



CITY OF BELFAST

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Belfast, Maine 04915

Erin Herbig
City Manager

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MANAGER'S REPORT

Belfast City Council Meeting
Tuesday, October 21, 2025

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

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

7:00 p.m. Regular Council Meeting

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

FROM: Erin Herbig, City Manager

DATE: Thursday, October 16, 2025

Agenda Items:

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

The City of Belfast advertised the position of Truck Driver/Laborer beginning on September 9th. Applications were due on September 30th. The City received six applications.

On October 7th, the Truck Driver/Laborer Hiring Committee held interviews with four well qualified candidates. The Truck Driver/Laborer Hiring Committee is composed of Public Works

Director Kip Faulkner and HR Administrator Nancy Driscoll. Following the interview, the hiring committee unanimously selected David Russell of Searsport as the new Truck Driver/Laborer for the Public Works Department.

Mr. Russell has eight years of experience operating commercial vehicles and heavy equipment. Most recently he has worked for the City of Augusta as a Heavy Equipment Operator II/Supervisor where he safely operated a variety of equipment and trained employees for CDL licensure.

Please see the attached cover letter, resume, advertisement, and job description (10-A) providing further detail. Public Works Director Kip Faulkner, Mr. Russell, and I will be available at the Council Meeting to answer any questions.

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

Representatives of the Federal Aviation Administration (FAA) conducted a land-use compliance inspection at the Belfast Municipal Airport in July 2024. This inspection was for the purpose of ensuring that the Airport follows the requirements of its federal airport obligations.

Following the inspection, the FAA recommended that an appraisal be conducted to establish the value of land currently used and proposed for nonaeronautical purposes. Two areas identified include where the City Transfer Station is located (Lot C) and the approved cell tower lease location (Lot E). At the January 21, 2025, Regular Meeting, the Council authorized a Request for Proposals (RFP) for appraisal services for this purpose. The City received three responses to the RFP.

The City's Economic Development Department has received recent inquiries from commercial developers regarding available business lots. The Belfast Industrial Park has been completely developed and has no remaining lots for sale. The property on the south side of Little River

Drive surrounding the Transfer Station has been identified as a potential place for development (Lot B).

The bid from O'Connell Valuation Services, Inc. of Maine, to provide a sale value for the Transfer Station is \$5,000 and a lease value for the cell tower site is \$5,000, pursuant to additional negotiations. Deputy Economic Development Director Joellyn Warren requested a quote for appraisal of the remaining property south of Little River Drive, which would also be \$5,000.

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

Please see the attached memo from Airport Manager Kenn Ortmann explaining the request in further detail (10-B). Airport Manager Ortmann and Deputy Economic Development Director Warren will be at the meeting to present and answer any questions.

10-C Request to approve the City Financial System Proposal.

The software systems currently used in the Finance, Clerk, Assessing, and Planning and Codes Departments, TRIO Sequel and iWorQ, no longer meet the City's operational needs. Our current systems are not well integrated, causing data and information to live in silos. There is heavy reliance on manual entry and report creation, and no automated workflow between City Departments. Staff are frequently required to bypass or duplicate work due to limitations in functionality.

To address these issues and modernize our systems for greater efficiency, accuracy, and public access, City staff propose:

1. Upgrade TRIO to TRIO Web for Finance and Clerk's Offices.
2. Replace TRIO Real Estate CAMA with Vision CAMA, Upgrade Personal Property to TRIO Web.
3. Replace iWorQ with GeoPermits in the Planning Office.
4. Replace MapGeo with Beacon GIS.

This City Financial System Proposal addresses the critical needs of multiple City Departments while improving operational efficiency. By enabling cross-functional alignment across City Departments, it will give the City the ability to scale operations more efficiently into the future in a cost-efficient manner.

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

Please see the attached memo (10-C) from the City Assessor providing further detail. Assessor Steven Weed, Interim Finance Director Sue Lessard and I will be at the meeting to present and answer any questions.

10-D Discussion and Consideration of updating Transfer Station Fees.

Following discussions in FY2025-26 Budget Hearings, the City Council requested City staff research and recommend appropriate user fee increases as a way to generate increased non-property tax revenues this year. RSU #71 increased the payment from the City of Belfast by \$798,762 this year, bringing the total City of Belfast contribution to the school district to

\$11,707,932. The Council identified increasing user fees across several City Departments as a way to offset property tax increases as a result of the RSU #71 budget increase.

Transfer Station Manager Anne Saggese has been keeping a close eye on disposal rates of surrounding communities for the last several months and compared them to the City’s current rates in this rapidly changing market. In May 2023, scale demolition fees were increased, but other disposal fees have remained the same for the last decade.

Manager Saggese recommends fee increases to the following materials at this time:

	BELFAST	BELFAST, proposed
Vehicle Sticker	\$2.00	\$5 to \$10
Kitchen/white bag	\$1.75 (half tag)	\$2
Household tag	\$3.50	\$4
Contractor tag	\$5.50	\$6
55g+ Small demo	\$2.00	\$3.00
Brush	0.02/lb	.05/lb
White goods	\$3.00	\$6
Lg Countertop	Free	\$3
Freon	\$13.00	\$18
Computer tower	\$2.00	\$5
Laptop/ comptr	\$6.00	\$5
Printers	free	\$5
Misc. electronics	Free	\$3
Car batteries	Free	free
Propane		\$3
Truck tire 19”+	\$22.00	\$10
Mattress		T/F \$5 Q/K
T/F/Q/K		\$8
Carpet/Rug	demo	\$2 / \$5 / \$8
S/M/L	weight	

Stationary stuffed chair		\$6
Sofa/couch, reclining chair (no sleeper)		\$10
Reclining or sleeper Sofa/couch		\$20
toilet	demo weight	\$8

These recommendations will place Belfast more in line with what similar communities charge for the same services, bridge the gap between the actual cost of handling such materials and what is charged, and increase efficiency to reduce overhead costs.

These suggested fee increases would not take effect until January 1, 2026. The City Manager's Office would work with the Transfer Station to publicize these changes through signage at the Transfer Station, City website, social media pages, City newsletter, flyers, and mailers.

