



CITY OF BELFAST

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MANAGER'S REPORT

Belfast City Council Meeting
Tuesday, August 5, 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.

6:20 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.

6:40 p.m. Request to go into an Executive Session on a Real Estate Matter pursuant to 1 M.R.S.A. 405 (6) C.

7:00 p.m. Regular Council Meeting

TO: Mayor Eric Sanders and Honorable Members of Belfast City Council

FROM: Erin Herbig, City Manager

DATE: Thursday, July 31, 2025

Agenda Items:

10-A Further Discussion with the Wastewater Superintendent regarding proposed sewer rates for 2025-2026.

The City Council requested this item be added to the agenda to further discuss sewer billing and the proposed rate increase in order for the public to best understand what is occurring and why.

During FY2025-26 Budget Hearings, Wastewater Superintendents Annaleis Hafford and Travis Jones reviewed the City's sewer revenue and billing system. Superintendent Jones spoke to the City Council at their July 1st Council Meeting again regarding this topic.

Since that meeting, City staff have scoured City sewer records of the past 35 years. This was done to better understand the history of this situation as well as to identify a better solution to address this than had been presented during budget discussions and at the July 1st Meeting.

On October 5th, 1993, the City Council authorized moving from quarterly to bi-annual sewer billing and retained the base minimum usage at 2,000 cubic feet for the six-month period. This reduced sewer rates significantly at the time. Over the past 31 years, small increases in rates have occurred and sewer rates have remained far lower than most Maine municipalities.

Unfortunately, this has not consistently provided adequate revenue to support the operation of our sewer system. Moving forward, billing will need to be adjusted to support daily operations.

In order to bring the City of Belfast to a corrected minimum base rate, it is recommended that the base minimum usage will increase from 2,000 to 2,400 for a 6-month period. As an example, customers who currently pay the minimum base rate of \$168.60 per 2,000 cubic feet (minimum usage) will see an increase to a minimum base rate of \$202.40 per 2,400 cubic feet (minimum usage). Please note that the overage rate calculation will now begin at 2,400 cubic feet, rather than 2,000 cubic feet, and will remain at \$8.43 per hundred cubic feet.

This approach is intended to equitably distribute the burden on rate payers while still moving toward a billing structure that provides sufficient revenue for continued maintenance of Belfast's wastewater infrastructure, ensuring reliable service now, and into the future.

If approved by the City Council, a recommended motion would be to set the sewer base minimum rate per 2,400 cubic feet at \$202.40 for each 6-month billing period and \$8.43 per hundred cubic feet overage above 2,400 (minimum usage) for 2025-26 sewer billing.

Please see the attached memos (10-A) from Wastewater Treatment Superintendents Annaleis Hafford and Travis Jones, background information provided by City Financial Consultant Susan Lessard and a draft letter that will be distributed with the upcoming sewer billing.

Superintendents Hafford and Jones as well as City Clerk Angie Crosby will be at the meeting to present and answer any questions.

10-B Request from the City Assessor to adopt the Commitment of Property Taxes and set the Mil Rate for Fiscal Year 2025-2026.

The FY2025-26 Budget that was passed by the City Council includes:

RSU #71 Education	\$11,707,932	55% of total budget
City of Belfast	\$7,548,299	35% of total budget
Waldo County	\$2,058,544	10% of total budget

The total cost of the overall budget to be covered by taxpayers is \$21,314,775. This an increase of \$997,091 from last year. \$798,762 or 80.11% of this increase is a result of the increased required payment to Regional School District #71. \$198,329 or 19.89% of this increase is a result of increased operational costs for the City of Belfast.

City Assessor Steven Weed has proposed mil rates for the 2025-2026 Fiscal Year. He calculated three mil rate scenarios for your consideration: .01624, .01634, and .01640. Assessor Weed recommends the middle option of .01634. The current mil rate is 0.0154.

If approved by the City Council, the City Assessor recommends that a motion is made to adopt the commitment of property taxes as presented and set the mil rate for the 2025 – 2026 Fiscal Year at .01634.

Please see the attached memo (10-B) from the City Assessor providing further detail. Assessor Weed will review each option with you at the meeting and answer any questions.

10-C Request to set the delinquent tax rate for Fiscal Year 2025-2026.

As part of the tax commitment process, the City Council may vote to set the interest rate charged on property taxes that remain unpaid each year. The State of Maine annually sets a maximum delinquent tax rate that can be applied as guidance for municipalities. This year the state set the rate at 7.5%. This a reduction of 1% from last year. The City of Belfast has historically applied the maximum rate and that is the recommendation of the City Assessor again this year.

If approved by the City Council, the City Assessor recommends that a motion is made to set the delinquent tax rate at 7.5% for FY2025-26.

Please see the attached memo (10-C) from Assessor Steven Weed providing further detail. Assessor Weed will be at the meeting to present and answer any questions.

10-D Request from Our Town Belfast for authorization to complete a crosswalk painting project on City Streets.

In 2021, with grant funding from the Maine Community Foundation, Our Town Belfast (OTB) organized the “As Unique As Belfast” crosswalk painting project. These crosswalks were painted by local artists and were wildly popular for residents and visitors alike. Unfortunately, the designs were impossible to maintain due to winter weather, salt and sand, vehicle traffic, as well as heavy pedestrian use.

With lessons learned from the “As Unique as Belfast” project, OTB requests Council authorization to paint six new crosswalks using simple one- or two-color designs. OTB Design Committee will organize volunteers to complete the work early in the morning, so as not to interrupt traffic. Designs will be painted in between the white stripes placed by the Public Works Department and will not extend outside of their width.

The designs proposed include the following locations:

- Stars on High Street at the Colonial Theatre
- Art palette at the top of Beaver Street
- Fish on High Street at Miller Street
- Chicken Feet on Miller Street at Cross Street
- Shoe soles and dog paws along the Harbor Walk at Heritage Park
- Sailboats on Front Street from the Park on Main to Front Street Pub

Painted crosswalks are a proven way to effectively slow down traffic. They are also a way to add more whimsy to our unique downtown. If approved by the City Council, OTB intends to complete it within two weeks.

If approved by the City Council, a recommended motion would be to approve the request from Our Town Belfast for a crosswalk painting project.

Please see the attached memo (10-D) from Our Town Belfast Executive Director Amanda Cunningham. Director Cunningham will be at the meeting to present and answer any questions.

10-E Request by the Waldo County Public Health Nurse for a Boathouse Rental Fee Waiver to conduct Free Public Flu Clinics.

Waldo County Public Health Nurse Sue Dupler has reserved five dates in October 2025 for use of the Belfast Boathouse to conduct free public flu clinics. These free clinics will take place each Wednesday, October 1, 8, 15, 22, and 29, between the hours of 8:00AM and 4:00PM.

The City of Belfast has historically waived the rental fee for the free services provided for residents by the Waldo County Public Health Nurse. The waiver value is \$650, which is \$130 non-profit

rate for 5 days. The Parks and Recreation Director requests that a security deposit of \$100 be paid and it will be rolled from rental to rental or utilized if there is any damage or loss of supplies/equipment.

Only the City Council can approve fee waivers. If approved by the City Council, a recommended motion would be to approve the requested fee waiver by Waldo County Public Health Nurse Sue Dupler to conduct Free Public Flu Clinics with a required \$100 security deposit.

Please see the attached memo and completed Boathouse Rental Application (10- E, F and G) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

10-F Request for approval of a Facility Use Request by the Waldo County YMCA for use of the Walsh Field Softball Field for the Annual Mitch Philbrook Memorial Softball Tournament on Saturday, September 20, from 8 AM-7:30 PM.

The Waldo County YMCA has requested use of the Walsh Field Recreation Area Softball Field for the Annual Mitch Philbrook Memorial Softball Tournament on Saturday, September 20, from 8 AM-7:30 PM; with a rain date of Sunday, September 21st.

As part of this Facility Use Application, the YMCA will be contracting a food truck. Although the City's Ordinances do not provide food truck access to City Parks or City Facilities, the Council has allowed food trucks as part of temporary special event requests.

If approved by the City Council, a recommended motion would be to approve the Facility Use Request by the Waldo County YMCA for use of the Walsh Recreation Area Softball Field for the Annual Mitch Philbrook Memorial Softball Tournament on Saturday, September 20, from 8 AM-7:30 PM.

Please see the attached memo and completed Facility Use Request (10- E, F and G) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

10-G Request for the approval of a Facility Use Request by the Center for Wildlife Studies to utilize the Belfast Rail Trail and several City Streets for the Annual Run Wild! 5K and 10K Road Races.

The Center for Wildlife Studies requests permission to utilize the Belfast Rail Trail and several City Streets for the Annual Run Wild! 5K/10K races. This request is being included as part of the Regular Agenda in order for the City Council to review the race routes and consider the request for services from the Belfast Police Department to provide traffic control on Front Street, High Street, Robbins Road, and at the Route 1 crossover to High Street during the races. A Certificate of Insurance will be provided to the Parks and Recreation Director with the City listed as additionally insured.

If approved by the City Council, a recommended motion would be to approve the Facility Use Request by the Center for Wildlife Studies to utilize the Belfast Rail Trail and several City Streets for the Annual Run Wild! 5K and 10K Road Races.

Please see the attached memo and completed Facility Use Request (10- E, F and G) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

10-H Request from the Parks, Trails and Recreation Committee to approve a proposal for a play space at Belfast Common.

The Parks, Trails, and Recreation Committee proposes the installation of a small play space in Belfast Common to engage younger families with children in the community. This proposed project focuses on a play space for children between the ages of 2 and 5 years old.

The proposed 30' x 28' (840 sq. ft.) location at the Belfast Common could accommodate a small play space structure. Per play space standards, an area close to an active road should have a fence or similar barrier installed for safety. If approved, the Parks, Trails, and Recreation Committee would secure quotes for purchasing the play space to also include installation, surfacing, and fencing needs.

The Parks, Trails, and Recreation Committee has received financial support from the Friends of Belfast Parks for this play space installation, and from others in the community. The Committee members are looking for feedback from the City Council and ultimately for permission to utilize this space at Belfast Common for permanent installation for a 2-5 yr. old play space and associated fence along Union Street. Once installed, this play space would be maintained by Belfast Parks and Recreation to include on-site inspections, repairs, equipment replacements, and maintenance for the play space surface.

If approved by the City Council, the Parks and Recreation Director Pam Salokangas recommends a motion is made to approve the Belfast Common Play Space Proposal, as presented.

Please see the attached memo (10-H) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

10-I Request from the Parks and Recreation Director to expend up to \$8,795.00 to purchase a 2026 Currahee Equipment Trailer.

A landscaping trailer for the Parks and Recreation Department was approved as part of the FY2025-26 Capital Improvement Program to better tackle park maintenance upkeep.

The City received two quotes for a landscaping trailer that would meet the needs of the Department. Parks and Recreation Director Pam Salokangas recommends a quote of \$8,795.00 from Maine Trailer for a 2026 Currahee 8x22 Deckover Equipment Trailer. The trailer is located at their Hampden location and would not require any additional shipping fees. This price falls well within the approved CIP amount of \$9,595.

If approved by the City Council, the Parks and Recreation Director recommends a motion is made to expend up to \$8,795.00 to purchase a 2026 Currahee 8x22 Deckover Equipment Trailer from Maine Trailer, with funding to come from the Parks and Recreation FY25-26 Capital Improvement Trailer Account.

Please see the attached memo (10-I) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

10-J Request to adopt the access drive, sidewalks, parking and associated infrastructure for the proposed subdivision at 243 High Street.

Carl Savitz of Big Bridge Ventures LLC is proposing an 8-lot residential subdivision with one existing nonresidential building and one existing 2-family dwelling at 243 High Street. The proposed subdivision includes construction of a new approximately 350' long lane with public sewer, public water, a sidewalk, parallel parking and electrical service to accommodate residential development.

This project is being reviewed by the Planning Board as a Planned Unit Development. The Board held a Sketch Plan review including a public hearing on November 13, 2024, granted Preliminary Plan approval including a public hearing on June 11, 2025, and conducted a Site Visit on July 8th, 2023. A Final Plan will be submitted and reviewed in the future

Mr. Savitz is proposing to construct the new lane and infrastructure within the subdivision to meet City requirements, but there are some minor requests for waivers of some technical standards outlined in the request narrative documents. City Engineer Mandy Holway, Olver Associates, has preliminarily reviewed the subdivision proposal on behalf of the Planning Board and is working with the project's engineers to ensure that that all City specifications are met, and that the Board considers the technical implications and merits of potentially granting any waivers.

If the Council agrees to commit to accepting the subdivision's access road and infrastructure, the process the City would use to ensure the applicant builds it to City specifications, including any waivers granted by the Planning Board, are as follows:

1. Applicant obtains Planning Board approval of subdivision. Possible to occur sometime in Fall of 2025.
2. Applicant pays cost of Olver Associates to periodically inspect work in constructing road, sidewalks, parking spaces, stormwater system, water and sewer utilities so City Engineer can confirm that they are built to City specifications. Full-time inspection services by City Engineer must be required as a Planning Board condition of approval.
3. Final inspection by City Engineer and Public Works Director of the constructed road before the road is formally presented to City for acceptance. I note that it may be some time before the road can be formally presented to the City for acceptance, and the applicant must ensure that the road meets City specifications, including any waivers granted by the Planning Board, at the time they are presented for acceptance.
4. Certification by Professional Engineer that the stormwater system has been constructed according to approved plans with clearly defined maintenance description and schedule. The

certification and maintenance documents will be reviewed by the City Engineer and Public Works Director for approval before the City Council is asked to accept these infrastructure improvements.

5. Review of all deeds and any easement language by the City Attorney before City Council consideration of accepting the road and infrastructure.
6. City Council will not vote to formally accept the road until occupancy permits have been granted to at least 3 of the 5 property owners of Lots 4 through 8. I note that I am recommending this standard, and that there is no specific guideline regarding when the Council can vote to accept a road.
7. If the Council agrees to accept these roads and infrastructure, it means that the public (the taxpayers) will be responsible for the long-term maintenance of these systems. The developer has not provided a cost estimate nor described what the maintenance entails. Their required maintenance documents may provide more insight.

If approved by the City Council, the Director of Code and Planning Bub Fournier recommends that a motion is made to accept these roads as City roads if, and when, they are constructed and inspected to the City specifications, including any waivers granted by the Planning Board. If the Council does not agree to accept the road, the Planning Board will need to ensure that there is a homeowner's association in place to maintain the infrastructure over the long term.

Please see the attached memo and supporting documents (10-J) from Director of Code and Planning Bub Fournier explaining the request in further detail. Director Fournier will be at the meeting to present and answer any questions.

10-K Presentation regarding amendments to the School Street Affordable Housing Development and Tax Increment Financing District and its Development Program, including the (re)authorization of a Credit Enhancement Agreement.

In August of 2021, the City Council approved a 30-year, 50% credit enhancement agreement to assist Realty Resources to secure an allocation of low-income housing tax credits from MaineHousing to be used to help fund the preservation and rehabilitation of the Belfast Birches, an existing 24-unit affordable senior housing facility located at 32 School Street.

Recently, the City was approached by Realty Resources and was informed that they are proceeding with the originally proposed project, are applying again for an allocation of low-income housing tax credits and they are requesting a credit enhancement agreement with similar if not identical terms to the one that was authorized in 2021.

The City has the ability to amend the term of the School Street Affordable Housing Development and Tax Increment Financing District, by extending it to “the earlier of 30 years after the tax year in which the affordable housing is placed in service, as evidenced by issuance of a municipal certificate of occupancy, and 35 years after the tax year in which the designation of the district is approved.”

The amendments that are being proposed at this time are extending the term of School Street Affordable Housing Development and Tax Increment Financing District in alignment with LD 1783; amending the district’s development program, specifically re-dating the previously approved but not executed credit enhancement agreement to provide it with a new term of 30 years and renaming the recipient of the agreement to Belfast Birches Housing, LLC); and re-authorizing the credit enhancement agreement.

The required public hearing regarding the amendments to the School Street Affordable Housing Development and Tax Increment Financing District and its development program will immediately follow.

No City Council action is needed for this agenda item as this is strictly a presentation.

Please see the attached memo (10-K) from Economic Development Director Thomas Kittredge explaining the request in further detail. Director Kittredge will be at the meeting to present.

10-L Public Hearing regarding amendments to the School Street Affordable Housing Development and Tax Increment Financing District and its Development Program, including the (re)authorization of a Credit Enhancement Agreement

CITY OF BELFAST
NOTICE OF PUBLIC HEARING
regarding

Amendments to an Existing Affordable Housing Development and Tax Increment Financing District Known as the “School Street Affordable Housing Development and Tax Increment Financing District” and its Development Program:

Notice is hereby given that the Belfast City Council will hold a public hearing on Tuesday, August 5th, 2025, 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 the public hearing is to receive public comments on: 1) amendments to an existing affordable housing development and tax increment financing district called the School Street Affordable Housing Development and Tax Increment Financing District, which consists of one parcel located at the southern end of School Street with an approximate area of 5.60 acres; and 2) amendments to its development program therefore, including the (re)authorizing of a credit enhancement agreement with an owner of an affordable housing project located within the district. These amendments are all in accordance with Title 30-A, Part 2, Subpart 8, Chapter 206, Subchapter 3, Sections §5245-§5250-G of the Maine Revised Statutes, as amended, and with L.D. 1783, An Act to Clarify Municipal Affordable Housing Tax Increment Financing, approved on June 10th, 2025.

All interested persons are invited to participate in the public hearing and will be given an opportunity to be heard at that time.

A draft amendment to the affordable housing development and tax increment financing district, and a draft credit enhancement agreement are available for download and viewing at www.cityofbelfast.org/ahtif and a copy of these documents will also be 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).

Persons may also submit comments at any time up until 3:00 PM on Tuesday, August 5th, 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.

All interested persons are invited to participate in the public hearing and will be given an opportunity to be heard at that time.

Please see the attached memo (10-L) from Economic Development Director Thomas Kittredge explaining the request in further detail.

10-M Discussion and possible action regarding amendments to the School Street Affordable Housing Development and Tax Increment Financing District and its Development Program, including the (re)authorization of a Credit Enhancement Agreement.

MaineHousing instructs those amending affordable housing development and tax increment financing districts and their development programs to consider the following at the required public hearing: whether the district and development program will contribute to the expansion of affordable housing or the betterment of the health, welfare or safety of the residents; any claim by a party that the district or development program will be detrimental to that party's property interests for which substantial evidence is produced, and whether any adverse economic effect is outweighed by the availability of affordable housing or the betterment of resident health, welfare, or safety.

Due to the process by which MaineHousing considers amendments to affordable housing development and tax increment financing districts, their development programs, and credit enhancement agreements, the City of Belfast must consider all three of these components as one single package subject to one single vote and one single resolution to sign.

If approved by the City Council, Economic Development Director Thomas Kittredge recommends that a motion is made to (re)authorize a credit enhancement agreement, with Belfast Birches Housing, LLC, at a 50% reimbursement rate for a duration of 30 years; to approve the supplied City Council resolution; sign the supplied City Council resolution and have it certified

by the City Clerk; and authorize the City Manager to sign the affordable housing development and tax increment financing district amendment application, the credit enhancement agreement, and any related and necessary documents.

Please see the attached memo (10-M) from Economic Development Director Thomas Kittredge explaining the request in further detail. Director Kittredge will be at the meeting to answer any questions.

10-N Presentation regarding the establishment of the Belmont Avenue Omnibus Municipal Tax Increment Financing District and its Development Program, including the authorization of a Credit Enhancement Agreement.

The City is looking to designate a new tax increment financing (TIF) district. The proposed district, to be named the City of Belfast Belmont Avenue Omnibus Municipal Development and Tax Increment Financing District, would consist of 50 individual parcels that are clustered along Belmont Avenue between Crocker Road and Cedar Street, and the portions or entireties of 12 associated rights-of-way, with a total acreage of 229.25 acres and a total original assessed value of \$45,763,500. This district would capture 100% of the taxable value of incremental real and personal property within the district, for a term of 30 years.

