

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
Thursday, December 4, 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 Harkness, seconded by Councilor Dean, made a motion to go into Executive Session on a Personnel Matter pursuant to 1 M.R.S.A. 405 (6) A at 6:02 p.m. This motion was approved, 5-0.

Councilor Dean, seconded by Councilor Harkness, 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.

6:15 p.m. Council Work Session with the Library Board of Trustees.

7:00 p.m. Regular Council Meeting

Regular Council Meeting No. 10

1) Call to order

2) Present: Mayor Eric Sanders, Councilors Mary Mortier, Neal Harkness, Dan Miller, 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 Dean, made a motion to adopt the agenda. This motion was approved, 5-0.

5) Acceptance of the minutes

Regular Council Meeting of November 18, 2025.

Councilor Dean, seconded by Councilor Miller, made a motion to accept the minutes from the Regular Council Meeting of November 18, 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.

No public comments.

B. Organization and Department Reports

City Manager Erin Herbig noted that they would be conducting interviews for a new Library Director and Parks and Recreation Director in January and inquired if any Councilors would like to serve on the Hiring Committees.

Councilor Mortier and Dean offered to serve on the Parks and Recreation Director Hiring Committee and Councilor Harkness and Bitely offered to serve on the Library Director Hiring Committee.

7) Communications

Councilor Harkness noted that he would not be in attendance for the December 16th Council Meeting due to personal reasons and wished everyone a Happy Holidays.

Councilor Dean reminded the public of the Early Bird sale this Saturday noting it's a great opportunity to shop locally and get Christmas shopping done.

Councilor Bitely thanked the Public Works Department for their work tackling this week's first snowstorm of the season.

Mayor Sanders thanked all who made last weekend's Annual Tree Lighting special and thanked Front Street Shipyard for being a wonderful partner with the City.

8) Old Business and City Committee Reports

No comments.

9) Permits, Petitions and Licenses - Consent Agenda

No consent Agenda Items.

10) Business

A) Request from the Police Chief to confirm Jennifer Hatch of Belfast as the new Deputy Police Chief for the City of Belfast.

Police Chief Bobby Cormier and City Manager Erin Herbig reviewed the request to confirm Jennifer Hatch of Belfast as the new Deputy Police Chief for the City of Belfast.

City Clerk Angie Crosby conducted the swearing in ceremony.

Councilor Dean, seconded by Councilor Miller, made a motion to confirm Jennifer Hatch as Deputy Police Chief for the City of Belfast. This motion was approved, 5-0.

B) Presentation on a Contract Rezoning Agreement Amendment #9 at properties located at 101, 65, and 45 Front Street, Map 11 Lots 136, 136-A, 136-B and 132.

Planning and Codes Director Bub Fournier gave a presentation on a Contract Rezoning Agreement Amendment #9 at properties located at 101, 65, and 45 Front Street, Map 11 Lots 136, 136-A, 136-B and 132.

C) First Reading on a Contract Rezoning Agreement Amendment #9 at properties located at 101, 65, and 45 Front Street, Map 11 Lots 136, 136-A, 136-B and 132.

Planning and Codes Director Bub Fournier, Amanda Lemieux from Safe Harbor Marinas, and JB Turner of Front Street Shipyards answered Council questions.

Councilor Mortier, seconded by Councilor Dean, made a motion to approve the First Reading of the proposed Amendment #9 to the Contract Rezoning Agreement as discussed and to direct staff to schedule a Public Hearing and Second Reading on December 16, 2025. This motion was approved, 5-0.

D) Request from Maine Department of Transportation to enter into a Memorandum of Agreement to Amend the Urban Compact Area.

City Manager Erin Herbig reviewed the request from Maine Department of Transportation to enter into a Memorandum of Agreement to Amend the Urban Compact Area and answered Council questions.

Councilor Dean, seconded by Councilor Bitely, made a motion to direct the City Manager to sign the Memorandum of Agreement between the City of Belfast and MDOT to amend the Urban Compact Area in the City of Belfast. This motion was approved, 5-0.

E) Presentation regarding a proposed Amendment to the existing Northport Avenue Omnibus Municipal Tax Increment Financing District and its Development Program.

