



CITY OF BELFAST

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MANAGER'S REPORT
Belfast City Council Meeting
Tuesday, January 20, 2026

6:00 p.m. Request to go into an Executive Session on a Personnel Matter pursuant to 1 M.R.S.A. 405 (6) A.

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, January 15, 2026

Agenda Items:

10-A Request to appoint John Martin of Swanville as a new Truck Driver/Laborer for the Public Works Department.

The City of Belfast advertised the position of Truck Driver/Laborer beginning on December 4, 2025. Applications were due on December 17, 2025. The City received seven applications.

On December 30th, the Truck Driver/Laborer Hiring Committee held interviews with four well qualified candidates. The Truck Driver/Laborer Hiring Committee was composed of Public Works Director Kip Faulkner and HR Administrator Nancy Driscoll. Following the interview,

the hiring committee unanimously selected John Martin of Swanville as a new Truck Driver/Laborer for the Public Works Department.

Mr. Martin has been recently employed by the State of Maine Department of Transportation (MDOT) where he holds a Class A CDL license and experience as a transportation worker. He is looking forward to bringing his skill set to Belfast and getting to working closer to his hometown of Swanville.

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

10-B Request to appoint Robert Doughty of Knox as a new Truck Driver/Laborer for the Public Works Department.

The City of Belfast advertised the position of Truck Driver/Laborer beginning on December 4, 2025. Applications were due on December 17, 2025. The City received seven applications.

On December 30th, the Truck Driver/Laborer Hiring Committee held interviews with four well qualified candidates. The Truck Driver/Laborer Hiring Committee was composed of Public Works Director Kip Faulkner and HR Administrator Nancy Driscoll. Following the interview, the hiring committee unanimously selected Robert Doughty of Knox as a new Truck Driver/Laborer for the Public Works Department.

Mr. Doughty has been working as a truck driver for Shawn Thyng Paving of Jackson. He holds a Class B CDL license and has experience operating a variety of vehicles and equipment. He grew up in Waldo County and is looking forward to joining the team.

Please see the attached application, advertisement, and job description (10-B) providing further detail. Public Works Director Kip Faulkner, Robert Doughty, and I will be available at the Council Meeting to answer any questions.

10-C Proclamation honoring Midcoast Maine Homeless Coalition as the 2026 Belfast Spirit of America Recipient.

Each year the City of Belfast is asked to pick a local person, project, or group to receive the Belfast Spirit of America Foundation Tribute for outstanding community service.

The Spirit of America Foundation is a 501(c)(3) public charity that was established to encourage volunteerism. It involves a Spirit of America Foundation Tribute to be presented in the name of any Maine municipality. The City's recipient will be formally recognized at the fall event honoring all 2026 Spirit of America award winners throughout Waldo County at the Maine State House.

The City Council has selected Midcoast Maine Homeless Coalition as the 2026 Belfast Spirit of America Recipient. The Midcoast Maine Homeless Coalition has worked in collaboration with the City of Belfast and local businesses and organizations to open the first transitional housing facility in Belfast over the past year. Midcoast Maine Homeless Coalition works to end the cycle of homelessness for individual families in Waldo County through innovation and collaboration around affordable housing and this newly implemented housing is designed to do just that. This transitional housing program provides a safe, welcoming place for parents and children to rest, regroup, and work toward stable, permanent housing.

If approved by the City Council, Mayor Sanders will read the proclamation recognizing Midcoast Maine Homeless Coalition as the 2026 Belfast Spirit of America Recipient and present the award.

Please see the draft proclamation (10-C) attached. Representatives from the Midcoast Maine Homeless Coalition will be present to accept the award.

10-D Update from the Interim Finance Director.

We are officially halfway through the 2025-2026 fiscal year. This update is an opportunity for Interim Finance Director Sue Lessard to provide a Revenue and Expense Budget Review for the past six months.

