

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, February 3, 2026**

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 Bitely, seconded by Councilor Harkness, made a motion to go into Executive Session on a Personnel Matter pursuant to 1 M.R.S.A. 405 (6) A at 6:00 p.m. This motion was approved, 4-0 (Councilor Miller was absent).

Councilor Harkness, seconded by Councilor Bitely, made a motion to adjourn the Executive Session on a Personnel Matter pursuant to 1 M.R.S.A. 405 (6) A at 6:48 p.m. This motion was approved, 4-0 (Councilor Miller was absent).

6:15 p.m. Request to go into an Executive Session on a Legal Matter with the City Attorney pursuant to 1 M.R.S.A. 405 (6) E.

Councilor Harkness, seconded by Councilor Bitely, made a motion to go into Executive Session on a Legal Matter with the City Attorney pursuant to 1 M.R.S.A. 405 (6) E at 6:48 p.m. This motion was approved, 4-0 (Councilor Miller was absent).

Councilor Harkness, seconded by Councilor Dean, made a motion to adjourn the Executive Session on a Legal Matter with the City Attorney pursuant to 1 M.R.S.A. 405 (6) E at 6:57 p.m. This motion was approved, 4-0 (Councilor Miller was absent).

7:00 p.m. Regular Council Meeting

Regular Council Meeting No. 14

1) Call to order

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

Absent: Councilor Dan Miller.

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, 4-0.

5) Acceptance of the minutes

Regular Council Meeting of January 20, 2026.

Councilor Dean, seconded by Councilor Bitely, made a motion to accept the minutes from the Regular Council Meeting of January 20, 2026. 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.

No public comments.

B. Organization and Department Reports

No comments.

7) Communications

Councilor Dean and Mayor Sanders discussed the most recent snowstorm reminding the public to be patient as the Public Works crews work through all the roads and sidewalks and thanked the crew for their hard work and long hours.

8) Old Business and City Committee Reports

- Request from the Planning Board to appoint Shannon Shimer to the vacant full membership position on the Planning Board.

Councilor Mortier, seconded by Councilor Harkness, made a motion to appoint Shannon Shimer to the vacant full membership position on the Planning Board. This motion was approved, 4-0.

9) Permits, Petitions and Licenses - Consent Agenda

- A. Request to approve a Facility Use Application by Atlantic Challenge USA for use of the beach next to the Belfast Boathouse for the Atlantic Challenge Polar Plunge Fundraiser on Saturday, February 28, 2026, from 10AM -11AM.
- B. Request to approve an off-premises catering permit for Jim Boulier d/b/a The Belfast Curling Club for the Ice Festival Ball on February 27, 2026, from 6:00 p.m. to 10:00 p.m. located at the Belfast Boathouse, 34 Commercial Street, Belfast, Maine.

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

10) Business

- A) Recognition of the Belfast Police Department as the recipient of the FBI-LEEDA Agency Trilogy Award.

City Manager Erin Herbig and Deputy Police Chief Bobby Jen Hatch along with Sergeants and Patrol Officers of the Belfast Police Department gave a presentation on the Belfast Police Department as the recipient of the FBI-LEEDA Agency Trilogy Award and answered Council questions.

- B) Presentation from the Proposed Public Safety Building Working Group.

City Manager Erin Herbig, Fire Chief Patrick Richards and Economic Development Director Thomas Kittredge, Deputy Police Chief Jen Hatch, Deputy Fire Chief Chris Kulbe, and Sergeant Jonathan Guba gave a presentation on the proposed Public Safety Building and answered Council questions.

Councilors discussed the importance of continuing to work on this proposed Public Safety Building and noted to the public that this process takes time.

C) Presentation on proposed amendments to the City Code of Ordinances to Chapter 94 Subdivision, Chapter 98 Technical Standards and Chapter 66 General Provisions.

Director of Code and Planning Bub Fournier gave a presentation on proposed amendments to the City Code of Ordinances to Chapter 94 Subdivision, Chapter 98 Technical Standards and Chapter 66 General Provisions.

D) Public Hearing on proposed amendments to the City Code of Ordinances to Chapter 94 Subdivision, Chapter 98 Technical Standards and Chapter 66 General Provisions.

The Council received two written comments from David August of Belfast and Stephanie Natale Frus of Belfast, which were shared with Council before the start of the Council meeting, to be included as part of the Open to the Public.

Mayor Sanders asked for proponents and opponents.

1. David August of Belfast discussed concerns with the ordinance amendments and amendment process requesting that the Council pause and not take action.
2. Biff Atlass of Belfast discussed importance of having input from stakeholders and noted that in the past meetings were held to facilitate that.
3. Mike Hurley of Belfast discussed concerns with lot size and parking restrictions and their impact on potential housing development.

Mayor Sanders declared the hearing closed.

E) First Reading on proposed amendments to the City Code of Ordinances to Chapter 94 Subdivision, Chapter 98 Technical Standards and Chapter 66 General Provisions.

