

These are "Action Only" minutes. Video of comments may be found on recorded discs at City Hall or at www.cityofbelfast.org.

**City of Belfast
Council Chambers-Belfast City Hall
Tuesday, 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.

Councilor Harkness, seconded by Councilor Mortier, made a motion to go into Executive Session on a Personnel Matter pursuant to 1 M.R.S.A. 405 (6) A at 6:32 p.m. This motion was approved, 5-0.

Councilor Harkness, seconded by Councilor Mortier, made a motion to adjourn the Executive Session on a Personnel Matter pursuant to 1 M.R.S.A. 405 (6) A at 7:07 p.m. This motion was approved, 5-0.

7:00 p.m. Regular Council Meeting

Regular Council Meeting No. 2

Public Hearing #1

Pursuant to Title 30-A MRSA, section 3751 through 3760 a Public Hearing will be held on July 15, 2025 at 7:00 p.m. or as soon as possible thereafter in Council Chambers of Belfast City Hall on 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.

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

1) Call to order

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

3) Pledge of Allegiance

4) Adoption of the agenda

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

5) Acceptance of the minutes

Regular Council Meeting of July 1, 2025.

Councilor Dean, seconded by Councilor Bitely, made a motion to accept the minutes from the Regular Council Meeting of July 1, 2025. This motion was approved, 5-0.

6) A. Open to the public

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

1. Bernie Baker of Belfast spoke in support of items 10) E and 10) I on the agenda.
2. Rick Stoops, Pastor of the Belfast Bible Church discussed their recent request to utilize Steamboat Landing Park for an event.

B. Organization and Department Reports

City Manager Erin Herbig inquired about listing for committee vacancies for the Parks, Trails, & Recreation Committee. The City Council unanimously agreed to list the Parks, Trails, & Recreation Committee vacancies.

7) Communications

Councilor Harkness addressed the recent article in the Bangor Daily News regarding a land deal and thanked the Pastor for coming to speak at open to the public.

Councilor Harkness, seconded by Councilor Bitely, made a motion to amend the agenda to add item 10) A #1 Reconsideration of the request by Belfast Bible Church for approval of a new Facility Use Request for use of Steamboat Landing Park. This motion was approved, 5-0.

Councilors Bitely and Dean discussed Council contact information on the City website and how best to contact them if anyone has questions.

Mayor Sanders discussed information regarding City debt that is being circulated on social media and noted that the City Council would not be meeting the second meeting of August (August 19th) to allow for staff to take time off or attend trainings.

City Manager Erin Herbig noted that the City would be bringing back further discussions on sewer billing at the August 5th Council Meeting.

8) Old Business and City Committee Reports

No comments.

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.
- 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.

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

10) Business

A) #1 Reconsideration of the request by Belfast Bible Church for approval of a new Facility Use Request for use of Steamboat Landing Park.

Councilors discussed the request further.

Councilor Harkness, seconded by Councilor Bitely, made a motion to approve the request by Belfast Bible Church for approval of a new Facility Use Request for use of Steamboat Landing Park with dates to be coordinated with the Parks and Recreation Director. This motion was approved, 3-2 (Councilors Bonneville and Dean).

A) #2 Request to appoint Justin Brown of Winterport as a Truck Driver/Laborer for the Public Works Department.

City Manager Erin Herbig and Public Works Director Kip Faulkner introduced Mr. Brown to the City Council and the public.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to appoint Justin Brown of Winterport as a Truck Driver/Laborer for the Public Works Department. This motion was approved, 5-0.

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

Public Works Director Kip Faulkner and City Manager Erin Herbig reviewed the proposal to implement a Class B (CDL) training reimbursement program and answered Council questions.

Councilor Harkness, seconded by Councilor Mortier, made a motion to authorize City staff to implement a City of Belfast Class B (CDL) training reimbursement program. This motion was approved, 5-0.

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

City Manager Erin Herbig reviewed the bid for diesel fuel, requested that Council award the bid to the lowest bidder.

Councilor Bonneville, seconded by Councilor Bitely, made a motion to accept the bid as presented and award the bid to Maritime Energy, with funding to be allocated from account #410-567 Public Works Gas, Oil, Grease, and Diesel. This motion was approved, 5-0.

