



CITY OF BELFAST

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Belfast, Maine 04915

Erin Herbig
City Manager

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MANAGER'S REPORT
Belfast City Council Meeting
Tuesday, July 15, 2025

6:30 p.m. Request to go into an Executive Session on a Personnel Matter pursuant to 1 M.R.S.A. 405 (6) A.

7:00 p.m. Regular Council Meeting

TO: Mayor Eric Sanders and Honorable Members of Belfast City Council

FROM: Erin Herbig, City Manager

DATE: Thursday, July 10, 2025

Agenda Items:

10-A Request to appoint Justin Brown of Winterport as a Truck Driver/Laborer for the Public Works Department.

The City of Belfast advertised the position of Truck Driver/Laborer beginning on June 4, 2025, and applications were accepted until June 23rd. The City received three applications.

On June 25, 2025, the Truck Driver/Laborer Hiring Committee held first-round interviews with two well qualified candidates. The Truck Driver/Laborer Hiring Committee was composed of Public Works Director Kip Faulkner and HR Administrator Nancy Driscoll.

The hiring committee unanimously selected the final candidate and recommends the City Council appoint Justin Brown of Winterport as a Truck Driver/Laborer for the City of Belfast.

Mr. Brown brings with him over 20 years of experience driving truck and operating heavy equipment. Most recently he has been working for Gardner Construction in Hermon, Maine where he operated dump and plow trucks.

This position is a vital aspect of the City's public safety team and is responsible for operating large pieces of equipment, including the performance of manual labor tasks, to complete seasonal work projects. I am confident Mr. Brown will serve our community and the department well.

If confirmed by the City Council, the Public Works Director requests a motion be made to appoint Justin Brown of Winterport as a Truck Driver/Laborer for the Public Works Department.

Please see the attached job application, advertisement, and job description (10-A) providing further detail. Mr. Brown and Director Faulkner will be available at the Council Meeting to answer any questions.

10-B Request from the Public Works Director for authorization to implement a Class B (CDL) training reimbursement program.

The City of Belfast, like many employers across our state and country, has struggled to hire licensed Class B (CDL) drivers. There is a high demand for employees with this type of licensure and the labor market has tightened over the past decade. As a strategy to help attract and retain qualified drivers to keep our roads well maintained during all seasons, we propose implementing Class B (CDL) training opportunities for qualified drivers that are current City employees. This proposal would assist an interested City employee with a financial obligation through a proposed agreement between the employee and the City of Belfast for tuition reimbursement.

Keep Right Commercial Driving School in Albion, ME offers a seven-week course for a tuition cost of \$4,000. Public Works Director Kip Faulkner has worked with HR Administer Nancy Driscoll to draft a proposed agreement that includes these tuition costs which is attached for your review. If the City Council is supportive of this concept, we will further work with the City Attorney to implement this program.

If approved by the City Council, the Public Works Director requests a motion be made to implement a City of Belfast Class B (CDL) training reimbursement program.

Please see the attached memo and draft agreement (10-B) from Public Works Director Kip Faulkner providing further detail. Director Faulkner and I will be at the meeting to present and answer any questions.

10-C Request from the Public Works Director to accept the bid for diesel fuel and to award the bid to the lowest bidder.

The City of Belfast held a bid opening on Wednesday, July 9th and received one bid for diesel fuel for the upcoming fiscal year.

Maritime Energy was the only bidder at \$2.641. The bid price is \$.0834 cents lower than last year's awarded price.

City staff request that the City Council accept the bid as presented and award the bid to Maritime Energy. If approved, funding is to be expended from account #410-567 Public Works Gas, Oil, Grease and Diesel.

Please see the attached memo (10-C) from Public Works Director Kip Faulkner. Director Faulkner will be at the meeting to present his recommendation and answer any questions.

10-D Request from the Public Works Director to accept the bids for road salt and to award the bid to the lowest bidder.

The City of Belfast held a bid opening on Wednesday, July 9th and we received three bids for road salt for the upcoming fiscal year.

Eastern Salt Co. Inc. of Lowell, MA was the lowest bidder at \$64.10 per ton delivered. This is \$2.40 per ton lower than last year's awarded bid.

City staff request that the City Council accept the bids as presented and award the bid to the lowest bidder, Eastern Salt Co. Inc. If approved, funding is to be expended from account #410-570 Public Works Salt and Calcium.

Please see the attached memo (10-D) from Public Works Director Kip Faulkner. Director Faulkner will be at the meeting to present his recommendation and answer any questions.

10-E Annual review of the pilot composting program and consideration of an extension of the agreement between the City of Belfast and ScrapDogs Community Compost.

At the Regular Council Meeting of July 16, 2024, the City Council approved a one-year pilot composting program at the Transfer Station with ScrapDogs Community Compost as presented by members of the Community Composting Collaborative.

During this one-year pilot, ScrapDogs has offered two ways for Belfast residents to dispose of food waste for composting at the Belfast Transfer Station. The cost to the City for the first year was \$45 per ton of food waste collected, billed quarterly, and capped at a total of \$1,400 for the pilot program year.

Over the past month, the Community Composting Collaborative conducted a survey to gather community feedback on the pilot program. They will present results of this survey as well as a draft proposal from ScrapDogs to extend their agreement with the City of Belfast for an additional two years.

Within the proposed two-year extension, ScrapDogs would increase their charge to \$49.50/ton for food waste collected in the totes and eliminate the cap on total annual charges. If collection rates remain consistent, the City would pay approximately \$504 annually. ScrapDogs will continue to bill the City for food waste collected quarterly.

If approved by the City Council, City staff recommend a motion is made to approve the proposal as presented and authorize the City Manager to sign the service agreement contract with ScrapDogs Community Compost for an extension of two years.

Please see the attached memo, sample survey, survey results, and draft proposal (10-E) from the Community Composting Collaborative providing further information. Members of the Community Composting Collaborative as well as representatives from ScrapDogs Community Compost will be at the meeting to present and answer any questions.

10-F Presentation from the Deputy Economic Development Director regarding a Maine Community Development Block Grant Program Community Enterprise Grant.

The City of Belfast has made an application to the Maine Community Enterprise Grant (CE) under the Community Development Block Grant Program. The CE Program provides grant funds to municipalities to assist in business façade programs and to make streetscape improvements in downtown and village areas.

The program selection process consists of three phases: letter of intent, application, and project development phases. The City is currently in the development phase and must demonstrate community need, an updated budget, verification of the CDBG National Objective, and compliance with planning requirements, which includes a public hearing and resolution to accept the grant.

The required public hearing and resolution regarding the intent to accept the Community Enterprise program will immediately follow. No action by the City Council is required for this particular agenda item.

The City has successfully implemented façade improvement programs in the past, with funding from the CDBG Community Enterprise Program in 2013, 2020, and 2021. Funds from this program resulted in one-time grants to building owners for exterior improvements at 10 downtown buildings. The City will solicit new participants in this grant round and contact those businesses that were not funded in previous rounds.

Please see the attached memo (10-F) from Deputy Economic Development Director Joellyn Warren. Deputy Director Warren will be at the meeting to present.

10-G Public Hearing regarding the acceptance of the Maine Community Development Block Grant Program Community Enterprise Grant.

CITY OF BELFAST
PUBLIC HEARING NOTICE

The City of Belfast will hold a Public Hearing on Tuesday, July 15, 2025, as part of its regularly scheduled City Council meeting, which begins at 7 p.m. on that date, at Belfast City Hall, 131 Church Street, Belfast, Maine, to discuss the acceptance of 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. Equal Housing Opportunity City of Belfast, Maine

This is an opportunity for the public to comment. No City Council action is necessary for this agenda item. Attached (10-G) is a copy of the Public Hearing notice.

If any written comments have been submitted by the deadline as referenced in the public hearing notice, the Deputy Economic Development Director will present them at this time.

10-H Request from the Deputy Economic Development Director to accept the resolution regarding the acceptance of the Maine Community Development Block Grant Program Community Enterprise Grant.

A requirement of the project development phase is to secure acceptance of the Maine Community Development Block Grant Program Community Enterprise Grant from the relevant legislative body, the City Council, through the approval of a resolution following the Public Hearing.

If approved by the City Council, the Deputy Economic Development Director requests that a motion be made to accept the resolution regarding the intent to accept the Maine Community Development Block Grant Program Community Enterprise Grant.

Please see the attached resolution (10-H) from Deputy Economic Development Director Joellyn Warren. Deputy Director Warren will be available to answer any questions.

10-I Request by the Deputy Economic Development Director to apply for technical support under the U.S. Department of Energy's Energy Technology Innovation Partnership Project to develop a City Strategic Energy Plan.

U.S. Department of Energy's (DOE's) Energy Technology Innovation Partnership Project (ETIPP) helps U.S. coastal, remote, and island communities become more energy resilient. As a coastal community, we will continue to be at risk of significant impacts from sea level rise, storm surge, and severe storms, which can affect access to energy resources. ETIPP helps communities plan how to best prepare.

The Belfast Climate, Energy, and Utilities Committee and City staff have been working with the Island Institute, a regional partner under ETIPP, to develop a proposal for technical assistance to support a City-wide Strategic Energy Plan. If chosen, the City would receive help from the National Renewable Energy Laboratory and other government labs. Applications for technical support are due July 27, 2025. No match is required under this program.

If approved by the City Council, the Deputy Economic Development Director requests that the City Council make a motion to authorize the submission of a technical support application to the U.S. Department of Energy's Energy Technology Innovation Partnership Project and authorize the City Manager to sign all paperwork related to and necessary for the submission of this request.

Please see the attached memo (10-I) from Deputy Economic Development Director Joellyn Warren. Deputy Director Warren will be available to present and answer any questions.

10-J Request by the Deputy Economic Development Director to submit a grant application to RevitalizeME Downtown to make improvements at the former Waldo County Superior Courthouse.

The Maine Development Foundation and its partner, the Maine Historic Preservation Commission are administering a grant program for historic preservation and economic development entitled REvitalizeME Downtown. These grants are for preservation, restoration, and rehabilitation of historic properties in the downtown areas of current MDC member communities, which Belfast is.

In December 2024, the City Council authorized a contract with Harriman to develop an architectural fit-out plan for the reuse of the former Superior Courthouse, or City Hall 2, for City offices and public meeting spaces. If awarded, funding from REvitalizeME Downtown will complement the brownfields cleanup grant awarded. Funding from this grant could be put toward exterior masonry, concrete ramps and stair repairs with metal railings.

REvitalizeME Downtown funding is provided at 80% of the project cost, with the applicant required to provide a 20% local match. The maximum grant request is \$200,000, which would need \$40,000 match for a total project cost of \$240,000. Grant match funding is available from the City's Capital Improvement Program account 720-001. Grants are due on August 14, 2025.