If approved by the City Council, the Transfer Station Manager requests that a motion is made to approve Transfer Station fee increases as presented.

Please see the attached memo (10-D) explaining the request in further detail. Transfer Station Manager Anne Saggese will be at the meeting to present and answer any questions.

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

During FY25-26 Budget Hearings, it was determined that electrical repairs would be needed at three locations within City parks: upgrades at Belfast City Park Tennis and Pickleball/Basketball Court Lights, new electrical service for a new storage shed at Walsh Field Recreation Area, and upgrades for the Belfast Common electrical infrastructure.

The Parks and Recreation Director worked with Reynolds Electric to define and provide cost estimates. The Belfast City Park Tennis and Pickleball/Basketball Court Lights is estimated at \$8,032.00. The Walsh Field Recreation Area is estimated at \$4,400.00. Belfast Commons will require further work to establish a projected cost, and staff will bring back a quote for Council consideration at a later date.

If approved by the City Council, the Parks and Recreation Director recommends a motion is made to expend up to \$12,432.00 to complete electrical upgrades at two City Parks with funding from the FY25-26 Parks and Recreation Capital Improvement Project Account #720-018.

Please see the attached memo and quotes (10-E) 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 from an E-911 Addressing Officer to approve a proposed private road name.

Staff within the Assessor's Office also serve as the City's E-911 Addressing Officers. They are tasked with ensuring that road names are compliant with E911 addressing standards to facilitate accurate emergency response and service delivery.

The landowners of private property that branches off to the right directly after 171 Back Searsport Road, have proposed the name Eilidh (pronounced AY-lee Lane) Lane. E911 Addressing staff have confirmed that the proposed name is not duplicative or phonetically similar to any existing road names 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 private road located after 171 Back Searsport Rd., beginning on Map 007 Lot 009-I and ending on Map 007 Lot 009-L, Eilidh Lane.

Please see the attached memo and supporting documents (10-F) from Assessor Assistant and E911 Addressing Officer Sheila Fountain. I will be at the meeting to answer any questions.

10-G Request to remove two City Street Trees.

The City received removal requests for two City Street Trees. City Tree Warden and Certified Tree Risk Assessor Carol Herwig conducted a tree risk assessment of the two trees.

The trees are located at the following locations:

1. 7 Commercial Street
2. 35 Cedar Street

Ms. Herwig's report recommends removal of the Norway Maple located at 7 Commercial Street.

Ms. Herwig does not recommend removal of the Sugar Maple located at 35 Commercial Street, but instead recommends judicious pruning, including removing the invasive Mountain Ash growing out of the trunk.

If approved by the City Council, a recommended motion would be to authorize the removal of the tree located at 7 Commercial Street, and pruning of the tree located at 35 Cedar Street as recommended by the City Tree Warden.

Please see the attached tree risk assessment report (10-G) provided by City Tree Warden and Certified Tree Risk Assessor Carol Herwig. I will be at the meeting to answer any questions.

10-H Signing of Council Orders

A reminder to all residents and visitors, the City of Belfast Annual Winter Parking Ban goes into effect on November 1, 2025, and will continue until April 30, 2026.

Any vehicle parked overnight on any City street for more than one hour between the hours of midnight and 6 a.m. will be ticketed and/or towed at the owner's expense.

Additionally, the Winter Overnight Parking Rules will go into effect on November 1, 2025, and will continue until April 30, 2026, for City owned lots on Beaver, Washington and Cross Streets. The guidelines for parking in these lots are as follows:

Residents can park overnight in the municipal parking lots at Cross Street, Beaver Street and Washington Street. The following are special instructions for residents who use the municipal parking lots to park their vehicles overnight. In order to facilitate winter snow removal, please park in municipal lots as follows:

Cars that wish to park overnight (between midnight and 6:00 a.m.) must be moved every night regardless of weather and only park in designated "Odd" (Green) or "Even" (Yellow) spaces.

"Odd" (Green) and "Even" (Yellow) day spaces correspond to "Odd" (1,3,5) or "Even" (2,4,6) days of the month as determined by 12:00 noon of each day.

If there are no "Odd" or "Even" spaces left in one of these parking lots, then you must find the proper "Odd" or "Even" space in one of the other City-owned lots.

Violators will be ticketed or towed at the owner's expense.

If you have any questions about the Winter Parking Ban or Winter Overnight Parking Rules for City owned lots on Beaver, Washington, and Cross Streets, please call the Belfast Police Department at (207) 338-2040.

Thank you for your patience and understanding as our Public Works crews do their best to keep these lots clear of snow so that they are available for use. And as always, please have a safe winter season.

**City of Belfast
Consent Agenda
Tuesday, October 21, 2025
Meeting #7**

The following items are proposed as our Consent Agenda. As in the past the items are voted on in one blanket motion to the affirmative. One Councilor makes a motion to approve the items as stated, and then another Councilor will second that motion and the whole Council votes. If a Councilor requests an item be removed from the consent agenda, they do so during the adoption of the agenda. If a member of the public requests that an item be removed from the consent agenda, they can do so in the open to the public section. Suggested motions are listed and supporting material is enclosed.

9) Permits, Petitions and Licenses - Consent Agenda

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

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



**City of Belfast
Employment Opportunity
Truck Driver / Laborer**

The City of Belfast is accepting applications for a Truck Driver/Laborer at the Public Works Department. Applicants must be 18 years of age or older, be in good physical condition, and have a flexible schedule. This position requires at least a Maine Class B motor vehicle operator's license.

This is a full-time position with full benefits.

Compensation with CDL is \$25.26 for the first 6 months, then \$25.78 plus \$0.25 if pass a 6-month evaluation. Automatic annual increase per union contract and 4-year step increases.

Hours of operation: 6AM - 4:30PM, Monday through Thursday, 40hrs/wk with overtime + stipend (May-November) for holiday and weekend on-call duties.