Economic Development Director Thomas Kittredge gave a presentation regarding a proposed Amendment to the existing Northport Avenue Omnibus Municipal Tax Increment Financing District and its Development Program.

F) Public Hearing regarding a proposed Amendment to the existing Northport Avenue Omnibus Municipal Tax Increment Financing District and its Development Program.

Economic Development Director Thomas Kittredge read the following public hearing notice:

CITY OF BELFAST

NOTICE OF PUBLIC HEARING

The City of Belfast will hold a public hearing on Tuesday, December 2nd, 2025 (postponed to December 4th), 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 an amendment of an existing municipal tax increment financing district called the City of Belfast Northport Avenue Omnibus

Municipal Tax Increment Financing District, including the development program therefor, all in accordance with Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended.

The City of Belfast Northport Avenue Omnibus Municipal Tax Increment Financing District encompasses the portions or entireties of 21 parcels located along the Battery Road, Northport Avenue, and Perkins Road rights-of-way, and captures 100% of incremental real and personal property value.

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 of the amendment is available for download and viewing at www.cityofbelfast.org/tif and a copy of the draft of the amendment is 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, excluding holidays on November 26th and November 27th).

Persons may also submit comments at any time up until 3:00 PM on Tuesday, December 2nd, 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 deadline.

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

G) Discussion and possible action regarding a proposed Amendment to the existing Northport Avenue Omnibus Municipal Tax Increment Financing District and its Development Program.

Economic Development Director Thomas Kittredge answered Council questions.

Councilor Mortier, seconded by Councilor Harkness, made a motion to approve the Council Resolution; sign the Council Resolution and have it certified by the City Clerk; and authorize the City Manager to sign the Municipal TIF District Amendment and any related and necessary documents. This motion was approved, 5-0.

H) Request to approve tree pruning on City property adjacent to 24 Stover Lane located at Map 008, Lot 084 and authorize Rail Trail temporary access.

City Manager Erin Herbig reviewed the request to approve tree pruning on City property adjacent to 24 Stover Lane located at Map 008, Lot 084 and to authorize Rail Trail temporary access and answered Council questions.

Councilor Mortier, seconded by Councilor Harkness, made a motion to approve the pruning of two City trees on City property adjacent to 24 Stover Lane located at Map 008, Lot 084 and authorize Rail Trail temporary access to complete the work. This motion was approved, 5-0.

I) Request to remove one City Street Tree.

City Manager Erin Herbig reviewed Tree Warden’s recommendation regarding the tree removal request at 23 Union Street.

Councilor Dean, seconded by Councilor Harkness, made a motion to authorize the removal of the tree located at 23 Union Street as recommended by the City Tree Warden. This motion was approved, 5-0.

J) Request to approve the 2026 City of Belfast Observed Holiday Schedule.

City Manager Erin Herbig reviewed the request to approve the 2026 City of Belfast Observed Holiday Schedule and answered Council questions.

Councilor Dean, seconded by Councilor Mortier, made a motion to approve the 2026 City of Belfast Observed Holiday Schedule. This motion was approved, 5-0.

K) Request from the Police Chief to accept a \$250.00 donation from the Tractor Supply Foundation.

City Manager Erin Herbig reviewed the request from the Police Chief to accept a \$250.00 donation from the Tractor Supply Foundation.

Councilor Mortier, seconded by Councilor Bitely, made a motion to accept the funds of \$250.00 into Account # G-1-2347-00 Drug Forfeiture. This motion was approved, 5-0.

I) Signing of Council Orders and housekeeping items.

Council Order #31 Signed by Councilor Mortier Ordered That:

The City Manager and the City Treasurer are authorized to accept \$250.00 from the Tractor Supply Foundation. Funding is to be placed into Drug Forfeiture Account # G-1-2347-00. (Approved December 4, 2025)

11) Open to the Public

No comments.

12) Communications

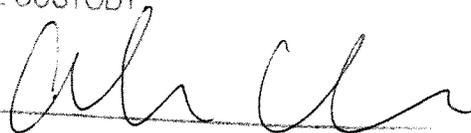
No comments.

13) Adjourn

Councilor Bitely, seconded by Councilor Dean, made a motion to adjourn at 7:51 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



AMANDA CUSHMAN, BELFAST MAINE