

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, October 7, 2025**

6:45 p.m. Committee Interview

7:00 p.m. Regular Council Meeting

Regular Council Meeting No. 6

Public Hearing #1

Pursuant to Belfast Victualer License ordinance a public hearing will be held on October 7th, 2025, at 7:00 p.m. or as soon as possible thereafter in the Council Chambers at Belfast City Hall on the following applications for a Victualer License renewal, due to expire May 31, 2026.

Bell the Cat Inc.

d/b/a Bell the Cat

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 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 September 16, 2025.

Councilor Dean, seconded by Councilor Harkness, made a motion to accept the minutes from the Regular Council Meeting of September 16, 2025. This motion was approved, 5-0.

6) A. Open to the public

City Manager Erin Herbig noted that Council received six emails from Edward Lynch, three from David Hurley, Chris Hurley, and Shannon Shimmer 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. Russell Werkman, Waldo County YMCA CEO, provided an organizational update and thanked the City Council for their support.
2. Susan Dupler, Public Health Nurse, informed the public of the upcoming flu clinics at the Belfast Boathouse and noted her retirement on October 31st.
3. Kathy Muzzy, Midcoast Maine Homeless Coalition, thanked the City for their partnership and support through the process of opening a transitional housing facility on Mill Lane, noting that a formal open house will be in the works shortly.

B. Organization and Department Reports

- Current Poet Laureate Maya Stein provided an update on the Poetry Festival and presented Audrey Gidman as the new Poet Laureate effective January 2026.

Councilor Bitely, seconded by Councilor Mortier, made a motion to confirm of Audrey Gidman as the new Poet Laureate, effective January 2026. This motion was approved, 5-0.

7) Communications

The Mayor, City Councilors and the City Manager discussed misinformation shared on Facebook regarding a proposal to install a wheelchair accessible swing on City property, noting that it has yet to be formally discussed and directed staff and the Parks and Recreation Committee to work with the organizer to develop a proposal to bring to Council for formal consideration.

Councilor Dean discussed a letter he received from concerned citizens on Robbins Road regarding speeding and safety concerns. Chief of Police Bobby Cormier and City Manager Erin Herbig responded to concerns, noting that they would bring back more information regarding speed data to the Council at a future date.

8) Old Business and City Committee Reports

- Consideration of appointments to the Parks, Trails, & Recreation Committee

A) Request from the City Clerk for approval of the November 4, 2025, Election Warrant: Regional School Unit #71 Referendum, State Referendum and Municipal Ballot.

Deputy City Clerk Andrew Legacy reviewed information and answered Council questions regarding the upcoming Election.

Councilor Bitely, seconded by Councilor Harkness, made a motion to approve the November 4, 2025, Election Warrant: Regional School Unit #71 Referendum, State Referendum and Municipal Local Ballot. This motion was approved, 5-0.

B) Update regarding Bridge Street residents' concerns for speeding and loitering on Bridge Street, Pierce Street, and Front Street.

City Manager Erin Herbig presented an update regarding Bridge Street residents' concerns for speeding and loitering on Bridge Street, Pierce Street, and Front Street.

City Councilors thanked City staff for their work to address the concerns.

C) Update regarding Congress Street citizen concerns for safety in front of 115 Congress Street.

City Manager Erin Herbig and Amanda Bartlett of Developers Collaborative presented an update regarding Congress Street citizen concerns for safety in front of 115 Congress Street and answered Council questions.

City Councilors thanked City staff and Developers Collaborative for their work to address the concerns.

D) Discussion regarding the installation of a stop sign at the intersection of Grove Street and Congress Street.

City Manager Erin Herbig, Planning and Codes Director Bub Fournier, and Chief of Police Bobby Cormier discussed with the City Council the possibility of installing a stop sign at the intersection of Grove Street and Congress Street.

City Council discussed needing more information and time before deciding if next steps are warranted.

E) Request for authorization of the Curbside Belfast Winter 2025-2026 Program.

Planning and Codes Director Bub Fournier reviewed the proposed Curbside Belfast Winter 2025-2026 Program and answered Council questions.

Councilor Mortier, seconded by Councilor Harkness, made a motion to direct staff to generate appropriate permitting documents to facilitate the 2025-2026 Winter Curbside program and set a fee of \$450.00 for the six-month winter season. This motion was approved, 5-0.

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

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

G) Public Hearing on the 2025-2026 General Assistance Ordinance and State Derived Maximum Benefits for General Assistance Requests.

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

H) Second Reading of the 2025-2026 General Assistance Ordinance and State Derived Maximum Benefits for General Assistance Requests.

City Council thanked the GA Administrator for her work.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to approve the Second Reading as presented and adopt the recommended new maximum limits of assistance and updated Ordinance and Appendices as presented. This motion was approved, 5-0.