All applications are to be submitted in confidence. In order to be considered for the position, a completed Belfast Employment Application form (www.cityofbelfast.org/Jobs) must be received by the Human Resource Administrator, Nancy Driscoll, at 131 Church Street no later than 6:00 PM on Tuesday, September 30th, 2025. Applications should be in a sealed envelope and may be delivered by mail, e-mail, online, or in person to:

City of Belfast
Public Works Truck Driver / Laborer Search
C/O HR Administrator
131 Church Street
Belfast, Maine 04915

Or by email to: work@cityofbelfast.org
The City of Belfast is an equal opportunity employer.



**CITY OF BELFAST
PUBLIC WORKS
TRUCK DRIVER/LABORER**

Nature of Work:

This is manual labor in the operation of trucks and motorized equipment used for road construction and repair, and in the snow and ice removal operations of the Public Works Department.

Employee of this class is able to handle and operate all truck attachments and carry out assignments with relative ease. Employee may operate larger pieces of equipment, but only on a temporary or emergency basis. Employees participate in loading and unloading work. Duties include the performance of manual labor tasks in connection with the operation of trucks or during completion of seasonal work projects. Work instructions may be received in detail for each job to be performed or may follow an established routine. Work is subject to check while in progress and upon completion by the Public Works Foreman.

Essential Duties and Responsibilities:

Operates trucks and sanders in the plowing, sanding and snow removal of City streets.

Operates light to moderately heavy trucks in performance of Public Works Department duties.

May operate other light equipment as needed and may operate heavier equipment such as front-end loaders on an incidental or emergency basis.

Assists the Harbor with installation and removal of floats, docks and other structures at the City waterfront.

Operates a light or moderately heavy truck transporting dirt, gravel, wood and construction materials; assists in loading or unloading trucks.

Performs varied maintenance work including rebuilding storm drains and culverts, patching and building roads and other general duties.

Picks up debris such as blow downs, straightens signs and posts; picks up leaves and brush.

Assists in general repair and preventive maintenance on vehicles and equipment and assists in general maintenance of the Public Works Garage.

Performs related work as may be required.

Requirements of Work:

Thorough knowledge of the standard practices, methods, equipment and tools of the automotive and construction equipment trade.

Working knowledge of the occupational hazards and safety precautions of the trade.

Considerable knowledge of the operating and repair characteristics of a variety of equipment utilized by the Public Safety employees and the Public Works Department.

Training and Experience Required:

Experience as a Truck Driver or Equipment Operator, particularly on light trucks; or any equivalent combination of experience and training.

Necessary Special Requirements:

Class B Maine Driver's License and permit for Class A Operator's License. Must obtain a Class A Operator's License within the promotional period as specified in the union contract.

Must have and maintain a good driving record.

City of Belfast

Employment Application

In compliance with Federal and State Equal Employment Opportunity laws, qualified applicants are considered for all positions applied for without regard to race, color, religion, sex, national origin, age, marital status or the presence of non-job related medical condition or handicap.

Due to Maine Laws, applications are not confidential.

(Answer all questions—please type or print in ink)

Date of Application: 7/30/25

Position(s) applied for: Public Works - ANY

Referral Source: Advertisement Friend Relative
 Job Service Other walk-in

Name: Russell David Wayne
Last First Middle

Social Security Number: _____

Residence Address: _____
Street City State Zip Code

Mailing Address: same ↑

Phone Number: _____

Are you known to schools/references by some other name? _____

If so, what name: _____

Have you filed an application or been employed here before? NO

If yes, date(s): _____

(2)

Give name, address and phone number of three references not related to you:

Justin Miller	Whitefield	495-8965
Ryan Theberge	China	620-4959
Chase Write	Whitefield	931-8529

Employment Experience:

List each job held. Start with your present or last job. Include military service assignments and volunteer activities.

1. Employer <u>City of Augusta</u>	2. Employer <u>First student</u>
From <u>7/21</u> to <u>Present</u>	From <u>7/16</u> to <u>7/21</u>
Address <u>AUGUSTA ME</u>	Address <u>AUGUSTA</u>
Type of Work <u>NEO II</u>	Type of Work <u>Safety/CDL Trainer, Bus Driver</u>
Reason for Leaving <u>Moving to Sears port</u>	Reason for Leaving <u>Needed a Retirement Plan</u>

If you need additional space, please continue on a separate sheet of paper and attach.

Summarize special skills and qualifications acquired from employment or other experiences.

Class B CDL, Experience in Dig Safe, Equipment, Bucked Trucks, Plowing, Paving, Ditching, Colours Street sweepers, side walk clearing

Education:

Level	Name	Location	Years Completed
Elementary	<u>Carletonville</u>	<u>ME</u>	<u>4 5 6 7 8</u>
High School	<u>Kingswood</u>	<u>ME</u>	<u>9 10 11 12</u>
Undergraduate			<u>1 2 3 4</u>
Graduate			<u>1 2 3 4</u>

David Russell

Heavy Equipment Operator/Truck Driver (CDL-Class B) 8 years of safely operating a commercial vehicle & heavy equipment, making solid and timely decisions, in the field problem solving, multi-tasking, leadership skills, training other drivers and assisting them to get their class B license, negotiating contracts as vice president and president of the union, punctual, dependable, reliable and always willing to work out of shift hours. I am a team player yet am also a self-starter and work well independently. I work with integrity and take great pride in my work.

Experience

07/2021 – PRESENT

Heavy Equipment Operator II/Supervisor stand-in | City of Augusta | Augusta, ME

Responsibilities/skills: Safe operation of equipment • set up work zones • lead crew in absence of supervisor • monitor levels of material stock piles • detailed pre-trip/maintenance • culverts • ditching • paving • trainer for employees for new CDL • mark for dig safe/dig safe tickets • union president

Equipment: CDL plow truck with wing & sander • skid steer & attachments • loader • street sweeper vac & mechanical • basic tractor with flail mower, post hole auger • dozer • landfill compactors • excavator • graders • roller/compactor • trackless sidewalk machine, snowblower, sweeper & mower • 90-pound hammer with compressor • cutoff saw • chainsaw certified • bucket truck certified • 1 class away from Road Scholar

07/2016-07/2021

CDL Bus Driver & Safety Officer | First Student | Augusta, ME

Responsibilities/skills: Safe transportation of children to and from school • detailed pre-trip inspections • train new employees in policies & procedures in safe home to school transportation • train unlicensed new employees to obtain CDL with endorsements (I have successfully trained 30+ employees to obtain their CDL) • deliver monthly safety meetings • address any safety concerns with drivers and parents • create and set up driving routes • union vice president • general office duties

Equipment: School Bus • vans • SUVs

Prior work experience: 25 years in the restaurant business / 15 years corporate restaurant business. Please contact me for more work history, if desired.