Director of Code and Planning Bub Fournier answered Council questions on the proposed amendments to the City Code of Ordinances to Chapter 94 Subdivision, Chapter 98 Technical Standards and Chapter 66 General Provisions.

Councilors thanked the public for participating in the public hearing and addressed their comments.

Councilor Mortier, seconded by Councilor Harkness, made a motion to approve the First Reading of proposed amendments to the City Code of Ordinances focused on Subdivisions in Chapter 66 General Provisions, Chapter 94 Subdivision and Chapter 98 Technical Standards, and following review by the Housing and Property Development Committee, scheduled the Housing and Property Development Committee to review their findings at the March 3rd Council Meeting and a Public Hearing and Second Reading at the March 17th Council Meeting. This motion was approved, 4-0.

F) Request from the Code Enforcement Officer to pursue 80-K Actions on 17 Back Searsport Road, 284 Swan Lake Avenue and 35 Oak Hill Road.

Code Enforcement Officer Steve Wilson reviewed the request to pursue 80-K Actions on 17 Back Searsport Road, 284 Swan Lake Avenue and 35 Oak Hill Road and answered Council questions.

Councilor Mortier, seconded by Councilor Harkness, made a motion to authorize the Code Enforcement Officer to pursue 80-K actions against the three properties outlined and to seek court orders for the property owners to be ordered to eliminate the violations and restore the properties to compliant condition. This motion was approved, 4-0.

G) Request from the Economic Development Director to authorize the issuance of a Request for Bids for the environmental remediation of the former Bradbury Manor property at 74 High Street.

Economic Development Director Thomas Kittredge reviewed the request to authorize the issuance of a Request for Bids for the environmental remediation of the former Bradbury Manor property at 74 High Street and answered Council questions.

Councilor Dean, seconded by Councilor Harkness, made a motion to authorize the issuance of a Request for Bids for the environmental remediation for the former Bradbury Manor property at 74 High Street. This motion was approved, 4-0.

H) Request from Tidal Bay Management LLC to purchase a portion of a former right-of-way on River Avenue for redevelopment.

Director of Code and Planning Bub Fournier reviewed the request from Tidal Bay Management LLC to purchase a portion of a former right-of-way on River Avenue for redevelopment and answered Council questions.

Councilor Dean, seconded by Councilor Bitely, made a motion to authorize the City Manager to negotiate and enter into a purchase and sale agreement with Tidal Bay Management LLC to sell a portion of the City's right-of-way located at River Avenue following terms that the sale price is not less than \$17,500.00, and that any expenses incurred by the City in discontinuing the right-of way, preparing deeds and easements are to be paid by the buyer. This motion was approved, 4-0.

I) Request from the Economic Development Director to accept the submitted Request for Proposals for Engineering Services and award the improvement project for the intersection of Maine Route 52 and US Route 1 to McClure Engineering.

Economic Development Director Thomas Kittredge reviewed the request to accept the submitted Request for Proposals for Engineering Services and award the improvement project for the intersection of Maine Route 52 and US Route 1 to McClure Engineering.

Councilor Harkness, seconded by Councilor Dean, made a motion to accept the proposals and hire McClure Engineering to provide engineering services for the improvement project for the intersection of Maine Route 52 and US Route 1; and authorize the City Manager to sign any and all documentation or paperwork required for the execution of a contract. This motion was approved, 4-0.

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

City Manager Erin Herbig briefly reviewed request by E-911 Addressing Officer to approve a proposed private road on High Street, Map 013 Lot 075, of Waukeag Way and answered Council questions.

Councilor Harkness, seconded by Councilor Dean, made a motion to approve naming the private road located on High Street, Map 013 Lot 075, Waukeag Way. This motion was approved, 4-0.

K) Request from Central Maine Power to approve a Pole Permit Application for one new pole located on Main Street.

City Manager Erin Herbig briefly reviewed request from Central Maine Power to approve a Pole Permit Application for one new pole located on Main Street and answered Council questions.

Councilor Dean, seconded by Councilor Bitely, made a motion to approve the pole permit for Main Street submitted by Central Maine Power. This motion was approved, 4-0.

L) Signing of Council Orders and housekeeping items.

Council Order #40 Signed by Councilor Bitely Ordered That:

The City Manager and the City Treasurer are authorized to waive foreclosure for 2023 expired tax liens for account 51 (map 021-006-043, account 3141 (map 023-007-02), and account 140 (map 009-023). (Approved January 20, 2026)

11) Open to the Public

1. Biff Atlass of Belfast inquired about showers at the Fire Department and offered to discuss whether he could assist in a temporary solution.
2. David August of Belfast provided follow-up comments concerning items 10) C, D and E, pertaining to the proposed ordinance amendments, on the agenda.

12) Communications

Councilor Dean noted that he remembers when the Police Department was a car dealership.

13) Adjourn

Councilor Harkness, seconded by Councilor Dean, made a motion to adjourn at 9:50 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

ATTEST



AMANDA CUSHMAN, BELFAST MAINE