She reports that we are right on track at 53% expended and we have collected over 55% of major non-tax revenues and 57% of property tax revenues. 52.7% has been expended and 97% of the first half billing had been collected as part of the Wastewater Revenue and Expense Budget.

TRIO WEB is scheduled for training and installation dates in February and March. This new platform will allow the City to update the accounting structure to include separate funds for the General Fund, Wastewater, TIF's, Capital Reserves, the Airport, and Special Revenue Accounts.

FY2026-27 Budget and CIP request forms have been distributed to Department Heads and outside agencies. In this first stage, budget information is due to be submitted by February 5, 2026.

Ms. Lessard will remain in the position of Interim Finance Director through the end of the current fiscal year to assist with the accounting system change and the FY2026-27 budget process.

Please see the attached memo (10-D) from Interim Finance Director Susan Lessard. Interim Director Lessard will be at the meeting to present and answer any questions.

10-E Request from the City Assessor to update aerial imagery and implement a licensing administration module within GeoPermits.

The City of Belfast last collected aerial imagery in 2021. Best practice recommends updating municipal aerial imagery every three to five years to ensure that data used for assessment, planning, and decision-making remains accurate and current.

Significant advancements in aerial imagery technology have occurred since the City's last flight. City staff recommend completing a new aerial imagery flight in the spring of 2026. When imagery is collected on a regular schedule, the cost is far outweighed by the savings achieved by delaying, or potentially avoiding, the need for revaluation projects.

In addition, City staff recommend implementing a licensing administration module within the GeoPermits system for use by the City Clerk's Office. The GeoPermits platform was previously approved for Planning and Codes Enforcement. Expanding its use to include licensing will significantly increase efficiency in the Clerk's Office and provide seamless access to planning, code enforcement, and assessing data between all departments.

City Assessor Steven Weed received a quote from EagleView for the initial aerial imagery flight, which must be completed in April 2026, prior to the end of the current fiscal year. The City has the option to extend the total project cost over three years:

- Total cost of aerial imagery flight: \$27,281.92
- Initial FY 2026 cost: \$9,093.97
- Additional flex support to configure the Licensing Module for the Clerk's Office: \$4,584

If approved by the City Council, the City Assessor recommends a motion is made to enter into a 3-year agreement with EagleView to update aerial imagery and to expend up to \$13,677.97

appropriated from Account #720-919 Assessment Revaluation. This account was created during the FY23-24 budget cycle and currently has a balance of \$108,000.

Please see the attached memo (10-E) from City Assessor Steven Weed explaining the request in further detail. Assessor Weed, Director of Code and Planning Bub Fournier, and I will be at the meeting to present and answer any questions.

10-F Request by the Harbor Master to winterize the Block Building.

The City of Belfast was recently awarded \$48,000.00 in funding through the Community Resilience Partnership Community Action Grant Program for winterization projects on the Block Building. The work necessary to update the building in a manner that aligns with Harbor Operations must include:

Wall insulation 2” closed cell rigid foam	\$7,500
Attic Air Seal blown insulation 12”	\$9,000
Build walls out for insulation - sheath	\$3,049
Install 2 overhead fans to circulate heat & LED lights	\$3,350
Install 3 24,000 BTU heat pumps – Solar Logix	\$23,500
Replace 6 windows w/ Walcott from Mathews Bros	\$8,148
Replace 8’ x 10’ overhead door with insulated door	\$4,800
Replace section of block wall	\$5,400

The total winterization work is estimated at \$64,747, leaving a gap of \$16,747. Deputy Harbor Master Brian Friel has completed work on the building that can be used as in-kind match for the grant.

It is advantageous to complete as much work as possible now, so the building can get organized, set up to build floats, and work on the harbor boat can be completed this winter season.

If approved by the City Council, the Harbor Master recommends a motion is made to authorize winterization work on the Block Building as presented and approve funding up to \$17,000.00 from the Harbor ENK Fund. The Harbor ENK Fund currently has a balance of approximately \$180,000.00.