22 Wright Brothers Drive

Airport Manager
Kenn Ortmann

City of Belfast
Municipal Airport
131 Church Street
Belfast, Maine 04915

Phone: 207 338 3370 x 600
Email: airport2@cityofbelfast.org

Request by Airport Manager Kenn Ortmann and the Belfast Airport Advisory Committee (BAAC) to secure the services of an appraiser to develop a fair market sale value of the Transfer Station and a fair market rental value for a cell tower site, both on Airport property, and a request by the Economic Development Department to develop a fair market sale value for remaining Airport property on the south side of Little River Drive.

Representatives of the Federal Aviation Administration (FAA) conducted a land-use compliance inspection at the Belfast Municipal Airport July 2024 for the purpose of ensuring that the Airport is in compliance with the requirements of its federal airport obligations. The inspection included reviewing the Airport Layout Plan, Exhibit "A" Property Map, all federal grant agreements, and other relevant documents that may identify property ownership and use. During the inspection they conducted a physical review of the Airport and all aeronautical and nonaeronautical leases.

The inspection noted that we need to have an appraisal of the value of land currently used, and proposed for, nonaeronautical purposes. Two areas identified include the land upon which our Transfer Station is located and the land proposed for the Verizon Cell tower.

There was no response to the original RFP. There were three responses to a second RFP. One of the bidders later decided to withdraw his bid.

During this second RFP process, the Economic Development Department received an indication there might be interest in Airport property south of Little River Drive for future economic development opportunities.

One of the bidders, based in Florida, is only interested in providing appraisal information on all the Airport parcels to cover their fixed costs. The other bidder is based in Cumberland, Maine and suggested the following:

1. Appraisals have a relatively short shelf-life, so focusing on the Transfer Station and cell tower parcels makes the most sense, and,
2. Since she is appraising these two properties, it will be most efficient to appraise the remaining Airport property south of Little River Drive at the same time.

The bid from Airport Business Solutions to provide values for all Airport property that may be leased or sold for aeronautical and non-aeronautical purposes is \$32,500.

The bid from O'Connell Valuation Services, Inc. to provide a sale value for the Transfer Station is \$5,000 and a lease value for the cell tower site is \$5,000. Pursuant to additional negotiations, the cost to provide the sale value of the remaining Airport property south of Little River Drive is \$5,000.

Airport Manager Kenn Ortmann and Deputy Economic Development Director Joellyn Warren are requesting that the City Council vote in support of authorizing the following action:

- **Acknowledge the responsive bids from Airport Business Solutions and O'Connell Valuation Services, Inc. and accept the O'Connell Valuation Services, Inc. bid, with**
 - **\$2,500 of the \$5,000 cell tower fee to be taken from Account # 640-595 Airport Runway Capital Reserve, and the remaining \$2,500 to be taken from Account # 640-711 Airport Maintenance Capital Reserve, both to be reimbursed with cell tower revenue, and**
 - **\$5,000 fee for Lot B, Little River Drive and \$5,000 for Lot C, Transfer Station, for a total of \$10,000 fee to be taken from Account # 680-604 City Engineering, and**
 - **including authorizing the City Manager to sign any necessary documents.**

Airport Property Appraisal responses

Responder	Responsive bid?	Company info?	Business description?	References?	Insurance Coverage?	Base bid	Optional bid	Timeframe	Comments
Airport Business Solutions (FL) Michael A. Hodges, MAI President/CEO 90 Fort Wade Road, Suite 100 Ponte Vedra, Florida 32081-5114 Phone: (813) 855-3600 mhodges@absaviation.com	Yes	Brochure	Brochure	Provided	Liability - \$2M EO/\$4M AGG Prof - \$1M EO/\$2M AGG	\$32,500		60 days	Given Florida location, only worthwhile if he appraises all parcels.
Bucklin Appraisal, LLC (ME) 1599 Sennebec Road Appleton, ME 04862 Fred W. Bucklin bucklinappraisal@gmail.com (207) 785-3772, (508) 989-9272	Withdrawn	WEB page	WEB page	Not provided	Not provided	Transfer Station - \$5,000 Cell tower - \$6,500	NA	45 days	Originally declined to submit a proposal. Then submitted a proposal, which was subsequently withdrawn.
Tina O'Connell, MAI, AI-GRS President/Owner O'Connell Valuation Services, Inc. 490 Greely Rd Ext Cumberland, ME 04021 T: 207-829-3270; C: 207-653-4312 tina@oconnellvaluation.com	Yes	Qualifications statement	Qualifications statement	Provided	Liability - \$1M EO/\$1M AGG Prof - \$1M EO/\$2M AGG	Transfer Station - \$8,000 Cell tower - \$5,000	NA	21 days (Mid November)	Shared her opinion that appraisals have short shelf life so best to just do necessary ones now. Also, transfer station work would be applicable to another similar sized parcel similarly situated.





City of Belfast
Office of the Assessor

131 Church Street
Belfast, Maine 04915
Phone: (207) 338-3370, Ext 122
Email: assessor@cityofbelfast.org

MEMORANDUM

To: Erin Herbig, City Manager
City Council

From: Steven Weed, Assessor

Date: 10/14/2025

Subject: Review and Recommendation for Software System Upgrades in Finance, Assessing, and Planning Offices

Background

The software systems currently used in the Finance, Assessing, and Planning offices—TRIO (Finance and Assessing) and iWorQ (Planning)—are outdated, inefficient, and no longer meet the City’s operational needs. Staff are frequently required to bypass or duplicate work due to limitations in functionality and the lack of system integration. This not only increases the risk of errors but also restricts our ability to share timely, accurate information with the public.