If approved by the City Council, the Deputy Economic Development Director requests that the City Council make a motion to authorize the submission of a REvitalizeME Downtown Grant to fund improvements at the former Superior Courthouse (City Hall 2) and to authorize the City Manager to sign all paperwork related to and necessary for the submission of this request.

Please see the attached memo (10-J) from Deputy Economic Development Director Joellyn Warren. Deputy Director Warren will be available to present and answer any questions.

10-K Request from the Economic Development Director to authorize the submission of a application to the Maine Department of Transportation Bicycle and Pedestrian Funding Program.

Over the past two years, the City of Belfast has secured \$1,990,000 in grant funding from Norther Border Regional Commission (NBRC) and the Community Development Block Grant (CDBG) for an infrastructure improvement project for a portion of Congress Street and Salmond Street. In July of 2024, we submitted an application to the Maine Department of Transportation (MDOT) Bicycle and Pedestrian Funding Program to close the gap in funding to undertake that project. Though the application scored well and MDOT supports the project, it was ultimately not selected for construction funding.

The City is now looking to reduce the scope of the project in order for it to fit well with the funding the City has already secured, reducing it to the portion of Congress Street from Booth Drive to Salmond Street. The City is hopeful that these remaining portions will still be a good candidate for future construction funding from the MDOT Bicycle and Pedestrian Funding Program.

In the shorter term, the City is looking to apply to this same program for the funding necessary to design this project and to address any rights-of-way issues. Also at this time, the City is considering applying to this same program for the funding necessary to design an infrastructure improvement project for Swan Lake Avenue. Applications for this program are due by July 31st, 2025, with awards expected to be made in March of 2026.

City staff will share the developed cost estimates for this design and right-of-way work at the meeting for consideration.

If approved by the City Council, the Economic Development Director requests that the City Council make a motion to authorize the submission of an application to the Maine Department of Transportation Bicycle and Pedestrian Funding Program; commit required local matching funds for this application; and authorize the City Manager to sign any documents related and necessary to the submission of this application.

Please see the attached memo (10-K) from Economic Development Director Thomas Kittredge. Director Kittredge will be available to present and answer any questions.

10-L Request from the Police Chief to expend up to \$42,480.00 to purchase a new 2024 Ford Police Explorer PUI.

During the budget process, the Police Department learned that Quirk Ford had a new 2024 Ford Police Explorer PUI left at last year's price, that when combined with a trade in of the City's current 2020 Ford Explorer provided the lowest price. This vehicle includes the "ready for road" package.

In anticipation of a vehicle being approved in the FY25-26 budget, Quirk Ford offered to hold the remaining vehicle with the upgraded emergency light package for the City of Belfast at last year's price. After the trade in of the 2020 Ford Explorer, the cost is \$42,480.00.

If approved by the City Council, the Police Chief recommends a motion be made to expend up to \$42,480.00 to purchase a new 2024 Ford Police Explorer PUI with funding to be allocated in Police Purchase of Equipment Account #220-535.

Please see the attached memo (10-L) from Police Chief Bobby Cormier providing further detail. Chief Cormier will be at the meeting to present and answer any questions.

10-M Request to remove two City Street Trees.

The City received a request for the removal of two City Street Trees located at:

1. Charles Street (between Franklin and John Streets)
2. 10 Elm Street

Belfast Garden Club Member and Certified Tree Risk Assessor Carol Herwig conducted a tree risk assessment of the trees. Ms. Herwig's analysis found that the tree growing on the south side of Charles, between Franklin and John Streets, appears to have been lion-tailed to accommodate cable wires. Ms. Herwig recommends removing the two unstable branches. that removal could lead to erosion issues as this tree is holding a section of the steep right of way (ROW).

Ms. Herwig's analysis of the tree growing at 10 Elm Street is that no sign of disease or emerald ash borer is apparent. She recommends putting it on a watch list, to be inspected every two years. She further warns removal would jeopardize the stability of the soil.

Per the City Tree Ordinance, the trees were tagged, notifying the public of the requested removal and contact information for the City Manager's Office to report any questions or concerns regarding the request. The trees were posted at least two weeks prior to City Council consideration for removal, as required. I will update you if any additional comments come in before the meeting on Tuesday.

Please see the attached photos of the trees and memo from Belfast Garden Club Member and Certified Tree Risk Assessor Carol Herwig (10-M). I will be at the meeting to answer any questions.

10-N Signing of Council Orders

Summertime in the Midcoast brings many visitors into the City of Belfast. Our City is currently bustling with traffic and pedestrians. We are at the height of tourist season as well as the height of our short construction season here in Maine

The efforts of our Public Works and Wastewater Departments, City Engineers, Maine Department of Transportation (MDOT), and the Belfast Water District often manifest in temporary disruptions on streets, sidewalks and at our homes, but their work is vital to keep the water, waste, and traffic flowing in service to all those who live here.

Here are some updates on the excellent work going on around the City:

Roads: Our Public Works Department has been busy repainting lines and markers following our snowy winter and all the plowing that came with it. The City has contracted with Hopkins Paving to complete the annual road paving rotation. Currently, they have completed grinding on Condon Street, Front Street, and Ocean Street and will return soon to pave. The remaining roads include Lincolnville Avenue, Vine Street, Waldo Avenue, and Swan Lake Avenue, which will all be completed by MDOT.

Sewer: Our Wastewater Department is working to maintain our wastewater system as contractor Nitram wraps up closures on Vine Street this week and next week moves on to High Street. The High Street work is estimated to take seven to ten days to complete. There is also work on a cross-country area from the rail trail up to High Street next to the bypass. Once High Street work is finished, the team will wrap up the summer on River Avenue and Field Streets. They anticipate project completion in mid-August.

For all City roadwork announcements, please follow City of Belfast on Facebook and Instagram, or sign up for our website alerts at cityofbelfast.org/CivicAlerts -> Newsflash -> Home to receive a text and/or email whenever a newsflash item is posted.

Bridges: The Maine Department of Transportation (MDOT) is wrapping up work underneath the West side of the Route 1 bridge. Dates have not yet been set for painting on the Route 1 bridge over Route 3 but should be completed by November of this year.

Water: This week, Belfast Water District began turning on service to Footbridge Road residents via the new pipe and repairing lawns. As work continues on to Searsport Avenue, customers will be tied to temporary services to begin this section of the project. Follow Belfast Water District on Facebook for any updates and announcements.

Our continued thanks for your patience and caution when you encounter the teams hard at work on these vital infrastructure projects. And a big THANK YOU to those who keep the City of Belfast humming 24/7, 365.

**City of Belfast
Consent Agenda
Tuesday, July 15, 2025
Meeting #2**

The following items are proposed as our Consent Agenda. As in the past the items are voted on in one blanket motion to the affirmative. One Councilor makes a motion to approve the items as stated, and then another Councilor will second that motion and the whole Council votes. If a Councilor requests an item be removed from the consent agenda, they do so during the adoption of the agenda. If a member of the public requests that an item be removed from the consent agenda, they can do so in the open to the public section. Suggested motions are listed and supporting material is enclosed.

9) Permits, Petitions and Licenses - Consent Agenda

- A. Request to approve an application for a renewal Automobile Junkyard/Graveyard Permit for Bert Bailey d/b/a Gibb's Auto Sales located at 50 Back Belmont Rd., Belfast, Maine for the year 2025.**

Motion to approve an application for a renewal Automobile Junkyard/Graveyard Permit for Bert Bailey d/b/a Gibb's Auto Sales located at 50 Back Belmont Rd., Belfast, Maine for the year 2025.

- B. Request to approve an off-premises catering permit for Crusty Crab, LLC d/b/a Front Street Pub for the Maine Celtic Celebration on July 18th through 20th, 2025, from 10:00 a.m. to 10:00 p.m. located at the Belfast Commons, Belfast, Maine.**

Motion to approve an off-premises catering permit for Crusty Crab, LLC d/b/a Front Street Pub for the Maine Celtic Celebration on July 18th through 20th, 2025, from 10:00 a.m. to 10:00 p.m. located at the Belfast Commons, Belfast, Maine.

10.A

City of Belfast **Employment Application**

In compliance with Federal and State Equal Employment Opportunity laws, qualified applicants are considered for all positions applied for without regard to race, color, religion, sex, national origin, age, marital status or the presence of non-job-related medical condition or handicap.

Due to Maine Laws, applications are not confidential.

(Answer all questions—please type or print in ink)

Date of Application: 6/11/2025

Position(s) applied for: Heavy Equipment Operator

Referral Source: Advertisement Friend Relative
 Job Service Other

Name: Brown Justin Alan
Last First Middle

Residence Address: _____
Street City State Zip Code

Mailing Address: _____

Phone Number: _____

Are you known to schools/references by some other name: yes

If so, what name Jesse

Have you filed an application or been employed here before? NO

If yes, date(s): _____

(2)

Give name, address, and phone number of three references not related to you:

Neal Curry
Joe Clark
Randy Gardner

Employment Experience:

List each job held. Start with your present or last job. Include military service assignments and volunteer activities.

1. Employer Gardner Construction 2. Employer Bangor Public Works
From 1/2022 to Present From July 2020 to May 2025
Address Herby Me Address Bangor Me 04401
Type of Work Dump Truck, Snow Driver Truck Driver Type of Work Heavy Equipment Operator
Reason for Leaving Present Reason for Leaving _____

If you need additional space, please continue on a separate sheet of paper and attach.

Summarize special skills and qualifications acquired from employment or other experiences.

I have worked over 26 yrs driving truck, operating heavy equipment, working on crews, emergency crew and where ever needed. I have operated all city equipment

Education:

Level	Name	Location	Years Completed
Elementary	<u>Frankfort</u>	<u>Frankfort</u>	<u>4 5 6 7 8</u>
High School	<u>Moonview</u>	<u>Thorsbyke</u>	<u>9 10 11 12</u>
Undergraduate			<u>1 2 3 4</u>
Graduate			<u>1 2 3 4</u>

(3)

Diploma: Academic Vocational

Degree(s) _____
Describe course of study, specialized training, apprenticeship, skills,
and extra-curricular activities: Took auto motive tech
course.

AGREEMENT:

I certify that the answers provided by me herein are true and complete to the best of my knowledge.

I authorize you to make such investigation and inquiries of my personal employment, and other related materials that may be necessary in arriving at an employment decision. I hereby release employers, schools, and person from all liability in responding to inquiries in connection with my application.

I understand that person(s) soliciting this application may base their selection of applicants to interview or hire on qualifications listed in the Administrative Personnel Code of the City of Belfast, and that I am not entitled to an interview simply by virtue of having applied for the position.

