

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, August 5, 2025**

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

Councilor Bitely, seconded by Councilor Bonneville, made a motion to go into Executive Session on a Personnel Matter pursuant to 1 M.R.S.A. 405 (6) A at 6:01 p.m. This motion was approved, 5-0.

Councilor Bonneville, seconded by Councilor Dean, made a motion to adjourn the Executive Session on a Personnel Matter pursuant to 1 M.R.S.A. 405 (6) A at 6:23 p.m. This motion was approved, 5-0.

6:20 p.m. Request to go into an Executive Session on a Legal Matter with the City Attorney pursuant to 1 M.R.S.A. 405 (6) E.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to go into Executive Session on a Legal Matter with the City Attorney pursuant to 1 M.R.S.A. 405 (6) E at 6:24 p.m. This motion was approved, 5-0.

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

6:40 p.m. Request to go into an Executive Session on a Real Estate Matter pursuant to 1 M.R.S.A. 405 (6) C.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to go into Executive Session on a Real Estate Matter pursuant to 1 M.R.S.A. 405 (6) C at 6:30 p.m. This motion was approved, 5-0.

Regular Council Meeting of July 15, 2025.

Councilor Dean, seconded by Councilor Bitely, made a motion to accept the minutes from the Regular Council Meeting of July 15, 2025. This motion was approved, 5-0.

6) A. Open to the public

City Manager Erin Herbig noted that Council received one email from Marilyn Welsch and no postal mail, prior to noon today which were shared with Council before the start of the Council meeting to be included as part of the Open to the Public.

1. Carol Herwig provided an update from the Tree Working Group (TWiG).

2. Zafra Whitcomb of Belfast discussed concerns about speed and resident congregation on the side of the road on Congress Street, requested that the City look at addressing safety issues on this street.

B. Organization and Department Reports

- Update from Jill Parker, Trustees President of P.A.W.S. Animal Adoption Center.
- City Manager Erin Herbig provided an update on the status of the City Park Pool.

7) Communications

Councilor Dean addressed questions about the City Right-of-Way.

Councilor Mortier reminded the public of the upcoming Harbor Fest this weekend.

8) Old Business and City Committee Reports

No comments.

10) Business

A) Further Discussion with the Wastewater Superintendent regarding proposed sewer rates for 2025-2026.

Wastewater Superintendents Travis Jones and Annaleis Hafford reviewed the proposed sewer rates for 2025-2026 and answered Council questions, noting that they will be providing a tour of the Wastewater Treatment Plant on August 27th at 1PM for anyone who would like to learn more about what user fees are used for.

Councilor Mortier, seconded by Councilor Dean, made a motion to set the sewer base minimum rate per 2,400 cubic feet at \$202.40 for each 6-month billing period and \$8.43 per hundred cubic feet overage above 2,400 (minimum usage) for 2025-26 sewer billing. This motion was approved, 5-0.

B) Request from the City Assessor to adopt the Commitment of Property Taxes and set the Mil Rate for Fiscal Year 2025-2026.

City Assessor Steven Weed and City Manager Erin Herbig reviewed the proposed mil rates scenarios for the 2025-2026 Fiscal Year, recommending the middle option of .01634, and answered Council questions.

Councilor Harkness, seconded by Councilor Bonneville, made a motion to adopt the commitment of property taxes as presented and set the mil rate for the 2025 – 2026 Fiscal Year at .01634. This motion was approved, 5-0.

C) Request to set the delinquent tax rate for Fiscal Year 2025-2026.

Assessor Steven Weed and City Manager Erin Herbig reviewed the request to set the delinquent tax rate for Fiscal Year 2025-2026, recommending the state rate of 7.5%.

Councilor Mortier, seconded by Councilor Dean, made a motion that for the 2025-2026 fiscal year, the due dates for which property taxes be set for October 20, 2025 and March 2, 2026 that the dates for which interest will begin to accrue on any unpaid balance be set for October 21, 2025 and March 3, 2026 at an interest rate of 7.5%, and the interest rate for which any taxes that are prepaid be set at 0%. This motion was approved, 5-0.

D) Request from Our Town Belfast for authorization to complete a crosswalk painting project on City Streets.

Our Town Belfast Executive Director Amanda Cunningham reviewed the proposal for authorization to complete a crosswalk painting project on City Streets and answered Council questions.

Councilor Bonneville, seconded by Councilor Dean, made a motion to approve the request from Our Town Belfast for a crosswalk painting project, as presented. This motion was approved, 5-0.