Recommendations

To address these issues and modernize our systems for greater efficiency, accuracy, and public access, we recommend the following:

1. Upgrade TRIO to TRIO Web for Finance and Clerk's Offices

- The current SQL-based TRIO system has been discontinued and must be replaced.
- **TRIO Web**, a cloud-based system, provides enhanced features, improved security, and remote accessibility.
- This upgrade ensures continuity and better performance across finance-related functions.

2. Replace TRIO Real Estate CAMA with Vision CAMA; Upgrade Personal Property to TRIO Web

- The current **TRIO Real Estate CAMA** system is limiting the Assessing Office’s ability to maintain accurate market-value assessments and integrate with GIS systems.
- **Vision CAMA** offers modern features that enhance assessment capabilities and supports integration with GIS.
- **TRIO Web** will continue to be used for Personal Property assessments, as it remains the most suitable platform for this task.

3. Replace iWorQ with GeoPermits in the Planning Office

- The current iWorQ system is not integrated with TRIO or GIS and receives ownership data only once per year, requiring significant manual updates.
- **GeoPermits**, part of the proposed GIS solution, provides real-time integration with assessing data—eliminating manual updates and greatly reducing the risk of errors.
- GeoPermits is scalable and can support additional departments in the future (e.g., licensing and permitting for moorings, liquor, burning, etc.) with minimal setup and no additional licensing fees.

4. Replace MapGeo with Beacon GIS

- The current **MapGeo** platform is limited in its ability to share real-time data across departments.
- **Beacon GIS** acts as a centralized hub, allowing seamless integration and daily data synchronization between Vision CAMA and GeoPermits.
- It will also enhance public access to records from Assessing, Planning, and Finance, with potential to include more data sources over time.

5. Future GIS Expansion

- The proposed system lays the foundation for future modules in asset management—covering sewer, stormwater, streets, and more.
- This expansion will support a long-term GIS strategy across the City, improving overall infrastructure management.

Implementation Timeline

If approved, the goal is to have all systems fully implemented and operational by **July 1, 2026**, to avoid renewing support contracts for the legacy systems beyond the current fiscal year.

Funding Recommendation

We propose reallocating funds from **Account 720919 – Revaluation Fund**, created in FY 2023-24, which currently has a balance of **\$238,000**. The cost breakdown is attached.

- These upgrades will provide the Assessing Office with tools and data that may **postpone or eliminate the need for a full contract revaluation**, maximizing the impact of this investment.

Conclusion

This modernization plan addresses the critical needs of three key departments and improves operational efficiency, data integrity, and public transparency. The proposed systems are scalable, cost-effective, and position the City for a more integrated and digital future.

A breakdown of the proposed components and associated costs is attached.

We respectfully request Council approval to proceed with this initiative and authorize the reallocation of funds as outlined above.

Respectfully Submitted,



Steven Weed, CMA
Assessor/GIS Coordinator
Belfast, Maine
assessor@cityofbelfast.org

- **Our Current version of Trio has been discontinued, and Harris will be ending support soon, requiring us to update our current system to Trio WEB**
- **Current Assessing, GIS and Permit tracking systems are separate and isolated from each other creating additional work for staff and increasing potential for transcribing and other data errors as well as possible incorrect decision making based on "old data". This proposal would replace these separate systems with an integrated approach, allowing for greater capabilities, expansion of available services, along with significant improvements to data accuracy and efficiency.**
- **Data in the new system would be updated between the modules systems every day instead of once a year with current systems**
- **The new systems would allow for better access for the public and other city agencies to our data on public and staff facing portals with easy movement between the systems (from parcel /assessing data to permit data etc.) as well as a significant increase to the quantity and quality of the data available**
- **Vision has increased capabilities and analysis tools to allow more detailed, frequent and targeted assessment updates**
- **When comparing apples to apples, Vision has annual costs similar to that of the existing CAMA (Computer Aided Mass Appraisal) system but the existing system lacks the ability to be upgraded with new features, like GIS integration, and is extremely difficult to extract data from for GIS and other uses.**
- **Geo Permits allows for GIS and assessment data integration, as well as additional permit and licensing processes to be added in the future without additional licensing, such as victualer's licenses, liquor licenses, special amusement/ event permits, mooring permit tracking, burning permits, etc.**
- **If the current permit software was upgraded to include some of the increased capabilities included in Geo permits, the annual cost would be similar but with less utility, since it would still not offer the level of configurability that Geopermits offers, and could not be expanded to other departments permitting needs.**
- **Other permitting systems reviewed with similar capabilities had a much higher implementation and annual costs with less integration**
- **Beacon is both a public and staff data portal and is the bridge that ties the whole system together. It acts as a portal to both parcel data and permitting data**
- **MapGeo can be enhanced, but the enhancement would increase the annual cost to a similar level to Beacon but lack the integration offered with Beacon and Geopermits**

TRIO WEB UPGRADE	Year one	Year Two	Year Three	The Current Trio system is hosted locally
Trio Hosted Option				
Trio Web upgrade	3,995	-		
Trio Web Wise J Annual lincence	660	660	660	n/a
Trio Web annual Hosting	3,000	3,000	3,000	n/a
Setup up of hosting environment	1,000	-		
Government window Credit card Processing	-	-		
Data bridge from Vision to Trio Web	1200?			
Total Cost for Trio Web only. Annual module maintenace cost are separate	8,655	3,660	3,660	

VISION	Year one	Year Two	Year Three	Current Annual cost for Trio CAMA
Trio to Vision Converstion	50,000	-	-	
Software Real Estate CAMA	8,500	8,500	8,500	8,000
Cloud Hosting	5,600	5,600	5,600	n/a
One Map (GIS Module)	5,800	5,800	5,800	n/a
Hardware updates	1,200			
Trio Personal Property CAMA annual cost		2,400	2,400	2,400
Total Cost	71,100	22,300	22,300	10,400