In the event of employment, I understand that false or misleading information provided in application or interview(s) may result in my discharge. I understand also that I am required to abide by all the rules and regulations of the City.

Date: 6/11/2025

Justin Brown
Signature of Applicant



**City of Belfast
Employment Opportunity
Truck Driver / Laborer**

The City of Belfast is accepting applications for a Truck Driver/Laborer at the Public Works Department. Applicants must be 18 years of age or older, be in good physical condition, and have a flexible schedule. This position requires at least a Maine Class B motor vehicle operator's license.

This is a full-time position with full benefits.

Compensation with CDL is \$24.64 for the first 6 months, then \$25.26 plus \$0.25 if pass a 6-month evaluation. Automatic annual increase per union contract and 4-year step increases.

Hours of operation: 6AM - 4:30PM, Monday through Thursday 40hrs/wk with overtime + stipend (May-November) for holiday and weekend on-call duties.

All applications are to be submitted in confidence, a completed Belfast Employment Application form (<https://www.cityofbelfast.org/Jobs.aspx>) which must be received by the Human Resource Administrator, Nancy Driscoll, at 131 Church Street no later than 6:00 PM on Monday, June 23, 2025. Applications should be in a sealed envelope and may be delivered by mail or in-person to:

City of Belfast
Public Works Truck Driver / Laborer Search
C/O HR Administrator
131 Church Street
Belfast, Maine 04915

Or by email to: work@cityofbelfast.org

The City of Belfast is an equal opportunity employer.



**CITY OF BELFAST
PUBLIC WORKS
TRUCK DRIVER/LABORER**

Nature of Work:

This is manual labor in the operation of trucks and motorized equipment used for road construction and repair, and in the snow and ice removal operations of the Public Works Department.

Employee of this class is able to handle and operate all truck attachments and carry out assignments with relative ease. Employee may operate larger pieces of equipment, but only on a temporary or emergency basis. Employees participate in loading and unloading work. Duties include the performance of manual labor tasks in connection with the operation of trucks or during completion of seasonal work projects. Work instructions may be received in detail for each job to be performed or may follow an established routine. Work is subject to check while in progress and upon completion by the Public Works Foreman.

Essential Duties and Responsibilities:

Operates trucks and sanders in the plowing, sanding and snow removal of City streets.

Operates light to moderately heavy trucks in performance of Public Works Department duties.

May operate other light equipment as needed and may operate heavier equipment such as front-end loaders on an incidental or emergency basis.

Assists the Harbor with installation and removal of floats, docks and other structures at the City waterfront.

Operates a light or moderately heavy truck transporting dirt, gravel, wood and construction materials; assists in loading or unloading trucks.

Performs varied maintenance work including rebuilding storm drains and culverts, patching and building roads and other general duties.

Picks up debris such as blow downs, straightens signs and posts; picks up leaves and brush.

Assists in general repair and preventive maintenance on vehicles and equipment and assists in general maintenance of the Public Works Garage.

Performs related work as may be required.

Requirements of Work:

Thorough knowledge of the standard practices, methods, equipment and tools of the automotive and construction equipment trade.

Working knowledge of the occupational hazards and safety precautions of the trade.

Considerable knowledge of the operating and repair characteristics of a variety of equipment utilized by the Public Safety employees and the Public Works Department.

Training and Experience Required:

Experience as a Truck Driver or Equipment Operator, particularly on light trucks; or any equivalent combination of experience and training.

Necessary Special Requirements:

Class B Maine Driver's License and permit for Class A Operator's License. Must obtain a Class A Operator's License within the promotional period as specified in the union contract.

Must have and maintain a good driving record.

10. B

TO: Erin Herbig, Eric Sanders, Brenda Bonneville, Mary Mortier, Christopher Bitely, Neal Harkness, and Paul Dean

FROM: Gary Faulkner, Public Works Director

SUBJECT: CDL Training Opportunity

DATE: June 18, 2025

Class B (CDL) drivers are hard to find. I propose that we offer training opportunities to qualified drivers that are current employees.

Assist the interested employee with financial obligation through a proposed agreement between the employee and the City of Belfast for tuition reimbursement.

Keep Right Commercial Driving School in Albion, ME offers a seven-week course for a tuition cost of \$4,000.

Classroom training is Monday through Thursday 8:00 am – 2:30 pm.

A typical driver has license approximately 10 – 12 weeks after class begins.

We believe investing in our employees will increase our retention rate.

Public Works would like to obtain Council approval to move forward with this opportunity to our employees and the City.

Respectfully submitted,

Gary Faulkner, Public Works Director



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Agreement between City of Belfast and Employee for Tuition Reimbursement

The undersigned employee and City of Belfast mutually agree as follows:

Employee is employed with the City of Belfast ("City") and is required to obtain a Commercial Driver's License (CDL).

No term, condition or privilege of employee's employment obligates the City to bear the cost or expense of employee obtaining a CDL Class B license. Notwithstanding, the City will advance the costs of tuition and certain educational expenses ("Tuition Payments") so that employee may obtain a CDL Class B license at a Department of Licensing approved training school. The City will cover the initial tuition costs but will not be responsible for additional costs associated with retaking a test or course.

"Tuition Payments" are defined as follows:

- Tuition charged by the school;
- Books, workbooks, manuals required for the course;
- Employee wages earned during the duration of the CDL training; and

The total cost impact to the City for "Tuition Payments" is estimated to be \$4,000.

In consideration of Tuition Payments made by the City on employee's behalf, the employee will be responsible for all "CDL Licensing fees".

"CDL Licensing fees" include the following:

- Employment Drivers Abstract
- Knowledge Test
- Commercial Drivers Learners Permit
- Skills Test
- CDL Endorsement

The total cost impact to the Employee for "CDL Licensing fees", is estimated to be \$70.00.

Employees will also be responsible for the following while enrolled in CDL Training:

- Employee is responsible for their own meals. Employee will not be reimbursed for meals.
- Employee is not eligible for call-out, or stand by, while enrolled in training.

Employee agrees to reimburse "Tuition Payments" as described below:

1. If Employee withdraws from school before completing the course or fails to obtain a CDL Class B license after completing School, Employee agrees to reimburse the City one hundred percent (100%) of Tuition Payments made by the City on employee's behalf. Reimbursement of Tuition Payments shall be recovered by deduction from employee's subsequent wages. Such deductions shall be made each pay period, but deductions shall not exceed five percent (5%) of employee's net earnings per pay period, unless employee is separating employment in which case any remaining deduction will be taken from employee's final paycheck.

An employee who withdraws from the school, or who is dismissed from the class for misconduct, will be subject to disciplinary action, up to and including termination. Special circumstances, such as death within the employee's immediate family, or employee medical emergencies, will be evaluated on a case-by-case basis, and a determination made relating to employees' responsibility.

2. If Employee resigns employment, or if employee's employment is terminated for cause less than one (1) year after completing School, employee agrees to reimburse the City one hundred percent (100%) of Tuition Payments made by the City on employee's behalf.

3. If Employee resigns employment, or if employee's employment is terminated for cause more than one (1) year but less than two (2) years after completing School employee agrees to reimburse the City seventy-five percent (75%) of Tuition Payments made by the City on employee's behalf.

4. If employee resigns from employment, or if employee's employment is terminated for cause more than two (2) years but less than three (3) years after completing School employee agrees to reimburse the City fifty percent (50%) of Tuition Payments made by the City on employees' behalf.

5. If employee resigns from employment or if employee's employment is terminated for cause more than three (3) years but less than four (4) years after completing School, employee agrees to reimburse the City twenty-five percent (25%) of Tuition Payments made by the City on employees' behalf.

6. If Employee resigns employment or if employee's employment is terminated

for cause more than four (5) years after completing School, employee will not be required to reimburse Tuition Payments made by the City on Employee's behalf.

Except as provided in Section 6 above, any and all reimbursement amount still outstanding upon employee's separation from employment will be deducted from employee's net earnings in employee's final pay period. If there remains a reimbursement amount after deduction from the employee's final pay period, the amount due shall be treated as a debt and the City may take action to recover the amount of the debt as allowed by law, including collection of interest and reasonable attorney fees incurred in recovering the debt.

This Tuition Reimbursement Agreement does not create an express or implied contract of employment between employee and the City and does not amend or modify the terms and conditions of employees' employment as described in the class specification for employees' position, the collective bargaining agreement covering employee's position, the City of Belfast Personnel Manual, or any other policies or procedures applicable to employee's employment.

In addition to the foregoing, this Tuition Reimbursement Agreement is conditioned on employees' successful completion of Department of Transportation requirements for drug and alcohol testing and release of the Medical Officer's Report and Employment Driving Abstract to the Commercial Driver's License School, within 30 days of the class.

By signing below, Employee acknowledges and agrees that employee has had the opportunity to review this Tuition Reimbursement Agreement, consult with the Union and/or an attorney, and employee accepts the terms and conditions of this Tuition Agreement.

I, _____ [Employee's name], hereby declare under penalty of perjury under the Laws of the State of Maine that I agree to the terms and conditions of this Tuition Reimbursement Agreement.

Dated this _____ day of _____, 2025.

Employee

Dated this _____ day of _____, 2025.

Erin Herbig, City Manager, City of Belfast

10.C

Date July 9, 2025

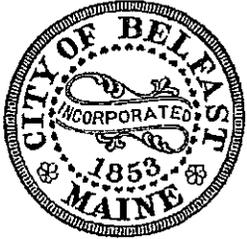
To: Erin Herbig, City Manager
Mayor, City Council

From: Kip Faulkner
Public Works Director

Re: Diesel Fuel Bid

We received (one) bid for diesel fuel from Maritime Energy for a price of 2.7763 per gallon. I would like to stay with them.

Thank you,
Kip Faulkner



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

E-mail: cityhall@cityofbelfast.org

Tel: (207) 338-3370

Fax: (207) 338-2419

Public Works
Diesel Fuel Bid Opening
July 9, 2025, at 10:30 a.m.

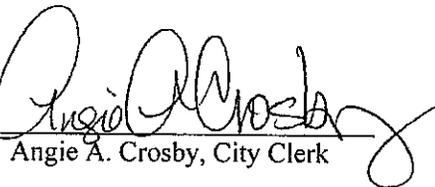
Present at the opening: Angie A. Crosby Belfast City Clerk & Kip Faulkner Director of Public Works

There was a total of one (1) bid envelopes submitted as follows:

Maritime Energy
262 Main Street
Belfast, ME 04915
Chris Seavey
207-596-0986 Ext 128

Rack Price: \$2.6413
Margin: \$.135
Delivered Price: \$2.7763

Attest:


Angie A. Crosby, City Clerk

10.D

Date: July 9, 2025

To: Erin Herbig, City Manager
Mayor, City Council

From: Kip Faulkner
Public Works Director

Re: salt bids

We received (three) bids for salt Eastern Salt Company had a bid of \$ 64.10 a ton, Hagar Enterprises had a bid of \$ 78.50 per ton and Morton Salt Co. had a bid of \$76.36 per ton. I would like to go with Eastern Salt Co.