The proposed development program for this district includes a number of infrastructure-, public facility-, and housing-related activities and programs, as well as a credit enhancement agreement that is under consideration that would be issued to Belmont Avenue Associates, LP, who is seeking an allocation of low-income housing tax credits, in order to fund the development of a 60-unit housing development located on a portion of the parcel owned by WaldoCAP at 45 Belmont Avenue.

The required public hearing regarding the establishment of the City of Belfast Belmont Avenue Omnibus Municipal Development and Tax Increment Financing District and its development program will immediately follow.

No City Council action is needed for this agenda item as this is strictly a presentation.

Please see the attached memo (10-N) from Economic Development Director Thomas Kittredge explaining the request in further detail. Director Kittredge will be at the meeting to present.

10-O Public Hearing regarding the establishment of the Belmont Avenue Omnibus Municipal Tax Increment Financing District and its Development Program, including the authorization of a Credit Enhancement Agreement.

CITY OF BELFAST
NOTICE OF PUBLIC HEARING

The City of Belfast will hold a public hearing on Tuesday, August 5th, 2025, 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 the designation of a new municipal tax increment financing district called the Belmont Avenue Omnibus Municipal Tax Increment Financing District and the adoption of a development program therefore, all in accordance with Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended. Such a development program will include the authorization of a credit enhancement agreement with a developer of affordable housing in the district.

The proposed district consists of a number of parcels that abut or are otherwise located in close proximity to the Belmont Avenue/Main Street right-of-way, along with portions or the entireties of the Alto Street, Anderson Street, Belmont Avenue, Cedar Street, Charles Street, Congress Street, Crocker Road, Fairgrounds Road, Goodwill Drive, Hatley Road, Lincolnville Avenue, Starrett Drive, and United States Route 1 rights-of-way.

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 application for this tax increment financing district is available for download and viewing at www.cityofbelfast.org/tif and a copy of the draft application will also be available on file 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).

All interested persons are invited to participate in the public hearing and will be given an opportunity to be heard at that time.

Please see the attached memo (10-O) from Economic Development Director Thomas Kittredge explaining the request in further detail.

10-P Discussion and possible action regarding the establishment of the Belmont Avenue Omnibus Municipal Tax Increment Financing District and its Development Program, including the authorization of a Credit Enhancement Agreement.

The Maine Department of Economic and Community Development (DECD) instructs those establishing municipal tax increment financing districts and development programs, in its application form, to have considered the following at the required public hearing: whether the proposed district or development program will contribute to the economic growth or well-being of the municipality or to the betterment of the health, welfare, or safety of the municipal inhabitants; and any claim by an interested party that the proposed district or development program will result in a substantial detriment to that party's existing business in the municipality and produces substantial evidence to that effect.

Due to the process by which DECD considers and approves municipal tax increment financing districts, their development programs, and credit enhancement agreements, it is recommended that the City of Belfast consider all three of these components as one single package subject to one single vote and one single resolution to sign.

If approved by the City Council, Economic Development Director Thomas Kittredge recommends that a motion is made to authorize a credit enhancement agreement with Belmont Avenue Associates, LP (with the reimbursement percentage, duration, and any restrictions or conditions identified); to approve the supplied City Council resolution; sign the supplied City Council resolution and have it certified by the City Clerk; and authorize the City Manager to sign

the municipal tax increment financing district application, the credit enhancement agreement, and any related and necessary documents.

Please see the attached memo (10-P) from Economic Development Director Thomas Kittredge explaining the request in further detail. Director Kittredge will be at the meeting to answer any questions.

10-Q Request from a City E-911 Addressing Officer to approve a street name for an existing road located at 45 Belmont Ave.

Staff within the Assessor's Office also serve as the City's E-911 Addressing Officers. They have become aware of a road located at 45 Belmont Avenue that requires a name to ensure compliance with E911 addressing standards to facilitate accurate emergency response and service delivery.

Waldo Community Action Partners has submitted a proposed name of Community Drive for the road located at 45 Belmont Avenue. E911 Addressing staff have confirmed that the proposed name is not duplicative or conflicting within the 04915 jurisdiction or emergency service zones.

If approved by the City Council, City staff recommend a motion is made to approve naming of the road located at 45 Belmont Ave. as Community Drive.

Please see the attached memo and supporting documents (10-Q) from Assessor Assistant and E911 Addressing Officer Sheila Fountain explaining the request in further detail. I will be at the meeting to present and answer any questions.

10-R Request to appoint Susan Lessard as the Interim Finance Director and City Manager Erin Herbig as the Interim Treasurer.

City Finance Director and Treasurer Amy Bradford's last day with the City of Belfast will be Wednesday, August 6th. The City had previously contracted with former Bucksport Town Manager Susan Lessard to assist with financial reconciliations. Ms. Lessard has offered to assist the City with day-to-day obligations of the Finance Director on a temporary, part-time basis until the City hires a new Finance Director.

Further, on a temporary basis until the Finance Director position is filled, I would recommend appointing me as the Interim Treasurer to fulfill those day-to-day responsibilities during this transition. Ms. Lessard and I will work together with the staff in the Office of City Administration to ensure all of the City's financial obligations are fulfilled during this time.

If approved by the City Council, a recommended motion would be to appoint Susan Lessard as the Interim Finance Director and City Manager Erin Herbig as the Interim Treasurer.

I will be available to present and answer any questions.

10-S Signing of Council Orders

And just like that, August is here.

Before we know it, our kids will begin preparing for the start of the new school year. The anticipated start date of our local school district is the week before Labor Day this year. Yikes!

The approaching start of the school year will shift our focus from summer fun to the excitement of new beginnings: new teachers, new classmates, new teammates, and new challenges.

In Maine, we never want to wish the summer away as it is what so many of us wait all year for, but this is the ideal time of year when as a community we can find ways to support Belfast's students with the upcoming transition back to school. Here are some organizations where you can provide donations or find support for a student who may need help in this upcoming school year:

Waldo Community Action Partners: Free Backpack and School Supply Program. Call 207-338-6809 or email khamlin@waldocap.org.

Waldo County YMCA: "Fill the WCY Bus Food Drives" each month throughout the year to support local area food pantries which include pantries located at RSU 71 and RSU 3 schools. Visit their website for their food drive schedule.

Maine Needs: works across the state to provide school supplies as well as clothing, books, sports equipment, and other extracurricular gear to enrich the lives of students. Visit their website at <https://www.maineneeds.org/> for more information.

Thank you to these organizations and volunteers who ensure our local kids are best prepared to start their new school year.

- D. Request to approve a temporary extension of liquor license permit for Moonbat LLC d/b/a Marshall Wharf Brewing Co. to extend the capacity of their property located at 36 Marshall Wharf, Belfast, Maine in front of the brewery for additional capacity on October 4, 2025, for their Annual Beer Festival.**

Motion to approve an extension of liquor license permit for Moonbat LLC d/b/a Marshall Wharf Brewing Co. to extend the capacity of their property located at 36 Marshall Wharf, Belfast, Maine in front of the brewery for additional capacity on October 4, 2025, for their Annual Beer Festival.

- E. Request to approve an Incorporated Civic Organization License by Eve's Garden d/b/a Eve's Garden for a fundraiser for food pantries during the Maine Celtic Celebration located at Steamboat Landing Park, Belfast, Maine on July 19, 2025, from 9:00 a.m. to 9:00 p.m.**

Motion to approve an Incorporated Civic Organization License by Eve's Garden d/b/a Eve's Garden for a fundraiser for food pantries during the Maine Celtic Celebration located at Steamboat Landing Park, Belfast, Maine on July 19, 2025, from 9:00 a.m. to 9:00 p.m.

- F. Request to approve an off-premises catering permit for Bell the Cat, Inc d/b/a Bell the Cat for a fundraiser event for the Belfast Soup Kitchen on July 24, 2025, from 5:00 p.m. to 9:00 p.m. located at the Bayview Event Center, 15 Front St., Belfast, Maine.**

Motion to approve an off-premises catering permit for Bell the Cat, Inc d/b/a Bell the Cat for a fundraiser event for the Belfast Soup Kitchen on July 24, 2025, from 5:00 p.m. to 9:00 p.m. located at the Bayview Event Center, 15 Front St., Belfast, Maine.

- G. Request to approve an off-premises catering permit for Bell the Cat, Inc d/b/a Bell the Cat for a Belfast High School reunion on July 26, 2025, from 2:00 p.m. to 5:00 p.m. located at the Cheeky Food Truck Park, 139 Searsport Ave., Belfast, Maine.**

Motion to approve an off-premises catering permit for Bell the Cat, Inc d/b/a Bell the Cat for a Belfast High School reunion on July 26, 2025, from 2:00 p.m. to 5:00 p.m. located at the Cheeky Food Truck Park, 139 Searsport Ave., Belfast, Maine.

- H. Request to approve a Lunch Wagon License permit application by Christopher Gardner d/b/a CG Bikes located at Don Foshay's Discount Tire and Alignment, 217 Northport Ave, Belfast, Maine, license to expire on December 31, 2025.**

Motion to approve a Lunch Wagon License permit application by Christopher Gardner d/b/a CG Bikes located at Don Foshay's Discount Tire and Alignment, 217 Northport Ave, Belfast, Maine, license to expire on December 31, 2025.

- I. Request to approve an application by Darby's Restaurant d/b/a Darby's Restaurant located at 155 High St., Belfast, Maine for a renewal Malt, Spirituous, and Vinous liquor license.**

Motion to approve an application by Darby's Restaurant d/b/a Darby's Restaurant located at 155 High St., Belfast, Maine for a renewal Malt, Spirituous, and Vinous liquor license.

- J. Request to approve a temporary extension of liquor license permit for Lisa Mosher d/b/a Dockside Family Restaurant to extend the capacity of their property located at 30 Main Street, Belfast, Maine on August 9th and 10th, 2025, for the Annual Holy Mackerel Tournament.**

Motion to approve an extension of liquor license permit for Lisa Mosher d/b/a Dockside Family Restaurant to extend the capacity of their property located at 30 Main Street, Belfast, Maine on August 9th and 10th, 2025, for the Annual Holy Mackerel Tournament.

10.A

TO: City Manager Erin Herbig
FROM: Sue Lessard
DATE: July 29, 2025
RE: Wastewater Budgets/Revenues/Billing

The purpose of this memo is to discuss information related to wastewater operating budgets, revenues and billings. As a direct result of your efforts to ensure that all information was reviewed and considered prior to a final determination of needed wastewater rates or minimums – the following was accomplished. You and your staff undertook a review of the history of wastewater billing, determined when it changed from quarterly to twice a year billing, and determined that the minimum at 2000 cf was not an error carried forward, but a conscious decision. In that review, it also became clear that it was necessary to determine what the actual financial impact of rates/minimums over the years has been.

To aid in this effort, at your request, I prepared a spreadsheet (attached) that outlines the budgets, expenditures and billed revenues for wastewater from 2008 forward. This is the length of time that the City has been using its current software. It is clear from this information that wastewater has been operating at a deficit between wastewater budgets and wastewater billings for the majority of that time period. The consequence of this is a diminished cash position for wastewater and potential dependence on general fund revenues to support the system. The answer to the ‘how did this happen?’ really relates I believe on decisions over time to minimize rate increases, and an accounting system that did not make it readily apparent as to what was happening. The deficits started small and were absorbed by sewer funds. The deficits have grown as budgets have increased due to needed work at the facility as well as escalating costs of staff and materials. What is most important here is that the City has now taken a long hard look at this topic and developed a reasonable path forward – with sufficient checks and balances - to make sure that it stays on track. While this – like many municipal issues -has been a complicated process, the City has worked through this in order to be able to ‘get it right’ and to provide information to the residents and ratepayers in a transparent manner.

As you know, sewer billing is like tax billing – bills are issued but from the time of issuance to the time when a foreclosure for nonpayment can occur is almost three years. Billings issued during a fiscal year should be sufficient to meet the adopted wastewater budget, understanding that not all will be collected during that fiscal year. The City carries an unpaid sewer bill balance of between \$50,000 and \$60,000 per year as a result.

It is my understanding that with this additional information, your Wastewater Consultant, Olver Associates, has developed a rate/minimum proposal that appropriately funds the system, has parity between minimum and larger usage accounts, and addresses the minimum usage in a much smaller way (2400 from 2000, instead of 4000 from 2000). This proposal adequately funds the system from user fees with a MUCH lower fiscal impact to ratepayers.

Reg. Council meeting
10/05/93

maximum of no more than 10 years on Route 52, Route 3 and any subsequent charges hereafter to be collected and financed by the City of Belfast. The Council suggested this be added to their tax bill. Councilor Moses made it understood that this is not arbitrary binding and only at their own free will. This was unanimously voted.

City Mgr. Redman stated that he had rewritten the proposed job description to that of a Public Works Supervisor of a department which operates at a maintenance level.

Councilor Temple suggested that the Council table the item of the highway position until the October 19th meeting as Wesley Richards is out of town and she would like him to be present. This was seconded by Councilor McGray and unanimously voted.

Councilor McGray, seconded by Councilor Ash made a motion to contact Mr. & Mrs. Rice in regards to their proposal of an area of the Main Street Parking lot and advise them that the City is not interested in this proposal at this time and to terminate the contract. This was unanimously voted.

Mr. & Mrs Rice
proposal made
on Main St.
Parking Lot.

Councilor Moses, seconded by Councilor Ash resolved to appoint Eugene Kirby and Eldon Loblein to fill the two vacancies as Alternate Members of the Planning Board. This was unanimously voted.

Loblein & Kirby
as Alt. Members
of Pl Bd.

City Manager Redman requested that the Council allow him to go back to a semi-annual invoicing cycle with the current rates which would be as follows: 0-2000 cu. ft. of water \$50 /6 months
Over 2000 cu. ft. of water \$2.40/100 cu. ft.

Councilor Moses, seconded by Councilor Ash made a motion to allow sewer billing to be done on a semi-annual basis with the rates to be as above and not changed. This was unanimously voted.

Council Order # 11 read by Councilor Temple as follows:

Sewer billing to
be done
Semi-Annually.

ORDERED THAT a tax lien in the amount of \$298.08 be abated for the year 1991.

CO # 11
Tax lien to be
abated

Motion to pass by Councilor Temple, seconded by Councilor Page and unanimously voted.

Councilor Page, seconded by Councilor Temple made a motion to accept the resignation of the Animal Control Officer Richard Farmer.

Animal control
officer R. Farm
resigns.

Memo To: Erin Herbig, City Manager / Belfast City Council

From: Annaleis Hafford P.E. /Travis Jones – Wastewater Superintendent

Subject: Updated Sewer Rate Recommendations

Date: July 29, 2025

As you know, over the past few months we have had several meetings to discuss the issues with the sewer billing and what we needed to do in order to adjust the rates to obtain sufficient revenue to cover the sewer budget. We also understand that there have been concerns with the potential increases to the base rate and changes in the usage rate originally presented.

In order to better understand the issues with the sewer rates, the City has gone through the billing records and found that the issues with the rates occurred back in the early 1990s; however, the City also found that when the rates got changed from a quarterly billing to a biannual billing, it was approved to keep the minimum at 2,000 CF per biannual billing. With this as a backdrop, we have re-evaluated the rate increase options originally presented for the 2025/2026 budget and found that since the minimum level of 2,000 CF was how it was intended to be, we could reduce the base rate and still obtain sufficient revenue. It was also determined after several meetings with the city that the desire would be to keep the base rate per gallon the same as the overage charge per gallon of water used.

Our recommended updated rate increase would adjust the base rate to 2,400 CF for the biannual billing which is a very common level of billing based on 1,200 CF per quarter. This would result in the following scenario:

Base Charge	\$202.40 for each 6-month billing
Overage Charge	\$8.43/100 with a 2,400 CF Minimum
Base Revenue Annually	\$681,000 (Billing at \$202.40/Q)
Overage Charges Annually	\$849,200

Total Revenue (Fiscal Year 2025/2026) - \$ 1,530,200 (if all pay)

2025/2026 WWTP Proposed Budget - \$1,479,994

Note this would be an increase of \$33.80 per six-month period per base rate customer and would be a 20 percent base rate increase with the overage charges remaining the same as they are currently, with a slightly improved minimum rate from 2,000 CF to 2,400 CF.



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

August 5, 2025

Dear Belfast Sewer User,

During budget planning discussions and review of the City's sewer revenue and billing systems, we are writing to share an important update regarding your sewer bill.

On October 5th, 1993, the City Council authorized moving from quarterly to bi-annual sewer billing and retained the base minimum usage at 2,000 cubic feet for a six-month period. This reduced sewer rates significantly at the time. Over the past 31 years, small increases in rates have occurred and sewer rates have remained far lower than most Maine municipalities.

Unfortunately, this has not consistently provided adequate revenue to support the operation of our sewer system. Moving forward, billing will need to be adjusted to support daily operations.

During the recent 2025/2026 Fiscal Year budget process, the City Council approved a sewer rate increase in addition to an adjustment to the base minimum to more equitably distribute costs.

In order to bring the City of Belfast to a corrected minimum base rate, the base minimum usage will increase from 2,000 to 2,400 for a 6-month period. As an example, customers who currently pay the minimum base rate of \$168.60 per 2,000 cubic feet (minimum usage) will see an increase to a minimum base rate of \$202.40 per 2,400 cubic feet (minimum usage). Please note that the overage rate calculation will now begin at 2,400 cubic feet, rather than 2,000 cubic feet, and will remain at \$8.43 per hundred cubic feet.

This approach is intended to equitably distribute the burden on rate payers while still moving toward a billing structure that provides sufficient revenue for continued maintenance of Belfast's wastewater infrastructure, ensuring reliable service now, and into the future.

We know that this may be a difficult adjustment, and we appreciate your understanding and support.

If you have any questions regarding your sewer bill, please don't hesitate to reach out to the City Clerk's Office at 207-338-3370 extension 114.

Sincerely,

Travis Jones
Wastewater Treatment Plant Superintendent

TO: Belfast City Council,
Erin Herbig, City Manager
FROM: Steven Weed, Assessor
SUBJECT: 2025 Tax Commitment Options
DATE: July 29, 2025

Below I have listed three options for this year's mil rate. I am presenting these options much earlier than has been done in previous years. This is part of an ongoing effort to shorten the time between the budget process and the actual commitment. Our goal is to move the commitment process as close to the end of the budget timeline as is practical in the coming years. This will also help to increase transparency and decrease speculation about the tax commitment process and how it will impact the actual tax bills.

As part of this year's information, I am including how these options compare to each other and last year using a "Median Home Value". This number represents the median assessed value of the single family, non-waterfront properties in the City, to help put the numbers into perspective.

This year, the median home value is: \$288,400.
The tax amount for the median home last year was \$ 4,441.36

The mil rate options for your consideration with the resulting tax increase to the median home value:

Mil rate options	Median tax amount	Median tax increase
.01624	\$4,683.62	\$242.26
.01634	\$4,712.46	\$271.10
.01640	\$4,729.76	\$288.40

Of the three options, I recommend the middle rate presented here tonight of .01634. This option strikes a good balance between minimizing the tax increase while maintaining a responsible fund balance given the uncertainty of future expenses outside of the City's control.