Geo Permits	Year one	Year Two	Year three	Current annual Cost for lworq
Setup and conversion	35,400	-	-	
Basic software (prorated first year)	8,850	18,600	19,600	7,700
Additional configurations: annual maintenance includes 48 service hours for adding new licences etc.				n/a
Total Cost	44,250	18,600	19,600	7,700

Beacon (GIS/Parcel Manager)	Year one	Year Two	Year Three	Current annual cost for Map Geo
Setup, links to Vision/ and local GIS, etc.	11,700	-	-	
annual service cost prorated first year	1,300	8,200	8,700	4,000
Total Cost	13,000	8,200	8,700	4,000

Internal GIS	Year one	Annual Cost after year one	Current annual budget for outside vendor to complete map updates
PostGIS cloud database for GIS layers creation and implementation	1,200	-	4,000
Annual Supabase hosting (cloud databse location for above)	300	300	300
Creation of QGIS Atlas for Tax Map generation	625	-	
Total Cost	2,125	300	4,000

	Year one	Year Two	Year Three	Annual cost for exisitng services
Total cost all items	139,130	53,060	54,560	26,100

10.D



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Anne Saggese
Transfer Station Manager

E-mail: transferstation@cityofbelfast.org
Tel: (207) 338-1817

TO: Honorable Mayor Eric Sanders, Belfast City Councilors, and City Manager Erin Herbig

FROM: Anne Saggese, Transfer Station Manager

DATE: October 14, 2025

RE: Proposal to Update Transfer Station Prices

The Transfer Station remains a lively place for the citizens and businesses of Belfast to dispose of their unwanted materials. Despite rising costs of nearly everything, the only price increase customers of the Transfer Station have experienced in the past decade has been for demolition, which currently sits at a midrange .10c/lb.

The Transfer Station is continually committed to finding ways to keep operating expenses down through optimizing efficiency in all areas, finding the best rates for disposal and the best prices for selling our metals, plastics, glass and paper. Between these measures, and money raised from those items for which there is a disposal charge, the Transfer Station can cover a decent portion of its own costs, but the fact is, the City coffers continue to offset a not-insignificant portion of its operations.

As has been discussed frequently, a fairer system is to shift a larger percentage of the cost of services to the actual users. With that in mind, Transfer Station staff proposes the following updated price list:

- Bring Belfast more in line with what similar communities charge for the same services.
- Bridge the gap between the actual cost of handling such materials and what is charged, thus reducing the amount of supplementation the City must supply to keep the facility in operation.
- Increase efficiency to reduce overhead costs. For example, in the case of instituting standard charges for common single items like mattresses, chairs, toilets, tubs, rugs, instead of running them through the demo scale.

The most notable changes:

Bag Stickers: A slight increase in household waste tag prices. The tiers remain the same with prices being small/\$2, regular/\$4, contractor/\$6. This pricing structure has the added benefit of allowing us to use one sticker design and to eliminate the need for coins.

Brush: Suggested new price more than doubles but it is still pennies so a pickup truck of brush would go from \$1-\$5 to \$3 - \$12. The cost of chipping annually has increased significantly so this price will help to offset that (though still not likely to cover it fully).

Scale Demolition, the only item to see a price change in the last decade, will remain the same.

I look forward to your input.

10.E



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: October 14, 2025
RE: Capital Improvement Project Expenditures

Electrical Repairs & Upgrades

During the FY25-26 budget process, the Belfast Parks and Recreation Director worked with the City Manager to place funds into the Capital Improvement Project funding for electrical repairs at three parks: Belfast City Park Tennis and Pickleball/Basketball Court Lights, Walsh Park new electrical service for a new storage shed for the Maintenance Team, and upgrades for Belfast Common electrical infrastructure. At this time, the Director has been working with Reynolds Electric and Justin Reynolds to define and estimate both of these projects.

The first quote is for Belfast City Park' two sets of court lights, and includes the following work:

- Changing seven (7) light poles over to LED lights to include bulbs and ballasts (the eighth pole was changed to LED during a repair made in 2024);
- Replace one (1) exterior glass light cover that is currently missing;
- Replace electrical access covers on four (4) light poles;
- Install new control boxes for tennis and pickleball/basketball courts which will include a new photocell, a new time clock (allows master shut-off of court lights per park ordinances), push buttons for turning on lights at 30 min. intervals for players, and a new steel enclosure; and
- Labor and materials to build and install control box.

The total for this project would be \$8,032.00 and would be charged to Capital Improvement Project account #720-018. This new infrastructure should solve any issues with lights remaining on after the "lights out" at 9:45 PM per the park ordinances, which allows 15 min. under general park safety lighting for court users to return to their vehicles and leave the park by the 10 PM closing time. This also protects the neighbors on the north boundary from lights flooding their homes after hours.

The second quote is for the Walsh Field Recreation Area for a new overhead 100 amp electrical service for the new 13'9" x 36' shed being installed in the lower parking lot. The work order via Central Maine Power is in place and the shed is scheduled for delivery on October 16, 2025, barring any weather or delivery issues.





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Memo to City Manager

October 14, 2025

Page 2

The quote includes the following work:

- Installing a 12-breaker panel on the exterior of the shed;
- Wiring the shed for four (4) light fixtures (screw-in bulbs);
- Wiring the shed for four (4) outlets;
- Labor and materials and appropriate permit to complete the installation.

The total for this project would be \$4,400.00 and would be charged to Capital Improvement Project account #720-018.

The initial Capital Improvement Project for electrical repairs included work within three parks. The third park is Belfast Common, but after a deeper dive with Reynolds Electric, there may not be a need to increase the amount of electricity available in that park, but there may be a need to replace aging electrical boxes that are above-ground, unstable, and quite rusty. We have done an initial review at this park, but we still need to make final determinations of what to replace. It is very likely that we would bring back a quote for this work over the winter months, so that the work can be completed in the spring during the current budget cycle.



Reynolds Electric

Estimate

119 Poors Mill Rd
Morrill ME 04952

Date	Estimate #
10/6/2025	121

Name / Address
City of Belfast (Parks and Rec.)