Thank you
Kip Faulkner



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

E-mail: cityhall@cityofbelfast.org

Tel: (207) 338-3370

Fax: (207) 338-2419

Public Works
Winter Road Salt Bid Opening
July 9, 2025 at 10:30 a.m.

Present at the opening: Angie A. Crosby Belfast City Clerk & Kip Faulkner Director of Public Works

There were a total of Three (3) bid envelopes submitted as follows:

Morton Salt, Inc.
444 W. Lake St. Suite 2900
Chicago, IL 60606
Anthony T. Patton
855-665-4540

Price Per Ton Delivered: \$76.36

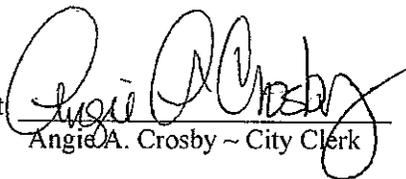
Eastern Salt Co. Inc.
134 Middle Street
Lowell, MA 01852
Jason Archambault
978-251-8553

Price Per Ton Delivered: \$64.10

Hagar Enterprises, INC.
54 Biscay Road
Damariscotta, ME 04543
Seth Hagar
207-563-8588

Price Per Ton Delivered: \$78.50

Attest


Angie A. Crosby ~ City Clerk

10.E

From: Community Composting Collaborative - Corliss Davis, Marjory Sickler, Dianne Torresen
To: City Council of Belfast, Maine and Belfast City Manager, Erin Herbig
Date: July 15, 2025
RE: Report & Proposal to renew Community Composting at the Belfast Transfer Station

After the City Council approved a one-year pilot program in July 2024, ScrapDogs Community Compost constructed a public drop-off station and began collecting food waste at the Belfast Transfer Station on November 1, 2024. As of June 30, 2025, a total of 18,281 pounds (9 tons) of compostable food and paper waste has been collected by ScrapDogs and converted into usable compost.

Considering the consistently positive reports from Transfer Station staff and the enthusiastic comments by users who filled out our survey, we urge the City Council to adopt ScrapDogs' proposal for a two-year extension of their food waste diversion and recycling program at the Belfast Transfer Station.

Background

Since the City Council approved the pilot program last year, we in the Community Composting Collaborative have worked to support a successful trial of composting at the Belfast Transfer Station.

- On November 18, 2024, [WERU](#) aired our conversation with Amy Browne, host of "Around Town," about the Belfast composting project.
- On November 21, 2024, Jim Leonard's article "Belfast Gets Scrappy: A pilot program at the Transfer Station turns food waste into compost" ran in the [Midcoast Villager](#) describing how our work led to the unanimous vote of the City Council on July 16, 2024, to conduct a one-year trial.
- On December 12, 2024, [News Center Maine](#) broadcast an interview with us at the Transfer Station. While we were waiting for the reporter, we saw three residents drop off food waste.
- January 24, 2025: Davis Saltonstall of ScrapDogs reported to us: "Feeling good! This has been the strongest start to a public drop-off we've ever had. Expecting to continue growing our base of users and customers. We doubled the capacity of the public bins this week due to high usership."
- January 28, 2025: We presented a 30-minute program about composting and the trial at the Transfer Station as part of a Senior College Brown Bag Lunch at the Belfast United Methodist Church. Approximately 35 people attended.
- Throughout the late fall and winter, we often checked in with the Transfer Station staff and they consistently reported having no problems with the composting program.

Survey

In April, as the six-month mark in the trial approached, we began to wonder how we could help prepare data and input for the Council's consideration about whether to continue the community composting program after its first year. We developed a simple online survey to gauge users' reasons for using the composting system and to see if they would like it to continue. **Of a total of 74 people who responded to the survey between late April and July 1, 2025, 93% indicated that they want to City to continue to offer food waste drop-off at the Transfer Station.** Some respondents suggested that collection should be expanded to be more accessible. A copy of the survey and a summary of responses are attached to this report.

Food Waste Collection at Belfast Transfer Station 2024-2025 Pilot Status Update

By ScrapDogs Community Compost

July 10, 2025



Overview

The City of Belfast and ScrapDogs Community Compost started a food waste collection pilot launched in November 2024 that is contracted to run through the end of October 2025. The two-pronged program, which has allowed residents to “subscribe” to ScrapDogs for additional benefits or bring food waste to a public drop-off in their own containers, has proven to be a reasonable method of diverting food scraps.

To date, the program has diverted **18,281 lbs of food waste** from the transfer station’s municipal solid waste stream. **3,981 lbs were diverted by residents subscribed directly to ScrapDogs** and **14,300 lbs were diverted by residents making use of the public drop off option.**

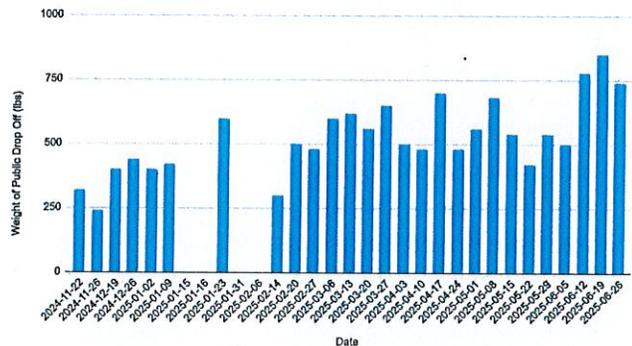
While subscribers to the pilot program have remained relatively consistent, public usage of the drop-off containers has generally increased over the course of the pilot.

There are currently 18 members of the community who are directly subscribed to ScrapDogs.

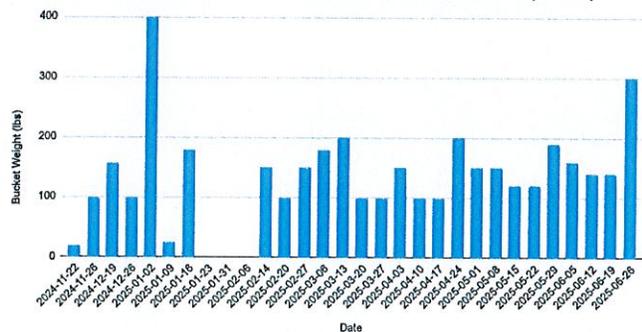
The total diversion of food waste from MSW equates to approximately \$540 savings in tipping and carting costs for the transfer station after fees paid to ScrapDogs (assuming \$95/ton tipping+carting for typical MSW).

NOTE: This evaluation does not take into account the additional diversion associated with Scrapdogs residential/commercial curbside collection in MCSW-served towns.

Belfast Transfer Station: Public Totes Weight per Pickup



Belfast Transfer Station: Estimated Weight of Subscriber Buckets per Stop



Pilot Expectations and Evaluation

Costs: Currently, ScrapDogs charges Belfast \$45/ton for food waste collected in public drop off totes. ScrapDogs does not charge the transfer station for food waste collected in ScrapDogs 4-gallon buckets and instead collects a fee from its subscribers.

Should the pilot continue under a two year contract, ScrapDogs will increase its tonnage fee on January 1, 2026 to \$49.50/ton to cover rising costs.

Expected costs for an extension of the program at its current capacity would be approximately \$600 annually.

Participation Rates and Drop-Off Upgrades:

Participation in the ScrapDogs subscription model is modest compared to adoption at other transfer stations. ScrapDogs monitors its locations and considers upgrades to existing storage containers based on assessed needs. Given that there are no noticeable issues with the location's capacity for full buckets on the current pickup schedule, ScrapDogs does not have any planned upgrades for the existing drop-off site.

If at any point there are more than 100 ScrapDogs subscribers to the drop-off station, ScrapDogs will likely consider upgrading from a palletized container to a self-contained shed.

Contamination: ScrapDogs does have some issues with contamination of the public drop-off containers. The most common contaminants were "compostable" plastics, plastic bags, and food packaging. These contaminants currently present limited challenges as they can be removed by hand, but still present an obstacle to scaling the model in the future.

Pickup Schedules: ScrapDogs has been coming to Belfast Transfer Station once a week to service its containers and collect food waste. ScrapDogs will continue to update the frequency with which it makes these visits as the program demands. Given the program's current rate of growth, this might mean an additional service day sometime in the fall- or additional containers to continue with a single service day weekly.

Recommendations and Program Continuation

ScrapDogs Community Compost looks forward to the opportunity for a continued partnership with Belfast *ScrapDogs recommends a two year contract with Belfast to continue food waste diversion efforts at its current scale and growth.*

Table 1: Organics Diversion by ScrapDogs at the Belfast Transfer Station

Month	Toter Weight Total (lbs)	Bucket Weight Total (lbs)	Total Diverted (lbs)
November	560	120	680
December	800	256	1,056
January	1,420	605	2,025
February	1,280	400	1,680
March	2,430	580	3,010
April	2,160	550	2,710
May	2,740	730	3,470
June	2,870	740	3,610
July	-	-	-
August	-	-	-
September	-	-	-
October	-	-	-
Annual Total	14,300	3,981	18,281

Community Composting @ Belfast Transfer Station

Food Waste Drop-Off User Survey (not intended for paid subscribers)

* Indicates required question

1. You may complete this survey anonymously, or share your email address here:

2. How often do you drop off food scraps at the public drop-off station?

3. Why do you use this composting service?

4. Do you have suggestions for improvements?

5. Would you like this service to continue after the one-year trial ends on November 1, 2025? *

Mark only one oval.

Yes

No

6. Would you like receive occasional updates from the Waldo County Climate Action Coalition? If yes, please be sure to provide your email address above. *

Mark only one oval.