Respectfully submitted,

Steven Weed, Assessor

MAINE REVENUE SERVICES - 2025 ENHANCED BETE MUNICIPAL TAX RATE CALCULATION FORM

Municipality: Belfast

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

1. Total taxable valuation of real estate	1	1,377,456,500	
		(must match MVR Page 1, line 6)	
2. Total taxable valuation of personal property	2	24,501,700	
		(must match MVR Page 1, line10)	
3. Total taxable valuation of real estate and personal property (Line 1 plus line 2)	3	1,401,958,200	
		(must match MVR Page 1, line 11)	
4. (a) Total exempt value for all homestead exemptions granted	4(a)	41,847,800	
		(must match MVR Page 1, line 14f)	
(b) Homestead exemption reimbursement value	4(b)	31,804,328	
		(Line 4(a) multiplied by 0.76)	
5. (a) Total exempt value of all BETE qualified property	5(a)	33,096,500	
		(must match MVR Page 2, line 15c)	
(b) Enhanced BETE exemption reimbursement value	5(b)	16,548,250	
6. Total valuation base (Line 3 plus line 4(b) plus line 5(b))	6	1,450,310,778	

ASSESSMENTS

7. County tax	7	2,058,544.00	
8. Municipal appropriation	8	16,005,559.00	
9. TIF Financing plan amount	9	1,234,902.17	
		(must match MVR Page 2, line 16c + 16d)	
10. Local education appropriation (local share/contribution) (Adjusted to municipal fiscal year)	10	11,707,932.00	
11. Total appropriations (Add lines 7 through 10)	11	31,006,937.17	

ALLOWABLE DEDUCTIONS

12. Anticipated state municipal revenue sharing	12	1,702,939.00	
13. Other revenues: (All other revenues that have been formally appropriated to reduce the commitment such as excise tax revenue, T.G. reimbursement, renewable energy reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do not include any homestead or BETE reimbursement)	13	5,865,183.00	
14. Total deductions (Line 12 plus line 13)	14	7,568,122.00	
15. Net to be raised by local property tax rate (Line 11 minus line 14)	15	23,438,815.17	

16.	23,438,815.17	X	1.05	=	24,610,755.93	Maximum Allowable Tax
	(Amount from line 15)					
17.	23,438,815.17	/	1,450,310,778	=	0.016161	Minimum Tax Rate
	(Amount from line 15)		(Amount from line 6)			
18.	24,610,755.93	/	1,450,310,778	=	0.016969	Maximum Tax Rate
	(Amount from line 16)		(Amount from line 6)			
19.	1,401,958,200	X	0.016240	=	22,767,801.17	Tax for Commitment
	(Amount from line 3)		(Selected Rate)		(Enter on MVR Page 1, line 13)	
20.	23,438,815.17	X	0.05	=	1,171,940.76	Maximum Overlay
	(Amount from line 15)					
21.	31,804,328	X	0.016240	=	516,502.29	Homestead Reimbursement
	(Amount from line 4b)		(Selected Rate)		(Enter on line 8, Assessment Warrant)	
22.	16,548,250	X	0.016240	=	268,743.58	BETE Reimbursement
	(Amount from line 5b)		(Selected Rate)		(Enter on line 9, Assessment Warrant)	
23.	23,553,047.04	-	23,438,815.17	=	114,231.87	Overlay
	(Line 19 plus lines 21 and 22)		(Amount from line 15)		(Enter on line 5, Assessment Warrant)	

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant,
Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

MAINE REVENUE SERVICES - 2025 ENHANCED BETE MUNICIPAL TAX RATE CALCULATION FORM

Municipality: Belfast

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

1. Total taxable valuation of real estate	1	1,377,456,500	
		(must match MVR Page 1, line 6)	
2. Total taxable valuation of personal property	2	24,501,700	
		(must match MVR Page 1, line10)	
3. Total taxable valuation of real estate and personal property (Line 1 plus line 2)	3	1,401,958,200	
		(must match MVR Page 1, line 11)	
4. (a) Total exempt value for all homestead exemptions granted	4(a)	41,847,800	
		(must match MVR Page 1, line 14f)	
(b) Homestead exemption reimbursement value	4(b)	31,804,328	
		(Line 4(a) multiplied by 0.76)	
5. (a) Total exempt value of all BETE qualified property	5(a)	33,096,500	
		(must match MVR Page 2, line 15c)	
(b) Enhanced BETE exemption reimbursement value	5(b)	16,548,250	
6. Total valuation base (Line 3 plus line 4(b) plus line 5(b))	6	1,450,310,778	

ASSESSMENTS

7. County tax	7	2,058,544.00	
8. Municipal appropriation	8	16,005,559.00	
9. TIF Financing plan amount	9	1,242,506.25	
		(must match MVR Page 2, line 16c + 16d)	
10. Local education appropriation (local share/contribution) (Adjusted to municipal fiscal year)	10	11,707,932.00	
11. Total appropriations (Add lines 7 through 10)	11	31,014,541.25	

ALLOWABLE DEDUCTIONS

12. Anticipated state municipal revenue sharing	12	1,702,939.00	
13. Other revenues: (All other revenues that have been formally appropriated to reduce the commitment such as excise tax revenue, T.G. reimbursement, renewable energy reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do not include any homestead or BETE reimbursement)	13	5,865,183.00	
14. Total deductions (Line 12 plus line 13)	14	7,568,122.00	
15. Net to be raised by local property tax rate (Line 11 minus line 14)	15	23,446,419.25	

16.	23,446,419.25	X	1.05	=	24,618,740.21	Maximum Allowable Tax
	(Amount from line 15)					
17.	23,446,419.25	/	1,450,310,778	=	0.016166	Minimum Tax Rate
	(Amount from line 15)		(Amount from line 6)			
18.	24,618,740.21	/	1,450,310,778	=	0.016974	Maximum Tax Rate
	(Amount from line 16)		(Amount from line 6)			
19.	1,401,958,200	X	0.016340	=	22,907,996.99	Tax for Commitment
	(Amount from line 3)		(Selected Rate)		(Enter on MVR Page 1, line 13)	
20.	23,446,419.25	X	0.05	=	1,172,320.96	Maximum Overlay
	(Amount from line 15)					
21.	31,804,328	X	0.016340	=	519,682.72	Homestead Reimbursement
	(Amount from line 4b)		(Selected Rate)		(Enter on line 8, Assessment Warrant)	
22.	16,548,250	X	0.016340	=	270,398.41	BETE Reimbursement
	(Amount from line 5b)		(Selected Rate)		(Enter on line 9, Assessment Warrant)	
23.	23,698,078.12	-	23,446,419.25	=	251,658.87	Overlay
	(Line 19 plus lines 21 and 22)		(Amount from line 15)		(Enter on line 5, Assessment Warrant)	

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant,
Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

MAINE REVENUE SERVICES - 2025 ENHANCED BETE MUNICIPAL TAX RATE CALCULATION FORM

Municipality: Belfast

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

1. Total taxable valuation of real estate	1	1,377,456,500 <small>(must match MVR Page 1, line 6)</small>	
2. Total taxable valuation of personal property	2	24,501,700 <small>(must match MVR Page 1, line10)</small>	
3. Total taxable valuation of real estate and personal property (Line 1 plus line 2)	3	1,401,958,200 <small>(must match MVR Page 1, line 11)</small>	
4. (a) Total exempt value for all homestead exemptions granted	4(a)	41,847,800 <small>(must match MVR Page 1, line 14f)</small>	
(b) Homestead exemption reimbursement value	4(b)	31,804,328 (Line 4(a) multiplied by 0.76)	
5. (a) Total exempt value of all BETE qualified property	5(a)	33,096,500 <small>(must match MVR Page 2, line 15c)</small>	
(b) Enhanced BETE exemption reimbursement value	5(b)	16,548,250	
6. Total valuation base (Line 3 plus line 4(b) plus line 5(b))	6		1,450,310,778

ASSESSMENTS

7. County tax	7	2,058,544.00	
8. Municipal appropriation	8	16,005,559.00	
9. TIF Financing plan amount	9	1,247,068.69 <small>(must match MVR Page 2, line 16c + 16d)</small>	
10. Local education appropriation (local share/contribution) <small>(Adjusted to municipal fiscal year)</small>	10	11,707,932.00	
11. Total appropriations (Add lines 7 through 10)	11		31,019,103.69

ALLOWABLE DEDUCTIONS

12. Anticipated state municipal revenue sharing	12	1,702,939.00	
13. Other revenues: <small>(All other revenues that have been formally appropriated to reduce the commitment such as excise tax revenue, T.G. reimbursement, renewable energy reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do not include any homestead or BETE reimbursement)</small>	13	5,865,183.00	
14. Total deductions (Line 12 plus line 13)	14		7,568,122.00
15. Net to be raised by local property tax rate (Line 11 minus line 14)	15		23,450,981.69

16.	23,450,981.69	X	1.05	=	24,623,530.77	Maximum Allowable Tax
	<small>(Amount from line 15)</small>					
17.	23,450,981.69	/	1,450,310,778	=	0.016170	Minimum Tax Rate
	<small>(Amount from line 15)</small>		<small>(Amount from line 6)</small>			
18.	24,623,530.77	/	1,450,310,778	=	0.016978	Maximum Tax Rate
	<small>(Amount from line 16)</small>		<small>(Amount from line 6)</small>			
19.	1,401,958,200	X	0.016400	=	22,992,114.48	Tax for Commitment
	<small>(Amount from line 3)</small>		<small>(Selected Rate)</small>		<small>(Enter on MVR Page 1, line 13)</small>	
20.	23,450,981.69	X	0.05	=	1,172,549.08	Maximum Overlay
	<small>(Amount from line 15)</small>					
21.	31,804,328	X	0.016400	=	521,590.98	Homestead Reimbursement
	<small>(Amount from line 4b)</small>		<small>(Selected Rate)</small>		<small>(Enter on line 8, Assessment Warrant)</small>	
22.	16,548,250	X	0.016400	=	271,391.30	BETE Reimbursement
	<small>(Amount from line 5b)</small>		<small>(Selected Rate)</small>		<small>(Enter on line 9, Assessment Warrant)</small>	
23.	23,785,096.76	-	23,450,981.69	=	334,115.07	Overlay
	<small>(Line 19 plus lines 21 and 22)</small>		<small>(Amount from line 15)</small>		<small>(Enter on line 5, Assessment Warrant)</small>	

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

10.C

TO: Belfast City Council,
Erin Herbig, City Manager
FROM: Steven Weed, Assessor
SUBJECT: 2025 Interest charge on unpaid paid tax
DATE: July 29, 2025

As part of the commitment process, the council must vote to set the interest rate charged on property taxes that remain unpaid past the due dates each year. The State annually sets a maximum interest rate that can be charged. This year that rate 7.5%, but the council is free to choose any rate at or below that maximum rate. Historically the council has set our interest rate at the maximum rate and that would my recommendation this year as well.

Respectfully submitted,

Steven Weed, Assessor

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Delinquent Tax Rates

Municipalities may, by vote, determine the rate of interest that shall apply to taxes that become delinquent during a particular taxable year until those taxes are paid in full. The maximum rate of interest that can be charged per [Title 36, M.R.S.A. Section 505.4](#) is as follows:

Taxable Year	Maximum Rate
2025	7.50%
2024	8.50%
2023	8.00%
2022	4.00%
2021	4.00% up to 6.00%
2020	8.00%
2019	9.00%
2018	8.00%
2017	7.00%
2016	7.00%
2015	7.00%
2014	7.00%
2013	7.00%
2012	7.00%
2011	7.00%
2010	7.00%
2009	7.00% up to 9.00%
2008	11.00%
2007	12.00%

Taxable Year	Maximum Rate
2006	11.00%
2005	7.75%
2004	6.50%
2003	7.00%
2002	6.75% up to 8.75%
2001	11.50%
2000	10.75%
1999	10.00%
1998	10.75%
1997	10.50%
1996	10.75%
1995	10.75%
1994	10.00%
1993	10.00%
1992	10.00%
1991	12.00%

If you have any questions about this information, please feel free to contact my office.

Credits

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Information

[Maine.gov](#)
[Treasurer Home](#)
[Site Policies](#)
[Accessibility Policy](#)

Contact

39 State House Station
 Cross Office Building, 3rd
 floor
 111 Sewall Street
 Augusta, Maine 04333-0039
Phone: 207-624-7477
TTY: Maine Relay 711
Fax: 207-287-2367

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 Treasurer's Office.

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Our Town Belfast

A MAIN STREET COMMUNITY

10.D

7.28.25

Our Town Belfast has been an accredited Main Street America Organization since 2010. We are one of 10 accredited communities in Maine. Our work is founded around a four (4) point approach towards economic vitality, design, promotions, and organization. Following this approach, we strive to create an inviting and welcoming historic downtown commercial district for everyone.

The goal of the OTB design committee is to enhance the visual appeal of downtown by creating a safe, accessible, and inviting atmosphere highlighting our architecture, art, green spaces, streetscapes, and physical elements. In 2021, with grant funding from the Maine Community Foundation, OTB's design committee organized the "As Unique As Belfast" crosswalk painting project. These beautifully designed and painted by local artists were wildly popular for residents and visitors alike. Unfortunately, due to several factors the designs were not easily maintained and have since gone untouched and have mostly faded away except for the edges near the sidewalks. The largest factor was that the winter weather and road conditions took a heavy toll on these designs with the salt and sand stripping away the much of the designs in the first year.

With lessons we learned from the "As Unique as Belfast" project, we would like to paint six (6) new crosswalks using simple one (1) or two (2) color designs. Design committee volunteers will organize the work to be completed in the early morning(s), so we do not interrupt traffic. Designs will be painted in between the white striping placed by public works and will not extend outside of their width.

The designs are:

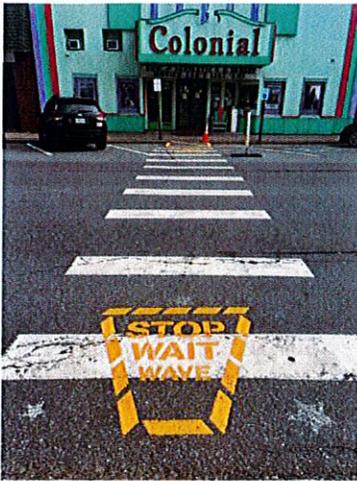
- Stars on High Street at the Colonial Theatre
- Art palette at the top of Beaver Street
- Fish on High Street at Miller Street
- Chicken Feet on Miller Street at Cross Street
- Shoe soles and dog paws along the Harbor Walk at Heritage Park
- Sailboats on Front Street from the Park on Main to Front Street Pub

These designs have been chosen as a representation of our community. The locations have been chosen intentionally off Main Street to avoid the heavy traffic in hopes the paint will last longer and few touch ups be required in the spring. Painted crosswalks are a proven way to effectively slow down traffic. They are also a way to add more whimsy to our unique downtown.

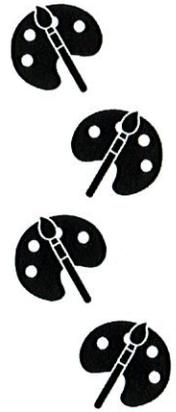
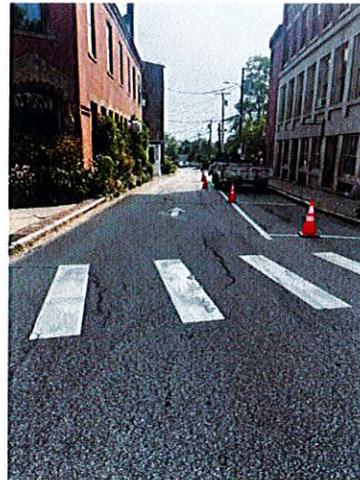
We have spoken with Public Works Director Kip Faulkner who has no concerns with the scope of this project as written above. Once approved by City Council, Our Town Belfast will order the stencils and then coordinate with design committee volunteers for a date to paint the crosswalks with the intention to complete within two (2) weeks.

Please see the next page for photos of the locations and examples of the designs.

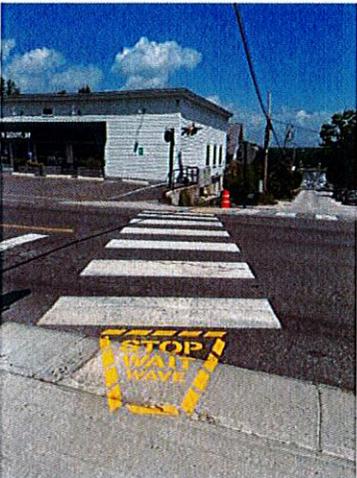
Stars at on High Street at the Colonial Theatre



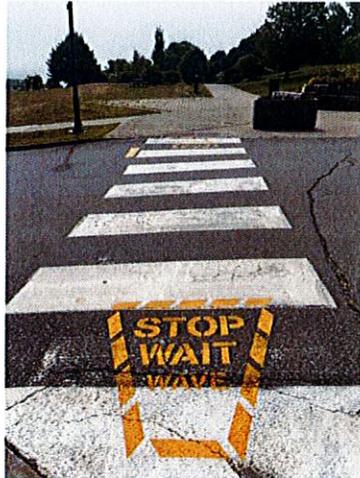
Art Palette at the top of Beaver Street



Fish at the corner of High & Miller Streets



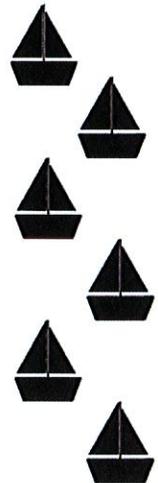
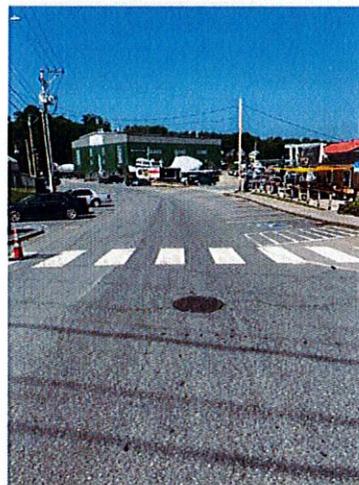
Chicken Feet on Miller at Cross Street



Shoe Soles & Dog Paws along the Harbor Walk at Heritage Park



Sail Boats on Cross Street from the Park on Main to Front Street Pub



10.E, F+G



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Pamela J. Salokangas, CPRE, CPSI
Parks & Recreation Director

Email: parksandrec@cityofbelfast.org
Phone: (207) 338-3370, ext. 127

MEMORANDUM

TO: Erin Herbig, City Manager
FROM: Pam Salokangas, Parks and Recreation Director
DATE: July 24, 2025
RE: Facility Use Requests

The City of Belfast Parks and Recreation Department is presenting the following Facility Use Requests for the Regular Agenda

10.E **Public Health Nurse – Sue Dupler**

Ms. Sue Dupler, the Waldo County Public Nurse, has secured five dates in October 2025 for use of the Belfast Boathouse for public Flu Clinics. The dates are all Wednesdays to include October 1, 8, 15, 22, and 29, and the hours are 8 AM-4 PM.

As in year's past, the space at the Belfast Boathouse has been provided without charge since these clinics are free services of the Waldo County Public Health Nurse and since attendees are Waldo County residents. Belfast Park and Recreation is formally asking for a waiver for the rental fee for the dates and times noted above. The waiver value is \$650 [\$130 (non-profit rate) x 5]. We do request that the Security Deposit of \$100 be paid and it will be rolled from rental to rental, or utilized if there are any damages or loss of supplies/equipment.

10.F **Mitch Philbrook Memorial Softball Tournament**

The Waldo County YMCA and those who help to execute the provisions of the YMCA Mitch Philbrook Scholarship Fund have secured use of the Walsh Field Recreation Area softball field for the Mitch Philbrook Memorial Softball Tournament on Saturday, September 20, from 8 AM-7:30 PM; Sunday, September 21 would serve as a rain date.

This event application also requests permission to contract with a Food Truck; currently, the City's Ordinances do not provide for Food Truck access to City Parks or City Facilities, but do allow Food Trucks when being contracted for large special events. Since the Little League Concession Stand is done operating for the season, the YMCA would like to host a Food Truck to also help generate funds for the scholarship program.





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Memo to Manager Herbig

July 24 2025

Page 2

If City Council were to entertain this one-time request, Belfast Parks and Recreation would work with the tournament organizers to place this Food Truck on-site to allow for the safest access for players, families, dog park users, etc., and would request that the Food Truck provide copies of their licensing and insurance to the YMCA.

At this time there is no conflict for the date for this tournament; the YMCA will be moving its Fall Soccer Program to another location in order to play this tournament at the Walsh Field Recreation Area.