Please see the attached memo (10-F) from Harbor Master Kathy Given explaining the request in further detail. Harbor Master Given and I will be at the meeting to present and answer any questions.

10-G Request from Window Dressers for consideration of a Boathouse Rental Fee Waiver totaling \$2,550.00 for November 6th through 22nd, 2026.

Window Dressers has submitted a request for use of the Belfast Boathouse on November 6th through the 22nd, 2026. Organizers have requested a fee waiver for use of the facilities. The seventeen-day rental is \$2,550 for a Belfast-based non-profit with a \$500 security deposit.

The City Council approved the current Parks and Recreation Fee Schedule and Reservation Policy in January 2025. This policy covers Belfast Boathouse Rental Fees and was established to provide equitable year-round rental rates for the facility, including a reduced non-profit rate. Since implementing the policy, the Belfast City Council has not authorized any fee waivers, and many local groups and organizations have paid the non-profit rate to cover the expenses incurred by the City to operate the facility.

Since that time, the City Council has reviewed and approved other user fee increases across City Departments as a way to generate increased non-property tax revenues this year. 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 and County budget increases.

Only the City Council can approve rate changes or fee waivers. A recommended motion would be to either approve or deny the Boathouse Rental Fee Waiver Request of \$2,550, non-profit rental rate for Window Dressers, for November 6th through the 22nd, 2026.

Please see the attached memo (10-G) from Linda Meadows, Local Coordinator for Window Dressers, along with their completed rental agreement for the Belfast Boathouse explaining the request in further detail. Ms. Meadows, Parks and Recreation Administrative Assistant Carolyn Steeves, and I will be at the meeting to present and answer any questions.

10-H Request from the Waldo County Soil and Water Conservation District to host a Shoreline Restoration Workshop in partnership with the City of Belfast in April 2026.

The Waldo County Soil and Water Conservation District reached out to the Belfast Parks and Recreation Department to discuss partnering with the City of Belfast to host a free live stakes shoreline restoration workshop in April 2026. The workshop, which would be led by Alyssa Gregory of the Maine Forest Service, would focus on stabilizing eroding shorelines and improving water quality using native vegetation.

This information was reviewed by the Planning and Codes Department and the Economic Development Department, along with the Belfast Parks, Trails and Recreation Committee at their recent meeting. All are supportive of the partnership and recommend approval.

If approved by the City Council, a recommended motion would be to approve the request by Waldo County Soil and Water Conservation District for approval of a partnering with the City of Belfast to host a free live stakes shoreline restoration workshop in April 2026.

Please see the attached memo (10-H) from Waldo County Soil and Water Conservation District. Parks and Recreation Administrative Assistant Carolyn Steeves will be at the meeting to present and answer any questions.

10-I Request from the Belfast Community Co-op for approval of a Facility Use Request for use of Steamboat Landing Park for their 50th Anniversary Celebration on Saturday, August 22, 2026.

The Belfast Community Co-op is turning 50 and seek use of Steamboat Landing Park to host a celebration. This will be a free event for the community. The Belfast Parks, Trails and Recreation Committee reviewed the request at their recent meeting and recommend its approval.

If approved by the City Council, a recommended motion would be to approve the Facility Use Request by Belfast Community Co-op for approval of a Facility Use Request for use of Steamboat Landing Park for their 50th Anniversary Celebration on Saturday, August 22, 2026.

Please see the attached Facility Use Request Application (10- I). Parks and Recreation Administrative Assistant Carolyn Steeves will be at the meeting to present and answer any questions.

10-J Request by the Interim Finance Director to abate real estate taxes, sewer principle, cost and interest for 74 High Street.

At the Regular City Council Meeting of September 17, 2024, the City Council adopted a Condemnation Order to take by eminent domain the real property located at 74 High Street. Now that the property belongs to the City of Belfast, the City Council must abate real estate taxes and sewer bill amounts that were outstanding at the time the City acquired the property and remove the receivables from the outstanding tax and sewer accounts list.