I) Request from the Public Works Director for authorization to expend \$60,362.00 to purchase a 2021 International CV Service Truck.

Public Works Director Kip Faulkner, City Mechanic Ben Clark and City Manager Erin Herbig reviewed the request for authorization to expend \$60,362.00 to purchase a 2021 International CV Service Truck and answered Council questions.

Councilor Bonneville, seconded by Councilor Dean, made a motion to expend up to \$60,362.00 for a 2021 International CV Service Truck with funding allocated from the Public Works Equipment Reserve Account. This motion was approved, 5-0.

J) Request from the Public Works Director to accept and award the bid for the sale of a 2013 Chevy 3500 Surplus Equipment.

Public Works Director Kip Faulkner reviewed the request to accept and award the bid for the sale of a 2013 Chevy 3500 Surplus Equipment.

Councilor Dean, seconded by Councilor Harkness, made a motion to accept the bid as presented and award the sale to Brad Pinkerton of Belfast, for \$1,700.00 with funding to be deposited into account #110-3544, Used City Equipment Sales. This motion was approved, 5-0.

K) Request from the Public Works Director for authorization to expend \$55,424.85 to purchase a Bobcat L28 Loader with a snow blower.

Public Works Director Kip Faulkner reviewed the request to expend \$55,424.85 to purchase a Bobcat L28 Loader with a snow blower, noting that the price was coming in a little lower than expected and answered Council questions.

Councilor Mortier, seconded by Councilor Harkness, made a motion to expend up to \$55,424.85 for a Bobcat L28 Loader with funding allocated from the Public Works Department Purchase of Equipment Account #410-535. This motion was approved, 5-0.

L) Request from the Public Works Director for authorization to expend \$7,327.00 to purchase a Wacker Neuson Compactor.

Public Works Director Kip Faulkner reviewed the request to expend \$7,327.00 to purchase a Wacker Neuson Compactor and answered Council questions.

Councilor Bonneville, seconded by Councilor Dean, made a motion to expend up to \$7,327.00 for a Wacker Neuson Compactor with funding allocated from the Public Works Department Purchase of Equipment Account #410-535. This motion was approved, 5-0.

M) Request from the Wastewater Superintendent for authorization to expend \$36,754.06 for an on-site generator at the Penobscot Shores Pump Station.

Wastewater Superintendent Travis Jones reviewed the request to expend \$36,754.06 for an on-site generator at the Penobscot Shores Pump Station and answered Council questions.

Councilor Bonneville, seconded by Councilor Dean, made a motion to expend up to \$36,754.06 for an on-site generator from Electric Power Systems to be allocated from the Wastewater Department's Sewer Equipment Reserve. This motion was approved, 5-0.

N) Request from the Fire Chief for authorization to expend up to \$40,000 for repair of the 2003 American LaFrance Tower 3 Apparatus.

Fire Chief Patrick Richards reviewed the request to expend up to \$40,000 for repair of the 2003 American LaFrance Tower 3 Apparatus and answered Council questions.

Councilor Mortier, seconded by Councilor Harkness, made a motion to expend up to \$40,000.00 for repair of the 2003 American LaFrance Tower 3 Apparatus from the Fire Department's Equipment Capital Reserve account #720-002. This motion was approved, 5-0.

O) Request from the Economic Development Director to accept an awarded Assistance to Firefighters Grant and to initiate a procurement process.

Economic Development Director Thomas Kittredge and Fire Chief Patrick Richards reviewed the request to accept an awarded Assistance to Firefighters Grant and to initiate a procurement process.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to formally accept the awarded Assistance to Firefighters Grant; and authorize the issuance of a request for bids, or initiate another suitably sufficient procurement process, for the items that comprise the grant's scope of work, and authorize matching funds of \$4,042.93 from the Ambulance Equipment Capital Reserve. This motion was approved, 5-0.

P) Request from the Parks and Recreation Director to expend up to \$8,000.00 to complete phase two of the City Park Tree Care Program.

Parks and Recreation Director Pamela Salokangas reviewed the request for \$8,000.00 to complete phase two of the City Park Tree Care Program.

Councilor Bitely, seconded by Councilor Dea, made a motion to expend up to \$8,000 to complete phase two of the City Park Tree Care Program from the Capital Improvement Budget Account #720-017. This motion was approved, 5-0.

Q) Request from the Parks and Recreation Director to expend \$2,759.93 on replacement tables and racks for the Belfast Boathouse.

Parks and Recreation Director Pamela Salokangas to expend \$2,759.93 on replacement tables and racks for the Belfast Boathouse and answered Council questions.

Councilor Dean, seconded by Councilor Mortier, made a motion to expend up to \$2,759.93 for final table replacements and racks for the Belfast Boathouse from account #190-520 Boathouse Building Maintenance Repairs. This motion was approved, 5-0.

