

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, September 2, 2025**

6:00 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 Dean, 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 6:01 p.m. This motion was approved, 5-0.

Councilor Harkness, seconded by Councilor Bonneville, 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 6:54 p.m. This motion was approved, 5-0.

7:00 p.m. Regular Council Meeting

Regular Council Meeting No. 4

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

5) Acceptance of the minutes

Regular Council Meeting of August 5, 2025.

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

6) A. Open to the public

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

1. Nat Clifford of Belfast spoke on behalf of the Housing and Property Development Committee noting that the committee sees the property at 74 High Street as a great potential for future work force housing development.
2. Christine Solet of Belfast discussed concerns regarding an increase in speeding and other disruptive behavior this summer at Bridge Street Parking Lot and surrounding areas of Bridge, Pierce and Front Streets and requested that Council consider implementing speed bumps and security cameras in the area to help mitigate these issues.
3. Aaron Solet of Belfast reiterated concerns regarding an increase in speeding and other disruptive behavior this summer around the Bridge Street Parking Lot area and requested the Council consider additional signage to indicate no loitering.
4. Laurence Boyett of Belfast reiterated concerns regarding an increase in speeding and other disruptive behavior this summer around the Bridge Street Parking Lot area and requested that the Council consider putting up speed limit signs and place the speed board in that area.

B. Organization and Department Reports

City Manager Erin Herbig noted the Parks, Trails and Recreation Committee are seeking members and applications are due by September 8th to the City Manager's Office and that the City of Belfast is conducting its Annual Report Photo Contest with submissions are due by September 15th.

Executive Director of Our Town Belfast Amanada Cunningham invited the public and City Council to their 15th Anniversary Event at the Belfast Boathouse on September 10th at 5:30 p.m.

Our Town Belfast Volunteer Craig Watson provided additional information on their request to close Cross Street between Main Street and Pendleton Avenue for the Americans Who Tell the Truth presentation.

7) Communications

Councilor Brenda Bonneville read a letter informing the public that she will not be running for reelection.

Councilor Harkness thanked the citizens that came forward with concerns in their neighborhood and noted the recent passing of Belfast citizen Manley Rodgers.

Councilor Mortier discussed the Rotary Scholarship Program started by Mr. Rodgers and noted that in lieu of flowers they have asked that donations be made to this program.

8) Old Business and City Committee Reports

No comments.

9) Permits, Petitions and Licenses - Consent Agenda

- A.** Request to approve a Special Amusement Permit for Sadie Samuels d/b/a Must Be Nice Lobster for live music, DJ, Karaoke, dancing, and all live entertainment located at 2 Cross Street, Belfast, Maine, indoor and outdoor.
- B.** Request to approve an application by Must Be Nice Lobster, LLC d/b/a Must Be Nice Lobster located at 2 Cross Street, Belfast, Maine for a renewal Malt and Vinous Restaurant (not Class A) liquor license.
- C.** Request to approve an application by Moonbat LLC d/b/a Marshall Wharf Brewing Company located at 36 Marshall Wharf, Belfast, Maine for a renewal Malt and Vinous Restaurant (not Class A) liquor license.
- D.** Request to approve a application by Delvino LLC d/b/a Delvinos Grill & Pasta House located at 52 Main Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous Class A Restaurant liquor license.
- E.** Request to approve an off-premises catering permit for Bell the Cat for an Auction event on May 15, 2025, from 5:30 p.m. to 9:00 p.m. located at the United Farmers Market, 18 Spring Street, Belfast, Maine.
- F.** Request to approve a Facility Use Request application by the Belfast Area Chamber of Commerce for the annual Passy Pete Winter Prediction event at Heritage Park on Monday, September 1, 2025, from 10:00 a.m. – 11:00 a.m.
- G.** Request to approve a Facility Use Request application by Waterfall Arts for the 9th Annual Chalk Walk at Heritage Park on Sunday, September 24, 2025, from 9:00 a.m. – 5:00 p.m.
- H.** Request to approve a Facility Use Request application by Our Town Belfast for the annual Holiday Tree Lighting at Post Office Square on Saturday, November 29, 2025, from 4:00 p.m. -6:00 p.m.

- I. Request to approve a Facility Use Request application by Our Town Belfast for the annual Menorah Lighting at Post Office Square on Sunday, December 14, 2025, from 4:00 p.m. -6:00 p.m.

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

10) Business

- A) Request to appoint Carol Herwig as the Tree Warden.

City Manager Erin Herbig reviewed the request to appoint Carol Herwig as the Tree Warden and answered Council questions.

Ms. Herwig thanked the Council for this appointment noting that she looks forward working with the City to improve its tree management.

Councilor Mortier, seconded by Councilor Harkness, made a motion to appoint Carol Herwig as the City's Tree Warden for FY25-26. This motion was approved, 5-0.