If approved by the City Council, the Interim Finance Director recommends a motion is made to approve the abatement of real estate taxes, cost, and interest for fiscal year 2022-2023 in the amount of \$1,967.91, and \$3,011.15 for fiscal year 2023-2024 for 74 High Street, Account 2967, and to also abate sewer principal and interest for the 04/08/2024 billing in the amount of \$65.83 and the 09/03/2024 billing in the amount of \$168.92 for 74 High Street, account 88.

Please see the attached memo (10- J) from Interim Finance Director Susan Lessard. I will be at the meeting to present and answer any questions.

10-K Request to set the Delinquent Tax Rate for 2026.

The City Council may vote to determine the rate of interest that shall apply to taxes that become delinquent during a taxable year until those taxes are paid in full. The State of Maine Treasurer annually sets a maximum delinquent tax rate that can be applied as guidance for municipalities.

On Friday, January 9th, 2026, Maine State Treasurer Joe Perry announced that for tax year 2026 the maximum interest rate that a municipality may charge for delinquent property taxes is 7.0%. The maximum rate of interest that can be charged is governed by Title 36 M.R.S. Section 505(4). This is a reduction of .05% from last year. The City of Belfast has historically applied the maximum rate and that is recommended again this year.

If approved by the City Council, City staff recommends that a motion is made to set the delinquent tax rate at 7.0% for 2026.

I will be at the meeting to present and answer any questions.

10-L Signing of Council Orders

On Monday, January 19th, 2026, our country observes the life, legacy, and service of Dr. Martin Luther King Jr.

Each year I take a moment to read through the words of Dr. King. This year I share the following excerpt with you:

“I stressed that the use of violence in our struggle would be both impractical and immoral. To meet hate with retaliatory hate would do nothing but intensify the existence of evil in the universe. Hate begets hate; violence begets violence; toughness begets a greater toughness. We must meet the forces of hate with the power of love; we must meet physical force with soul force. Our aim must never be to defeat or humiliate the white man, but to win his friendship and understanding.”

As we move through this new year, and all the decisions ahead of us, I hope that the words of Dr. King resonate and help guide each of us. May we confront our challenges with an open heart and an open mind, and may we place more emphasis on the qualities that unite us rather than on those that divide us. Like Dr. King, our words and actions inform the next generation of leaders that will influence our community, our State, and our Nation.

All are invited to the 37th Annual Dr. Martin Luther King Jr. Recognition Day to be celebrated on Sunday, January 18, 2026. The event will start at 3:00 p.m. with a commemorative walk from the Post Office to the Unitarian Universalist (UU) Church of Belfast on Miller Street, followed by a program from approximately 3:30 p.m. to 5 p.m. This annual gathering both honors Dr. Martin Luther King Junior's work and teachings and makes the connection between his teachings and the issues that persist today.

**City of Belfast
Consent Agenda
Tuesday, January 20, 2026
Meeting #13**

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 Nautilus Seafood and Grill d/b/a Nautilus Seafood and Grill located at 3 Main Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous Class A Restaurant liquor license.**

Motion to approve an application by Nautilus Seafood and Grill d/b/a Nautilus Seafood and Grill located at 3 Main Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous Class A Restaurant liquor license.

- B. Request to approve an application for a Special Amusement Permit for Frank D. Hazeltine American Legion Post #43 d/b/a Frank D. Hazeltine American Legion Post #43 for Live Music, DJ, Karaoke, all Live Entertainment, and dancing at 211 143 Church Street, Belfast, Maine, interior only.**

Motion to approve a new application for a Special Amusement Permit for Frank D. Hazeltine American Legion Post #43 d/b/a Frank D. Hazeltine American Legion Post #43 for Live Music, DJ, Karaoke, all Live Entertainment, and dancing at 211 143 Church Street, Belfast, Maine, interior only.