10. G **Center for Wildlife Studies Annual Run Wild! 10K/5K**

The Center for Wildlife Studies is requesting permission to utilize the Belfast Rail Trail as well as several city streets for their annual fundraising Run Wild! 5K/10K races. This request is being included on the regular agenda so that City Council can review the routes and review the request for services from the Belfast Police Department to include assistance on Front Street, High Street, Robbins Road, and at the Route 1 crossover to High Street.

This race has a later start time than usual, starting at 11 AM and finishing around 12:30 PM.

A Certificate of Insurance will be provided to Parks and Recreation with the City listed as an additional insured.



RENTAL AGREEMENT FOR BELFAST BOATHOUSE

Name of Business, Organization or Individual Renter: Belfast Public Health Nurse Association

Business or Organization Point of Contact: Susan Dupler RN

Mailing Address: 10 Cory Lane

(This address will be used to return any funds due to renter.)

City, State and Zip Code: Belfast Maine 04915

Telephone: 207-505-4940 Alternate Telephone: 207-949-9110

Email: susan.dupler@mainehealth.org

Using the Tables on Page 2, please complete the following information:

Category:

- General Rental
- Non-Profit Rental
- Belfast City Employee
- Belfast City Schools

Non-Profit Tax ID: _____

Requested Rental Date(s): Oct 1,8,15,22,29

Rental Time*: 8-4 if possible

*Rental Time should include set-up and clean-up time; be sure to indicate the actual time of the event on next line.

Day(s) of Week: Wednesday

Actual Event Time: _____

Type of Event: Free Flu clinic

Number of People Attending Event: 50

Do you plan to serve alcoholic beverages? Yes No

1. This rental agreement incorporates all of the Belfast Boathouse Rental Rules and Regulations and Exhibits.
2. By signing this agreement, you are accepting the ALL terms of the Belfast Boathouse Rental Rules and Regulations and Exhibits, and all of your obligations that relate to them.
3. This agreement also includes the rental fee schedule, cancellation policy and security deposit requirements.
4. By signing this agreement, you are saying that you accept the terms of the rental fee schedule, times of the rental period, deposit requirements and security deposit requirements, and you are accepting responsibility and liability for non-compliance for yourself and on behalf of your guests, contractors, other service providers, and attendees.
5. Insurance: An insurance liability policy must be obtained and submitted to the City of Belfast for approval 10 days in advance of the event. A copy must be sent to the Parks and Recreation Director at Belfast Parks and Recreation for review and approval parcsandrec@cityofbelfast.org. It is very important that the policy be in the amount of \$1,000,000 and that the City of Belfast is named the additional insured as related to the event. Additional endorsements may be required based on your rental activity.
6. I specifically agree to leave the Belfast Boathouse in the condition noted per the Cleaning Checklist (Exhibit E).
7. By signing this agreement, I agree that the security deposit can be used by the City of Belfast to offset any cleaning fees or damages to equipment and property related to this rental at the Belfast Boathouse's facility and grounds, or failure to adhere to other provisions that have been incorporated into and made part of this agreement. Unauthorized use of Steamboat Landing Park or other City property will completely forfeit any security deposit funds.
8. If for any reason the amount of the security deposit is not sufficient to pay for damages and costs, then I agree to be personally responsible for the financial difference and will promptly pay the City of Belfast within 30 days of receipt of the invoice for payment for charges in excess of the previously paid security deposit. If I fail to pay these charges as specified,

then I agree that I may lose rental privileges, and that I will also be responsible for the City of Belfast's legal fees associated with the legal prosecution of a collection claim against me for these charges in court. I also understand and agree that if there are any monies left in the security deposit that are in excess of the damages, or other specified charges and expenses sustained by the City of Belfast, then this balance will be returned to me by mail within 30 days after the event.

Please confirm with your initials that you understand the following rental requirements:

SD **BUILDING OCCUPANCY**

Regulation for Belfast Boathouse occupancy for any event is a maximum of 150 people seated or a maximum of 200 people standing.

- Educational style seating with tables: Maximum capacity is 150.
- Sit-down dinner with round tables: Maximum capacity is 150.
- Reception style events with standing room only: Maximum capacity is 200.
- Auditorium style (or seating in rows): Maximum capacity is 175.

*Please note that occupancy maximums DO NOT increase with the use of a tent.

*No tents are allowed on any paved area outside the fenced grounds of the Belfast Boathouse.

SD ^{waiver} **CERTIFICATE OF LIABILITY/INSURANCE**

Liability insurance must be obtained for the entire duration of the event (including set-up and clean-up) to cover any function held at the Belfast Boathouse (this can usually be obtained through a homeowner's insurance policy or various special event insurance companies).

- The City of Belfast must be named as an Additional Insured on the Certificate of Insurance for the event (see Exhibit D), which is due to Belfast Parks and Recreation 10 days prior to your event.
- The coverage will be no less than \$1,000,000 general liability, and additional endorsements may be needed based on your event. Be sure to discuss this with the Belfast Boathouse Rental Agent.
- If a licensed caterer provides and/or sells (cash bar) alcoholic beverages at the Boathouse, the caterer will need to apply for an Off-Premises Permit at Belfast City Clerk's Office and also provide liability insurance coverage in the amount of \$1,000,000. A copy of the insurance coverage must be provided to the Belfast Parks and Recreation 10 days prior to the date of the event (an example of an acceptable form is found at Exhibit D).

SD **DAMAGE, CLEANING & MAINTENANCE RULES**

Renter must leave the Belfast Boathouse in the condition noted in the Cleaning Checklist (Exhibit E), including bathrooms, trash, floors, tables, chairs, and equipment. The Cleaning Checklist is posted in the Belfast Boathouse vestibule for reference.

- No staples, nails, or duct tape are to be used on the walls or floors. Painter's tape may be used on the wall.
- All floors must be swept and mopped. Kitchen area must be cleaned.
- Tables/chairs must be cleaned/wiped and all tape removed. All table and chair legs should be wiped down if they were used outside on the Belfast Boathouse grounds. Tables/chairs must be returned to storage racks and the rear storage area making sure no damage has been done to furniture or equipment, or the interior or exterior of the building and grounds.
- All food, garbage, decorations, etc., must be removed from Belfast Boathouse property. If Belfast Boathouse is not left in accordance with these rules, and after inspection by the Belfast Boathouse Rental Agent, the Renter will forfeit their Security Deposit and also be charged for the cost to repair damage.
- The Renter shall also report any damages that occur to the property during their event to Belfast Boathouse Rental Agent as soon as practical.

SD **ADDITIONAL GUIDELINES**

- The Belfast Boathouse is a smoke-free environment.
- Please note that the Belfast Boathouse is an unstaffed facility.
- Any additional cooking or catering equipment must be approved by the Belfast Boathouse Rental Agent.
- All requests for tents must be pre-approved by the Belfast Boathouse Rental Agent. No tent can increase the seating capacity outlined for the Boathouse, and tents are only allowed inside the fenced grounds.

- Any additional equipment, staging, non-traditional decorations, etc. must be pre-approved by the Belfast Boathouse Rental Agent.
- No vehicles are permitted inside the Belfast Boathouse.
- The general public is not permitted inside the Belfast Boathouse when it is rented for a private event. The Police may be contacted if unwanted visitors refuse to leave.
- The City of Belfast cannot guarantee that there will not be any other events in the area, any construction in the surrounding neighborhoods, events/activities in the Harbor, or other activities in the surrounding public spaces.
- Renters are encouraged to utilize the parking information noted in Exhibit C for their events. Parking is not guaranteed for the Belfast Boathouse rentals.

I certify that I am at least twenty-one (21) years of age. I have read and fully understand the Belfast Boathouse Rental Agreement and also the rules and regulations for renting the Belfast Boathouse located at 34 Commercial Street in Belfast, Maine. I am an authorized representative of above listed business, organization, or event and will abide by all rules and regulations set forth by this agreement. I understand and fully agree to forfeiture of any or all deposits if I am not in compliance with the terms set forth by this agreement. In signing this form as an individual or as a representative of the above listed business or organization, release the City of Belfast from any and all liability in case of death or injury during the use of the Belfast Boathouse facilities.

Signed: Susan Dupler
Renter

Date: 6/24/2025

Title: Susan Dupler RN BPHN
(If signing for a Business or Organization)

Signed: Pamela J. Salokangas
Belfast Boathouse Rental Agent
Pamela J. Salokangas, Parks and Recreation Director

Date: 6/25/25

***** FOR OFFICE USE ONLY *****

TOTAL RENTAL FEE DUE: \$ \$130/day x 5 = \$650 (would like to request a waiver, per previous yrs. use)

RENTAL FEE 50% DEPOSIT: \$ 325.00 DUE DATE: July 25, 2025

RENTAL FEE FINAL BALANCE DUE: \$ 325.00 DUE DATE: Sept. 4, 2025

SECURITY DEPOSIT FEE DUE: \$ 100.00 DUE DATE: Sept. 4, 2025

CERTIFICATE OF INSURANCE DUE: Sept. 4, 2025

Acceptable payment options are checks, cash, or credit card. Checks should be made payable to the City of Belfast. Credit card payments will incur a 2.5% processing fee in addition to rental charges.

Once dates, rental process, and payment schedule has been discussed, please return Belfast Boathouse Rental Agreement, with initials and signature, and payment to:

Belfast City Hall
Belfast Parks and Recreation (Ground Floor)
Attn: Boathouse
131 Church Street
Belfast, ME 04915



Facilities Use Request City of Belfast, Maine



The City of Belfast owns streets, sidewalks, parks, land, and buildings. It is the policy of the City that property belonging to the citizens of Belfast be available to the public. Unless specifically approved to the contrary, no public property will be set aside for the exclusive use of any individual or group and the general public will at all reasonable times have access to City property.

This application is specifically for City property such as waterfront parks, pavilions, streets, sidewalks, etc. This application is NOT for the Belfast Boathouse, but it may be required in addition to the Belfast Boathouse Rental Application if you are planning an event that includes both the Belfast Boathouse and Steamboat Landing Park.

This application must be submitted 60 days or more before the proposed event date. This allows for the application to be reviewed by all departments and to be reviewed and approved by the Belfast City Council.

EVENT NAME: MITCH PHILBROOK MEMORIAL SOFTBALL TOURNAMENT

BRIEF EVENT DESCRIPTION: SOFTBALL TOURNAMENT

DATES and TIMES: SEPTEMBER 20, 2025 8AM - Close 8 AM-7:30 PM (Both Days)
Rain Date September 21, 2025 8am - Close

PROPOSED LOCATIONS/AREAS TO BE USED: WASLH SOFTBALL FIELD

ORGANIZING GROUP (if applicable): YMCA MITCH PHILBROOK SCHOLARSHIP FUND

GROUP REPRESENTATIVE/INDIVIDUAL NAME: YMCA

MAILING ADDRESS: 157 LINCOLNVILLE AVE, BELFAST ME 04915

PHONE NUMBER: 207-338-4598 **EMAIL:** SPFANDER@WALDOCOUNTY YMCA.ORG

All applications and related documents must be returned to the Belfast Parks and Recreation Office at City Hall, 131 Church Street, Ground Level (drop off at City Clerk's office). Questions? Please call 207- 338-3370 Ext. 127 or parksandrec@cityofbelfast.org.

This is a planning checklist for your benefit as well as the City's. **All activities must be included in the event description; anything not included cannot be approved and cannot be added later unless a second or revised application is submitted. Approvals will not be provided to individuals or groups who are uncertain of their plans.**

When you are ready to submit your application, please attach maps, additional sheets, event outlines etc. which will help to explain your request. If any of the following questions do NOT apply to your event, simply write N/A (not applicable) in the space provided. Thank you.

Describe in detail the activities within your event and the schedule you are proposing.

COED SOFTBALL SLOW PITCH TOURNAMENT

Based on the facilities noted above, how do you intend to use the spaces requested?

SOFTBALL GAMES

Are you asking to close off any City Streets? If so, please list by street name (include from where-to-where the street will be blocked, days, times, etc.).

NO

If yes, who will be managing the street closures?

N/A

How many people do you expect at your event?

ESTIMATE 10 TEAMS THROUGHOUT THE DAY AT 12-15 PLAYERS PER TEAM PLUS SPECTATORS

How many volunteers do you expect at your event?

5-10

Will YOU or YOUR GROUP be selling things at this event? If yes, what will you be selling, and please provide descriptions.

NO

If you will not be selling anything, will others at this event be selling items? If yes, please provide details.

POSSIBLY A FOOD TRUCK
The City does not have provisions to allow Food Trucks on City property per City Ordinance, unless they are approved for a special event. This request will have to go in front of City Council in order to request permission to host a Food Truck; there is no guarantee of approval.

Will you be renting spaces to vendors on City property? If yes, please provide for the type of vendors and your fees.

NO

Please provide an explanation of vendor space sizes, locations, load-in/load-out details, etc.

FOOD TRUCK - SELF CONTAINED - WILL REMOVE THEIR OWN GARBAGE -
PLACEMENT AT THE END OF THE WALSH FIELD PARKING LOT.

Does this event call for any type of open fire, including for cooking purposes? If so, please describe what fire safety measures you plan on employing associated with this potential hazard? NOTE: a fire permit may be required.

NO

How do you propose to handle garbage removal?

ANY OVERFLOW TRASH WILL BE REMOVED TO YMCA DUMPSTER

How do you propose to handle parking and how will parking instructions be communicated to vendors, volunteers, service providers, and your customers?

PARKING AT THE WALSH FIELD - OVERFLOW PARKING CAN PARK AT THE YMCA

How do you propose to handle security, if needed.

NONE NEEDED

How do you propose to handle the need for regular and accessible restrooms?

RESTROOMS ARE AT WALSH FIELD

What are your electrical needs, and how will you provide electricity?

NONE NEEDED

What kind of noise do you expect to generate at this event and during which specific period of time?

TYPICAL ATHLETIC GAME NOISE - CHEERING

What are your event safety protocols (i.e., weather, injury), and will you have a First Aid tent?

NO TEAMS ARE REQUIRED TO PROVIDE THEIR OWN FIRST AID

Have you spoken to the neighbors in the area of this event regarding traffic, noise, parking etc.? NOTE: You may need to provide parking lot monitors and signage for your event.

NO

Will any alcohol be served or consumed at this event? If yes, please provide details on who will be providing that service, including their contact information (phone and email). NOTE: Additional permits may be required for your event based on your service provider, their liability insurance coverages, and any existing permits they may have.

NO

Please attach a map that shows your event's boundaries, how you will set-up your event (vendors, beer/wine garden, restrooms, where activities will be located, your access points, and any other pertinent details).

Map Attached: Yes No (If no, when will map be available to review?) _____

Are you able to provide a Certificate of Insurance in the amount of \$1,000,000 that also lists the City of Belfast as an additional insured to hold the City of Belfast harmless from any and all injuries that may occur as the result of any negligence on your part in conducting this event?

CITY HAS ON FILE

Who is your insurance agent that will provide the Certificate of Insurance as proof of this policy?

CITY HAS ON FILE

Who will be in charge of the event and on-site for the majority of the event's duration? Please include cell phone numbers and an email address.

SOPHIE PFHANDER - 207-338-4598 SPFANDER@WALDOCOUNTYYMCA.ORG
SHARON KEACH - 207-322-9914 SHARONKEACH@GMAIL.COM

Are you asking the City for any additional services over and above the request to use the facilities you have described above? If so, please be specific. (Examples: barricades, security/street closures, electrical access, etc.)

LINE PAINTING AND FIELD DRAGGING *Available on Saturday only unless there is a complete wash out and tourney is moved to Sunday.*

Are there any other details you haven't addressed and that you would like to include?

Have you reviewed the specific policies for use of City-owned property, located in Appendix A, particularly the information about reservations being secured in advance, and changes that could occur to your event (middle of pg. 7, under Scheduling)?

Yes

No

Specific Department and Services Requested

City Manager:	
Police:	
Fire/ Ambulance:	
Parks and Rec.:	PAMELA SALOKANGAS
Public Works:	
Harbor Master:	
Other:	

Remember, if any aspect of the activity you wish to conduct is not specifically listed on this checklist, then there will be no permission to conduct that activity unless an amended form or an addendum is filed for approval by City Council. Any amendments or addenda must be filed more than 60 days prior to the event date.

I certify that I am at least twenty-one (21) years of age. I have read and fully understand the Facilities Request Application and also the rules and regulations utilizing Belfast Parks and Recreation’s facilities and property. I am an authorized representative of above listed business, organization, or event and will abide by all rules and regulations set forth by this agreement. I understand and fully agree to forfeiture of any or all deposits if I am not in compliance with the terms set forth by this agreement. In signing this form as an individual or as a representative of the above listed business or organization, release the City of Belfast from any and all liability in case of death or injury during the use of any City-owned facility or property.

SIGNATURE: SOPHIE PFANDER

DATE: 07-07-2025

REVIEW #1: *Pamela J. Salokangas*

DATE: July 9, 2025

REVIEW #2: _____

DATE: _____

APPROVAL: _____

DATE: _____

**Request to use Facilities
Belonging to the Citizens of the City of Belfast**

It is the general policy of the City of Belfast that property belonging to the citizens of Belfast be available to the public. Unless specifically approved to the contrary, no public property will be set aside for the exclusive use of any individual or group and the general public will at all reasonable times have access to City property, including all streets, roads, easements and rights of way. This is a planning checklist for your benefit as well as the City's. If any aspect of the activity you wish to conduct is not specifically listed on this checklist then there will be no permission to conduct that activity. Approvals cannot be given to individuals or groups who are uncertain of their plans. Please attach maps, additional sheets, event outlines etc.- that help to explain your request. If any of the following questions do **NOT** apply to your event simple write N/A (not applicable) in the space provided. Thank you.

1. State your name and whom you represent?

Laura Hopkins / Center for Wildlife Studies (CWS)

Jack Hopkins / CWS

Leonard Kalinowski / RunBelfast

2. What facilities would you like to use or what permissions are you seeking with respect to property owned by the Citizens of Belfast? Please be specific _____

Front Street from Marshall Wharf to Pierce Street and the Belfast Rail Trail and rural roads along the Passagassawaukeag River.

3. What dates and times do you wish to have this event? September 13, 2025 / 11:00 am - 12:30 pm

3a. Do you have a rain date and if so when? N/A

4. Will you want to put up banners or signs? (If so where and the dates the signs will be put up and taken down) N/A

5. Are you asking to close off any City Streets? (Which ones, what dates, for how long a period of time each day?)

N/A

6. Please describe this event in detail. If there is a schedule then attach it and explain it here.

CWS is holding its 4th annual Run Wild! fundraiser in cooperation with Marshall Wharf Brewing Company in Belfast, Maine. This year's events are a 5K out-and-back or 10K loop fun run on the Belfast Rail Trail and rural roads along the Passagassawakeag River. After the race, runners will be able to cash in their beer tickets and tie-dye their t-shirts (both part of the registration fee) at Marshall Wharf Brewery who will host the Grateful Dead tribute band Dead on the Water. CWS will award prizes for top finishers and best wildlife costumes. Pre-race activities will begin at 09:00 am. All event activities should be completed by 1:00 pm.

City of Belfast - Facilities Request Form

7. How many people do you expect? 100-120

8. Will you be charging admission to this event? Yes: Registration fee for runners

9. Will you be selling things at this event? Yes

If so what? Race t-shirts and hats.

10. Will any alcohol be served or consumed at this event? (If yes provide details) _____

Post race activities will include beer at Marshall Wharf Brewing Company. IDs will be required.

11. Does this event call for any type of open fire- including for cooking purposes? (If so describe what fire safety measures you plan on employing associated with this potential hazard?)

N/A

12. Will you be renting spaces to vendors on City Property? N/A

13. Describe what type of vendor and the charges you propose to assess against them.

N/A

14. Will you have insurance in the amount of \$1,000,000 that also names the City of Belfast as an “ additional named insured party” to hold the City harmless from any and all injuries that may occur as the result of any negligence on your part in conducting this event?

Yes; policy to be forwarded, separately

15. Who is your insurance agent that will provide proof of this coverage to the City?

See Item 14, above

16. Noise: What kind of noise do you expect to generate at this event and during which specific periods of time? Fans; mostly at the start and finish area

17. How do you propose to handle garbage removal? _____

CWS will collect and dispose of any and all garbage.

