

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, December 16, 2025**

6:00 p.m. Council Work Session with the Pedestrian, Transportation, and Accessibility Committee.

7:00 p.m. Regular Council Meeting

Regular Council Meeting No. 11

1) Call to order

2) Present: Mayor Eric Sanders, Councilors Mary Mortier, Dan Miller, Chris Bitely, Paul Dean; City Manager Erin Herbig and Deputy City Manager Manda Cushman.

Absent: Neal Harkness.

3) Pledge of Allegiance

4) Adoption of the agenda

Mayor Sanders noted a request to add one item, **10) L # 1** Request from the Town of Northport for Temporary General Assistance Coverage.

Councilor Dean, seconded by Councilor Miller, made a motion to adopt the agenda, as amended. This motion was approved, 4-0.

5) Acceptance of the minutes

Regular Council Meeting of December 4, 2025.

Councilor Bitely, seconded by Councilor Dean, made a motion to accept the minutes from the Regular Council Meeting of December 4, 2025. This motion was approved, 4-0.

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. City Tree Warden and Certified Tree Risk Assessor Carol Herwig reviewed a fact sheet regarding Emerald Ash Borer that members of Belfast Garden Club's TWiG committee prepared.
2. Belfast Poet Laureate Maya Stein gave an update on upcoming poetry events and read a poem.

B. Organization and Department Reports

City Manager Erin Herbig reviewed the City budget process and explained the impact of the Waldo County and RSU 71 School Budgets on tax bills.

7) Communications

Mayor Sanders discussed the recent Waldo County Budget Public Hearing and shared his feelings following the meeting.

Councilor Mortier gave an insight into the Waldo County Budget process and what is driving the proposed increase.

Councilor Dean discussed how the City addressed increases from RSU 71 during the FY 25-26 Budget and reminded the public that salt and sand mixture is available for residents in need of ice control in the small shed on the left at the entrance of the City of Belfast Public Works Facility.

Councilor Miller noted that he is looking forward to his first budget and learning more about the process.

8) Old Business and City Committee Reports

No comments.

9) Permits, Petitions and Licenses - Consent Agenda

- A. Request to approve a Facility Use Application by Meg Shorette for use of the City Hall parking lot on High Street for the annual All Roads Music Festival on Friday, October 16, 2026, through Saturday, October 17, 2026.

- B.** Request to approve an application by Dos Gatos Gastropub LLC d/b/a Dos Gatos Gastropub located at 84 Main Street, Belfast, Maine for a renewal on-premise Malt, Spirituous and Vinous liquor license.
- C.** Request to approve an application by Winesnak LLC d/b/a Pulling Corks located at 31 Pendleton Street, Belfast, Maine for a renewal on-premise Malt and Vinous liquor license.
- D.** Request to approve an off-premises catering permit for FFS LLC d/b/a Nautilus Seafood & Grill for the Waldo County YMCA 2025 Ugly Sweater Holiday Party on December 11, 2025, from 5:30 p.m. to 7:30 p.m. located at the Belfast Boathouse, 34 Commercial Street, Belfast, Maine.
- E.** Request to approve an off-premises catering permit for Bell the Cat, Inc d/b/a Bell the Cat for the Glow Salon Giving Tree Social on November 28, 2025, from 4:00 p.m. to 6:00 p.m. located at the Glow Salon, 149 High Street, Belfast, Maine.
- F.** Request to approve an application by V.F.W. Randall-Collins Post #3108 d/b/a V.F.W. Randall-Collins Post #3108 located at 34 Field Street, Belfast, Maine for a renewal on-premise Malt, Spirituous and Vinous liquor license.
- G.** Request to approve an application by Belfast Theatre Arts Company d/b/a Colonial Theatre located at 163 High Street, Belfast, Maine for a renewal Malt and Vinous liquor license.

Councilor Mortier, seconded by Councilor Dean, made a motion to approve the Consent Agenda. This motion was approved, 4-0.