10.A

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: 12-16-25

Position(s) applied for: Truck Driver / Laborer

Referral Source: Advertisement Friend Relative
 Job Service Other Website

Name: Martin John H.
Last First Middle

Residence Address: _____
Street City State Zip Code

Mailing Address: _____

Phone Number: _____

Email Address: _____

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

If so, what name: _____

Have you filed an application or been employed here before? N/A

If yes, date(s): _____

(2)

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

Walter Lockhart Easton, ME
Steven Stackpole Sanford, ME
Jonathan Bausch Swanville, ME

Employment Experience:

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

- | | |
|---|--|
| 1. Employer <u>Maine DOT</u> | 2. Employer <u>Mathews Brothers</u> |
| From <u>Aug 2024 to present</u> | From <u>Aug 2023 to July 2024</u> |
| Address <u>219 Hogan Rd.</u>
<u>Bangor, ME 04401</u> | Address <u>Belfast, ME</u> |
| Type of Work <u>Transportation Worker I</u> | Type of Work <u>Driver</u> |
| Reason for Leaving <u>See resume</u> | Reason for Leaving <u>Looking for better schedule.</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.

CDL driver with Tanker endorsement,
Plowing, Class A 5th wheel and trailer, See resume.

Education:

Level	Name	Location	Years Completed
Elementary			4 5 6 7 8
High School	<u>Massabesic High</u>	<u>Waterboro, ME</u>	9 10 11 ⑫
Undergraduate	<u>UMFK</u>	<u>Fort Kent, ME</u>	① 2 3 4
Graduate			1 2 3 4

(3)

Diploma: Academic Vocational

Degree(s) _____

Describe course of study, specialized training, apprenticeship, skills, and extra-curricular activities: 30 credit hours towards a Computer Science Degree. Class # w/ tanker endorsement. CWI Machinist, R/C vehicles.

AGREEMENT:

I certify that the answers provided by me herein are true and complete to the best of my knowledge.

I authorize you to make such investigation and inquiries of my personal employment, and other related materials that may be necessary in arriving at an employment decision. I hereby release employers, schools, and person from all liability in responding to inquiries in connection with my application.

I understand that person(s) soliciting this application may base their selection of applicants to interview or hire on qualifications listed in the Administrative Personnel Code of the City of Belfast, and that I am not entitled to an interview simply by virtue of having applied for the position.

In the event of employment, I understand that false or misleading information provided in application or interview(s) may result in my discharge. I understand also that I am required to abide by all the rules and regulations of the City.

Date: 12-16-2025



Signature of Applicant

John H Martin

December 16, 2025

City of Belfast
Attn: HR Nancy Driscoll
131 Church Street
Belfast, ME 04915

Re: Truck Driver/Laborer

Dear Hiring Director,

I am a safety-minded, team player with a Class A CDL and transportation worker experience with Maine DOT. I am pleased to present my candidacy for Belfast's Public Works Department as Truck Driver/Laborer as advertised on the city's website. I currently commute to a similar position at Maine DOT's Bangor camp, and would welcome an opportunity to work closer to my home in neighboring Swanville.

My accompanying resume and application will outline the breadth of my diverse skill set, which I believe will translate well to Belfast's Public Works Department, including utilizing my CDL when operating dump or plow trucks. I pride myself on my work ethic and I enjoy being timely and efficient, working as a valuable member of a team. I strive to support my co-workers and leaders as we work together towards achieving common goals.

My core values are integrity, professionalism, and respect for others. I practice a personal philosophy of doing the best job I can with the tools and skills I have. I continually scan my environment and workflow for areas to improve processes and productivity and customer service. I welcome challenges and appreciate an opportunity to learn new things.

I look forward to speaking to you in person about this opportunity to help keep Belfast's roads and bridges safe for travelers. Thank you for your time and consideration.

Best Regards,

John H Martin

John Martin

Versatile CDL Driver with a wide range of skills and experience in Class A and B vehicles, road maintenance, plowing, machining and fabricating.