E) Request by the Waldo County Public Health Nurse for a Boathouse Rental Fee Waiver to conduct Free Public Flu Clinics.

Parks and Recreation Director Pam Salokangas reviewed the request by the Waldo County Public Health Nurse for a Boathouse Rental Fee Waiver to conduct Free Public Flu Clinics.

Councilor Harkness, seconded by Councilor Dean, made a motion to approve the requested fee waiver by Waldo County Public Health Nurse Sue Dupler to conduct Free Public Flu Clinics with a required \$100 security deposit. This motion was approved, 5-0.

F) Request for approval of a Facility Use Request by the Waldo County YMCA for use of the Walsh Field Softball Field for the Annual Mitch Philbrook Memorial Softball Tournament on Saturday, September 20, from 8 AM-7:30 PM.

Parks and Recreation Director Pam Salokangas reviewed the Facility Use Request by the Waldo County YMCA for use of the Walsh Field Softball Field for the Annual Mitch Philbrook Memorial Softball Tournament on Saturday, September 20, from 8 AM-7:30 PM, noting that they are requesting to have a food truck on site for the tournament.

Councilor Mortier, seconded by Councilor Harkness, made a motion to approve the Facility Use Request by the Waldo County YMCA for use of the Walsh Recreation Area Softball Field for the Annual Mitch Philbrook Memorial Softball Tournament on Saturday, September 20, from 8 AM-7:30 PM. This motion was approved, 5-0.

G) Request for the approval of a Facility Use Request by the Center for Wildlife Studies to utilize the Belfast Rail Trail and several City Streets for the Annual Run Wild! 5K and 10K Road Races.

Parks and Recreation Director Pam Salokangas reviewed the Facility Use Request by the Center for Wildlife Studies to utilize the Belfast Rail Trail and several City Streets for the Annual Run Wild! 5K and 10K Road Races.

Councilor Mortier, seconded by Councilor Dean, made a motion to approve the Facility Use Request by the Center for Wildlife Studies to utilize the Belfast Rail Trail and several City Streets for the Annual Run Wild! 5K and 10K Road Races. This motion was approved, 5-0.

G) #1 Request for the approval of a Facility Use Request by Indivisible Waldo County to utilize Steamboat Landing Park on Monday, September 1st from 4:00PM to 7:00PM for a Party for the People Labor Day Worker Celebration.

Parks and Recreation Director Pam Salokangas reviewed the Facility Use Request by Indivisible Waldo County to utilize Steamboat Landing Park on Monday, September 1st from 4:00PM to 7:00PM for a Party for the People Labor Day Worker Celebration.

Event organizer Allison Harrell provided more details about the event and thanked the City for their assistance and support.

Councilor Harkness, seconded by Councilor Bonneville, made a motion to approve the Facility Use Request by Indivisible Waldo County to utilize Steamboat Landing Park on Monday, September 1st from 4:00PM to 7:00PM for a Party for the People Labor Day Worker Celebration. This motion was approved, 5-0.

H) Request from the Parks, Trails and Recreation Committee to approve a proposal for a play space at Belfast Common.

Parks and Recreation Director Pam Salokangas reviewed the request from the Parks, Trails and Recreation Committee to approve a proposal for a play space at Belfast Common and answered Council questions.

Councilor Mortier, seconded by Councilor Harkness, made a motion to approve the Belfast Common Play Space Proposal, incorporating tonight’s discussion. This motion was approved, 5-0.

I) Request from the Parks and Recreation Director to expend up to \$8,795.00 to purchase a 2026 Currahee Equipment Trailer.

Parks and Recreation Director Pam Salokangas reviewed the request to expend up to \$8,795.00 to purchase a 2026 Currahee Equipment Trailer and answered Council questions.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to expend up to \$8,795.00 to purchase a 2026 Currahee 8x22 Deckover Equipment Trailer from Maine Trailer, with funding to come from the Parks and Recreation FY25-26 Capital Improvement Trailer Account. This motion was approved, 5-0.

J) Request to adopt the access drive, sidewalks, parking and associated infrastructure for the proposed subdivision at 243 High Street.

Director of Code and Planning Bub Fournier reviewed the request to adopt the access drive, sidewalks, parking and associated infrastructure for the proposed subdivision at 243 High Street and answered Council questions.

Carl Savitz answered Council questions regarding his plans.

Councilor Harkness, seconded by Councilor Dean, made a motion to accept these roads as City roads if, and when, they are constructed and inspected to the City specifications, including any waivers granted by the Planning Board. This motion was approved, 5-0.