10) Business

A) Presentation on 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 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.

B) Public Hearing on 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.

The City received one comment via email from Belfast resident Erica Schlueter, the City Council was provided with a copy of the comment prior to the Council Meeting to be included as part of the Public Hearing.

Mayor Sanders asked for proponents and opponents.

1. Zafra Whitcomb of Belfast discussed concerns about Safe Harbor Marinas and the potential impact on the community.

Mayor Sanders none declared the hearing closed.

C) Second Reading on 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 answered Council questions.

Councilors discussed public comments and why they are supporting this amendment.

Councilor Mortier, seconded by Councilor Miller, made a motion to approve the Second Reading of proposed Amendment #9 to the Contract Rezoning Agreement as discussed, and/or amended. This motion was approved, 4-0.

D) Request from B&B Belfast Homes, LLC, to adopt as City Streets, a continuation of Little River Drive, Little River Drive Extension, and Whitetail Street.

Planning and Codes Director Bub Fournier reviewed the request from B&B Belfast Homes, LLC, to adopt as City Streets, a continuation of Little River Drive, Little River Drive Extension, and Whitetail Street.

Ben Hooper of B&B Belfast Homes, LLC, answered Council questions.

The Mayor, Councilors and City Manager thanked the developers for their creation of new housing development and their partnership with the City through the process.

Councilor Bitely, seconded by Councilor Mortier, made a motion to adopt the newly constructed portions of Little River Drive, Little River Drive Extension, and the entirety of Whitetail Street in Phase 1 of the Little River Subdivision as City Streets. This motion was approved, 4-0.

E) Presentation by Vanasse Hangen Brustlin, Inc, on the Armistice Footbridge Inspection Report.

Megan Suffel from VHB gave a presentation on the Armistice Footbridge Inspection Report and answered Council questions.

Harbor Master Kathy Given and City Manager Erin Herbig discussed next steps with the City Council.

F) Request from the Harbor Master to approve 2026 Charter Vessel and Commercial Contracts.

Harbor Master Kathy Given reviewed the proposed 2026 Charter Vessel and Commercial Contracts and answered Council questions.

Councilor Mortier, seconded by Councilor Miller, made a motion to approve the Charter Vessel and Commercial Contracts for 2026 as recommended by the Harbor Advisory Committee, on the condition that any changes will come back to the Council for approval. This motion was approved, 4-0.

G) Presentation by GEI Consultants, Inc, on the Belfast Harbor Flood Vulnerability Assessment Plan.

Deputy Economic Development Director Joellyn Warren, Climate, Energy and Utilities Committee Chair Bernie Baker, along with Lisa Vickers from GEI Consultants, Inc, gave a presentation on the Belfast Harbor Flood Vulnerability Assessment Plan and answered Council questions.

Councilor Mortier, seconded by Councilor Dean, made a motion to approve the Flood Vulnerability Assessment Plan, and to continue the conversation with the Climate, Energy, and Utilities Committee and Harbor Advisory Committee on how best to move forward with these recommendations in the future. This motion was approved, 4-0.

H) Request from the CDBG CEG Community Development Advisory Committee to hire the MidCoast Council of Governments as the Façade Improvement Program Administrator.

Deputy Economic Development Director Joellyn Warren reviewed the request from the CDBG CEG Community Development Advisory Committee to hire the MidCoast Council of Governments as the Façade Improvement Program Administrator.

Councilor Dean, seconded by Councilor Bitely, made a motion to hire the MidCoast Council of Governments as the Façade Improvement Program Administrator; and authorize the City Manager to sign any documents related and necessary to the hiring of this Administrator. This motion was approved, 4-0.

I) Request from the Deputy Economic Development Director to accept \$37,500.00 in Flood Mitigation Assistance Grant Funding and issue a Request for Proposals to hire a consultant to support the creation of a City-specific Hazard Mitigation Plan.