- B) Request to remove three City Street Trees.

City Manager Erin Herbig and Tree Warden Carol Herwig reviewed the request to remove three City Street Trees; one located at the corner of Court and Miller Streets and two on Green Street and answered Council questions.

Councilor Harkness, seconded by Councilor Dean, made a motion to approve the recommendations made by the Tree Warden to remove the ash tree on Green Street, leaving the sugar maple on Green Street and the pin oak tree on the corner of Court and Miller Streets. This motion was approved, 5-0.

- C) Request from the Cemetery Superintendent to reduce the sale price of the old Doak Road Cemetery fence.

Cemetery Superintendent Leigh Wilcox reviewed the request to reduce the sale price of the old Doak Road Cemetery fence, noted that a request was made to donate four sections of fence at no cost to the VFW that they can place around the memorial on the Footbridge Road and answered Council questions.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to authorize the reduced sale price of the 3x8 sections of the Doak Road Cemetery fence from the original asking price to \$50.00 a section, with no cap on how many sections an individual can purchase, and to donate four sections of fence at no cost to the VFW that they can place around the memorial on the Footbridge Road. This motion was approved, 5-0.

D) Request by Belfast Maine Pickleball for approval of a Facility Use Request for use of the City Park Pickleball Courts for a scramble on Saturday, September 27, 2025, from 8:00 AM-2:00 PM.

Parks and Recreation Director Pam Salokangas reviewed the request Belfast Maine Pickleball for approval of a Facility Use Request for use of the City Park Pickleball Courts for a scramble on Saturday, September 27, 2025, from 8:00 AM-2:00 PM, noting that the food truck would only be providing food for those who are participating in the scramble and not for the public.

Councilor Bitely, seconded by Councilor Harkness, made a motion to approve the Facility Use Request by Belfast Maine Pickleball for use of the City Park Pickleball Courts for a scramble on Saturday, September 27, 2025, from 8:00 AM-2:00 PM and for the Parks and Recreation Director to work with event organizers to ensure that the food truck has the appropriate permits and insurance as part of this event. This motion was approved, 5-0.

E) Request from the Parks and Recreation Director to expend up to \$22,424.85 to purchase and install two maintenance sheds to support daily operations.

Parks and Recreation Director Pam Salokangas reviewed the request to expend up to \$22,424.85 to purchase and install two maintenance sheds to support daily operations and answered Council questions.

City Manager Erin Herbig noted that the sheds will go through the Planning and Code Department.

Councilor Mortier, seconded by Councilor Dean, made a motion to purchase the 13'9" x 36' shed (\$14,487.85) and the 10' x 12' shed (\$4,297.00) from Hill View Mini Barns in Mt. Etna for a total of \$18,784.85 and \$3,640.00 for the gravel pads, for a total project cost of \$22,424.85, with \$3,500 of funding to come from Account #610-537 Parks and Recreation Equipment Capital Reserve and \$18,924.85 to come from Account #720-004 Capital Improvement Project Parks and Recreation.. This motion was approved, 5-0.

F) Request by Our Town Belfast to approve a Facility Use Request for a closure of Cross Street between Main Street and Pendleton Street for a presentation on Friday, September 12, 2025, from 7:00 PM-9:00 PM.

Parks and Recreation Director Pam Salokangas reviewed the request by Our Town Belfast to approve a Facility Use Request for a closure of Cross Street between Main Street and Pendleton Street for a presentation on Friday, September 12, 2025, from 7:00 PM-9:00 PM.

Councilor Harkness, seconded by Councilor Bitely, made a motion to approve the Facility Use Request submitted by Our Town Belfast to close Cross Street between Main Street and Pendleton Street for a presentation on Friday, September 12, 2025, from 7:00 PM-9:00 PM. This motion was approved, 5-0.

G) Request from the Economic Development Director to award the Request for Proposals to TRC Environmental Corporation to serve as the Qualified Environmental Professional for the 2025 USEPA Brownfields Assessment Grant.

Economic Development Director Thomas Kittredge reviewed the request to award the Request for Proposals to TRC Environmental Corporation to serve as the Qualified Environmental Professional for the 2025 USEPA Brownfields Assessment Grant and answered Council questions.

Councilor Dean, seconded by Councilor Harkness, made a motion to approve the Brownfield Selection Committee's recommendation to hire TRC Environmental Corporation as the City of Belfast's Qualified Environmental Professional for its Fiscal Year 2025 USEPA Brownfields Assessment Grant; and authorize the City Manager to enter into a contract with the TRC Environmental Corporation to provide these services and to sign any and all documentation required for the execution of this contract. This motion was approved, 5-0.

