reviewed the data gathered regarding Swan Lake Ave. and answered Council questions.

Councilor Harkness, seconded by Councilor Dean, made a motion to direct City staff to send a letter to MDOT to conduct their required review of this local speed limit and determine whether the speed limit should be decreased, and to include in the letter a recommendation based on the results of the speed study and a recommendation from Belfast Police Department staff. This motion was approved, 5-0.

C) Request from the Police Chief to accept a \$200.00 donation to the City of Belfast.

City Manager Erin Herbig reviewed the request to accept a \$200.00 donation to the City of Belfast.

Councilor Bonneville, seconded by Councilor Mortier, made a motion to accept the funds of \$200.00 and to place the donation into Police Explorer Program Account # G-1-2446-00. This motion was approved, 5-0.

D) Request from the Fire Chief to accept and award the bid for a new ambulance for the Belfast Ambulance Department.

Fire Chief Patrick Richards reviewed the request to accept and award the bid for a new ambulance for the Belfast Ambulance Department and answered Council questions.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to accept and award the bid for a 2025 Ford E450 ambulance from Autotronics in Bangor for the sum of \$303,100.00 and to authorize additional funding of up to \$3,700.00 to cover necessary equipment and undercoating for a total amount of \$306,800.00 with funding come from the Ambulance Capital Reserve Account #270-537. This motion was approved, 5-0.

E) Request from the Harbor Master to authorize an inspection of the Armistice Bridge.

Harbor Master Kathy Given reviewed the request to authorize an inspection of the Armistice Bridge and answered Council questions.

Councilor Dean, seconded by Councilor Bonneville, made a motion to authorize the hire of VHB and GEI to complete an inspection of the Armistice Bridge, authorize the City Manager to sign any necessary documents to complete the inspection, and authorize funding for the inspection in the amount of \$32,965.59 from the Footbridge Capital Reserve Account # 660-705. This motion was approved, 5-0.

F) Request by Camp Jinka for approval of a new Facility Use Request for use of City Parking Spaces in Belfast Yards on July 12, 2025.

Parks and Recreation Director Pam Salokangas and event organizer Alexandria Wilson reviewed the new Facility Use Request by Camp Jinka for use of City Parking Spaces in Belfast Yards on July 12, 2025, and answered Council questions.

Councilor Harkness, seconded by Councilor Bonneville, made a motion to approve the new Facility Use Request by Camp Jinka for use of City Parking Spaces in Belfast Yards on July 12, 2025. This motion was approved, 5-0.

G) Discussion and Consideration of updating the City Clerk Department Fee Schedule.

City Clerk Angie Crosby reviewed the City Clerk Department Fee Schedule and proposed fee changes with the City Council.

Councilor Harkness requested projected revenues from these fee changes before the end of the FY 25-26 Budget Hearing process.

Councilor Mortier, seconded by Councilor Dean, made a motion to approve the proposed City Clerk Department Fee Schedule effective July 1, 2025, as presented. This motion was approved, 5-0.

H) Request from the City Attorney to authorize the City Manager to sign corrective deeds for the former Eckrote property.

City Attorney Kristin Collins reviewed the request to authorize the City Manager to sign corrective deeds for the former Eckrote property.

Councilor Harkness, seconded by Councilor Mortier, made a motion to authorize the City Manager to sign the corrective deed of sale and quitclaim deed with covenant regarding the former Eckrote property (Lot 36). This motion was approved, 5-0.

H) #1 Request to go into Executive Session on a Legal Matter with the City Attorney in pursuant to 1 M.R.S.A. 405 (6) E.

Councilor Harkness, seconded by Councilor Bonneville, made a motion to go into Executive Session on a Legal Matter with the City Attorney pursuant to 1 M.R.S.A. 405 (6) E at 8:42 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 with the City Attorney pursuant to 1 M.R.S.A. 405 (6) E at 9:10 p.m. This motion was approved, 5-0.

I) Signing of Council Orders and housekeeping items.

Council Order #50 Signed by Councilor Bonneville Ordered That:

The City Manager and the City Treasurer are authorized to accept a \$200.00 donation. Funding is to be placed into the Police Explorer Program Account # G-1-2446-00. (Approved on May 20, 2025)

Council Order #51 Signed by Councilor Mortier Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$306,800.00 for a 2025 Ford E450 ambulance including necessary equipment and undercoating from Autotronics in Bangor. Funding is to be taken from Ambulance Capital Reserve Account #270-537. (Approved on May 20, 2025)

Council Order #52 Signed by Councilor Dean Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$32,965.59 to hire VHB and GEI to complete an inspection of the Armistice Bridge. Funding is to be taken from Footbridge Capital Reserve Account # 660-705. (Approved on May 20, 2025)

11) Open to the Public

No comments.

12) Communications

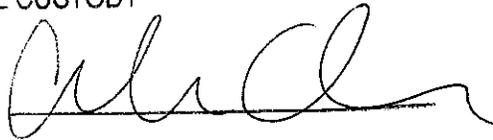
No comments.

13) Adjourn

Councilor Harkness, seconded by Councilor Dean, made a motion to adjourn at 9:10 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