

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 16, 2025**

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

Councilor Mortier, seconded by Councilor Bitely, made a motion to go into Executive Session on a Real Estate Matter pursuant to 1 M.R.S.A. 405 (6) C at 5:55 p.m. This motion was approved, 4-0 (Councilor Harkness was absent during the vote).

Councilor Bitely, seconded by Councilor Mortier, made a motion to adjourn the Executive Session on a Real Estate Matter pursuant to 1 M.R.S.A. 405 (6) C at 6:34 p.m. This motion was approved, 4-0 (Councilor Harkness was absent during the vote).

6:30 p.m. Committee Interviews

7:00 p.m. Regular Council Meeting

Regular Council Meeting No. 5

1) Call to order

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

Absent: Mayor Eric Sanders.

3) Pledge of Allegiance

4) Adoption of the agenda

City Manager Erin Herbig noted the following proposed amendments to the agenda:

- Add item **9.F #1** Request to approve a parade application by Belfast Area High School Athletics for Friday, September 26, 2025, beginning at 2:15 p.m. starting at Belfast Area High School and ending at John Street.
- Remove item **10) G** Request from the Deputy Economic Development Director to submit Technical Assistance Request to the Center for Community Progress to support the development of a City of Belfast Land Bank. Explaining that after demonstrating the City’s desire to create a land bank and our

local capacity, the director invited the City to participate as a pilot community in their strategic planning process. Using their state Redevelopment Land Bank funds, the pilot program will work with local municipalities to evaluate and make recommendations on how to establish a local land bank. The Pilot is intended to be a model to be used throughout the state to establish local land banks. The program details are to be finalized on September 30th with their technical assistance providers, and they will provide a more detailed scope of work and deliverables. There is no match required to participate. The Pilot program will begin this fall.

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

5) Acceptance of the minutes

Regular Council Meeting of September 2, 2025.

Councilor Harkness, seconded by Councilor Dean, made a motion to accept the minutes from the Regular Council Meeting of September 2, 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. Allison Harrell of Indivisible Waldo County discussed their recent Labor Day event and their request on tonight's agenda item **10) H**.
2. Mary Bogan of Congress Street addressed items **10) A** and **10) B**.
3. Scot Cannon of Congress Street addressed item **10) A**.
4. Eric Harvey of Congress Street addressed item **10) A**.
5. Sonja Salvatore of Morrill, who also owns property on Congress Street addressed item **10) A**.
6. John Elger of Belfast inquired about two properties on High Street that appeared to be in rough shape.
7. Zafra Whitcomb of Congress Street addressed item **10) A**.
8. Emily of Belfast discussed the request for item **10) H** and hope to increase safety in this proposed location.
9. Betsey Feeley of Congress Street addressed item **10) A**.

B. Organization and Department Reports

City Manager Erin Herbig reminded the public that City Facilities will close at 2PM on Thursday, September 18th for the Annual City of Belfast Employee Celebration and thanked the public for their understanding so that staff can come together to celebrate all they have accomplished in the last year.

Director of Code and Planning Bub Fournier reviewed the process of Contract Rezoning when there is a transfer of property ownership.

7) Communications

Councilor Dean noted that he resigned as the Council representative from the Chamber of Commerce Board and discussed the importance of addressing smoking and sidewalk construction at the start of new developments.

8) Old Business and City Committee Reports

- Ava Kelley reviewed the Committee openings noting that one of the candidates was unable to make it tonight but would still like to be considered. Councilors decided to hold on making any appointments to allow for the final interview for the Parks, Trails and Recreation Committee to take place at the October 7th Council Meeting.

9) Permits, Petitions and Licenses - Consent Agenda

- A. Request to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar and Grill for the Our Town Belfast 15th Anniversary event on Wednesday, September 10, 2025, from 4:00 p.m. to 10:00 p.m. located at the Belfast Boathouse, 34 Commercial Street, Belfast, Maine.
- B. Request to approve a application by Crusty Crab, LLC d/b/a Front Street Pub located at 37B Front Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous Class A Restaurant/Lounge liquor license.
- C. Request to approve an application by Chase's Daily, LLC d/b/a Chase's Daily located at 96 Main Street, Belfast, Maine for a renewal Malt and Vinous Restaurant (not Class A) liquor license.
- D. Request to approve a Farmers Market Authorization liquor license sales application by Christy Hemenway d/b/a Gold Star Honeybees, LLC operating at The United Farmers Market of Maine, 18 Spring Street, Belfast, Maine.

- E. Request to approve an application for a BYOB permit for a USWCA/ Belfast Curling Club Fall Meeting located at the Fireside Inn, 159 Searsport Ave., Belfast, Maine on September 12 and 13, 2025, from 5:00 p.m. to 11:00 p.m.
- F. Request to approve a Facility Use Request application by Our Town Belfast for the annual Belfast Ice Festival throughout downtown on Friday, February 27, 2025, to Sunday, March 1, 2025.
- F. #1 Request to approve a parade application by Belfast Area High School Athletics for Friday, September 26, 2025, beginning at 2:15 p.m. starting at Belfast Area High School and ending at John Street.

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

10) Business

A) Council discussion regarding Congress Street Commons.

Councilor Bonneville reviewed the concerns that had been brought forward by citizens to her.

Council discussed Congress Street Commons with the Police Chief and Amanda Bartlett of Developers Collaborative and how they are working with residents of Congress Street Commons regarding promoting safety in this area.