H) Request from the Economic Development Director to award the Request for Proposals to TRC Environmental Corporation to serve as the Qualified Environmental Professional for the 2025 USEPA Brownfields Cleanup Grant.

Economic Development Director Thomas Kittredge reviewed the request to award the Request for Proposals to TRC Environmental Corporation to serve as the Qualified Environmental Professional for the 2025 USEPA Brownfields Cleanup Grant.

Councilor Mortier, seconded by Councilor Dean, made a motion to approve the Brownfield Selection Committee's recommendation to hire the TRC Environmental Corporation as the City of

Belfast's Qualified Environmental Professional for its Fiscal Year 2025 USEPA Brownfields Cleanup Grant; and authorize the City Manager to enter into a contract with the TRC Environmental Corporation to provide these services and to sign any and all documentation required for the execution of this contract. This motion was approved, 5-0.

I) Request from the Airport Manager to implement proposed Landing Fee and Fuel Purchase Schedule.

Airport Manager Kenn Ortmann reviewed the proposed Landing Fee and Fuel Purchase Schedule and answered Council questions.

Councilor Mortier recommended reviewing the fee schedule annually as the City does with other departments who have fee schedules.

Councilor Dean, seconded by Councilor Bitely, made a motion to implement the proposed Landing Fee and Fuel Purchase Schedule as presented, effective October 1, 2025. This motion was approved, 5-0.

J) Request to approve the Certificate of Commitment of Sewer User Rate for the period of January 1, 2025, through June 30, 2025.

City Manager Erin Herbig reviewed the request to approve the Certificate of Commitment of Sewer User Rate for the period of January 1, 2025, through June 30, 2025, noting that this process will occur bi-annually.

Councilor Harkness, seconded by Councilor Mortier, made a motion to approve the Certificate of Commitment of Sewer User Rate for the period of January 1, 2025, through June 30, 2025. This motion was approved, 5-0.

K) Request from the Fire Chief to accept a \$200.00 donation from First National Bank.

City Manager Erin Herbig briefly reviewed the request from the Fire Chief to accept a \$200.00 donation from First National Bank.

Councilor Bonneville, seconded by Councilor Dean, made a motion to accept the funds of \$200.00 and to place the donation into the Jaws of Life Account #1-2100-00. This motion was approved, 5-0.

L) Request from the Fire Chief to accept a \$1,000.00 donation from Reny's Charitable Foundation.

City Manager Erin Herbig briefly reviewed the request from the Fire Chief to accept a \$1,000.00 donation from Reny's Charitable Foundation.

Councilor Bonneville, seconded by Councilor Dean, made a motion to accept the funds of \$1,000.00 and to place the donation into the Jaws of Life Account #1-2100-00. This motion was approved, 5-0.

M) Signing of Council Orders and housekeeping items.

Council Order #6 Signed by Councilor Bonneville Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$8,795.00 to purchase a 2026 Currahee 8x22 Deckover Equipment Trailer from Maine Trailer. Funding is to come from the Parks and Recreation FY25-26 Capital Improvement Trailer Account #720-020. (Approved August 5, 2025)

Council Order #7 Signed by Councilor Mortier Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$22,424.85 to purchase and install two maintenance sheds to support daily operations of the Parks and Recreation Department, 13'9" x 36' shed (\$14,487.85) and a 10' x 12' shed (\$4,297.00) from Hill View Mini Barns in Mt. Etna for a total of \$18,784.85 and \$3,640.00 for the gravel pads. Funding is to come from the following: \$3,500 from Account #610-537 Parks and Recreation Equipment Capital Reserve and \$18,924.85 to come from Account #720-004 Capital Improvement Project Parks and Recreation. (Approved September 2, 2025)

Council Order #8 Signed by Councilor Bonneville Ordered That:

The City Manager and the City Treasurer are authorized to accept a \$200.00 donation from First National Bank. Funding is to be placed into the Jaws of Life Account #1-2100-00. (Approved September 2, 2025)

Council Order #9 Signed by Councilor Bonneville Ordered That:

The City Manager and the City Treasurer are authorized to accept a \$1,000.00 donation from Reny's Charitable Foundation. Funding is to be placed into the Jaws of Life Account #1-2100-00. (Approved September 2, 2025)

11) Open to the Public

No public comments.

12) Communications

Councilor Harkness thanked City of Belfast EMS staff, noting EMS appreciation week.

Mayor Sanders discussed concerns brought forward by residents of Bridge Street.

City Manager Erin Herbig noted that staff will work to come up with low-cost solutions and long-term planning regarding Bridge Street residents' concerns for Council to consider at the first meeting in October.

13) Adjourn

Councilor Harkness, seconded by Councilor Dean, made a motion to adjourn at 8:13 p.m. This motion was approved, 5-0.

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

ATTEST



AMANDA CUSHMAN, BELFAST MAINE