City of Belfast - Facilities Request Form

18. How do you propose to handle parking? City parking facilities.

19. How do you propose to handle security? N/A

20. How do you propose to handle the need for restrooms? _____

City facilities and Trail port-a-potties.

21. What is your plan/need for electricity or water? N/A

22. Have you spoken to the neighbors in the area of this event and discussed, traffic, noise, parking etc with them?

N/A

23. Who will be in charge of the event and what are their home and cell phone numbers, email addresses- where they can be reached before and during this event?

Laura Hopkins / 814-431-9336 (Cell) / lhopkins0511@gmail.com / CWS

Jack Hopkins / (207) 613-5522 (Office) / jhopkins@centerforwildlifestudies.org / CWS

Leonard Kalinowski / 207-505-7434 (Cell) / leonard_kalinowski@yahoo.com/ RunBelfast

What specific City services or assistance are you asking for? _____

Department

Service Requested

City Manager

Police

One opportune cruiser on Front Street ; two opportune cruisers on High Street; dedicated cruiser at Hwy 1 crossing; motorcycle patrolman along Robbins Road.

Fire/Ambulance

Parks

One garbage can with liner (Marshall Wharf and Front Street)

Public Works

Harbor

Planning (Maps)

Cable TV

City of Belfast - Facilities Request Form

Please draw a diagram of the area your proposing to use and how it will be laid out

Route map attached

2 Attachemnts

1. Current insurance policy provided separately
2. Route maps

ADMINISTRATIVE COMMENTS (Internal City use only)

City Manager's Office _____

City Clerk's Office _____

Police Department _____

Fire/Ambulance Department _____

Parks Department _____

Public Works Department _____

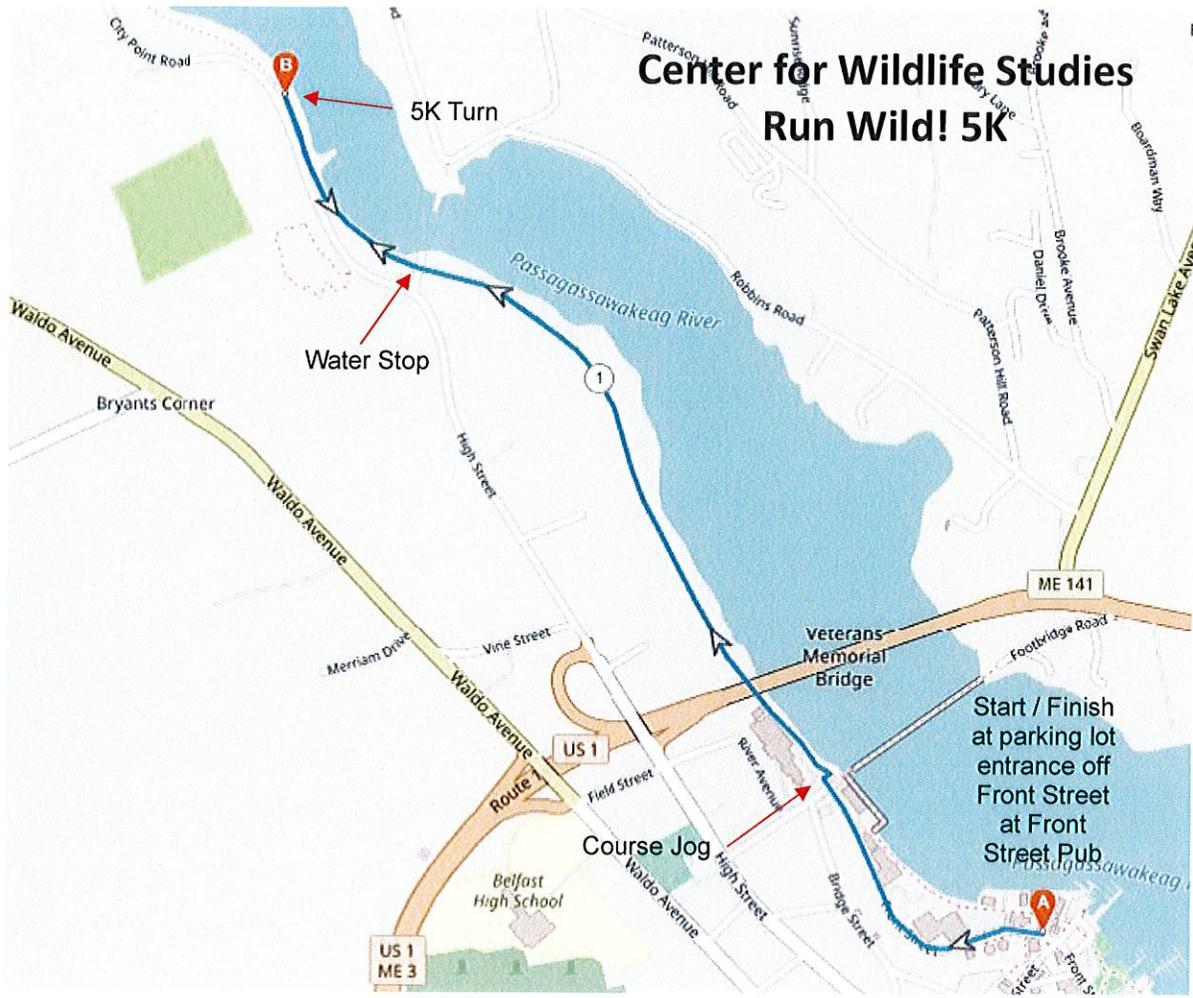
Harbor Master _____

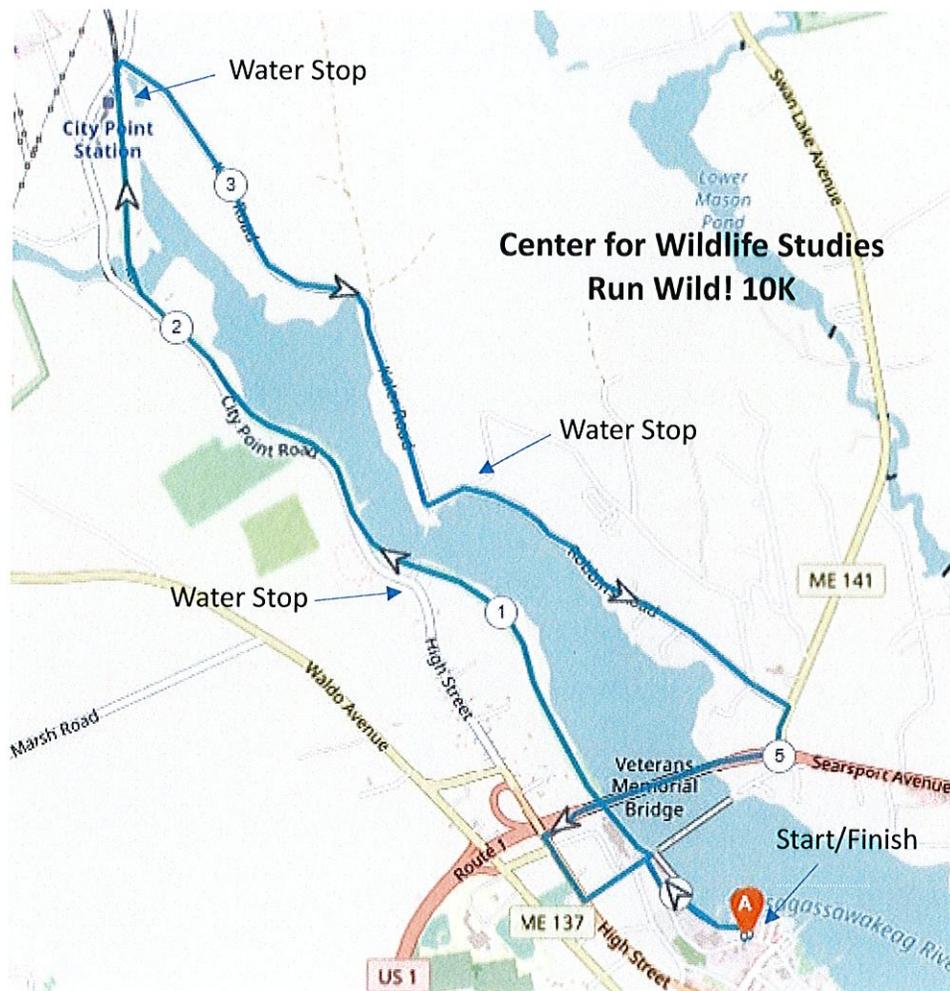
Boat House Coordinator _____

Planning Department _____

Other Notes: _____

Center for Wildlife Studies Run Wild! 5K





10.4



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Pamela J. Salokangas, CPRE, CPSI
Parks & Recreation Director

Email: parksandrec@cityofbelfast.org
Phone: (207) 338-3370, ext. 127

MEMORANDUM

TO: Erin Herbig, City Manager
FROM: Pam Salokangas, Parks and Recreation Director
DATE: July 24, 2025
RE: Belfast Common Play Space Proposal

For over a year and a half, I have been involved with conversations and site visits with the Parks, Trails, and Recreation Committee regarding the potential installation of a small play space in a downtown park location. I believe this Committee did make a request to City Council to consider a waterfront playground in Heritage Park prior to my hiring as the department's Director. According to the Committee and City Manager, the area requested was prone to flooding and had just been through several winter storms, and it was not recommended to explore that area or any waterfront areas further due to potential storm damage to play space equipment.

At the same time that that conversation was happening, the Belfast Rotary Club was in discussions about building a playground as their Legacy project in the waterfront area. Due to the storm damage and potential on-going effects of high-water, and due to the condition of the current Belfast City Park playground, the decision was made to locate the Rotary Club's 100th Anniversary Legacy project in Belfast City Park.

Upon further discussion, the Parks, Trails, and Recreation Committee still felt it important to construct a small play space in one of the in-town parks, to engage many of the younger families with children in the community, and the group opted to focus on a play space for 2-5 yr. olds. Knowing the Belfast City Council's stance on placing something at the waterfront, the group decided to look at Belfast Common as a possible location. The Committee toured six locations within Belfast Common on June 20, 2024, and ranked those six locations based on site use (special events and daily use), topography, visibility, safety and fence needs (streets/vehicles), accessibility, drainage, maintenance, impactful noise, and viewed for homes in the neighborhood. After some discussion, three of those six sites within Belfast Common landed as the top three

Ranking Matrix for the potential playground sites at Belfast Common

NOTE: This is not an official ranking. It is a tool to help us understand the relative merits of each site. It is not a final decision. It is a tool to help us understand the relative merits of each site. It is not a final decision.

Rank	Site	Site #	Site Name	Site Address	Site Area (sq ft)	Site Use	Site Access	Site Visibility	Site Safety	Site Maintenance	Site Noise	Site View
1	Site 1	1	Site 1	Site 1	Site 1	Site 1	Site 1	Site 1	Site 1	Site 1	Site 1	Site 1
2	Site 2	2	Site 2	Site 2	Site 2	Site 2	Site 2	Site 2	Site 2	Site 2	Site 2	Site 2
3	Site 3	3	Site 3	Site 3	Site 3	Site 3	Site 3	Site 3	Site 3	Site 3	Site 3	Site 3





CITY OF BELFAST

131 Church Street
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choices. I created a scoring matrix for these three sites, and the Parks, Trails, and Recreation Committee members voted on these selections in October, 2024. The top scoring location was the upper southeast corner of Belfast Common, near the intersection of Union and Pearl Streets.

Once we had that location, I went out to the site to measure the available space and to detail any effects to existing benches, seating, tables, and trees and landscaping. I am happy to report that only one small square picnic table needs to be relocated, and that we have a space of 30' x 28' (840 sq. ft.) available which will allow for a very nice, small play space structure. There is already a bench and granite sitting rock in that location, perfect for adults and children, and plenty of filtered shade. We will conduct some pruning of the lower tree branches in that area, and prune and shape some of the area's landscaping, but that work was already planned as part of our Environmental Steward's summer work.

Per play space standards, an area close to an active road should have a fence or similar barrier installed to keep any children from darting off and into the road and to keep vehicles from entering the play space; if this particular site were to be approved by Belfast City Council, the Parks, Trails, and Recreation Committee would be securing quotes for purchasing the play space to also include installation, surfacing, and fencing needs, and would begin their plans for fundraising.

After that site review was complete, there was a bit of a hold as another privately-owned site was on the table for consideration; after scheduling a walk-through of the site, the Committee received some updates from the site owners on their current and future plans. With those plans in place, that site was no longer an option for a play space due to square footage limitations.





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Therefore, the Parks, Trails, and Recreation Committee reconvened their research. At this time, below are images of three play space units that they are pricing. All three units are options for 2-5 yr. olds, and one unit is also designated for 2-5 and 5-12 yr. olds. It would be the Committee's preference to keep this space for younger children (2-5 yrs.).



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Smart Play, "Motion"



Miracle Recreation's
"Tots" Series





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Memo To City Manager

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Kompan's Essentials'
"Yosemite with Roof"

At this time, the Parks, Trails, and Recreation Committee has received support from the Friends of Belfast Parks for this play space installation, and from others in the community. The Committee members are looking for feedback from Belfast City Council and ultimately for permission to utilize this Belfast Common space for a permanent installation for a 2-5 yr. old play space and associated fence along Union Street. Once installed, this play space would be maintained by Belfast Parks and Recreation to include on-site inspections, repairs, equipment replacements, and maintenance for the play space surface.

As we worked to prepare this information, the pricing of these play space pieces was not yet ready; however, please remember that the Parks, Trails, and Recreation Committee is not asking for any funding for this project. Possibly, there could be a request for some in-kind site preparation, but once that information is known, the Committee can bring back those details to City Council.





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

10.I

Pamela J. Salokangas, CPRE, CPSI
Parks & Recreation Director

Email: parksandrec@cityofbelfast.org
Phone: (207) 338-3370, ext. 127

MEMORANDUM

TO: Erin Herbig, City Manager
FROM: Pam Salokangas, Parks and Recreation Director
DATE: July 28, 2025
RE: Landscaping Trailer Purchase (FY26 CIP)

Landscaping Trailer Purchase

The Belfast Parks and Recreation Department included a purchase of a new landscaping trailer as part of the FY25-26 Capital Improvement Program. The Parks and Recreation team discussed solutions for our team needs which include splitting-up equipment and personnel to better tackle park maintenance between two teams and sometimes three teams. Having a second landscaping trailer was a key piece of that solution, and having a larger trailer that could haul the larger mowers alongside other smaller equipment was needed in order to relieve the pressure on our small 14' trailer.

We utilized Maine Trailer in early 2025 to get baseline pricing for a 22' landscaping trailer for the Capital Improvement request. At the time, they had a different brand of trailer available at a base price of \$9,595 (Cam Superline Deckover).

In preparing this request, we went back to Maine Trailer to see what was available in their inventory at this time. Lucky for the City, a very similar model is available with a lower price tag. The City has received a quote from Maine Trailer for a 2026 Currahee 8x22 Deckover Equipment Trailer, which is the same size trailer which was originally priced. This trailer comes with standard loops/stake pockets to include 10 stake pockets on the flat deck, and an additional two on the beaver tail, one on each side; this is crucial for safe hauling. The ramps are adjustable for our equipment needs, and the trailer has DOT approved lights, shockproof LED taillights, taillight protectors, safety chains, a drop-foot jack, and new radial tires with 8-lug wheels.

This trailer is currently located at their Hampden location at the price of \$8,795 plus registration and tags. Belfast Parks and Recreation would pick-up the trailer so there are not any additional delivery costs, and the department would work with the Belfast City Clerk's office to register and license the trailer. This price falls well within the approved CIP amount of \$9,595.





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Regarding comparable pricing, I searched all of Maine for a comparable price for this 2026 Currahee 8x22 Deckover Equipment Trailer and found no other vendors with this brand. The closest comparable price for a 2025 Currahee 8x22 Deckover Equipment Trailer was at Skyline Equipment in Washington, NJ for a price of \$9,495.

Belfast Parks and Recreation requests approval to purchase this 2026 trailer from the Parks and Recreation Capital Improvement Line.



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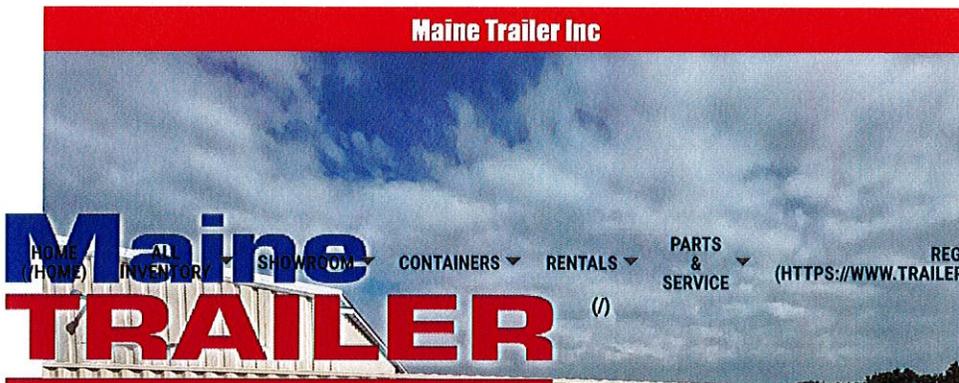
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itemID=4265376&year=2026&model=E822.14KD&stock=CU81188&itemStock=CU81188&trailerStock=CU81188&productInquiry=CU81188&trailerName=2026+Currahee+8X22+E822.14KD+Currahee-8x22-e822-yCTr.html&imageLocation=https%3A%2F%2Fdealer-cdn.com%2FBUHuxk%2FKJEzmi%2F2026_Currahee_8X22_E8

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ITEM LOCATION

MAINE TRAILER INC

rick@mainetrailer.com
101 COLDBROOK ROAD
Hampden, ME, 04444
(207) 848-5718

STOCK NO: CU81188

REGISTRATIONS (HTTPS://WWW.TRAILERREGISTRATIONSERVICES.COM/) OUR PRICE: \$8,795.00

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Condition:	new
Year:	2026
Manufacturer:	Currahee
Model:	E822.14KD
Floor Length:	22' or 264.00"
Width:	8' or 96.00"
Weight:	3640 lbs
GVWR:	14000 lbs
Payload Capacity:	10360 lbs
Color:	Black

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Preferred Location*	101 COLDBROOK ROAD Hampde
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Amount Financed	<input type="text" value="8795.00"/>
A.P.R.	<input type="text" value="6.500%"/>
Term	<input type="text" value="12 Months (1 Year)"/>

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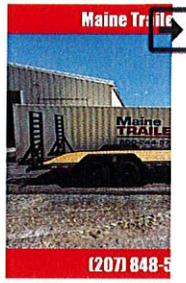
2026 Currahee 8X24 E824.14KD Deckover Equipment Trailer
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MEMORANDUM

TO: Belfast City Council, Mayor and City Manager

Cc: City Engineer Mandy J Holway, Olver Associates Inc., Belfast Fire Chief Patrick Richards and Public Works Director Kip Faulkner

FROM: Bub Fournier, Director of Planning and Codes Department

DATE: July 29, 2025

RE: Intention to Support City Infrastructure Acceptance – Access drive, sidewalks, parking and associated infrastructure for the proposed subdivision at 243 High Street owned by Carl Savitz.

BACKGROUND

Carl Savitz of Big Bridge Ventures LLC, is proposing an 8 lot residential subdivision with one existing nonresidential building and one existing 2-family dwelling at 243 High Street. The property was the original location of Waldo County General Hospital and is well known by the remaining large brick chimney. The proposed subdivision includes construction of a new approx. 350' long lane with public sewer, public water, a sidewalk, parallel parking and electrical service to accommodate residential development. The owner is also proposing to construct a stormwater collection system consisting of a detention basin and vegetated drainage swales designed to meet the applicable City standards.

