

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 21, 2025**

6:00 p.m. Council Work Session with Tree Working Group (Twig)

6:30 p.m. Council Work Session with the Airport Advisory Committee

7:00 p.m. Regular Council Meeting

Regular Council Meeting No. 7

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

5) Acceptance of the minutes

Regular Council Meeting of October 7, 2025.

Councilor Dean, seconded by Councilor Bitely, made a motion to accept the minutes from the Regular Council Meeting of October 7, 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. Deb Derecktor, Belfast, thanked the City for her mother's memorial bench.
2. Willow Cortazeklin, Swanville, discussed possible impact of SNAP benefits being unavailable in November.
3. Amanda Cunningham, Executive Director of Our Town Belfast, provided an update on the Broke Neck Santa Fundraiser.
4. Adam Blodgett, Belfast, introduced himself to the public as a candidate for Belfast Mayor.

B. Organization and Department Reports

- Presentation by Melissa Torres regarding NorthStar 4-H Youth Mentoring at Troy Howard Middle School.

7) Communications

Councilors discussed citizen concerns regarding SNAP benefits and inquired about how the City could help.

City Manager Erin Herbig noted that staff were keeping an eye on the situation, recommended that people who are looking for ways to help can donate to the Belfast Soup Kitchen and local food pantries, and that if the Federal Government shutdown continues staff will bring back a proposal for Council to consider at the November 5th Council Meeting.

Councilors reminded the public of the upcoming Election on November 4th.

8) Old Business and City Committee Reports

No comments.

9) Permits, Petitions and Licenses - Consent Agenda

A. Request to approve an application by Must Be Nice Lobster LLC d/b/a Must Be Nice Lobster located at 30 Main Street, Belfast, Maine for a new Malt, Spirituous and Vinous Class A Restaurant/Lounge liquor license.

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

10) Business

A) Request to appoint David Russell of Searsport as the new Truck Driver/Laborer for the Public Works Department.

Public Works Foreman Steven Warman and City Manager Erin Herbig introduced Mr. Russell as the new Truck Driver/Laborer for the Public Works Department.

The Mayor and City Councilors welcomed Mr. Russell to the City of Belfast.

Councilor Dean, seconded by Councilor Harkness, made a motion to appoint David Russell of Searsport as the new Truck Driver/Laborer for the Public Works Department. This motion was approved, 5-0.

B) Request to secure the services of an appraiser to establish a fair market value of property located on the south side of Little River Drive.

Airport Manager Kenn Ortmann, Deputy Economic Development Director Joellyn Warren, and City Manager Erin Herbig reviewed the request to secure the services of an appraiser to establish a fair market value of property located on the south side of Little River Drive and answered Council questions.

Councilor Mortier, seconded by Councilor Harkness, made a motion to accept and award the bid to O'Connell Valuation Services, Inc. for a total of \$15,000 to establish a fair market value for the property located on the south side of Little River Drive; authorize \$2,500 from Account # 640-595 Airport Runway Capital Reserve and \$2,500 from Account # 640-711 Airport Maintenance Capital Reserve for Lot E Cell Tower; authorize \$10,000 for Lot B Little River Drive and Lot C Transfer Station from Account #680-604 City Engineering; and authorize the City Manager to sign any necessary documents. This motion was approved, 5-0.

C) Request to approve the City Financial System Proposal.

Assessor Steven Weed, Interim Finance Director Sue Lessard and City Manager Erin Herbig reviewed the request to approve the City Financial System Proposal and answered Council questions.

Councilor Bonneville, seconded by Councilor Dean, made a motion to upgrade software systems for the Finance, Clerk, Assessing, and Planning and Codes Departments totaling \$139,130.00 with funding allocated from the FY23-24 Revaluation Account #720-919 and to authorize the City Manager to sign any necessary documents related to the system upgrade. This account has a current balance of \$238,191.04. This motion was approved, 5-0.

D) Discussion and Consideration of updating Transfer Station Fees.

Transfer Station Manager Anne Saggese and City Manager Erin Herbig reviewed the proposed updated Transfer Station Fees and answered Council questions.

Councilor Harkness, seconded by Councilor Mortier, made a motion to approve Transfer Station fee increases, effective January 1, 2026, as presented. This motion was approved, 5-0.

E) Request from the Parks and Recreation Director to expend up to \$12,432.00 to complete electrical upgrades at two City Parks.

Parks and Recreation Director Pam Salokangas reviewed the request to expend up to \$12,432.00 to complete electrical upgrades at two City Parks and answered Council questions.

Councilor Bitely, seconded by Councilor Mortier, made a motion to expend up to \$12,432.00 to complete electrical upgrades at two City Parks with funding from the FY25-26 Parks and Recreation Capital Improvement Project Account #720-018. This motion was approved, 4-0 (Councilor Harkness stepped out of the room).

F) Request from an E-911 Addressing Officer to approve a proposed private road name.

City Manager Erin Herbig briefly reviewed the request from an E-911 Addressing Officer to approve a proposed private road name.

Councilors discussed the proposed name and pronunciation.

Councilor Harkness, seconded by Councilor Bonneville, made a motion to approve naming of the private road located after 171 Back Searsport Rd., beginning on Map 007 Lot 009-I and ending on Map 007 Lot 009-L, Eilidh Lane. This motion was approved, 4-1 (Councilor Dean opposed).

G) Request to remove two City Street Trees.

Councilors briefly discussed the tree risk assessments of the two trees located at 7 Commercial Street and 35 Cedar Street.

Councilor Harkness, seconded by Councilor Bonneville, made a motion to authorize the removal of the tree located at 7 Commercial Street, and pruning of the tree located at 35 Cedar Street as recommended by the City Tree Warden. This motion was approved, 5-0.

H) Signing of Council Orders and housekeeping items.**Council Order #21 Signed by Councilor Mortier Ordered That:**

The City Manager and the City Treasurer are authorized to expend up to \$15,000 to hire O'Connell Valuation Services, Inc. to establish fair market value for the property located on the south side of Little River Drive. Funding is to be allocated from the following accounts: \$2,500 from Account # 640-595 Airport Runway Capital Reserve and \$2,500 from Account # 640-711 Airport Maintenance Capital Reserve for Lot E Cell Tower; and \$10,000 for Lot B Little River Drive and Lot C Transfer Station from Account #680-604 City Engineering. (Approved October 21, 2025)

Council Order #22 Signed by Councilor Bonneville Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$139,130.00 to upgrade software systems for the Finance, Clerk, Assessing, and Planning and Codes Departments. Funding is to be allocated from the FY23-24 Revaluation Account #720-919. (Approved October 21, 2025)

Council Order #23 Signed by Councilor Bitely Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$12,432.00 to complete electrical upgrades at two City Parks (Belfast City Park Tennis and Pickleball/Basketball Court Lights and new electrical service for a new storage shed at Walsh Field Recreation Area). Funding is to be allocated from the FY25-26 Parks and Recreation Capital Improvement Project Account #720-018. (Approved October 21, 2025)

11) Open to the Public

1. Deb Derecktor, Belfast, inquired and suggested that the City use solar panel lights at City Park.

12) Communications

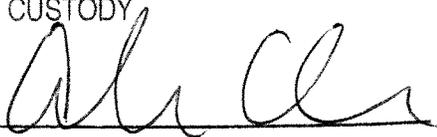
Councilor Harkness responded to public comments regarding solar lights.

13) Adjourn

Councilor Bonneville, seconded by Councilor Dean, made a motion to adjourn at 8:41 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