Yes

No

2025 Community Composting Survey Results

Timestamp	How often do you drop off food scraps at the public drop-off station?	Why do you use this composting service?	Do you have suggestions for improvements?	Would you like this service to continue after the 1-year trial ends on Nov. 1, 2025?
4/25/2025 6:44:19	Monthly	To not waste small amounts of seafood and dairy that I can't compost at home	No issues so far!	Yes
5/6/2025 13:54:30	About twice a month	To minimize how much trash I am creating, and to contribute to the creation of healthy soil!		Yes
5/9/2025 13:50:21	Weekly	Convenient and good for the environment		Yes
5/20/2025 9:00:51	1x per week	I want to compost, I want to use compost derived from my scraps, but I think composting itself is gross and I really don't want to deal with the in between steps.	I do pay for the compost. I wish it were a little cheaper, yet I still find value in the service, and if continued, will continue using it. I have had to reach out to ScrapDog for assistance a few times, and the customer service has been really exceptional - fast response, friendly, and above and beyond to help me/answer my questions.	Yes
5/21/2025 7:14:36	Weekly	For convenience, especially in the winter when our home compost pile is inactive.	No, it's great! Please continue this for the foreseeable future!	Yes
5/21/2025 8:03:16	weekly	it's a better option than landfill-recycling	It would be nice to have access to aged compost for all who participate	
5/21/2025 10:05:47	twice a month	I compost my veg scraps at home but don't feel comfortable adding meat scraps to my own bin. Using Scrapdogs has really helped us cut down on smelly trash!	Love the program the way it is	Yes
5/21/2025 12:13:49	weekly	I had ScapDogs pick up service, but this is less expensive for a fixed income. Trying to compost intown is not easy, and I am older now. Using this service has reduced rodent and skunk problems. Plus it reduce my trash and made it non-stinky.	Please!!! Keep this service!!! It's perfect!	Yes
5/21/2025 15:22:35	At least once or sometimes twice a week	Less waste, feed the pigs, garden, Earth	None	Yes
5/21/2025 17:24:39	Every week or 2	They take eggshells, meat, bones...things I did not put in my compost which I couldn't get to in winter.	Just keep it!	Yes
5/21/2025 20:24:41	Every 1-2 weeks	To reduce the negative climate impact of food waste going to landfills		Yes
5/22/2025 14:07:37	Several times a week	Want to recycle food waste rather than put it in the garbage can	Very happy that there are more bins. For awhile many times we went they were all full.	Yes

2025 Community Composting Survey Results

Timestamp	How often do you drop off food scraps at the public drop-off station?	Why do you use this composting service?	Do you have suggestions for improvements?	Would you like this service to continue after the 1-year trial ends on Nov. 1, 2025?
5/22/2025 14:26:23	Every two weeks	Rats and critters get into my pile if I compost at home, but I don't want to put my scraps in the landfill. This also keeps my garbage from smelling.		Yes
5/22/2025 21:41:06	Weekly	I've always composted. This is easier than having to remember to put my bucket out.	Keep it open! Also would love a site that is open daily. Not just limited to txfr station hours.	Yes
5/23/2025 7:20:36	Approximate 5 gallon every 2 weeks	Our compost pile attracted rodents		Yes
5/23/2025 19:46:12	Whenever the 5-gallon bucket gets full - usually every two weeks.	I look at it as recycling, like we do with cardboard, glass, etc. What might be trash instead becomes renewed into something useful. Also, it keeps the messy wet stuff out of the trash bags, now no longer leaking nasty stuff on their way to the transfer station.	Keep it going!	Yes
5/24/2025 13:49:23	Every other week	To keep food scraps and other compostables out of the landfill	It would be nice to be able to dispose of compostable food containers, serving ware, and utensils. Work with the Belfast Co-op so the "compostable" products they sell and use in deli are actually compostable. Keep up the good work! Congrats on the feature in the Midcoast Villager.	Yes
5/28/2025 19:39:00	1 time/ week	Convenient, simple, easy way to recycle, to reduce a rodent infestation at residence	Not at this time. This service improves my quality of life. Keep it going, please.	Yes
5/29/2025 8:05:02	First time this week, though I plan to use the service weekly.	Food waste is a big problem. This is easy and convenient. And it keeps things more sanitary around my house by keeping the waste streams separate.	Keep it going! My hometown of Biddeford initiated a similar program, and it's been in place for several years now. And advertise! I moved here last April and just found out about the program this month.	Yes
5/31/2025 14:44:17	Once a week	For neighborhood hygiene. We fear making our own compost in the backyard would attract rodents and other vermin to the area.	No	Yes
6/1/2025 15:09:05	twice a month	easy, and it takes more than I can use for my small compost bin at home	no - I think it is working splendidly!	Yes

2025 Community Composting Survey Results

Timestamp	How often do you drop off food scraps at the public drop-off station?	Why do you use this composting service?	Do you have suggestions for improvements?	Would you like this service to continue after the 1-year trial ends on Nov. 1, 2025?
6/3/2025 13:27:09	weekly	I have been composting for years but this beats my backyard efforts by a mile. Now I don't have to sort out banana peels, egg shells, products that may contain meat or citrus peels. The convenience and the lack of smell in my backyard make me very enthusiastic. My garbage going to the landfill is greatly reduced as well. This is a wonderful, wonderful service.	Let more people know about this wonderful service.	Yes
6/12/2025 10:15:04	every other week	We can dispose of food waste all year and throw in things like bones, dairy, or moldy bread that we wouldn't put in our compost bin at home. Love that this stuff isn't going into a plastic trash bag headed to the landfill.	no	Yes
6/12/2025 15:21:32	2 weeks	Avoid rodent problems		Yes
6/14/2025 9:47:19	Every other week	I don't have sufficient compost ability at my apartment	None!	Yes
6/15/2025 11:23:55	never	I have them pick up at my home. I love the convenience of the pick-up and feel good about my food waste being used for compost. I am not set up for composting at my home and love the service that Scrap Dogs provides.	I am not sure about ideas for improvement, but think this is important for those who may not want to pay for pick-up and would like to compost their food waste.	Yes
6/15/2025 12:00:00	Weekly	Easier than composting at home, cheaper and more environmentally friendly than throwing food scraps in the garbage	No, it's quick, easy, and well managed	Yes
6/15/2025 12:05:34	Once every 2-4 weeks	Prevent food waste that can be composted from going to landfill		Yes
6/15/2025 13:50:43				No
6/15/2025 13:51:01				No
6/15/2025 22:12:28	1-2 every 3 weeks	I hate wasting		Yes
6/17/2025 9:49:28	about every week and a half	Saves on garbage and it makes compost that I am unable to do	Seems to be working just fine	Yes

2025 Community Composting Survey Results

Timestamp	How often do you drop off food scraps at the public drop-off station?	Why do you use this composting service?	Do you have suggestions for improvements?	Would you like this service to continue after the 1-year trial ends on Nov. 1, 2025?
6/17/2025 12:55:04	Once every 2 weeks	To reduce my food waste while living somewhere without access to a compost pile	Having a hose to rinse buckets would be a huge bonus! I deliver from Belfast in a little SUV. It's usually a stinky car ride home haha	Yes
6/17/2025 13:11:19				No
6/17/2025 13:34:50	I haven't previously but I am a kitchen manager at a local children's center. I can commit to 1, 5 gallon bucket of scraps every other week.	I want to contribute to the community. I have a few friends who use the community garden and rely on this compost.	Connect with local children centers/schools and see if they will contribute or will benefit from the compost.	Yes
6/17/2025 17:51:33	Once a week	Environmental reasons	Bigger bins or more bins	Yes
6/17/2025 18:41:35	Once a month	It's better than throwing compost in the trash		Yes
6/17/2025 19:23:53	weekly	stop rodents in compost pile or stinky trash. Don't want to put in landfill.	It's wonderful!	Yes
6/17/2025 19:29:28	once per week	I would certainly rather recycle food products rather than throw them in a landfill. It is worth the effort to me.	On occasion, the containers are all full. So, I suppose more containers or a higher frequency of emptying them would be good. However, generally, this is not a big problem.	Yes
6/18/2025 13:09:34	About two or three times a month.	I only put yard waste and tea leaves in my yard bin so I put vegetable scraps, peels etc. in the service bins.	I empty out my kitchen bin with a trowel and then wipe the trowel off on nearby grass. Maybe there's a better way to clean the trowel. A rinse bucket might be buggy and unsanitary so I don't have a better suggestion.	Yes
6/19/2025 5:59:15	Approximately every 2 weeks	Convenient, better way to dispose of scraps than trash	Make sure there is an adequate supply of clean buckets available for subscribers- have several times come to drop off and found none.	Yes
6/21/2025 13:24:59	2x month or so	To get compost back.	More open hours, or access other than the transfer station hours. For people that work regular hours. 3:30 is not regular business hours and Saturdays get crammed with other things.	Yes
6/21/2025 16:04:33	Every 2 weeks	Reduce trash, good for environment	Happy with the setup so far	Yes
6/26/2025 10:44:39	Every two weeks	I don't have a good composting set up at home	It seems to work well! Maybe the bins could be in the shade in the summer to keep the smell down	Yes

2025 Community Composting Survey Results

Timestamp	How often do you drop off food scraps at the public drop-off station?	Why do you use this composting service?	Do you have suggestions for improvements?	Would you like this service to continue after the 1-year trial ends on Nov. 1, 2025?
6/29/2025 22:18:27	varies from once a week to once a month depending on the season	1) so I don't have to pay for throwing compost out in 30-gallon bag with trash; 2) save \$ for Belfast; help the environment by recycling food waste via composting to improve soil	Not right now. It seems to be a very easy transfer.	Yes
6/30/2025 10:55:04	At least a couple of times a month, and we bring a few 5 gallon buckets each time	<p>1. We were accumulating our food waste – and put it in our backyard compost bin but that takes a very long time to decompose, and is filled up now.</p> <p>2. Also, VERY importantly, we started to see critters out there that we were wondering if they were rats! We have heard that backyard composting bins can bring rats and it has happened in some other towns and cities. That alone makes us want to keep taking our waste away from our neighborhoods, to a dedicated area which we presume knows how to handle critters!</p> <p>3. We also did not like putting other food waste that we don't compost, into the trash. Yech! It all added to our load of garbage, it was smelling and messy and not good for the environment.</p>	Just keep on going!! Well worth it, for all of us. Don't stop the service, please!	Yes
6/30/2025 11:09:18	2 - 3 times/week	To avoid waste	Add another location so more convenience will increase participation, perhaps on the East Belfast side of the river	Yes
6/30/2025 11:09:47	weekly	For environmental reasons		Yes
6/30/2025 11:29:49	Never, I compost at home.			Yes
6/30/2025 11:54:49	Monthly	Easy, clean, free	Please provide a downtown drop-off location.	Yes
6/30/2025 11:59:08	Weekly	Less landfill, good for the environment	No	Yes
6/30/2025 12:00:05	Weekly	I have composted for decades, and I'm excited to be able to give my compost to a group project and also that way I don't have to deal with the wildlife. It's especially wonderful that I can bring anything that was on a plate.	I'm not familiar enough to know of what improvements could be made, but to continue the free drop off is critical	Yes
6/30/2025 12:26:47	Never. I have my own compost pile for my garden.	I don't.	Nope.	No