This project is being reviewed by the Planning Board as a Planned Unit Development (cluster development) in which the project's designers have set aside a minimum of 20% of the initial site as open space, including a pedestrian walkway connecting the proposed access road within the subdivision to Pierce Street for foot traffic.

The proposed lane would be used to access all of the proposed lots with the exception of a larger lot with frontage on Pierce Street that the developer envisions for a potential 6-unit multifamily dwelling development sometime in the future. The Planning Board held a Sketch Plan review including a public hearing on November 13, 2024, granted Preliminary Plan approval including a public hearing on June 11, 2025 and conducted a Site Visit on July 8th, 2023. A Final Plan will be submitted and reviewed in the future. The developer has generated and provided hard copies of the enclosed a map that identifies the layout of the subdivision as well as a narrative or their request with other written comments.

Mr. Savitz is proposing to construct the new lane and infrastructure within the subdivision to meet City requirements, but there are some minor requests for waivers of some technical

standards outlined in the request narrative documents. The road ultimately will be paved, and the paved surface will be 20 feet in width. There will be a sidewalk, without an esplanade, on one side of the road along with parking, and the road will have the required base material and a stormwater management system. City Engineer Mandy Holway, Olver Associates, has preliminarily reviewed the subdivision proposal on behalf of the Planning Board and is working with the project's engineers to ensure that that all City specifications are met, and that the Board considers the technical implications and merits of potentially granting any waivers.

At this time, I am bringing this proposal to the City Council to request that the City accept these roads as City roads **if and when they are constructed and inspected to the City specifications, including any waivers granted by the Planning Board.** The owner also intends to convey the stormwater system. The open space is intended to be managed by deed restrictions/easements on the individual lots.

If the Council agrees to commit to accepting the subdivision's access road and infrastructure, the process the City would use to ensure the applicant builds it to City specifications, including any waivers granted by the Planning Board, are as follows:

1. Applicant obtains Planning Board approval of subdivision. Possible to occur sometime in Fall of 2025.
2. Applicant pays cost of Olver Associates to periodically inspect work in constructing road, sidewalks, parking spaces, stormwater system, water and sewer utilities so City Engineer can confirm that they are built to City specifications. Full-time inspection services by City Engineer must be required as a Planning Board condition of approval.
3. Final inspection by City Engineer and Public Works Director of the constructed road before the road is formally presented to City for acceptance. I note that it may be some time before the road can be formally presented to the City for acceptance, and the applicant must ensure that the road meets City specifications, including any waivers granted by the Planning Board, at the time they are presented for acceptance.
4. Certification by Professional Engineer that the stormwater system has been constructed according to approved plans with clearly defined maintenance description and schedule. The certification and maintenance documents will be reviewed by the City Engineer and Public Works Director for approval before City Council will be asked to accept these infrastructure improvements.
5. Review of all deeds and any easement language by the City Attorney before City Council consideration of accepting the road and infrastructure.
6. City Council will not vote to formally accept the road until occupancy permits have been granted to at least 3 of the 5 property owners of Lots 4 through 8. I note that I am recommending this standard, and that there is no specific guideline regarding when the Council can vote to accept a road.
7. If the Council agrees to accept these roads and infrastructure, it means that the public (the taxpayers) will be responsible for the long-term maintenance of these systems. The developer has not provided a cost estimate nor described what the maintenance entails. Their required maintenance documents may provide more insight, but

perhaps they can elaborate at the upcoming Council meeting. If the Council does not agree to accept the road, the Planning Board will need to ensure that there is a homeowner's association in place to maintain the infrastructure over the long term.

Here are additional comments to consider:

First, the City Council does not have a specific road construction standard identified by Ordinance which it must use to determine if a road can be accepted by the City. When I stated that these roads will be built to City specifications, I am referring to specifications in both the Subdivision Ordinance (Chapter 94) and the Technical Standards Ordinance, (Chapter 98) that the Planning Board uses to determine if a road meets City requirements. It's also important to note that the developer is asking for a waiver for some standards in the Code. In short, while I believe the above standards are good guidelines that the Council should follow, there is no guideline that the Council must follow. There are also no specific standards for the engineering of stormwater systems slated for City adoption. I have shared the proposal, this memo and all designs to date with City Engineer Mandy Holway, Olver Assoc., Public Works Director Kip Faulkner, and Fire Chief Patrick Richards as well as the Applicant's engineers for any technical questions. The City Engineer, Public Works Director and Fire Chief have indicated that they have no objections to the proposal by the developer for the City to accept the infrastructure if/when they are constructed and inspected according to City specifications.

Secondly, the Council has accepted some privately built subdivision roads in the past including Mossy Ridge, Fieldstone Drive, Ryan Road etc. Clearly, there is a future public (taxpayer) cost associated with the City voting to accept any road or other infrastructure. I also believe that City acceptance of roads and other infrastructure, if they are well-built and constructed to the right specifications, is an area where the Council might have leverage to encourage new housing. This proposed project would be an opportunity to increase our desperately needed housing, enhance public nonmotorized infrastructure and create an additional tax base for the future of Belfast. Lastly, City acceptance of the road furthers community development, which I believe is central to the much-desired goal of economic development. This development also represents smart infill growth in our community, something in which the City has stated as a goal for many years.

Ultimately, these decisions will affect the Belfast community for many years into the future and my intent is to provide insight for City Councilors to consider when making the decision. It will be very helpful to all involved to know what to expect moving forward.

I will be available to answer any questions regarding this request. Carl Savtiz will be available as well.

Enclosures: Letter from Carl Savitz describing the proposal
Narrative from Carl Savitz regarding technical standards
Sketch of the proposed subdivision
Written comments from the City Engineer and Fire Chief

REQUESTED ACTION

The Council should decide if it wants to **commit** to accepting, as a City maintained road and infrastructure, the access lane with turnaround, stormwater system, sidewalks and street parking that Carl Savitz of Big Bridge Ventures LLC proposes to construct to serve 8 lots in the proposed subdivision that the Belfast Planning Board is now considering for approval at 243 High Street. **I note that the Council cannot yet formally vote to accept these improvements because they have not yet been constructed.** It would, however, greatly benefit the developer, the Planning Board and future property owners in this subdivision if the Council would decide now if it **intends** to accept these improvements once construction and inspection is complete.

The motion I recommend is as follows: “The Belfast City Council states its intent to accept as a City maintained road and infrastructure, the access lane with turnaround, stormwater system, sidewalks and street parking that Carl Savitz of Big Bridge Ventures LLC proposes to construct to serve 8 lots in the proposed subdivision that the Belfast Planning Board is now considering for approval at 243 High Street.”

Project description and road adoption and waiver request 243 High Street

The property at 243 High Street is a 2.4 acre parcel with 2 existing structures currently in place. One is a brick building close to High Street which is a rental building occupied primarily by health and wellness professionals, and the other building is a 2 unit apartment building.

I purchased the property with the intention of subdividing it into lots and that process is well underway, with the final planning board hearing scheduled to take place in early September.

The plans you have show the subdivision plan. As soon as the subdivision is approved I will engage a contractor to build the new road and install the utilities, ideally having the utilities and final grading done by winter 2025, and then do the final paving and sidewalks next spring of 2026. At the same time I will be marketing Lot 4-8 for sale.

Lots 2 and 3 are intended for multifamily development, with 4 and 6 units respectively. My intention is to build these myself and sell them, but I may also sell the lots to another developer if the opportunity presents itself. My plan is to pre-sell these units, and construction would begin as soon as I have sold a handful of units and feel confident that the market is there. Both of these multifamily buildings would require another subdivision process, which I would start as soon as I receive suitable interest in the units.

I plan to ask that the City adopt the new road and infrastructure that I will be building at 243 High Street. This would include the roadway, sidewalk, parallel parking spots, and buffer easement as depicted on Exhibit A, plus a very small section of the hammerhead that extends into an easement beyond the property line at the end of the road.

I would also like to request that the city take possession of the stormwater system as contained in the roadway and easement, as well as the detention pond on Outlot A. I realize that the roadway does not conform to the towns accepted roadway standards, and so additionally I would like to request a waiver from these standards, specifically:

Request a waiver to allow a centerline radius of 50' for the bend in the road

Request a waiver for the esplanade, and propose that in lieu of providing the esplanade I will make the sidewalks 5' wide instead of 4' to allow for easier maintenance.

I have prepared a detailed analysis supporting the acceptance of this variance request and included it as Exhibit B.

In terms of the timing of the road adoption, I would propose that it take place once construction is underway on a few of the single family homes, or on the 4 unit multifamily on Lot 2.

Thank you for your consideration, I look forward to developing this project in Belfast.

Best
Carl Savitz

Engineering Analysis for Road Design Waiver Request: 50-Foot Centerline Radius

243 High Street Belfast, Maine Residential Development

Executive Summary

This technical analysis demonstrates that a **50-foot centerline radius** is appropriate and safe for the proposed 340-foot residential access road serving 10 dwelling units in Belfast, Maine. The request to reduce the standard 110-foot radius requirement is justified by **very low traffic volumes** (estimated 50 ADT), established engineering precedents for low-volume roads, and the implementation of specific safety mitigation measures that maintain emergency vehicle access while providing equivalent safety performance.

The analysis shows that strict adherence to the 110-foot standard would increase construction costs without providing proportional safety benefits for this ultra-low-volume application. **Maine DOT guidelines and Belfast municipal code specifically provide flexibility** for small residential developments, and the proposed design meets all established criteria for waiver approval.

Traffic Volume Analysis Supports Reduced Standards

The proposed development generates exceptionally low traffic volumes that justify alternative design standards. With **5 single-family homes, 3 rowhomes and 2 apartment units**, the road will serve approximately **100 total daily trips** (50 vehicles entering/exiting), qualifying it as a "very low-volume" road under AASHTO Guidelines for Very Low-Volume Local Roads

AASHTO precedent specifically recognizes that roads serving fewer than 400 vehicles per day warrant flexible geometric design standards. At 50 ADT, this access road generates **one-eighth** the traffic of the AASHTO threshold, placing it in the lowest possible traffic category. Federal Highway Administration research confirms that **horizontal curvature has minimal effect on safety** when traffic volumes are this low, as the primary safety concern shifts from crash frequency to emergency access capability.

Professional engineering standards support this approach - the Institute of Transportation Engineers' Neighborhood Street Design Guidelines emphasize **context-sensitive design** that considers actual usage patterns rather than applying one-size-fits-all standards to vastly different applications.

Engineering Standards Support 50-Foot Radius Design

Design speed analysis shows that the proposed road, at 340 feet in length with minimal through traffic, naturally operates at **20-25 mph maximum speeds**. Using the AASHTO minimum radius formula ($R = V^2/(15(e + f))$), a 50-foot radius requires a design speed of approximately **15-20 mph** with proper superelevation (4-6%). This design speed is **entirely appropriate** for a residential access road serving 10 units.

Emergency Vehicle Access Requirements Are Met

Emergency vehicle access represents the most critical design consideration for residential roads, and the 50-foot radius design **adequately accommodates** required emergency vehicles with appropriate design features.

Fire department requirements specify a minimum **25-foot inside turning radius** for fire apparatus access roads. The proposed 50-foot centerline radius, combined with a 20-foot travel width, provides a **40-foot inside turning radius** - significantly exceeding the minimum requirement. National Fire Protection Association (NFPA) standards confirm this is adequate for standard pumper trucks and most emergency vehicles.

Maine Legal Framework Supports Waiver Approval

Maine state law and Belfast municipal code provide **clear authority** for approving the requested design waiver. Code of Maine Rules Chapter 305 allows design variances when applicants present "clear and convincing evidence" that alternative designs meet safety intent while accommodating site-specific conditions.

Belfast Municipal Code Chapter 98 specifically authorizes the planning board to approve roads of "lesser standard" for small residential developments when justified by **few dwelling units and minor traffic generation**. The code recognizes that narrower roads encourage lower speeds and better site layout for appropriate developments.

Conclusion and Recommendations

The engineering analysis demonstrates that a **50-foot centerline radius design with appropriate safety mitigation measures** provides equivalent safety performance to the standard 110-foot requirement while offering substantial cost savings and improved development efficiency. The proposal meets all established criteria for waiver approval under Maine law and Belfast municipal code.

Approval of this waiver request is consistent with established professional standards, legal precedents, and municipal interests in promoting appropriate development while maintaining community safety standards.

OLVER ASSOCIATES INC.

ENVIRONMENTAL ENGINEERS

MEMORANDUM

TO: Mr. Bub Fournier, Director, Planning and Codes Department

FROM: Mandy Holway, P.E., City Engineer

DATE: July 25, 2025

RE: Potential City Road & Drainage System Adoption
243 High Street Subdivision

As requested, we have reviewed the materials submitted by Carl Savitz requesting the Council indicate whether the City would be willing to accept the roads and infrastructure associated with the project. The applicant's depiction of the dimensions of the area which the City would adopt are indicated in green shading on the plan submission.

We understand that the request would be made for the City to adopt the access road as a public way, including taking ownership and maintenance responsibilities for the road, stormwater system, and sanitary sewer. There is an underdrained soil filter or detention pond associated with the drainage system to treat collected stormwater. There would also be a public water system and underground power located within the right-of-way.

We asked a number of questions and comments in our memo of May 29 related to the preliminary application materials that we expect will be resolved through the ongoing review process. We have not seen revised plans for the road and utilities yet that would reflect these comments, including updated engineering plans for the roadway with the waived standards being requested. We therefore are not able to offer specific input as to their acceptability. But overall, following the usual staff and Planning Board review process, we do not foresee anything preventing the project from being approved with road and utility configurations that the City could accept as a public way.

I do want to note that the green shading does not include the entire stormwater management system as the detention pond is not shown. Also, we would expect that the turn around should be part of the right of way.

If you have any questions or need anything further at this time, please let me know.

cc: Ms. Alexandra Sykes, City Planner
0260/243 High Street Subdivision



Outlook

Re: potential City Road adoption for Carl Savitz of Big Bridge Ventures

From Patrick Richards <firechief@cityofbelfast.org>

Date Mon 7/28/2025 11:20 AM

To Bub Fournier <directorplanning@cityofbelfast.org>; Kip Faulkner <publicworks@cityofbelfast.org>

Hi Bub,

Thank you for the conversation. I have no concerns with this project at this time.

*Patrick Richards
Fire Chief/Ambulance Director
City of Belfast, ME
(207)338 3362*

From: Bub Fournier <directorplanning@cityofbelfast.org>

Sent: Monday, July 28, 2025 11:02 AM

To: Kip Faulkner <publicworks@cityofbelfast.org>; Patrick Richards <firechief@cityofbelfast.org>

Subject: Re: potential City Road adoption for Carl Savitz of Big Bridge Ventures

Hi Kip and Pat,

Hard copies are in your box at City Hall if you prefer those. If you could give me a call or shoot me an email with your comments when you get a chance, that would be great. Manda needs my memo as soon as possible so they can put together Councilor packets. Thanks.

Sincerely,

Bub Fournier
Director, Planning and Codes Department
City of Belfast
131 Church Street Belfast, ME 04915
(207) 338-3370 X125
directorplanning@cityofbelfast.org

From: Bub Fournier

Sent: Thursday, July 24, 2025 2:56 PM

To: Mandy Olver <mandy@olverassociatesinc.com>; Kip Faulkner <publicworks@cityofbelfast.org>; Patrick Richards <firechief@cityofbelfast.org>

Subject: potential City Road adoption for Carl Savitz of Big Bridge Ventures

Hello,

Carl Savitz of Big Bridge Ventures LLC is proposing a small subdivision at the former Waldo County General Hospital site at 243 High Street. He intends to construct a road with public sewer, sidewalks, street parking and stormwater drainage. He is asking City Council at their August 5th, 2025 meeting to consider road adoption should he be granted a permit by the Planning Board and the road is built to the satisfaction of you all. This is a nonbinding request that helps the developer know if the City might adopt their road before they begin their project, but ultimately they will need to come back to Council at a future date for actual road adoption.

Can you please take a look at the proposal and respond via email or in a formal letter so that I have some written feedback for City Council to consider? You should know that I am attaching draft materials that he is updating before the meeting. I may also have hard copy finalized material by the end of today that I will put in your inbox in the City Manager's office as soon as I have them. I will be out of the office at 4pm today.

I understand that this material is a little light on details, so if you have any reservations or your comments or support might be conditional upon additional info, please feel free to outline that in any responses.

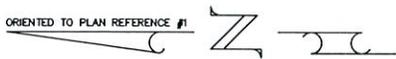
The Manager's office needs all materials by Monday, so I ask that you please respond as soon as possible.

Please feel free to call if you'd like to discuss. Thanks.

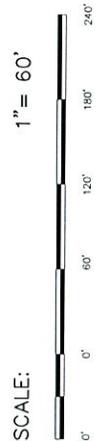
Sincerely,

Bub Fournier
Director, Planning and Codes Department
City of Belfast
131 Church Street Belfast, ME 04915
(207) 338-3370 X125
directorplanning@cityofbelfast.org

ORIENTED TO PLAN REFERENCE #1



BOUNDARY SURVEY
of the property of
WHITECAP BUILDERS, INC.
WALDO COUNTY REGISTRY OF DEEDS
BOOK 1297 - PAGE 130
HIGH STREET
BELFAST, WALDO COUNTY, MAINE
MAILING ADDRESS: WHITECAP BUILDERS, INC.
C/O LARRY JONES
109 MAIN STREET
BELFAST, MAINE
04915



CERTIFICATION:

THIS SURVEY CONFORMS TO STANDARDS SET FORTH BY THE STATE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS WITH THE FOLLOWING EXCEPTIONS:
a. A SURVEYOR'S REPORT OF FINDINGS AND RECOMMENDATIONS WAS NOT WRITTEN.
b. A REVISED DESCRIPTION WAS NOT WRITTEN.

PLAN REFERENCES:

1. SURVEY PLAN OF THE BRIDGE STREET SUBDIVISION, THE PROPERTY OF THE HOWITT GROUP, BY GOOD DEEDS, INC. DATED AUGUST 12, 1998.
2. SURVEY OF THE FRED KELLY PROPERTY, BY ALBERT C. NELSON AND ASSOCIATES DATED OCTOBER 1977 AND ON FILE AT BELFAST CITY HALL, MAP A-88.
3. PLAN SHOWING WESTERLY PORTION OF LAND IN BELFAST, MAINE SURVEYED FOR PENNOCOT POULTRY COMPANY BY JOHN L. COHORN AND DAVID V. GRANSTON DATED SEPTEMBER 1977.
4. STANDARD BOUNDARY & TOPOGRAPHIC SURVEY OF THE PROPERTY PROPOSED FOR CONVEYANCE TO BELFAST INDUSTRIES BY WHITECAP BUILDERS, INC. DATED MARCH 17, 1990 AND REVISED MARCH 28, 1990.

NOTES:

1. PLAN AND BEARINGS ARE ORIENTED TO SURVEY PLAN REFERENCE #1.
2. CONTOURS DEPICTED ON THIS PLAN ARE DERIVED FROM DATA OBTAINED FROM NOAA AND ARE ON NAVD83.
3. LAND SURVEY DATA ON THIS PLAN HAS NOT BEEN UPDATED OR REVISED.

2024 NOTES:

1. CONTOURS DEPICTED ON THIS PLAN ARE DERIVED FROM DATA OBTAINED FROM NOAA AND ARE ON NAVD83.
2. LAND SURVEY DATA ON THIS PLAN HAS NOT BEEN UPDATED OR REVISED.

LEGEND:

	UTILITY POLE
	OVERHEAD WIRES
	IRON ROD, FOUND
	5/8" STEEL REPAIR SET
	GRANITE MONUMENT
	MANHOLE

GOOD DEEDS, INC.