Work Experience

Transportation Worker

August 2024 – present

State of Maine Department of Transportation – Bangor, ME

- Perform routine service and maintenance on all vehicles and equipment used in performance of daily tasks.
- Daily pre-trip and post-trip of company equipment.
- Perform tasks related to road repair, clearing, and maintenance, such as tree and brush removal, drainage pipe replacement, asphalt and phoscrete patching, bridge cleaning and maintenance.
- Install and service plow and wing gear, install and maintain Schmidt hoppers during plow season.
- Certified in: flagging; work zone setup: spotting for equipment; chainsaws; forklift; welding; scaffolding; yard machinery including front loader, skid steer, zero turn mowers; pressure washer; and brine emulsification.
- Certified Snow Fighter.
- Tanker Endorsement.
- Low-bed equipment trailer trained.
- Operated dual axle dump truck, swap loader, and plow truck. Proficient with 8-speed, 10-speed, and Super 10 transmissions.

Driver

August 2023 – July 2024

Mathews Brothers – Belfast, ME

- Transport dry van trailers to deliver product and materials to customer locations throughout New England, and between Mathews plants in Belfast and Hermon, Maine.
- Daily pre-trip and post-trip vehicle and trailer inspection of company equipment.
- Certified for electric pallet jack.
- Load and unload trailers when transporting between plants.
- Act as an ambassador for Mathews when delivering to and interacting with customers.

Powered Tractor/Industrial Lift Operator

September 2018 – June 2023

McCain Foods – Easton, ME

- Transport 48-foot trailers of product to various locations on the McCain property.
- Manage customer trailers, including reefer start-up, temp control, and staging for loads.
- Maintain and report on inventory in drop yards for fuel, alarms, empties, load type.
- Maintain records of shift activity regarding trailer movement.
- Nightly truck inspection and maintenance reporting for company equipment.
- Industrial lift operator, assisting in freezer with unloading and loading trailers, inventories, and stocking.

Operator

May 2018-September 2018

Pineland Farms – Mars Hill, ME

- Maintain weight of product based on tray or bag container.
- Perform hourly inspections and record results for temperature, container integrity, rate of production, and production rates of efficiency (number of packages per minute)
- Assemble and disassemble machines as needed for cleaning

CNC Machinist (Computer Numerically Controlled Machinist) June 2014-February 2018
Precision Screw Machine Products - Biddeford, ME

- Studied sample parts, blueprints, drawings, or engineering information to determine methods or sequences of operations needed to fabricate products.
- Conferred with engineering, supervisory, or manufacturing personnel to exchange technical information.
- Supported metalworking projects from planning and fabrication through assembly, inspection, and testing, using knowledge of machine functions, metal properties and mathematics.
- Evaluated machining procedures and recommended changes or modifications for improved efficiency or adaptability.
- Established work procedures for fabricating new structural products, using a variety of metalworking machines.
- Monitored processes, materials, and surroundings while documenting/recording information.
- Developed model procedures used for passing ISO inspections and obtaining military contracts.
- Experience w/ calipers, chucks, deburring tools, desktop computers, metal cutting taps, micrometers, multi-axis computerized numerical control CNC machines, pipe threaders, surface gauges.

CDL Truck Driver

Eagle Inc. - Tucson, AZ

January 2014-May 2014

Werner Enterprises - Omaha, NE
January 2014

April 2012-October 2012 and December 2013-

- Checked vehicles to ensure mechanical, safety, and emergency equipment in good working order.
- Maintained logs of working hours or of vehicle service or repair status, following applicable state and federal regulations.
- Secured cargo for transport, using ropes, blocks, chain, binders, or covers.
- Maneuvered trucks into loading or unloading positions, following signals from loading crew and checking that vehicle and loading equipment were properly positioned.
- Planned or adjusted routes based on changing conditions using computer equipment, GPS, or other navigation devices to minimize fuel consumption and carbon emissions.