2025 Community Composting Survey Results

Timestamp	How often do you drop off food scraps at the public drop-off station?	Why do you use this composting service?	Do you have suggestions for improvements?	Would you like this service to continue after the 1-year trial ends on Nov. 1, 2025?
6/30/2025 12:32:10	Every time I go, 1-2 x a week	To reduce use of a landfill, to avoid attracting rats at my house, to do something useful for my community with my food scraps	No, it works well	Yes
6/30/2025 12:33:06	1 time each week	Church compost	No	Yes
6/30/2025 13:03:03	About once a month	I compost all vegetable material from my household but have no way to get rid of animal product waste (bones, etc) except in the regular trash, which goes to the landfill. I really like having this option of animal product going to compost.	Looks like a good set-up but might need to be enlarged as it seems like it is getting extensive usage.	Yes
6/30/2025 13:11:34	I have been a client of Scrapdogs since the wonderful service began, so they pick up my bucket at my home. But I was very thrilled when I learned Scrapdogs would be offering this to the whole community through their buckets at the Y.	Composting helps the environment and is the correct method to handle food waste.	Not at this time.	Yes
6/30/2025 13:20:15	every week, sometime 10 days	No brain-er. Have composted at home but this is more efficient, hate putting food into landfill. This is a healthy, environmentally safe and effective service. Thank goodness.	Not at this time.	Yes
6/30/2025 14:06:53			Charge users for it.	No
6/30/2025 14:40:26	weekly	worry that my home composter was attracting animals	no	Yes
6/30/2025 14:43:44	rarely (i have my own composting options) - i'm in a very rural part of town	was not able to dispose of compost at home, due to snow, etc	i think it's great that you're offering this! It's a terrific service!	Yes
6/30/2025 14:59:20	Every couple weeks, but more in winter.	To keep rodents out of my compost pile.	More bins for non- members, esp on Saturdays.	Yes
6/30/2025 15:14:14	Twice a week	Avoid putting food waste in landfill and add to composting effort	I'd like to be able to put my food waste in compostable bags into bins	Yes

2025 Community Composting Survey Results

Timestamp	How often do you drop off food scraps at the public drop-off station ?	Why do you use this composting service?	Do you have suggestions for improvements?	Would you like this service to continue after the 1-year trial ends on Nov. 1, 2025?
6/30/2025 16:18:01	2 per month	It's critical for our environment	Better and more bins. They are always overflowing. Access to water to wipe off hands.	Yes
6/30/2025 16:19:33	Twice per month	Important for the environment	Better and more bins. Water to wash hands	Yes
6/30/2025 16:23:30	Twicw a month	I live in an apartment. There isn't anywhere that I can use it . Most importantly is that it is good for the environment.	No	Yes
6/30/2025 17:07:02	every other week	more convenient than scrap dogs pick up once a month	works great	Yes
6/30/2025 17:56:41	Weekly	As a service to library staff	Nope	Yes
6/30/2025 18:54:45	Twice a month	To put food waste back into the soil, and to lessen the waste in the transfer station trash and cost	It is working fine	Yes
6/30/2025 19:31:16	Weekly	It's convenient and safe	Please continue!	Yes
6/30/2025 19:46:35	Every 7-10 days	Because I can drop off bones (which I store in the freezer, as I rarely eat meat) about once a month. And because Scrap Dogs is a small, forward-thinking company which I want to support.	Seems to be working well as is.	Yes
6/30/2025 21:47:34	at least once a week	it puts waste to excellent use		Yes
7/1/2025 16:55:56	once a month	because it is easier, and better than trying to compost at home. A lot of kitchen waste is hard to handle in a home composting system	Sometimes it is full, so perhaps a better system for making sure there is room to put the compost	Yes
5/25/2025 - email to WCCAC		I am writing to urge you to continue having Scrap Dog Composting available at the Belfast transfer station. I had been using Scrap Dog for a few years and when it was presented that we could do our own pickup and delivery using the transfer station we jumped at the chance. We just return a bucket of scraps when we do a regular run to the transfer station. That allowed us to compost but at a reduced price since we did the hauling. We live in a condo development and would not be able to compost at all if it was not for this service. It is a great service even for those who do not use the Scrap Dog buckets.		Yes

Community Compost Station

*Food Waste Diversion and Recycling
A 2-Year Extension Proposal for Belfast, Maine*

Prepared By

Davis Saltonstall
Co-Owner @ ScrapDogs Community Compost
Office: hello@scrapdogscompost.com, 207-977-2727
Direct: davis@scrapdogscompost.com, 207-691-2213

Proposal Brief

Based on a 2011 study by the University of Maine, roughly 20% of municipal solid waste is food and nearly half of municipal solid waste is potentially compostable.

ScrapDogs proposes a two-year extension of the pilot program at the Belfast Transfer Station in which food waste is source-separated by residents, dropped off at the transfer station into palletized containers, collected and transported off-site by ScrapDogs on a regular schedule, and returned as compost to local customers. This pilot program has proven successful at the Belfast Transfer Station, and ScrapDogs wishes to continue operating the program with the City with limited changes to pricing.

How It Works

ScrapDogs runs a two-tiered approach to composting at the transfer station. In this hybrid model, Belfast residents have the option to dispose of their waste at no cost (the "tipping model"), or to pay a monthly subscription fee and receive complementary finished compost in the spring (the "subscription model"). The aim of providing this hybrid model is to determine rates of adoption for each method of disposal, help to support the growth of compost practices generally, and reduce risk (and cost) to the transfer station.

Tipping Model

In this model, customers bring their food waste into the transfer station in their own containers and dump the material into four 35-gallon totes (see *image at right*). These totes have flip-top lids and wheels for easy handling, are leak-proof for odor and pest control, and have labels with instructional signage outlining accepted and forbidden materials. They are stored on a pallet and take up a footprint of approximately 4'x4'.

ScrapDogs hauls food waste collected in totes on a regular schedule: 1-3 times per week, depending on how quickly the totes are filled. When collected, ScrapDogs inspects the totes for cleanliness, pressure-washes the containers if needed, and lines the interior of the container with sawdust or shavings.

Costs of the tipping model are covered by the Belfast Transfer Station. **For the two-year extension, ScrapDogs will charge \$49.50/ton for food waste collected in the totes and eliminate the cap on total annual charges.** For reference, if collection rates stayed consistent with the first eight months of the pilot program, the City would pay a total of approximately \$504 over the course of one year. ScrapDogs will bill for food waste collected quarterly.

Subscription Model

In this model, customers sign up online to become "drop-off subscribers." They use ScrapDogs-branded 4-gallon buckets to collect food waste from their homes and bring it to the transfer station.



Once at the transfer station, subscribers drop their bucket into a palletized container for “drop-offs.” They then pick up a clean 4-gallon bucket from a separate palletized container for “pick-up.” Then, if they’d pre-arranged for a compost swap, they pick up bagged compost from a palletized container for “compost givebacks.” Each of the three containers has a footprint of approximately 4’x4’. The footprint of the total subscription model is approximately 4’x15’.

Drop-off subscribers arrange for payment of their subscription (approx \$18/mo) directly with ScrapDogs. **There is no cost to the transfer station for operating this model.** Subscribers are eligible for unlimited bucket swaps during operational hours of the transfer station and up to 20 bags of compost as part of their subscription. Usership of the drop-off station is on the honor system and evaluated quarterly by ScrapDogs for free-ridership based on buckets-served to active subscriber ratios. ScrapDogs does not cap the total number of subscribers.



The total combined footprint of the proposed, hybrid-model Compost Station is approximately 4’x20’.

Labor required by transfer station staff is minimal, consisting of providing information to customers at the gatehouse, occasionally closing toter lids at the designated compost location, and weighing ScrapDogs vehicles as they enter and depart the facility. ScrapDogs is responsible for loading the totes and buckets onto the outgoing trailer, cleaning the containers and compost area, and ensuring the transfer station stays consistently stocked with fresh totes and buckets. Any and all other questions or concerns from the public can be directed to ScrapDogs.

Proposed Pickup and Service Schedules

1 Pickup Day Per Week on Thursdays

1 ScrapDogs Team Member; Pickup Truck + Dump Trailer with Hydraulic Lifts

All containers are emptied into the ScrapDogs trailer on site. The trailer is gasketed so that wash water for totes (if needed) can be emptied into the trailer as well. Dirty 4-gallon buckets collected are transported off-site to be cleaned in a high-temperature dishwasher.

Service time: ~ ½ hour each visit

2 Pickup Days Per Week (IF NEEDED)

Ideally Tuesday and Thursday

Extension Program Review and Draft MOU

ScrapDogs will issue waste collection data to the Belfast Transfer Station upon request and issue a review of the program after one year.

DRAFT SERVICE AGREEMENT / MOU

BY THIS agreement between ScrapDogs Community Compost, LLC ("ScrapDogs") and the City of Belfast ("The City") on _____,

WHEREAS The City is required by Maine law to provide for the transfer, recycling and disposal of municipal solid wastes generated by residents, institutions and businesses within the boundaries of the City of Belfast.

WHEREAS The City endeavors to develop practical diversion strategies for materials including organic debris and particularly food wastes, The City intends to enter into a two-year extension program, hereinafter called the "project" with ScrapDogs Community Compost to evolve an efficient strategy for the diversion of food scraps from the waste stream otherwise committed to MRC.

THEREFORE, The City and ScrapDogs for the considerations hereinafter set forth do hereby agree as follows:

1. SCOPE OF WORK

ScrapDogs will carry out to the best of its abilities the scope of work described in the proposal entitled "Community Compost Station: Food Waste Diversion and Recycling – A 2-Year Extension Proposal for Belfast, Maine" which is attached as Appendix A to this MOU.

2. TERM

This agreement shall commence on _____ and continue through _____.

3. EQUIPMENT

ScrapDogs will procure equipment utilized for this project, as described in Appendix A; including the purchase of 4-gallon buckets, ~32-gallon totes, and any additional infrastructure necessary for building out the compost drop off location described. All equipment procured by ScrapDogs will be maintained by ScrapDogs.

4. TRANSPORTATION

ScrapDogs will be responsible for the transportation of collected food waste from The City to a designated composting facility of ScrapDogs' choosing.

5. PRICING

The tipping model proposed in the project will operate at a cost of \$49.50/ton to the City of Belfast. Individuals who choose to utilize the drop-off station will contract directly with ScrapDogs Community Compost. Service pricing ScrapDogs renders for the City of Belfast outside the scope of work of this MOU will be negotiated in good faith between the two parties.

6. PAYMENT TERMS

Should ScrapDogs render additional services to The City, The City shall make payment within thirty (30) days from the date of invoice. Any invoices that are overdue shall bear interest at a rate of 1.5%

per month, and ScrapDogs is entitled to recover all costs and attorney fees incurred to collect such unpaid invoices from The City.