K) Presentation regarding amendments to the School Street Affordable Housing Development and Tax Increment Financing District and its Development Program, including the (re)authorization of a Credit Enhancement Agreement.

Economic Development Director Thomas Kittredge provided a presentation on amendments to the School Street Affordable Housing Development and Tax Increment Financing District and its Development Program, including the (re)authorization of a Credit Enhancement Agreement.

L) Public Hearing regarding amendments to the School Street Affordable Housing Development and Tax Increment Financing District and its Development Program, including the (re)authorization of a Credit Enhancement Agreement.

Economic Development Director Thomas Kittredge read the following Public Hearing notice, which was published in the Saturday, July 6, 2025, Bangor Daily News:

CITY OF BELFAST
NOTICE OF PUBLIC HEARING

regarding

Amendments to an Existing Affordable Housing Development and Tax Increment Financing District Known as the “School Street Affordable Housing Development and Tax Increment Financing District” and its Development Program:

Notice is hereby given that the Belfast City Council will hold a public hearing on Tuesday, August 5th, 2025, as part of its regularly scheduled City Council meeting, which begins at 7:00pm on that date, in Council Chambers at Belfast City Hall, located at 131 Church Street, Belfast, Maine.

The purpose of the public hearing is to receive public comments on: 1) amendments to an existing affordable housing development and tax increment financing district called the School Street Affordable Housing Development and Tax Increment Financing District, which consists of one parcel located at the southern end of School Street with an approximate area of 5.60 acres; and 2) amendments to its development program therefore, including the (re)authorizing of a credit enhancement agreement with an owner of an affordable housing project located within the district. These amendments are all in accordance with Title 30-A, Part 2, Subpart 8, Chapter 206, Subchapter 3, Sections §5245-§5250-G of the Maine Revised Statutes, as amended, and with L.D. 1783, An Act to Clarify Municipal Affordable Housing Tax Increment Financing, approved on June 10th, 2025.

All interested persons are invited to participate in the public hearing and will be given an opportunity to be heard at that time.

A draft amendment to the affordable housing development and tax increment financing district, and a draft credit enhancement agreement are available for download and viewing at

www.cityofbelfast.org/ahtif and a copy of these documents will also be available for public review at the City of Belfast Planning & Codes Department (top floor, Belfast City Hall, 131 Church Street, Belfast) during normal business hours (7:00am to 6:00pm, Monday through Thursday).

Persons may also submit comments at any time up until 3:00 PM on Tuesday, August 5th, 2025, either in writing to: Thomas Kittredge, Economic Development Director for the City of Belfast, Belfast City Hall, 131 Church Street, Belfast Maine, 04915; or via email to: economicdevelopment@cityofbelfast.org.

Economic Development Director Thomas Kittredge noted that no written comments were received by the 3PM deadline.

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

M) Discussion and possible action regarding amendments to the School Street Affordable Housing Development and Tax Increment Financing District and its Development Program, including the (re)authorization of a Credit Enhancement Agreement.

No Council discussion.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to (re)authorize a credit enhancement agreement, with Belfast Birches Housing, LLC, at a 50% reimbursement rate for a duration of 30 years; to approve the supplied City Council resolution; sign the supplied City Council resolution and have it certified by the City Clerk; and authorize the City Manager to sign the affordable housing development and tax increment financing district amendment application, the credit enhancement agreement, and any related and necessary documents. This motion was approved, 5-0.

N) Presentation regarding the establishment of the Belmont Avenue Omnibus Municipal Tax Increment Financing District and its Development Program, including the authorization of a Credit Enhancement Agreement.

Economic Development Director Thomas Kittredge gave a presentation on the establishment of the Belmont Avenue Omnibus Municipal Tax Increment Financing District and its Development Program, including the authorization of a Credit Enhancement Agreement.

O) Public Hearing regarding the establishment of the Belmont Avenue Omnibus Municipal Tax Increment Financing District and its Development Program, including the authorization of a Credit Enhancement Agreement.

Economic Development Director Thomas Kittredge read the following Public Hearing notice, which was published in the Saturday, July 6, 2025, Bangor Daily News:

CITY OF BELFAST
NOTICE OF PUBLIC HEARING

The City of Belfast will hold a public hearing on Tuesday, August 5th, 2025, as part of its regularly scheduled City Council meeting, which begins at 7:00pm on that date, in Council Chambers at Belfast City Hall, located at 131 Church Street, Belfast, Maine.

The purpose of this public hearing is to receive public comments on the designation of a new municipal tax increment financing district called the Belmont Avenue Omnibus Municipal Tax Increment Financing District and the adoption of a development program therefore, all in accordance with Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended. Such a development program will include the authorization of a credit enhancement agreement with a developer of affordable housing in the district.