109 MAIN STREET
BELFAST, MAINE 04915
TELE: (207) 338-5743
FAX: (207) 338-5744
DATE: JULY 18, 2007

SCALE: 1"=20'-0"

DRAWN: KK

DATE: 7/25/2025

ISSUE:

PROJECT ADDRESS
 HIGHVIEW SUBDIVISION
 243 HIGH STREET
 BELFAST, MAINE 04915

OWNER
 BIG BRIDGE VENTURES, LLC
 CARL SAVITZ
 303-619-3086

LOT	FRONT		SIDE		REAR		MIN. LOT SIZE	DENSITY	USE
	EXISTING	DESIGN	EXISTING	DESIGN	EXISTING	DESIGN			
LOT 1	10	25	5	5	5	5	5000	100 MAX. RESID OR OFFICE BUILDING	100 MAX. RESID OR OFFICE BUILDING
LOT 2	25	20	5	5	5	5	14256	8-1 UNITS	8-1 UNITS
LOT 3	25	20	5	5	5	5	8250	SINGLE FAMILY LOT	SINGLE FAMILY LOT
LOT 4	25	20	5	5	5	5	12253	SINGLE FAMILY WITH ADJ	SINGLE FAMILY

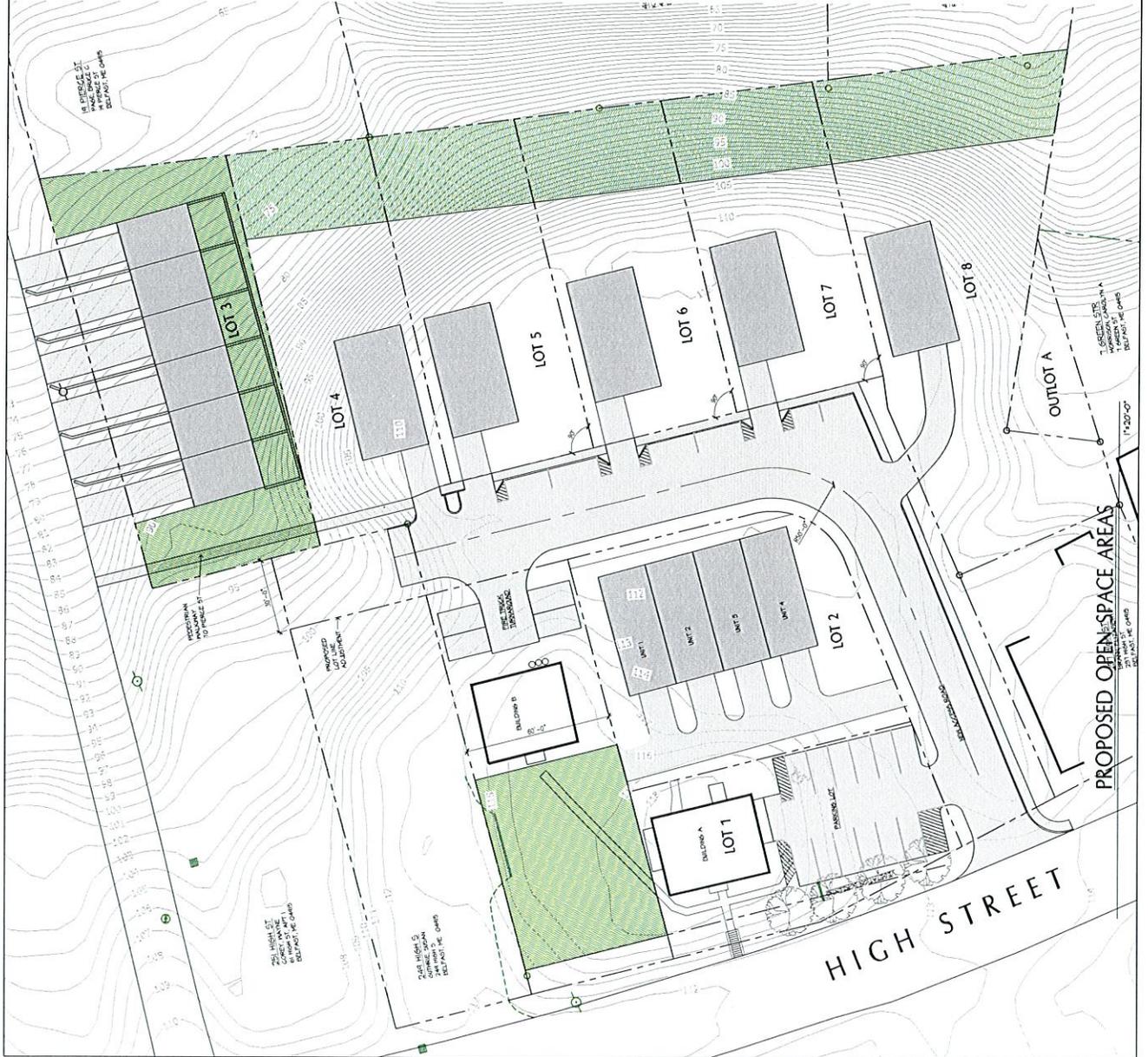
PUD DATA TABLE

NTS

LOT	OPEN SPACE
LOT 1	4784
LOT 2	0
LOT 3	5124
LOT 4	2041
LOT 5	2180
LOT 6	2100
LOT 7	2145
LOT 8	3368
TOTAL	22272
TOTAL REQUIRED	21120

OPEN SPACE TABLE

NTS



LEGEND
 OPEN SPACE

PROPOSED OPEN SPACE AREAS

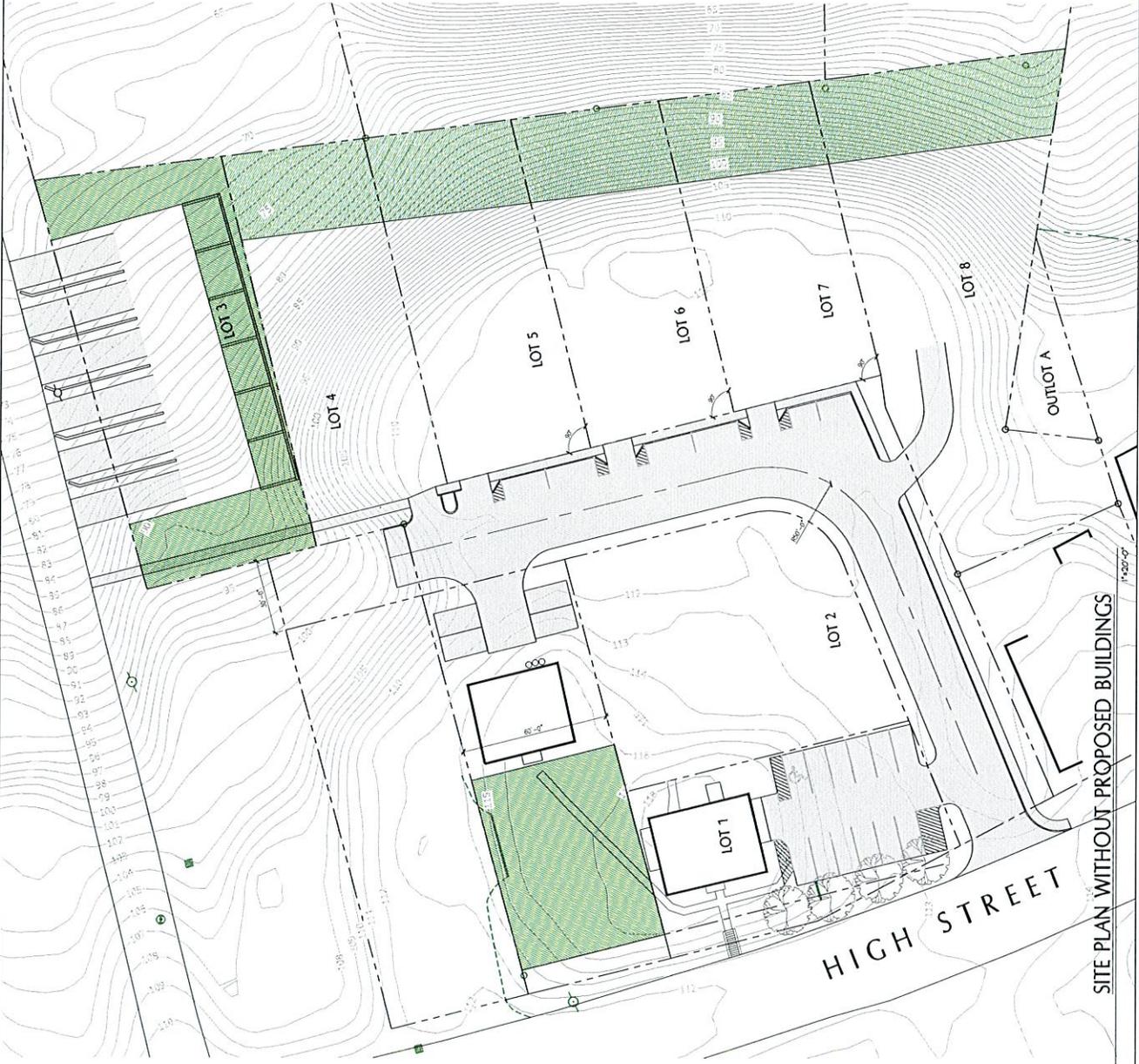
HIGH STREET

A2

SCALE: 1"=20'-0"
DRAWN: SK
DATE: 7/25/2025
ISSUE:

PROJECT ADDRESS
HIGHVIEW SUBDIVISION
243 HIGH STREET
BELFAST, MAINE 04915

OWNER
BIG BRIDGE VENTURES, LLC
CARL SAVITZ
303-814-3086



SITE PLAN WITHOUT PROPOSED BUILDINGS

HIGH STREET

ISSUE: 1/25/2025

DATE: 1/25/2025

DRAWN: KS

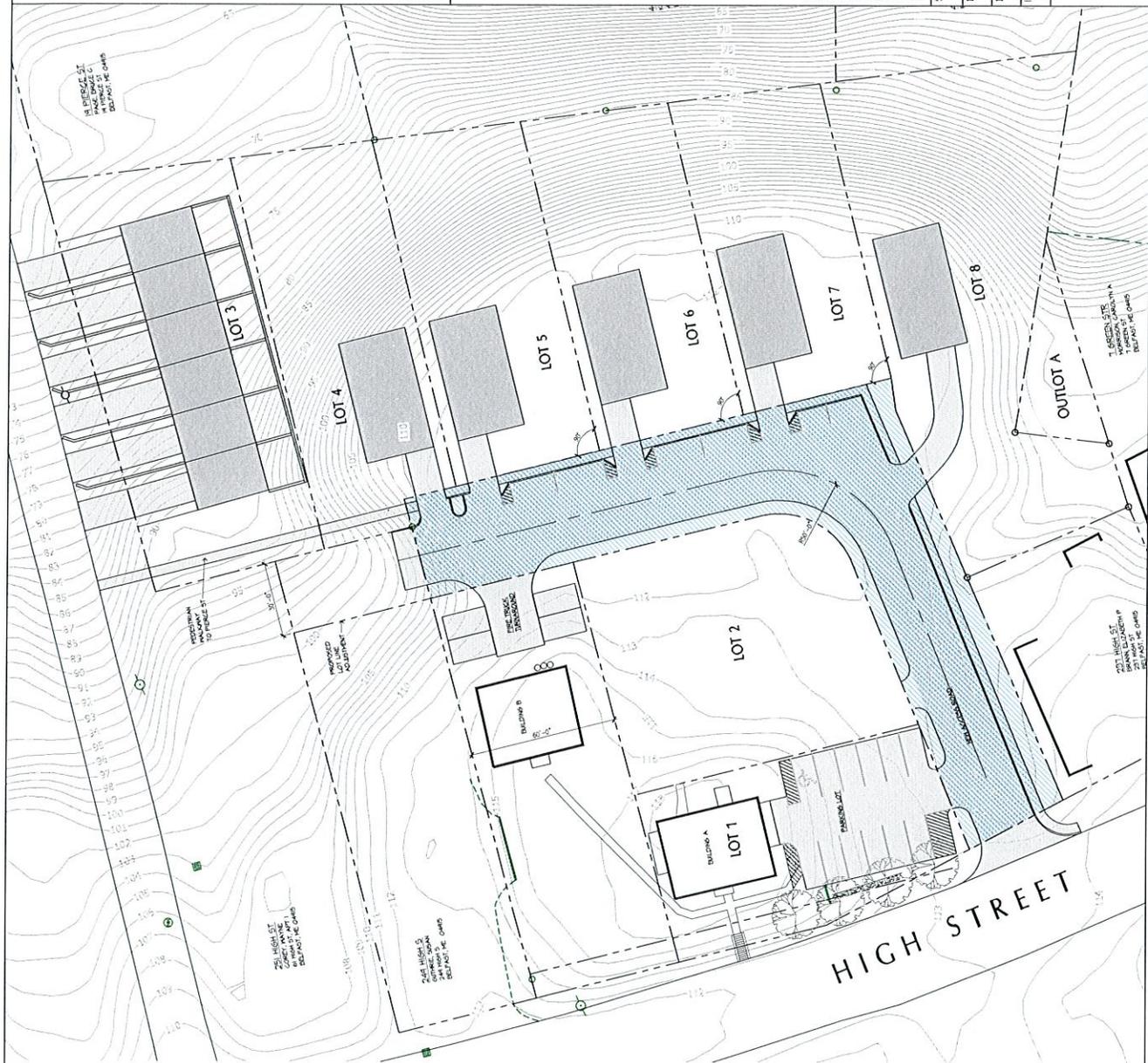
SCALE: 1"=20'-0"

PROJECT ADDRESS

HIGHVIEW SUBDIVISION
243 HIGH STREET
BELFAST, MAINE 04915

OWNER

BIG BRIDGE VENTURES, LLC
CARL SAVITZ
303-B14-3086



LEGEND

STREET LOT TO BE ADAPTED

10.K



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Thomas Kittredge
Economic Development Director

E-mail: economicdevelopment@cityofbelfast.org
Phone: (207) 338-3370, extension 116

From: Thomas Kittredge, Economic Development Director

To: Mayor Eric Sanders, City Councilor Brenda Bonneville, City Councilor Christopher Bitely, City Councilor Paul Dean, City Councilor Neal Harkness, City Councilor Michael Hurley, City Councilor Mary Mortier, City Manager Erin Herbig, and Deputy City Manager Manda Cushman

For: Belfast City Council Meeting of August 5, 2025

Regarding: Introduction Regarding the Amendment of the Existing School Street Affordable Housing Development and Tax Increment Financing District and its Development Program, and the (Re)authorization of a Credit Enhancement Agreement with Belfast Birches Housing, LLC.

In August of 2021, the City of Belfast assisted Realty Resources (and their development entity 32 BB School St., LP) to secure an allocation of low-income housing tax credits from MaineHousing to be used to help fund the preservation and rehabilitation of the *Belfast Birches*, an existing 24-unit affordable senior housing facility located at 32 School Street. The specific mechanism for this assistance was the creation of an affordable housing development and tax increment financing district (named the *School Street Affordable Housing Development and Tax Increment Financing District*, which consists solely of the property at 32 School Street, and which is capturing 100% of both the real and personal property incremental (new) assessed value), and the approval of a 30-year, 50% credit enhancement agreement (whereby 50% of the new/incremental real and personal property taxes are refunded to the development entity). Though Realty Resources was successful in securing an allocation of low-income housing tax credits in 2021, it ultimately shelved the proposed project and forfeited its allocation of credits. Though the affordable housing development and tax increment financing district was approved and began its term, the credit enhancement agreement was never executed.

Recently, the City was approached by Realty Resources and was informed that they are proceeding with the originally proposed project, are applying again for an allocation of low-income housing tax credits (applications for which are due September 18, 2025), and they are requesting a credit enhancement agreement with similar if not identical terms to the one that was authorized in 2021. (Realty Resources has created a new development entity for this proposed project, named Belfast Birches Housing, LLC, replacing 32 School St., LP.)

Realty Resources received 2 (out of 3) points on the property tax relief criterion for their 2021 low-income housing tax credit application because the City had approved a 50% credit enhancement agreement for a term of 30 years. If the City wanted to now simply execute the 2021 credit enhancement agreement that was never executed, it could only be for a term of 27 years (as 3 of the 30 years of the district's term has now passed, and the term of a credit enhancement agreement cannot go beyond the term of the affordable housing development and tax increment financing district that it is associated with), and Realty Resources would only receive 1 (out of 3) on the property tax relief criterion for their low-income housing tax credit application (due to the term now being at least, but less than, 30 years).

However, with the approval of LD 1783 (An Act to Clarify Municipal Affordable Housing Tax Increment Financing) on June 10, 2025, the City now has the ability to amend the term of the School Street Affordable Housing Development and Tax Increment Financing District, by extending it to "the earlier of 30 years after the tax year in which the affordable housing is placed in service, as evidenced by issuance of a municipal certificate of occupancy, and 35 years after the tax year in which the designation of the district is approved." As the original district was approved on August 25, 2021, which fell within the April 1, 2021-March 31, 2021 tax year, the April 1, 2056-March 31, 2057 tax year will be the tax year that is 35 years after the tax year

in which the designation of the district was approved (and is likely to be either the same time, or earlier than, 30 years after the tax year in which the affordable housing is placed in service.)

The amendments that are being proposed at this time are: 1) extending the term of School Street Affordable Housing Development and Tax Increment Financing District in alignment with LD 1783; 2) amending the district's development program, specifically re-dating the previously approved but not executed credit enhancement agreement to provide it with a new term of 30 years and renaming the recipient of the agreement to Belfast Birches Housing, LLC); and 3) re(authorizing the credit enhancement agreement).

The required public hearing regarding the amendments to the School Street Affordable Housing Development and Tax Increment Financing District and its development program will immediately follow.

No City Council actions need to be taken for this particular agenda item.

10.L



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Thomas Kittredge
Economic Development Director

E-mail: economicdevelopment@cityofbelfast.org
Phone: (207) 338-3370, extension 116

From: Thomas Kittredge, Economic Development Director

To: Mayor Eric Sanders, City Councilor Brenda Bonneville, City Councilor Christopher Bitely, City Councilor Paul Dean, City Councilor Neal Harkness, City Councilor Michael Hurley, City Councilor Mary Mortier, City Manager Erin Herbig, and Deputy City Manager Manda Cushman

For: Belfast City Council Meeting of August 5, 2025

Regarding: Public Hearing Regarding the Amendment of the Existing School Street Affordable Housing Development and Tax Increment Financing District and its Development Program, and the (Re)authorization of a Credit Enhancement Agreement with Belfast Birches Housing, LLC.

Before amending an affordable housing development and tax increment financing district and its development program, the municipal legislative body (the Belfast City Council) must: (a) hold at least one public hearing; and (b) publish notice of the hearing at least 10 days before the date of the hearing in a newspaper of general circulation in the municipality.

The following notice of a public hearing (which was published in the Saturday, July 26, 2025 print edition of the Bangor Daily News) will need to be read aloud for the record at this time:

-----[beginning of notice]-----

CITY OF BELFAST

NOTICE OF PUBLIC HEARING

regarding

Amendments to an Existing Affordable Housing Development and Tax Increment Financing District Known as the "School Street Affordable Housing Development and Tax Increment Financing District" and its Development Program:

Notice is hereby given that the Belfast City Council will hold a public hearing on Tuesday, August 5th, 2025 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 the public hearing is to receive public comments on: 1) amendments to an existing affordable housing development and tax increment financing district called the School Street Affordable Housing Development and Tax Increment Financing District, which consists of one parcel located at the southern end of School Street with an approximate area of 5.60 acres; and 2) amendments to its development program therefor, including the (re)authorizing of a credit enhancement agreement with an owner of an affordable housing project located within the district. These amendments are all in accordance with Title 30-A, Part 2, Subpart 8, Chapter 206, Subchapter 3, Sections §5245-§5250-G of the Maine Revised Statutes, as amended, and with L.D. 1783, An Act to Clarify Municipal Affordable Housing Tax Increment Financing, approved on June 10th, 2025.

All interested persons are invited to participate in the public hearing and will be given an opportunity to be heard at that time.

A draft amendment to the affordable housing development and tax increment financing district, and a draft credit enhancement agreement are available for download and viewing at www.cityofbelfast.org/ahtif and a copy of these documents will also be 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).