7. CHANGES IN WORK

Should the nature of the project change over the course of this agreement, ScrapDogs and The City shall make additions to the scope of work by mutual written agreement. The provisions of this Agreement, with appropriate changes in the project costs and completion schedule, shall apply to all additions.

8. PROJECT REPORT

ScrapDogs agrees to generate a final report upon the completion of the project. ScrapDogs will provide quantitative reports on volume and weight of food waste carted and estimated volume of compost produced.

9. TERMINATION

This Agreement may be terminated by either party upon thirty (30) days written notice to the other party. In the event that vector or odor problem persists due to insufficient collection by ScrapDogs, the MOU can be terminated within one week following written or digital notification.

10. INSURANCE

ScrapDogs will provide proof of insurance to the City as needed.

Representative, ScrapDogs Community Compost

Date

Representative, City of _____

Date

10.F



CITY OF BELFAST
City Hall
131 Church Street
Belfast, Maine 04915

Joellyn Warren
Deputy Economic Development Director

E-mail: deputyecondev@cityofbelfast.org
Phone: (207) 338-3370, extension 124

TO: Honorable Mayor Eric Sanders, Belfast City Councilors, and City Manager Erin Herbig

FROM: Joellyn Warren, Deputy Economic Development Director

DATE: July 8, 2025

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

The City of Belfast has made application to the Maine Community Enterprise Grant (CE) under the Community Development Block Grant Program, Office of Community Development. The CE Program provides grant funds to municipalities to assist in business façade programs and to make streetscape improvements in downtown and village areas. Assistance to businesses may be in the form of grants or loans at the discretion of the community.

The program selection process consists of three phases: a Letter of Intent, an application phase, and a project development phase, which includes a public hearing and resolution to accept the grant. The City is currently in the Development Phase and must demonstrate community need, an updated budget, verification of the CDBG National Objective, and compliance with planning requirements.

The City has successfully implemented façade improvement programs in the past, with funding from the CDBG Community Enterprise Program in 2013, 2020, and 2021. Funds from this program resulted in one-time grants to building owners for exterior improvements at 10 downtown buildings. The City will solicit new participants in this grant round and contact those businesses that were not funded in the past due to a lack of funds. A request for proposals will be issued to prequalify contractors capable of performing the façade improvements.

Like prior program years, the City intends to use 90% of the total grant amount requested, or \$90,000.00, to provide 5 business façade grants of \$18,000.00 each. Each of these facade grants will be matched with \$5,000.00 in cash from each participating business or property owner, for a total of \$25,000.00 in matching funds, which is equivalent to 25% of the grant award. The remaining 10% of the total grant amount requested, or \$10,000.00, will be used to hire qualified administrative services to effectively and efficiently implement this grant.

The required public hearing and resolution regarding the intent to accept the Community Enterprise program will immediately follow.

No action by the City Council is required for this particular agenda item.

10.G



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Joellyn Warren
Deputy Economic Development Director

E-mail: deputyecondev@cityofbelfast.org
Phone: (207) 338-3370, extension 124

TO: Honorable Mayor Eric Sanders, Belfast City Councilors, and City Manager Erin Herbig

FROM: Joellyn Warren, Deputy Economic Development Director

DATE: July 8, 2025

RE: Conducting a Public Hearing to discuss acceptance of the Maine Community Development Block Grant Program, Community Enterprise Grant (CE) grant program.

An advertised and documented public hearing must be held to allow for comments before accepting the Community Development Block Grant (CDBG) Community Enterprise program. The following public hearing notice (which was published in the Friday, July 4, 2025, print edition of the Bangor Daily News) will need to be read aloud for the record at this time:

_____ [beginning of notice] _____

**PUBLIC HEARING NOTICE
THE CITY OF BELFAST**

The City of Belfast will hold a Public Hearing on Tuesday, July 15, 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 the acceptance of 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

[end of notice]

If any written or emailed comments have been submitted prior to the public hearing as referenced in the notice, the Deputy Economic Development Director will present them at this time.

No City Council actions need to be taken for this particular agenda item.



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

City of Belfast Resolution

WHEREAS, the City of Belfast wishes to apply to the Department of Economic and Community Development for a Community Development Block Grant to carry out a community development program; and

WHEREAS, the planning process required by Maine Law and the CDBG Program have been complied with, including participation in the planning process by low and moderate-income families and individuals, and the community has conducted at least one duly advertised public hearing; and

WHEREAS, the City of Belfast is cognizant of the requirement that should the intended National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program; and

NOW THEREFORE, be it resolved by the Council of the Community of the City of Belfast that the City Manager:

- 1) Is authorized and directed to submit an application for the following program(s) and dollar amount(s) within the State of Maine's CDBG Program:

Program: Community Enterprise Grant (CE) Amount: \$100,000

To the Department of Economic and Community Development on behalf of the Community of the City of Belfast, substantially in the form presented to this council;

- 2) Is authorized to make assurances on behalf of the Community of the city of Belfast required as part of such applications, and

- 3) Is authorized and directed, upon acceptance of said funds to carry out the duties and responsibilities for implementing and said program(s), consistent with the Charter of the Community of the City of Belfast and the laws and regulations governing planning and implementation of community development programs in the State of Maine.

DATE ENACTED: **July 15, 2025**, At the Regular meeting of the City Council of the City of Belfast.

Authorized Signatures:

Municipal Seal

Eric Sanders, City Mayor	Date
Mary Mortier, Belfast City Councilor, Ward 1	Date
Neal Harkness, Belfast City Councilor, Ward 2	Date
Brenda Bonneville, Belfast City Councilor, Ward 3	Date
Christopher Bitely, Belfast City Councilor, Ward 4	Date
Paul Dean, Belfast City Councilor, Ward 5	Date

10.I



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Joellyn Warren
Deputy Economic Development Director

E-mail: deputyecondev@cityofbelfast.org
Phone: (207) 338-3370, extension 124

TO: Honorable Mayor Eric Sanders, Belfast City Councilors, and City Manager Erin Herbig

FROM: Joellyn Warren, Deputy Economic Development Director

Date July 8, 2025

RE: Approval to submit request for Technical Support under the U.S. Department of Energy's (DOE's) Energy Technology Innovation Partnership Project (ETIPP) to help the City of Belfast develop a Strategic Energy Plan.

DOE's ETIPP helps U.S. coastal, remote, and island communities become more energy resilient. These communities have unique physical features that fundamentally shape what energy options are available. As a coastal community, Belfast is and will continue to be at risk of significant impacts from sea level rise, storm surge, and the increasing intensity, frequency, and duration of severe storms, which will affect access to resilient, reliable, and affordable energy resources. ETIPP helps communities to assess and advance the solutions that best meet their needs.

The Belfast Climate, Energy, and Utilities Committee and staff have been working with the Island Institute, a regional partner under ETIPP, to develop a proposal for technical assistance to support a city-wide Strategic Energy Plan. If chosen, the City would receive help from the National Renewable Energy Laboratory (NREL) and other government labs. The initial phase would involve a 4- to 8-month effort to create actionable goals for energy resilience planning, especially for public and private critical buildings and services. Regional partners and technical experts from supporting labs would collaborate with Belfast to guide the planning process, resulting in a comprehensive strategic energy plan. This plan would include a high-level energy assessment and baseline, tailored community goals, and a unique community action plan that defines energy resilience and affordability across the short, medium, and long term. Once completed, the City could request to move to the next phase, Deep Dive technical assistance, to support analysis for the identified goal or specific project.

Applications for technical support are due July 27, 2025. No match is required under this program. The committee and staff time needed for this project will include data collection, coordinating stakeholder meetings, and weekly phone calls with technical assistance providers.

At this time, the Economic Development Deputy Director requests that the City Council take the following action at their meeting on July 15, 2025:

Authorize the submission of a technical support application to the U.S. Department of Energy's (DOE's) Energy Technology Innovation Partnership Project (ETIPP) and authorize the City Manager to sign all paperwork related to and necessary for the submission of this request.

10.5



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Joellyn Warren
Deputy Economic Development Director

E-mail: deputyecondev@cityofbelfast.org
Phone: (207) 338-3370, extension 124

TO: Honorable Mayor Eric Sanders, Belfast City Councilors, and City Manager Erin Herbig

FROM: Joellyn Warren, Deputy Economic Development Director

DATE: July 9, 2025

RE: Approval to submit a grant application to RevitalizeME Downtown to make improvements at the former Waldo County Superior Courthouse (City Hall 2).

The Maine Development Foundation (MDF) and its partner, the Maine Historic Preservation Commission (Commission), are administering a grant program for historic preservation and economic development entitled REVitalizeME Downtown. REVitalizeME Downtown is supported through a grant from the Historic Preservation Fund Paul Bruhn Historic Revitalization Grant Program administered by the National Park Service, Department of the Interior. REVitalizeME Downtown grants are for preservation, restoration, and rehabilitation of historic properties in the downtown areas of current MDC member communities (Main Street or Affiliates). The properties eligible for this subgrant program will be those that provide infrastructure (broadly defined) that contributes to the social and economic life of the town and the surrounding area, and that represents the history of the local community. To stimulate local investment, subgrants will be matched by the recipients at 20% of the project costs.

In December 2024, the City contracted with Harriman to develop an architectural fit-out plan for the reuse of City Hall 2, a contributing historic building in the city's historic district, for city offices and public meeting spaces. The City has also been working with its brownfields consultants to develop a cleanup plan and has secured U.S. EPA cleanup grant funds for City Hall 2. Funding from REVitalizeME Downtown will complement the cleanup process and facilitate a seamless transition to phase one of construction. Funding from this grant could be put toward exterior masonry, concrete ramps and stair repairs with metal railings.

REVitalizeME Downtown funding is provided at 80% of the project cost, with the applicant required to provide a 20% local match. The maximum grant request is \$200,000, which would need \$40,000 match for a total project cost of \$240,000. Harriman and the city's brownfield consultants are working to develop a final budget for each grant, maximizing the use of each grant fund. Phase One of the construction is estimated at The grant match is available from the City's Capital Improvement Program account 720-001, which is allocated specifically for the improvements to City Hall 2. Grants are due on August 14, 2025.

At this time, the Economic Development Deputy Director requests that the City Council take the following action at their meeting on July 15, 2025:

Authorize the submission of a REvitalizeME Downtown grant application to the Maine Development Foundation (MDF) and the Maine Historic Preservation Commission (Commission) to fund improvements at the former Waldo County Superior Courthouse (City Hall 2) and to authorize the City Manager to sign all paperwork related to and necessary for the submission of this request.