Project

Description	Qty	Rate	Total
Estimate to upgrade to an LED lamp using existing fixtures per bulb with labor included (4 at tennis Court and 4 at basketball court) I will need to use the City's Man lift to complete this project.....	7	416.00	2,912.00
Estimate to change glass out in light fixture over basketball court that is missing	1	400.00	400.00
Estimate to replace covers on light poles at base	4	80.00	320.00
Estimate for new control boxes for tennis and basketball court lights to include: photocell (to keep lights off during day light hours time clock (to not allow lights to be on beyond a set time) two push buttons to turn lights on and off a timer that is adjustable up to 30 minutes to limit how long lights are left on during normal operating hours a new steel enclosure to house all parts and push buttons	2	1,700.00	3,400.00
Labor to build and install control box	2	500.00	1,000.00
		Total	\$8,032.00

Reynolds Electric

119 Poors Mill Rd
Morrill ME 04952

Estimate

Date	Estimate #
9/23/2025	120

Name / Address
City of Belfast (Parks and Rec.)

Project

Description	Qty	Rate	Total
Estimate for new 100 amp overhead service on new shed at the Walsh field parking lot. Includes 4 light fixtures with a screw in bulb, 4 outlets, a 12 space panel. Estimate include all labor, material and permit to complete job		4,400.00	4,400.00
		Total	\$4,400.00



**E911
ADDRESSING
OFFICER**

**131 CHURCH STREET
BELFAST, ME 04915**

Ph: (207) 338-3370
Ext. 117

10.F

October 6, 2025

To: Mayor and Members of City Council
Request for Approval of Proposed Private Road Name

Dear Mayor and City Council Members,

As an E911 Addressing Officer for the City of Belfast, I respectfully submit this request for Council approval of a proposed private road name.

Proposed Road Name:

Eilidh Lane (pronounced AY-lee Lane)

Location:

Traveling North on Back Searsport Rd. Eilidh Lane branches off to the right directly after 171 Back Searsport Rd. It begins on Map 007 Lot 009-I and ends on Map 007 Lot 009-L. It is currently 540 ft long and will extend further soon.

Justification:

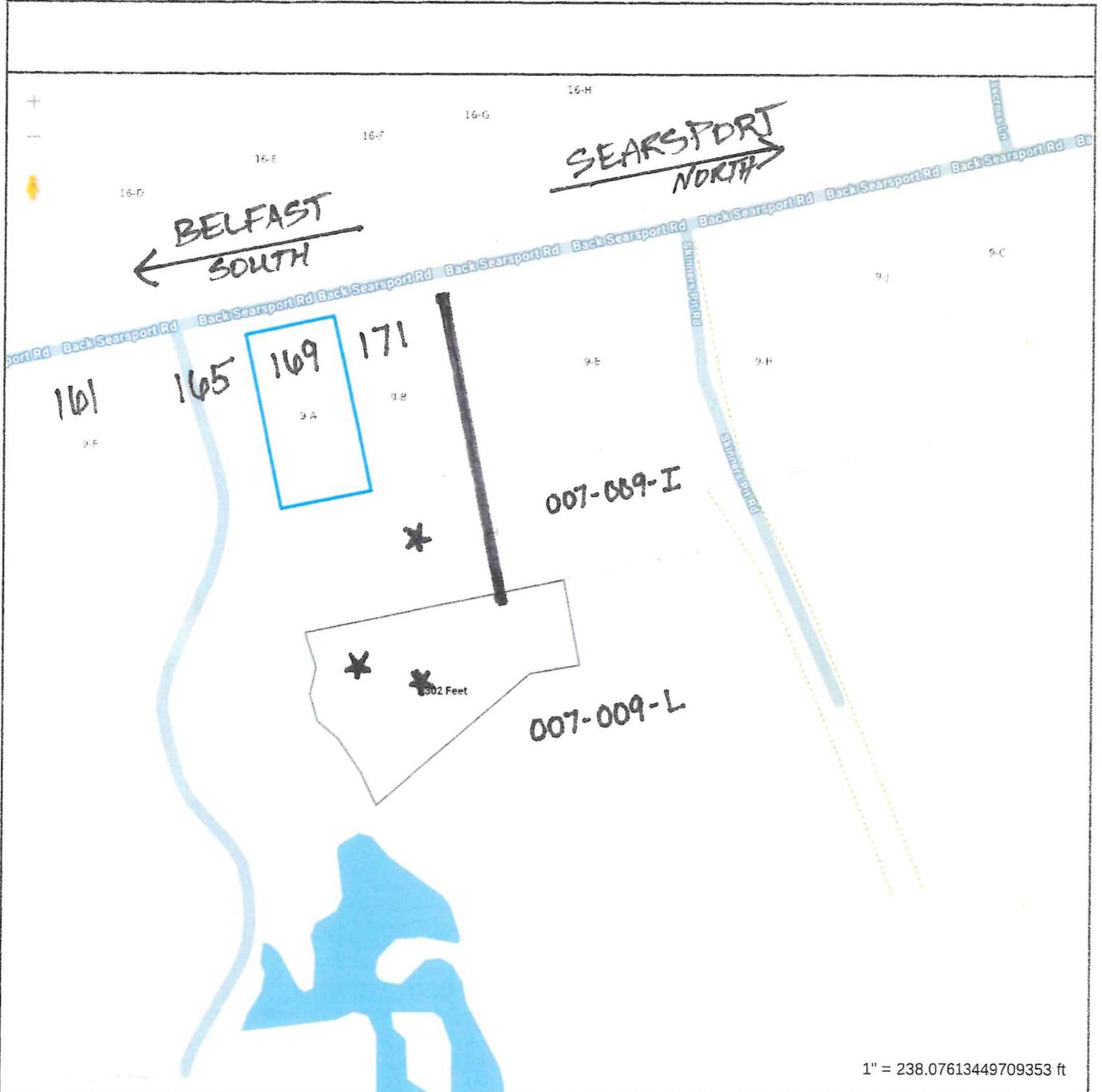
Per the landowners request the proposed name has been reviewed and is not a duplicate or phonetically similar to any existing road names in the 04915 E911 service area and it supports effective emergency response by ensuring accurate addressing and continued compliance with E911 standards.