R) Authorization of a lease agreement between the City of Belfast and French and Webb Inc.

City Manager Erin Herbig reviewed the request for authorization of a lease agreement between the City of Belfast and French and Webb Inc.

Councilor Mortier, seconded by Councilor Bitely, made a motion to authorize the lease agreement between the City of Belfast and French and Webb Inc. and to authorize the City Manager to execute documents associated with the lease. This motion was approved, 5-0.

S) Request to remove seven City Street Trees.

City Manager Erin Herbig reviewed the following tree removal requests and recommendations by the City Tree Warden:

1. Race Street at Ocean Street (four trees)
2. Corner of Commercial Street and Front Street
3. Corner of Charles Street and Pearl Street
4. Waldo Avenue at John Street

Councilor Mortier, seconded by Councilor Bonneville, made a motion to authorize the removal of four trees on Race Street at Ocean Street and one tree on Commercial Street and Front Street, in addition to pruning, not the removal, of the tree on the Corner of Charles Street and Pearl Street, as well as the tree at Waldo Avenue at John Street. This motion was approved, 5-0.

T) Signing of Council Orders and housekeeping items.

Council Order #11 Signed by Councilor Bonneville Ordered That:

**Amendments to the MMA Model General Assistance Ordinance
October 1, 2025 - September 30, 2026**

First Reading: September 16, 2025

Second Reading: October 7, 2025

Our existing General Assistance Ordinance that was written by Maine Municipal Association more than 17 years ago and amended over time based upon changes in State law is replaced with a newly updated Ordinance drafted as a Statewide Model by the Maine Municipal Association. The new model fully complies with all State and Federal regulations.

The Council has also adopted the overall maximum for housing that the State has set for the City of Belfast to allow the General Assistance Administrator more flexibility in assisting her clients.

Attached is a copy of the adopted General Assistance Ordinances.

(Approved October 7, 2025)

Council Order #12 Signed by Councilor Bonneville Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$60,362.00 for a 2021 International CV Service Truck for the Public Works Department. Funding is to come from the Public Works Equipment Reserve Account. (Approved October 7, 2025)

Council Order #13 Signed by Councilor Dean Ordered That:

The City Manager and the City Treasurer are authorized to accept \$1,700.00 for the sale of the Public Works 2013 Chevy 3500 Surplus Equipment to Brad Pinkerton of Belfast. Funding is to be deposited into account #110-3544, Used City Equipment Sales. (Approved October 7, 2025)

Council Order #14 Signed by Councilor Mortier Ordered That:The City Manager and the City Treasurer are authorized to expend up to \$55,424.85 to purchase a Bobcat L28 Loader with a snow blower for the Public Works Department. Funding is to come from the Public Works Department Purchase of Equipment Account #410-535. (Approved October 7, 2025)

Council Order #15 Signed by Councilor Bonneville Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$7,327.00 to purchase a Wacker Neuson Compactor for the Public Works Department. Funding is to come from the Public Works Department Purchase of Equipment Account #410-535. (Approved October 7, 2025)

Council Order #16 Signed by Councilor Bonneville Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$36,754.06 for an on-site generator at the Penobscot Shores Pump Station, for the Wastewater Department. Funding is to come from the Wastewater Department's Sewer Equipment Reserve. (Approved October 7, 2025)

Council Order #17 Signed by Councilor Mortier Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$40,000 for repair of the 2003 American LaFrance Tower 3 Apparatus for the Fire and Ambulance Department. Funding is to come from the Fire Department's Equipment Capital Reserve Account #720-002. (Approved October 7, 2025)

Council Order #18 Signed by Councilor Bonneville Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$4,042.93 as matching funds for the Assistance to Firefighters Grant. Funding is to come from the Ambulance Department's Equipment Capital Reserve Account. (Approved October 7, 2025)

Council Order #19 Signed by Councilor Bitely Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$8,000.00 to complete phase two of the City Park Tree Care Program. Funding is to come from the Parks and Recreation Capital Improvement Budget Account #720-017. (Approved October 7, 2025)

Council Order #20 Signed by Councilor Dean Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$2,759.93 on replacement tables and racks for the Belfast Boathouse. Funding is to come from the Parks and Recreation Boathouse Building Maintenance Repairs Account #190-520. (Approved October 7, 2025)

11) Open to the Public

No public comments.

12) Communications

- City Manager Erin Herbig noted that the first Council Meeting in November lands on Election Day and inquired if the Council would like to hold the meeting on the Monday before or Wednesday following instead. Council unanimously agreed to move the first meeting in

November, Tuesday, November 4th to Wednesday following the Election, Wednesday, November 5th.

13) Adjourn

Councilor Mortier, seconded by Councilor Dean, made a motion to adjourn at 9:02 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', is written over a horizontal line.

AMANDA CUSHMAN, BELFAST MAINE