10.K



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Thomas Kittredge
Economic Development Director

E-mail: economicdevelopment@cityofbelfast.org
Phone: (207) 338-3370, extension 116

From: Thomas Kittredge, Economic Development Director

To: Mayor Eric Sanders, City Councilor Christopher Bitely, City Councilor Brenda Bonneville, City Councilor Paul Dean, City Councilor Neal Harkness, City Councilor Mary Mortier, Deputy City Manager Manda Cushman, and City Manager Erin Herbig

For: Belfast City Council Meeting of July 15th, 2025

Regarding: Request by the Economic Development Director to have the City Council authorize the submission of a application to the Maine Department of Transportation Bicycle and Pedestrian Funding Program and commitment of local match funding.

Previously, the City of Belfast had been developing an infrastructure improvement project that originally included the portion of Congress Street from Booth Drive to Grove Street, as well as the entirety of Salmond Street. The City had previously secured \$1,990,000 in grant funding towards this project, and in July of 2024 it submitted an application to the Maine Department of Transportation (MaineDOT) Bicycle and Pedestrian Funding Program for the anticipated remaining needed funding to undertake that project (with the addition of the portion of Congress Street from Booth Drive to US Route 1. Though the application scored well and MaineDOT supports the project, it was ultimately not selected for construction funding (it was allocated a small amount of funding for design review).

The City is now looking to reduce the scope of the project in order for it to fit well with the funding the City has already secured, reducing it to the portion of Congress Street from Booth Drive to Salmond Street. This would leave out the portion of Congress Street from Booth Drive to US Route 1, the portion of Congress Street from Salmond Street to Grove Street, and the entirety of Salmond Street. The City is hopeful that these remaining portions would still be a good candidate for future construction funding from the MaineDOT Bicycle and Pedestrian Funding Program.

In the shorter term, the City is looking to apply to this same program for the funding necessary to design this project and to address any rights-of-way issues. Also at this time, the City is considering applying to this same program for the funding necessary to design an infrastructure improvement project for Swan Lake Avenue (this may be two separate applications or one joint application to the program).

MaineDOT estimates design costs to be \$20,000, or 20% of construction costs, whichever is greater, and rights-of-way costs to be \$15,000, or \$5,000 per parcel of land impacted by the project and \$2,500 per parcel for any parcel that abuts the proposed project, whichever is greater. There is a required 10% local match for the grant. Applications to this program are due by July 31st, 2025, with awards expected to be made in March of 2026.

City personnel will share the developed cost estimates for this design and right-of-way work at the meeting of July 15th for the Council's consideration.

At this time, the Economic Development Director requests that the City Council take the following actions:

- 1) Authorize the submission of an application to the Maine Department of Transportation Bicycle and Pedestrian Funding Program;
- 2) Commit required local matching funds for this application; and
- 3) Authorize the City Manager to sign any documents related and necessary to the submission of this application.

10.L



Memo

To: Erin Herbig
From: Chief Cormier
cc: City Council
Date: 07/07/25
Re: Purchase of a Ford Police Explorer PUI from the FY25-26 budget.

Dear Erin

During the budget process this year, we learned that Quirk Ford had the lowest price when combined with our trade and still had a new 2024 Ford Police Explorer PUI left at last year's price. The vehicle included the "ready for the road" package which is an upgrade and has some emergency lighting, a siren package and light controller installed from the factory, saving additional time and expense for labor. In anticipation of a vehicle purchase being approved in the F25-26 budget, Quirk Ford offered to hold the remaining vehicle for us with the upgraded emergency lighting package at last year's price until the budget passed.

After the trade of our 2020 Ford Explorer with 100K miles, the replacement cost would be \$42,480 for the new one. Once purchased, it should be ready for the road in about 4-6 weeks. The replacement of a vehicle in the fleet is approved in the FY 25-26 budget. At this time, I would request to purchase the replacement vehicle from Quirk Ford for \$42,480 which would come from the Police Purchase of Equipment line #220-535.

Thank you,

Chief Robert Cormier

10.M

Carol Herwig

July 8, 2025

Tree Assessment Report

To: Belfast City Council:

Responding to a city request, over the past two weeks, I observed a large sugar maple growing on the south side of Charles between Franklin and John Streets. It sits at the crest of a small but steep embankment along the right-of-way ditch. I estimate the tree is at least 30 inches in diameter at breast height (at least 94 inches in circumference); DBH is the standard for measurement. Because it is so steep, I could only put a tape around half of it.

The tree recently lost a large limb in high winds, and there are two tall stems on the street side that appear to have been lion-tailed (branches removed to create a lollipop look) to accommodate cable wires. This kind of pruning creates instability and possibly led to the limb failure. The center of the tree appears to have suffered wind damage in the past. The south side of the tree has a full crown and appears healthy. Additionally, the scaffolding roots look rock solid.

My recommendation would be to remove the two unstable branches. This is an old sugar maple, the likes of which is becoming rarer, and is holding a section of the steep ROW in place. Removal could lead to erosion issues, and would remove shade from the homeowner's yard.

Additionally, of concern is a second two-stem maple, just a few feet away on Charles. It is also lion-tailed but has a rotting base and is closer to the wires.

Submitted

Carol Herwig

International Society of Arboriculture certification MA-5010A



Charles Street (between James and Franklin Streets)

Manda Cushman

From: Kathleen Repass <southwest20024@gmail.com>
Sent: Wednesday, June 25, 2025 6:00 PM
To: Manda Cushman
Subject: Tree in need of cutting on Charles Street

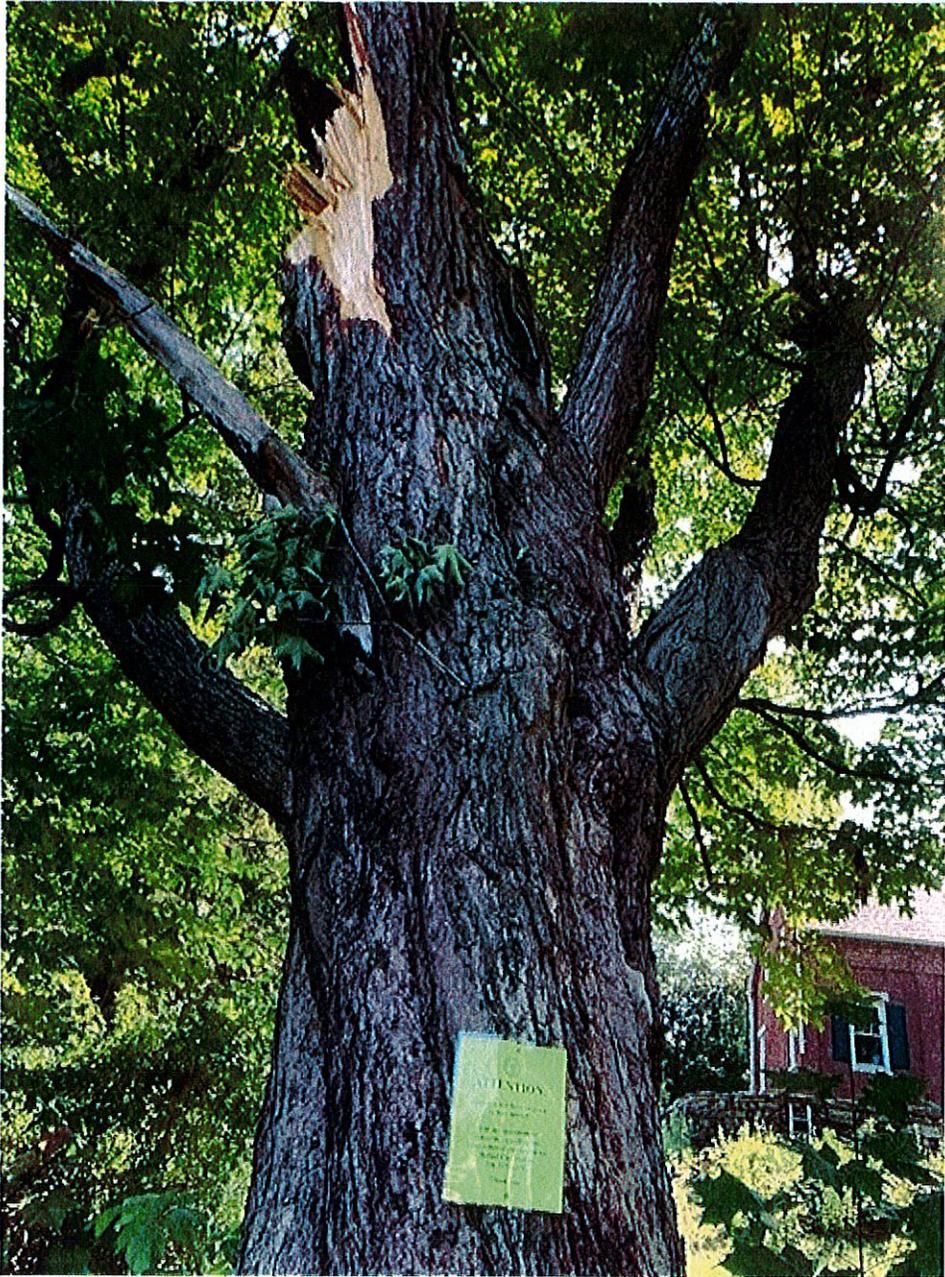
Hello Manda,

I met you earlier today regarding a city tree opposite the back of my property. The tree is on the north side of Charles Street; my house is on Cedar but faces Charles on the rear side.

Please ask the City Council to approve cutting all of the trunk above the break point. I fear a small windstorm could take it down and it would certainly fall in my garage.

I attach three photos with one showing how much height is above the break—two very tall thin trunks.

Thank you very much.
Kathleen E Reilly-Repass
17 Cedar Street
202.253.6768







Sent from my iPhone

Carol Herwig

July 8, 2025

Tree Assessment Report

To: Belfast City Council:

Responding to a city request, I inspected a large white ash (*Fraxinus americana*) at 10 Elm Street. The tree measures 30 inches in diameter at breast height (DBH is the standard for measurement.), or 94 inches in circumference,

The tree has a full crown, with a small amount of deadwood in a branch overhanging Elm Street. There is no sign of disease or emerald ash borer. It does have a large trunk wound on the street side, from the base to about 4 feet up, likely the result of a mechanical injury (car, perhaps) that was so significant that the tree has not been able to seal itself. The core of the trunk shows significant, long-standing decay. but also substantial wood (gravity). The scaffolding roots look solid, and there is no appearance of active fungal growth such as ganodermas.

While this tree will never be able to heal, it currently is lush and green. Removing it would mean a significant loss of shade to the adjacent property and the street and to the stability of the soil.

My recommendation would be to put it on a watch list, to be inspected every two years.

Submitted

Carol Herwig

International Society of Arboriculture certification MA-5010A



10 Elm Street