City Manager Erin Herbig and Director of Code and Planning Bub Fournier discussed the geographical restraints of the area.

B) Request from the Economic Development Director to obtain a Notice to Proceed from the Northern Border Regional Commission for a Congress Street Infrastructure Improvement Project.

Economic Development Director Thomas Kittredge reviewed the request to obtain a Notice to Proceed from the Northern Border Regional Commission for a Congress Street Infrastructure Improvement Project and answered Council questions.

City Manager Erin Herbig reviewed the process, noting that no design work has been done, and inquired if the Council would be available to hold a Listening Session with residents of the area regarding this proposed project on Tuesday, September 30th at 6PM in Council Chambers. Councilors unanimously agreed to hold a Listening Session on September 30th.

Councilor Mortier, seconded by Councilor Harkness, made a motion to commit matching funds in the amount of \$10,000, to be allocated from the 115 Congress Street Affordable Housing Development and Tax Increment Financing District; generate and submit a letter of commitment documenting this \$10,000 in matching funds; complete and submit Northern Border Regional Commission Form 1002 (documentation of committed match/cost share); execute a contract with Eastern Maine Development Corporation for grant administration assistance services, for an amount not to exceed \$20,000; and authorize the City Manager to sign any and all documentation or paperwork required for the obtaining of a Notice to Proceed from the Northern Border Regional Commission. This motion was approved, 5-0.

C) Request from St. Margaret’s Episcopal Church for temporary handicap accessible parking.

Director of Code and Planning reviewed the request from St. Margaret’s Episcopal Church for temporary handicap accessible parking and answered Council questions.

Councilor Mortier, seconded by Councilor Harkness, made a motion to approve the drafted parking agreement, authorize the City Manager to sign the agreement on behalf of the City, and authorize the Public Works Department to pave the area to further accommodate accessible infrastructure on Elm Street. This motion was approved, 5-0.

D) Presentation on the 2025-2026 General Assistance Ordinance and State Derived Maximum Benefits for General Assistance Requests.

General Assistance Administrator Kristi Osgood gave a presentation on the 2025-2026 General Assistance Ordinance and State Derived Maximum Benefits for General Assistance Requests.

E) First Reading on the 2025-2026 General Assistance Ordinance and State Derived Maximum Benefits for General Assistance Requests.

General Assistance Administrator Kristi Osgood answered Council questions regarding the proposed 2025-2026 General Assistance Ordinance and State Derived Maximum Benefits for General Assistance Requests.

Councilor Harkness, seconded by Councilor Dean, made a motion to approve the First Reading and to direct staff to schedule the Public Hearing and Second Reading at the October 7th Council Meeting. This motion was approved, 5-0.

F) Request from the Media Manager to authorize an expenditure of \$46,105.10 to update audio/visual equipment in Council Chambers.

Media Manager Shannon Brown and Charley Paige from Telvue reviewed the proposal to update audio/visual equipment in Council Chambers and answered Council questions.

Councilor Harkness, seconded by Councilor Dean, made a motion to authorize up to \$46,105.10 to complete phase one of the media equipment update by TelVue with funding from Account #720-010 Record/Audio/Stream/Broadcast Capital Improvement. This motion was approved, 5-0.

G) Request from the Deputy Economic Development Director to submit Technical Assistance Request to the Center for Community Progress to support the development of a City of Belfast Land Bank.

Item removed from the agenda.

H) Request by Indivisible Waldo County for approval of a Facility Use Request for use of Steamboat Landing Park for an event on Saturday, October 18, 2025, from 2:00PM to 5:00PM.

No Council discussion.

Councilor Harkness, seconded by Councilor Bitely, made a motion to approve the Facility Use Request by Indivisible Waldo County for use of Steamboat Landing Park on Saturday, October 18, 2025, from 2:00 PM-5:00 PM. This motion was approved, 5-0.

I) Request from the Parks and Recreation Director to apply for a National Recreation and Park Association (NRPA) Recycling Grant.

City Manager Erin Herbig reviewed the request from the Parks and Recreation Director to apply for a National Recreation and Park Association (NRPA) Recycling Grant.

Councilor Mortier, seconded by Councilor Harkness, made a motion to authorize City staff to apply for an NRPA Recycling Grant. This motion was approved, 5-0.

J) Request to remove five City Street Trees.

Councilors discussed the five trees and the recommendations made by the City Tree Warden.

1. Green Street (two trees)
2. Corner of Cedar Street and Penobscot Terrace
3. Corner of Cedar Street and Durham St.
4. Church Street at the entrance of Beaver Street Parking Lot

Councilor Mortier, seconded by Councilor Dean, made a motion to accept the recommendations by the Tree Warden and to remove all five trees. This motion was approved, 5-0.

I) Signing of Council Orders and housekeeping items.

Council Order #10 Signed by Councilor Harkness Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$46,105.10 to complete phase one of the media equipment update by TelVue. Funding is to come from Account #720-010 Record/Audio/Stream/Broadcast Capital Improvement. (Approved September 16, 2025)

11) Open to the Public

No public comments.

12) Communications

Councilor Bitely thanked those who spoke during open to the public.

Councilor Bonneville thanked the Council for the opportunity to run the meeting in Mayor Sanders' absence.

13) Adjourn

Councilor Bitely, seconded by Councilor Mortier, made a motion to adjourn at 9:42 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

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

AMANDA CUSHMAN, BELFAST MAINE