Deputy Economic Development Director Joellyn Warren reviewed the request to accept \$37,500.00 in Flood Mitigation Assistance Grant Funding and issue a Request for Proposals to hire a consultant to support the creation of a City-specific Hazard Mitigation Plan and answered Council questions.

City Manager Erin Herbig thanked the Climate, Energy, and Utilities Committee for their perseverance.

Councilor Bitely, seconded by Councilor Miller, made a motion to accept the FMA Grant, authorize the \$2,500 cash match from Account G1-2026-00 FEMA Storm Damage Reimbursement; authorize City staff to issue a Request for Proposals to hire a consultant to complete a city-specific Hazard Mitigation Plan; and authorize the City Manager to sign all required documents. This motion was approved, 4-0.

J) Request from the Fire Chief to approve 2026 Emergency Medical Services Billing Rates.

City Manager Erin Herbig reviewed the proposed 2026 Emergency Medical Services Billing Rates.

Councilor Mortier, seconded by Councilor Bitely, made a motion to approve the 2026 Emergency Medical Services Billing Rates effective on January 1, 2026. This motion was approved, 4-0.

K) Request to approve the Fiscal Year 2026-2027 City of Belfast Wage and Salary Scale.

City Manager Erin Herbig reviewed the proposed Fiscal Year 2026-2027 City of Belfast Wage and Salary Scale and answered Council questions.

Councilor Dean, seconded by Councilor Bitely, made a motion to approve the Fiscal Year 2026-2027 City of Belfast Wage and Salary Scale effective on July 1, 2026. This motion was approved, 4-0.

L) Request to remove City Street Trees located at 31 Race Street.

City Manager Erin Herbig reviewed the recommendations from the City Tree Warden regarding City Trees located at 31 Race Street.

Councilor Miller, seconded by Councilor Bitely, made a motion to authorize the removal of the aspen tree and the clusters of Norway maples located at 31 Race Street as recommended by the City Tree Warden. This motion was approved, 4-0.

L) #1 Request from the Town of Northport for Temporary General Assistance Coverage.

City Manager Erin Herbig briefly reviewed the request from Northport Administrator James Kousseth requesting limited temporary coverage for the Town of Northport for General Assistance from December 23rd, 2025, through January 5th, 2026.

Councilor Mortier, seconded by Councilor Bitely, made a motion to authorize City staff to provide temporary coverage for the Town of Northport for General Assistance from December 23rd, 2025, through January 5th, 2026, and to authorize the City Manager to sign all necessary documents related to this. This motion was approved, 4-0.

M) Signing of Council Orders and housekeeping items.

Council Order #32 Signed by Councilor Mortier Ordered That:

**CONTRACT REZONING AGREEMENT
AMENDMENT #9
CITY of BELFAST CODE of ORDINANCES**

APPLICANT: SHM Front Street, LLC

PROJECT: CONTRACT REZONING AMENDMENT #9 - CHANGE OF OWNERSHIP

LOCATION: 101, 65, and 45 Front Street, Map 11 Lots 136, 136-A, 136-B and 132

Editor’s Note: (See attached text of adopted agreement).

First Reading: December 2, 2025

Second Reading: December 16, 2025

(Approved December 16, 2025)

Council Order #33 Signed by Councilor Bitely Ordered That:

The City Manager and the City Treasurer are authorized to accept \$37,500.00 in FEMA Flood Mitigation Assistance Grant Funding and expend up to \$2,500.00 as the cash match. Funding for the match is to come from Account G1-2026-00 FEMA Storm Damage Reimbursement.

(Approved December 16, 2025)

11) Open to the Public

No public comments.

12) Communications

Mayor Sanders wished everyone a Happy Holiday!

13) Adjourn

Councilor Bitely, seconded by Councilor Dean, made a motion to adjourn at 9:32 p.m. This motion was approved, 4-0.

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

WITNES:



AMANDA CUSHMAN, BELFAST MAINE