The proposed district consists of a number of parcels that abut or are otherwise located in close proximity to the Belmont Avenue/Main Street right-of-way, along with portions or the entireties of the Alto Street, Anderson Street, Belmont Avenue, Cedar Street, Charles Street, Congress Street, Crocker Road, Fairgrounds Road, Goodwill Drive, Hatley Road, Lincolnville Avenue, Starrett Drive, and United States Route 1 rights-of-way.

All interested persons will be given an opportunity to be heard at the hearing and an opportunity to file objections to the amount of the assessment.

A draft application for this tax increment financing district is available for download and viewing at www.cityofbelfast.org/tif and a copy of the draft application will also be available on file for public review at the City of Belfast Planning & Codes Department (top floor, Belfast City Hall, 131 Church Street, Belfast) during normal business hours (7:00am to 6:00pm, Monday through Thursday).

Mayor Sanders asked for proponents and opponents.

1. Economic Development Director Thomas Kittredge noted that the City received three comments before the 3PM deadline from David August, Zafra Whitcomb, and Wayne and Lori Cunningham regarding their concerns with the establishment of the Belmont Avenue Omnibus Municipal Tax Increment Financing District and its Development Program. The

City Council were provided with copies of these written comments ahead of the meeting to be included as part of the Public Hearing.

2. Eric Buch of Belfast discussed concerns with the proposed TIF district and a lack of community input regarding future economic development for the City of Belfast.
3. David Pelton, development partner with Waldo CAP, discussed the benefits of this TIF and their proposal for housing development.
4. Deb Derecktor of Belfast discussed concerns with the speed of which the TIF is being created, and requested Council consider waiting another year before deciding.
5. David Pelton, development partner with Waldo CAP, noted that funding for housing development is available now, and it may not be available next year.
6. Zafra Whitcomb of Belfast inquired about how TIFs work in general and how this TIF District was chosen.

Mayor Sanders declared the hearing closed.

P) Discussion and possible action regarding the establishment of the Belmont Avenue Omnibus Municipal Tax Increment Financing District and its Development Program, including the authorization of a Credit Enhancement Agreement.

Economic Development Director Thomas Kittredge and City Manager Erin Herbig answered Council questions and addresses concerns brought forward during the Public Hearing.

Councilor Mortier, seconded by Councilor Dean, made a motion to authorize a credit enhancement agreement with Belmont Avenue Associates, LP (with a reimbursement rate of 50%, for a term of 30 years, and the 20 units of the proposed development not being funded by Low-Income Housing Tax Credits to be required to remain affordable to households whose income does not exceed 120% of the median income for the area); to approve the supplied City Council resolution; sign the supplied City Council resolution and have it certified by the City Clerk; and authorize the City Manager to sign the municipal tax increment financing district application, the credit enhancement agreement, and any related and necessary documents. This motion was approved, 5-0.

Q) Request from a City E-911 Addressing Officer to approve a street name for an existing road located at 45 Belmont Ave.

City Manager Erin Herbig briefly reviewed the request to approve a street name for an existing road located at 45 Belmont Ave. and answered Council questions.

Councilor Mortier, seconded by Councilor Harkness, made a motion to approve naming of the road located at 45 Belmont Ave. as Community Drive. This motion was approved, 5-0.

R) Request to appoint Susan Lessard as the Interim Finance Director and City Manager Erin Herbig as the Interim Treasurer.

City Manager Erin Herbig briefly reviewed the request to appoint Susan Lessard as the Interim Finance Director and City Manager Erin Herbig as the Interim Treasurer and answered Council questions.

Councilor Mortier, seconded by Councilor Harkness, made a motion to appoint Susan Lessard as the Interim Finance Director and City Manager Erin Herbig as the Interim Treasurer. This motion was approved, 5-0.

I) Signing of Council Orders and housekeeping items.

11) Open to the Public

1. Deb Derecktor of Belfast thanked the Council for accepting the bench request honoring her mother at a recent Council Meeting and discussed concerns with increases to sewer rates.

12) Communications

Councilor Bonneville thanked those who attended and participated in tonight's meeting.

Councilor Dean addressed citizen concerns about sewer rate increases.

13) Adjourn

Councilor Mortier, seconded by Councilor Dean, made a motion to adjourn at 10:21 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

A handwritten signature in black ink, appearing to read 'Amanda Cushman', written over a horizontal line.

AMANDA CUSHMAN, BELFAST MAINE