A map of the proposed road location is attached.

Please feel free to contact me with any questions or if further documentation is required.
Thank you for your consideration.

Sincerely,

Sheila Fountain, CMA-2
E911 Addressing Officer
Assessor's Assistant
assessing@cityofbelfast.org



1" = 238.07613449709353 ft

Property Information

* - 3 NEW STRUCTURES



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.

Tree Risk Assessment

Sugar maple (*Acer saccharum*) on Spring Street one the 35 Cedar Street property

This sugar maple was inspected on Friday, October 10, 2025, following a request from an arborist. The venerable tree - bearing a No. 519 metal plate from an undated survey - measures 50 inches in diameter at base height (DBH). Concerns include a diminished crown, a mailbox being engulfed by the tree and one dead leader.

The base of the trunk shows good scaffolding roots and no signs of damage or decay. Simply put, the tree is an older citizen. It continues to provide good shade to the homes on the block.

I spoke to the homeowner, Eric Green, who said he was advised to remove it by an arborist going through the neighborhood. It's unclear if the arborist was soliciting business. Mr. Green told me he does not want the tree removed.

Note that this tree was subjected to a Level 1 Risk Assessment as defined by the International Society of Arboriculture, which means it was viewed from the ground, with no electronic or mechanical devices such as LIDAR.

I would not recommend removal. Instead, the tree should receive a judicious pruning, including removing the invasive mountain ash growing out of the trunk where the three main stems diverge, and recognition that it is among the city's older trees.

Submitted,

Carol Herwig
International Society of Arboriculture certified MA-5010A
202-841-6559
carolherwig@me.com
October 13, 2025



7 Commercial Street

Tree Risk Assessment

Sugar maple (*Acer saccharum*) on Spring Street one the 35 Cedar Street property

This sugar maple was inspected on Friday, October 10, 2025, following a request from an arborist. The venerable tree - bearing a No. 519 metal plate from an undated survey - measures 50 inches in diameter at base height (DBH). Concerns include a diminished crown, a mailbox being engulfed by the tree and one dead leader.

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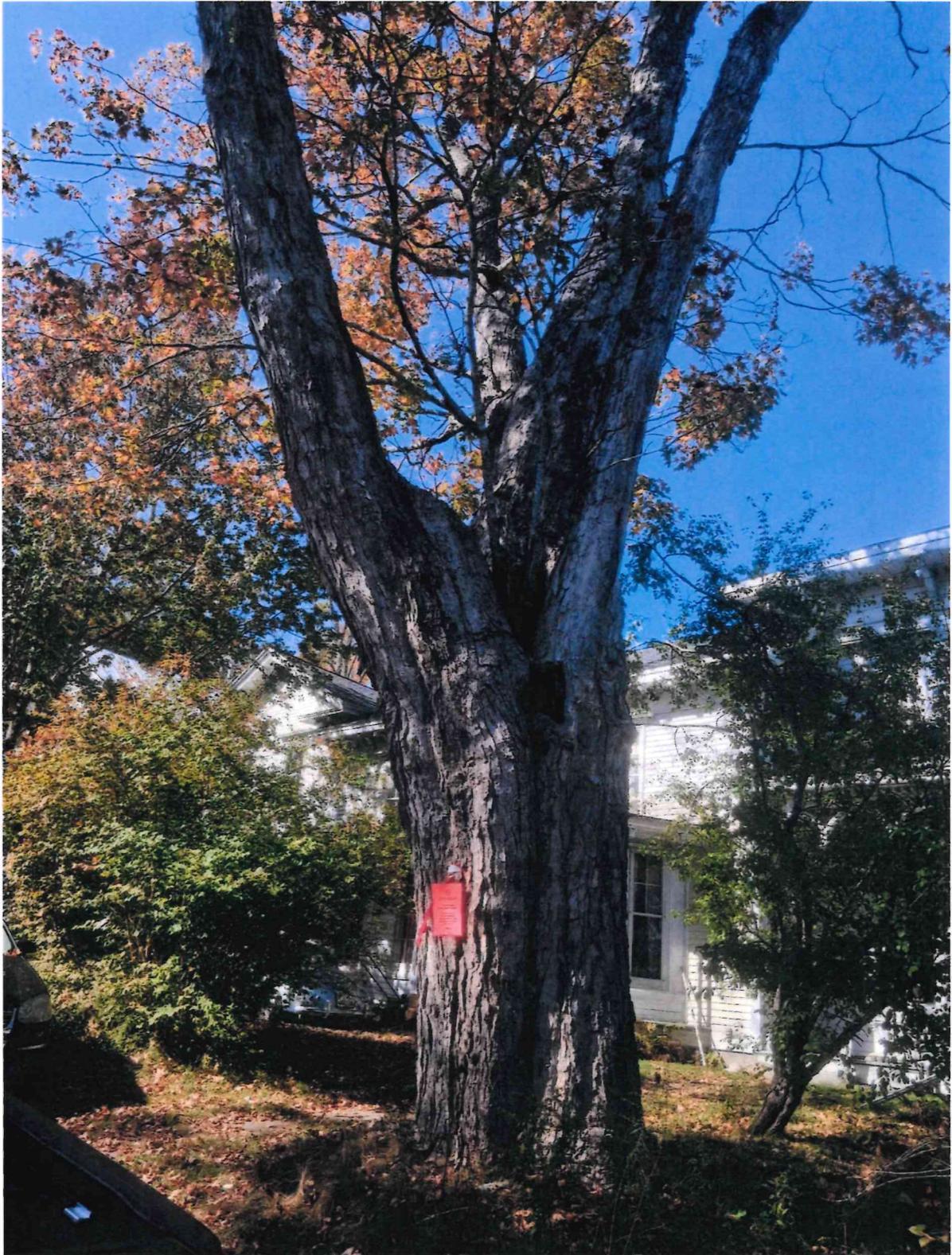
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Submitted,

Carol Herwig
International Society of Arboriculture certified MA-5010A
202-841-6559
carolherwig@me.com
October 13, 2025



35 Cedar Street