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

City Manager Erin Herbig reviewed the bids for road salt, request that Council award the bid to the lowest bidder.

Councilor Dean, seconded by Councilor Bitely, made a motion to accept the bids as presented and award the bid to the lowest bidder, Eastern Salt Co. Inc., with funding to be allocated from account #410-570 Public Works Salt and Calcium. This motion was approved, 5-0.

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.

Community Composting Collaborative Member Dianne Torresen reviewed the pilot composting program, requested City Council consideration of an extension of the agreement between the City of Belfast and ScrapDogs Community Compost, and answered Council questions.

Transfer Station Manager Anne Saggese answered Council questions regarding the program following the first year.

Councilor Harkness, seconded by Councilor Bonneville, made a motion to approve the proposal as presented and authorized the City Manager to sign the service agreement contract with ScrapDogs Community Compost for an extension of two years. This motion was approved, 5-0.

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

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

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

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

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.



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

Deputy Economic Development Director Joellyn Warren noted that no public comments were received by mail or email prior to the hearing.

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.

Deputy Economic Development Director Joellyn Warren answered Council questions.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to accept the resolution regarding the intent to accept the Maine Community Development Block Grant Program Community Enterprise Grant. This motion was approved, 5-0.

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.

Deputy Economic Development Director Joellyn Warren reviewed the request 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.

Councilor Mortier, seconded by Councilor Dean, made 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. This motion was approved, 5-0.

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.

Deputy Economic Development Director Joellyn Warren reviewed the request to submit a grant application to RevitalizeME Downtown to make improvements at the former Waldo County Superior Courthouse and answered Council questions.

City Manager Erin Herbig discussed grant funding that has been leveraged to complete improvements to this building.

Councilor Bonneville, seconded by Councilor Dean, made 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. This motion was approved, 5-0.

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

Economic Development Director Thomas Kittredge reviewed the request for authorization of the submission of an application to the Maine Department of Transportation Bicycle and Pedestrian Funding Program and answered Council questions.

Councilor Dean, seconded by Councilor Harkness, made a motion to a motion to authorize the submission of an application to the Maine Department of Transportation Bicycle and Pedestrian Funding Program, to request up to \$199,487.38 in grant funding to pay for design and right-of-way costs for a potential Swan Lake Avenue street improvement project, and to commit local matching funds to this application of up to \$22,165.27, to be allocated from City Account 720-881.; and to request up to \$322,193.52 in grant funding to pay for design and right-of-way costs for a potential 'Phase 2' Congress and Salmond street improvement project, and to commit local matching funds to this request or application of up to \$35,799.28, to be allocated from the City's 115 Congress Street Affordable Housing Development and Tax Increment Financing District and/or the City's Undesignated Fund Balance. This motion was approved, 5-0.

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

Police Chief Bobby Cormier reviewed the request to expend up to \$42,480.00 to purchase a new 2024 Ford Police Explorer PUI and answered Council questions.

Councilor Mortier, seconded by Councilor Harkness, made a motion 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. This motion was approved, 5-0.

M) Request to remove two City Street Trees.

City Manager Erin Herbig reviewed the assessments provided by Belfast Garden Club Member and Certified Tree Risk Assessor Carol Herwig regarding the City Street Trees located at Charles Street (between Franklin and John Streets) and 10 Elm Street.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to approve Ms. Herwig's recommendation to remove the two unstable branches on the tree at Charles Street and to place the tree at 10 Elm Street on a watch list, to be inspected every two years. This motion was approved, 5-0.

N) Signing of Council Orders and housekeeping items.

Council Order #5 Signed by Councilor Mortier Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$42,480.00 for a new 2024 Ford Police Explorer PUI for the Police Department from Quirk Ford. Funding is to come from the Police Purchase of Equipment Account #220-535. (Approved July 15, 2025)

11) Open to the Public

No public comments.

12) Communications

No comments.

13) Adjourn

Councilor Harkness, seconded by Councilor Dean, made a motion to adjourn at 9:07 p.m. This motion was approved, 5-0.

HEREBY CERTIFY THAT THE ABOVE
IS A TRUE COPY OF INFORMATION
ON THE RECORD WHICH IS IN MY
OFFICIAL CUSTODY

ATTEST



AMANDA CUSHMAN, BELFAST MAINE