Persons may also submit comments at any time up until 3:00 PM on Tuesday, August 5th, 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.

-----[end of notice]-----

Any written comments received via the methods and by the deadline listed in the notice of public hearing will have been provided to the Mayor, City Councilors, and City Manager prior to the public hearing taking place.

No City Council actions need to be taken for this particular agenda item.

10.M



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Thomas Kittredge
Economic Development Director

E-mail: economicdevelopment@cityofbelfast.org
Phone: (207) 338-3370, extension 116

From: Thomas Kittredge, Economic Development Director

To: Mayor Eric Sanders, City Councilor Brenda Bonneville, City Councilor Paul Dean, City Councilor Neal Harkness, City Councilor Michael Hurley, City Councilor Mary Mortier, and City Manager Erin Herbig

For: Belfast City Council Meeting of August 5, 2025

Regarding: Discussion and Vote Regarding the Amendment of the Existing School Street Affordable Housing Development and Tax Increment Financing District and its Development Program, and the (Re)authorization of a Credit Enhancement Agreement with Belfast Birches Housing, LLC.

MaineHousing instructs those amending affordable housing development and tax increment financing districts and their development programs, in its application form, to consider the following at the required public hearing (which will have immediately preceded this agenda item):

- 1) whether the district and development program will contribute to the expansion of affordable housing or the betterment of the health, welfare or safety of the residents; and
- 2) any claim by a party that the district or development program will be detrimental to that party's property interests for which substantial evidence is produced, and
- 3) whether any adverse economic effect is outweighed by the availability of affordable housing or the betterment of resident health, welfare or safety.

Due to the process by which MaineHousing considers amendments to affordable housing development and tax increment financing districts, their development programs, and credit enhancement agreements, the City of Belfast must consider all three of these components as one single package subject to one single vote and one single resolution to sign.

At this time, the Economic Development Director requests that the City Council take the following actions:

- 1) Vote to (re)authorize a credit enhancement agreement, with Belfast Birches Housing, LLC, at a 50% reimbursement rate for a duration of 30 years;
- 2) Vote to approve the supplied City Council resolution;
- 3) Sign the supplied City Council resolution and have it certified by the City Clerk; and
- 4) Authorize the City Manager to sign the affordable housing development and tax increment financing district amendment application, the credit enhancement agreement, and any related and necessary documents.

**CITY OF BELFAST
CITY COUNCIL
RESOLUTION**

WHEREAS, the City of Belfast (the “City”) is authorized pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended (“M.R.S.A.”), to amend an existing affordable housing municipal development and tax increment financing district entitled the School Street Affordable Housing Development and Tax Increment Financing District (the “District”) and amend the development program (the “Development Program”) for the District;

WHEREAS, there is a need for the development of affordable, livable housing and the containment of the costs of unplanned growth in the City;

WHEREAS, implementation of the Development Program will help to encourage the development and maintenance of affordable housing within the District; and

WHEREAS, it is expected that approval will be obtained from the Maine State Housing Authority (“MaineHousing”), approving the amendment of the School Street Affordable Housing Development and Tax Increment Financing District and the Development Program related thereto; and

NOW, THEREFORE, BE IT ORDERED AS FOLLOWS:

Section 1. The City of Belfast hereby amends the School Street Affordable Housing Development and Tax Increment Financing District and associated Development Program; described as more particularly set forth in the documents presented to the City Council in conjunction with this Order;

Section 2. The City Council hereby finds and determines that:

a. At least twenty-five percent (25%), by area, of the real property within the District, as hereinafter designated, is suitable for residential use, a blighted area, or is in need of rehabilitation or redevelopment;

b. The total area of the District does not exceed two percent (2%) of the total acreage of the City, and the total area of all development districts within the City, and the total area of all development districts within the City does not exceed five percent (5%) of the total acreage of the City;

c. The original assessed value of the District plus the original assessed value of all existing affordable housing development districts within the City does not exceed five percent (5%) of the total value of taxable property within the City as of April 1st preceding the date of the director’s approval of the designation of the proposed affordable housing development district; and

d. The District and pursuit of the Development Program will contribute to the expansion of affordable housing opportunities within the municipality or to the betterment of the health, welfare, or safety of the inhabitants of the City. The City has considered all evidence, if any, presented to it with regard to any substantial detriment to another party's existing property interests in the City and has found and determined that any adverse economic effects against such interested party's property interests in the City are outweighed by the contribution made by the District or Development Program to the availability of affordable housing within the City or to the betterment of the health, welfare, or safety of the inhabitants of the City.

Section 3. Pursuant to the provisions of M.R.S.A. Title 30-A §5250-A, and as amended by LD 1783 (An Act to Clarify Municipal Affordable Housing Tax Increment Financing), the percentage of increased assessed value to be retained as captured assessed value in accordance with the Development Program, and the duration of the Development Program is hereby established as set forth in the Development Program.

Section 4. The designation of the District and pursuit of the Development Program will create and preserve affordable, livable housing within the City, and therefore constitutes a good and valid public purpose.

Section 5. The City Manager, or her duly appointed representative, is hereby authorized, empowered and directed to submit the proposed amendment for the District and the Development Program for the District to MaineHousing for review and approval pursuant to the requirements of M.R.S.A. Title 30-A, Chapter 206, Subchapter 3; and further is authorized and directed to execute credit enhancement agreements consistent with the provisions of the Development Program as presented and approved herein and to create the accounts and take all the actions described in such agreements, if and when the City Manager is presented with a written copy of the MaineHousing "Notice to Proceed" with respect to the Projects to be located in the District.

Section 6. The foregoing designation of the District and Development Program for the District shall automatically become final and shall take full force and effect upon receipt by the City of approval of the District by MaineHousing, without requirement of further action by the City, the City Council, or any other party.

Section 7. The City Manager, or her duly appointed representative, is hereby authorized and empowered, at her discretion, from time to time, to make such revisions to the District and Development Program for the District as the City Manager may deem reasonably necessary or convenient in order to facilitate the process for review and approval of the District by MaineHousing, or for any other reason, so long as such revisions are not inconsistent with these resolutions or the basic structure and intent of the Development Program.

Section 8. The City Manager is authorized to file, or designate the City's Economic Development Director to file, the yearly reports required by M.R.S.A. Title 30-A §5250-E and otherwise to take all lawful actions required in the administration of the District and Development Program.

Signatures:

Signature	Name and Title	Date
	Mary Mortier Ward 1 Councilor City of Belfast	August 5, 2025
	Neal Harkness Ward 2 Councilor City of Belfast	August 5, 2025
	Brenda Bonneville Ward 3 Councilor City of Belfast	August 5, 2025
	Christopher Bitely Ward 4 Councilor City of Belfast	August 5, 2025
	Paul Dean Ward 5 Councilor City of Belfast	August 5, 2025

10.N



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Thomas Kittredge
Economic Development Director

E-mail: economicdevelopment@cityofbelfast.org
Phone: (207) 338-3370, extension 116

From: Thomas Kittredge, Economic Development Director

To: Mayor Eric Sanders, City Councilor Brenda Bonneville, City Councilor Christopher Bitely, City Councilor Paul Dean, City Councilor Neal Harkness, City Councilor Michael Hurley, City Councilor Mary Mortier, City Manager Erin Herbig, and Deputy City Manager Manda Cushman

For: Belfast City Council Meeting of August 5, 2025

Regarding: Introduction Regarding the Establishment of the City of Belfast Belmont Avenue Omnibus Municipal Development and Tax Increment Financing District and its Development Program, and the Authorization of a Credit Enhancement Agreement with Belmont Avenue Associates, LP.

Tax increment financing (TIF), is an economic development program enshrined in state law whereby a municipality can designate a particular area (a district) where the value from any incremental (new) development that occurs within it is sheltered from state, county, and school tax assessments/funding formulas, but the property taxes paid on that incremental value must be used only for activities/programs, which are identified in the district's development program. Under the development program for the district, the City can also choose to enter into credit enhancement agreements, whereby the City may reimburse/refund the owner of a non-residential property within the district that has experienced incremental development a portion or all of the new property taxes paid on that incremental development as an incentive.

The City is looking to designate a new tax increment financing district. The proposed district, to be named the *City of Belfast Belmont Avenue Omnibus Municipal Development and Tax Increment Financing District*, would consist of 50 individual parcels that are clustered along Belmont Avenue between Crocker Road and Cedar Street, and the portions or entireties of 12 associated rights-of-way, with a total acreage of 229.25 acres and a total original assessed value of \$45,763,500. This district would capture 100% of the taxable value of incremental (new) real and personal property within the district, for a term of 30 years.

The proposed development program for this district includes a number of infrastructure-, public facility-, and housing-related activities and programs, as well as a credit enhancement agreement that is under consideration that would be issued to Belmont Avenue Associates, LP, who is seeking an allocation of low-income housing tax credits, in order to fund the development of a 60-unit housing development located on a portion of the parcel owned by WaldoCAP at 45 Belmont Avenue.

The required public hearing regarding the establishment of the City of Belfast Belmont Avenue Omnibus Municipal Development and Tax Increment Financing District and its development program will immediately follow.

No City Council actions need to be taken for this particular agenda item.



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Thomas Kittredge
Economic Development Director

E-mail: economicdevelopment@cityofbelfast.org
Phone: (207) 338-3370, extension 116

From: Thomas Kittredge, Economic Development Director

To: Mayor Eric Sanders, City Councilor Brenda Bonneville, City Councilor Christopher Bitely, City Councilor Paul Dean, City Councilor Neal Harkness, City Councilor Michael Hurley, City Councilor Mary Mortier, City Manager Erin Herbig, and Deputy City Manager Manda Cushman

For: Belfast City Council Meeting of August 5, 2025

Regarding: Public Hearing Regarding the Establishment of the City of Belfast Belmont Avenue Omnibus Municipal Development and Tax Increment Financing District and its Development Program, and the Authorization of a Credit Enhancement Agreement with Belmont Avenue Associates, LP.

Before designating a development district or adopting a development program, the municipal legislative body (the Belfast City Council) must: 1) hold at least one public hearing; and 2) publish notice of the hearing at least 10 days before the date of the hearing in a newspaper of general circulation in the municipality.

The following notice of a public hearing (which was published in the Saturday, July 26, 2025 print edition of the Bangor Daily News) will need to be read aloud for the record at this time:

-----[beginning of notice]-----

**CITY OF BELFAST
NOTICE OF PUBLIC HEARING**

The City of Belfast will hold a public hearing on Tuesday, August 5th, 2025, 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 the designation of a new municipal tax increment financing district called the Belmont Avenue Omnibus Municipal Tax Increment Financing District and the adoption of a development program therefor, all in accordance with Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended. Such development program will include the authorization of a credit enhancement agreement with a developer of affordable housing in the district.

The proposed district consists of a number of parcels that abut or are otherwise located in close proximity to the Belmont Avenue/Main Street right-of-way, along with portions or the entireties of the Alto Street, Anderson Street, Belmont Avenue, Cedar Street, Charles Street, Congress Street, Crocker Road, Fairgrounds Road, Goodwill Drive, Hatley Road, Lincolnville Avenue, Starrett Drive, and United States Route 1 rights-of-way.

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 application for this tax increment financing district is available for download and viewing at www.cityofbelfast.org/tif and a copy of the draft application will also be available on file 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).

-----[end of notice]-----

Any written comments received via the methods and by the deadline listed in the notice of public hearing will have been provided to the Mayor, City Councilors, and City Manager prior to the public hearing taking place.

No City Council actions need to be taken for this particular agenda item.

10.P



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Thomas Kittredge
Economic Development Director

E-mail: economicdevelopment@cityofbelfast.org
Phone: (207) 338-3370, extension 116

From: Thomas Kittredge, Economic Development Director

To: Mayor Eric Sanders, City Councilor Brenda Bonneville, City Councilor Paul Dean, City Councilor Neal Harkness, City Councilor Michael Hurley, City Councilor Mary Mortier, and City Manager Erin Herbig

For: Belfast City Council Meeting of August 5, 2025

Regarding: Discussion and Vote Regarding the Establishment of the City of Belfast Belmont Avenue Omnibus Municipal Development and Tax Increment Financing District and its Development Program, and the Authorization of a Credit Enhancement Agreement with Belmont Avenue Associates, LP.

The Maine Department of Economic and Community Development (DECD) instructs those establishing municipal tax increment financing districts and development programs, in its application form, to have considered the following at the required public hearing (which will have immediately preceded this agenda item): 1) whether the proposed district or development program will contribute to the economic growth or well-being of the municipality or to the betterment of the health, welfare, or safety of the municipal inhabitants; and 2) any claim by an interested party that the proposed district or development program will result in a substantial detriment to that party's existing business in the municipality and 3) produces substantial evidence to that effect.

Due to the process by which DECD considers and approves municipal tax increment financing districts, their development programs, and credit enhancement agreements, it is recommended that the City of Belfast consider all three of these components as one single package subject to one single vote and one single resolution to sign.

At this time, the Economic Development Director requests that the City Council take the following actions:

- 1) **Vote to authorize a credit enhancement agreement with Belmont Avenue Associates, LP (with the reimbursement percentage, duration, and any restrictions or conditions identified);**
- 2) **Vote to approve the supplied City Council resolution;**
- 3) **Sign the supplied City Council resolution and have it certified by the City Clerk; and**
- 4) **Authorize the City Manager to sign the municipal tax increment financing district application, the credit enhancement agreement, and any related and necessary documents.**

**CITY OF BELFAST
CITY COUNCIL
RESOLUTION**

WHEREAS, the City of Belfast (the "City") is authorized pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, to designate specific areas within the City as a Municipal Development and Tax Increment Financing District (the "District") and to adopt a Development Program for the District (the "Development Program");

WHEREAS, there is a need for new development in the City of Belfast, in the surrounding region, and in the State of Maine;

WHEREAS, there is a need to provide new employment opportunities for the citizens of the City of Belfast, to improve and broaden the tax base of the City of Belfast, and to improve the general economy of the City of Belfast, the surrounding region, and the State of Maine;

WHEREAS, implementation of the Development Program will help to provide new employment opportunities for the citizens of the City of Belfast, improve and broaden the tax base of the City of Belfast, and to improve the general economy of the City of Belfast, the surrounding region, and the State of Maine;

WHEREAS, there is a need to encourage new industrial, commercial, transit-oriented or arts district development, or any combination, through the establishment of the District and its Development Program, in accordance with the provisions of Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended;

WHEREAS, the City has held a public hearing on the question of establishing the District and its Development Program in accordance with the requirement of section §5228.2 of the Maine Revised Statutes, as amended, with a notice of that public hearing being published at least 10 days before in a newspaper of general circulation within the municipality;

WHEREAS, the City desires to designate the City of Belfast Belmont Avenue Municipal Development and Tax Increment Financing District and to adopt a Development Program for the District; and

WHEREAS, it is expected that approval will be obtained from the State of Maine Department of Economic and Community Development (the "Department"), approving the designation of the District and the adoption of the District and the Development Program for the District.

ORDERED AS FOLLOWS:

Section 1. The City Council hereby finds and determines that:

- a. At least twenty-five percent (25%), by area, of the real property within the District, as hereinafter designated, is either in a blighted area, in need of rehabilitation, redevelopment or conservation work including a fisheries and wildlife or marine resources project, or is suitable for commercial or arts district uses;
- b. The total area of the District does not exceed two percent (2%) of the total acreage of the City, and that the total area of all development districts does not exceed five percent (5%) of the total acreage of the City;
- c. The original assessed value of the District plus the original assessed value of all existing tax increment financing districts within the City does not exceed five percent (5%) of the total value of taxable property within the City as of April 1, 2025; and
- d. The District and pursuit of the Development Program will make a contribution to the economic growth and well being of the City of Belfast and the surrounding region, and will contribute to the betterment of the health, welfare and safety of the inhabitants of the City of Belfast, including a broadened and improved tax base and economic stimulus, and therefore constitutes a good and valid public purpose. The City has considered all evidence, if any, presented to it with regard to any adverse economic effect on or detriment to any existing business and has found and determined that such adverse economic effect on or detriment to any existing business, if any, is outweighed by the contribution expected to be made through the Development Program.

Section 2. Pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, the City hereby designates the City of Belfast Belmont Avenue Omnibus Municipal Development and Tax Increment Financing District, designated and described as more particularly set forth in the City of Belfast Belmont Avenue Omnibus Municipal Development and Tax Increment Financing District Development Program in the form attached hereto and such Development Program is hereby incorporated by reference into this vote as the Development Program for the District.

Section 3. Pursuant to the provisions of section §5227 of the Maine Revised Statutes, as amended, the percentage of increased assessed value to be retained as captured assessed value in accordance with the Development Program is hereby established as set forth in the Development Program.

Section 4. The City Manager, or her duly appointed representative, is hereby authorized, empowered, and directed to submit the proposed designation of the District and the proposed Development Program for the District to the State of Maine Department of Economic and

Community Development for review and approval pursuant to the requirements of section §5226 of the Maine Revised Statutes, as amended.

Section 5. The City Manager, or her duly appointed representative, is hereby authorized and empowered, at his discretion, from time to time, to make such revisions to the Development Program for the District as the City Manager or her duly appointed representative may deem reasonably necessary or convenient in order to facilitate the process for review and approval of the District by the State of Maine Department of Economic and Community Development, or for any other reason, so long as such revisions are not inconsistent with these resolutions or the basic structure and intent of the Development Program.

Section 6. The City Council is hereby authorized to approve credit enhancement agreements in the future following a public hearing of up to 100% reimbursement for durations up to the total term of the District, all in accordance with the City’s Tax Increment Financing Policy.

Section 7. The foregoing designation of the District and the adoption of the Development Program for the District shall automatically become final and shall take full force and effect upon receipt by the City of approval of the designation of the District and adoption of the Development Program by the State of Maine Department of Economic and Community Development, without requirement of further action by the City, the City Council, or any other party.

Signatures:

Signature	Name and Title	Date
	Mary Mortier Ward 1 Councilor City of Belfast	August 5, 2025
	Neal Harkness Ward 2 Councilor City of Belfast	August 5, 2025
	Brenda Bonneville Ward 3 Councilor City of Belfast	August 5, 2025
	Christopher Bitely Ward 4 Councilor City of Belfast	August 5, 2025
	Paul Dean Ward 5 Councilor City of Belfast	August 5, 2025

10.Q



**E911
ADDRESSING
OFFICER**

Ph: (207) 338-3370
Ext. 117

**131 CHURCH STREET
BELFAST, ME 04915**

July 15, 2025

To: City Council, Mayor, and City Manager Herbig

Subject: Request for Road Naming – [Off Belmont Ave. / WCAP / Map 005 Lot 023

As the designated E911 Addressing Officer for the City of Belfast, I am submitting a formal request to assign a name to an existing road located at 45 Belmont Avenue.

This road requires a name to ensure compliance with E911 addressing standards, facilitate accurate emergency response, and support municipal infrastructure and service delivery.

Proposed Road Name: Community Drive

- Waldo Community Action Partner
- Map 005 Lot 023
- Road already exists and is being accessed by Tractor Supply via a ROW.
- 650 ft in length, private drive

I asked the landowner to submit a few examples of road names, and they requested Community Drive.

I have confirmed that the proposed name is not duplicative or conflicting within the 04915 jurisdiction or emergency service zones.

Please find attached the following supporting documents for your review:

- Map indicating the road's location
- Plan for proposed 3-story, 60-unit building

Should you require any further information or clarification, feel free to contact me on ext. 117 or assessing@cityofbelfast.org.

Thank you for your attention to this matter.

Respectfully,

Sheila Fountain
E911 Addressing Officer
Assessing Office
City of Belfast



Property Information

Property ID 5714
 Location 45 BELMONT AVENUE
 Owner WALDO COMMUNITY ACTION PARTNER



**MAP FOR REFERENCE ONLY
 NOT A LEGAL DOCUMENT**

City of Belfast, ME makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated September 2024
 Data updated September 2024

Print map scale is approximate. Critical layout or measurement activities should not be done using this resource.