Retail Sales Associate
2013

November 2012-December

Wal-Mart - Biddeford, ME

Unloader / Shift Lead

June 2010-March 2012

Wal-Mart - Scarborough, ME

- Supervised a crew of 4-8 people for overnight incoming freight shipments, including unloading trucks and delivering to the floor.
- Inventoried stock and requisitioned new stock.
- Communicated with customers about needs, Sales, and Conflict Resolution.

- General cash register operation including: counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.
- Implemented Loss Prevention Measures.
- Required organizing, planning, and prioritizing work, training and teaching others.

Voluntary hospice

November 2007 – June 2010

Live-in home care for elderly family member – Biddeford, ME

- Provided transportation to appointments, managed budget needs, and oversaw various services.

CNC Machine Operator

January 2004-November 2007

Precision Manufacturing Solutions - Biddeford, ME

- Monitored machine operation and control panel displays, comparing readings to specifications to detect malfunctions.
- Conferred with supervisors or programmers to resolve machine malfunctions, production errors, or to obtain approval to continue production.
- Cleaned machines, tooling, or parts, using solvents or solutions and rags.
- Controlled machines and processes.
- Inspected equipment, structures, and materials.
- Evaluated information to determine compliance with standards.
- Experience w/ bore gauges, comparators, computer aided design CAD software, dial calipers, dial indicators, go/no go test equipment, height gauges, lathes, milling machines, pin gauges, thread gauges.

On Call Laborer

Est. January 2002-January 2004

IBC, Interstate Brands Corporation - Biddeford, ME

- Experience in food based procedures in a commercial bakery environment.
- Operated stacking machines, sorted product by brand, loaded trailers and maintained counts.
- Assisted Sanitation team during shutdowns, including scissor lift operation for ceiling operations, maintenance of filters and humidification equipment, forklift operation, and general cleanup.
- Quality inspection of product in various departments while covering breaks or vacation time.

Education

Pro Drive, Scarborough, ME

Class A CDL – 2012

University of Maine at Fort Kent Computer Science

Approximately 30 credit hours completed 1992-1993



**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 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 Wednesday, December 17th, 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:

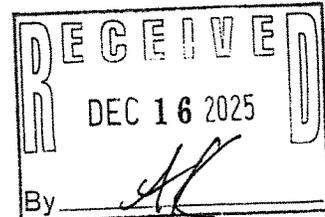
Experience as a Truck Driver or Equipment Operator, particularly on light trucks; or any equivalent combination of experience and training.

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.

10.B



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: 12/16/25

Position(s) applied for: Truck driver Class B

Referral Source: Advertisement Friend Relative
 Job Service Other

Name: Doughty Robert Clifton
Last First Middle

Residence Address: _____
Street City State Zip Code Mailing

Address: _____

Phone Number: _____

Email Address: _____

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

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:

Shawn Thyng
Albert French
Scott Ellis

Employment Experience:

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

1. Employer Shawn Thyng Paving 2. Employer Irving Oil Terminals
From 6/1/25 to 11/30/25 From 7/1993 to 8/2023

Address Jackson Maine Address 52 Station Ave

Type of Work truck driving Type of Work off loading ships, loading trucks/
gauging tanks, forklifts railcar

Reason for Leaving winter stopped work Reason for Leaving was on a night shift after Covid and kept saying it would change back but never did

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.

have CDL Class B, have run forklifts, bobcats, excavators
tow trucks, flatbeds, boom trucks, man lifts, confined Spaces

Education:

Level	Name	Location	Years Completed
Elementary		Thorndike	4 5 6 7 8
High School	Mt. View	Mt. View	9 10 11 (12)
Undergraduate			1 2 3 4
Graduate			1 2 3 4



**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 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 Wednesday, December 17th, 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.

10.C

PROCLAMATION

This proclamation recognizes the Midcoast Maine Homeless Coalition as the recipient of the 2026 Belfast Spirit of America Award.

WHEREAS: Midcoast Maine Homeless Coalition and its volunteers have demonstrated dedicated service to the people of Belfast, and the greater Belfast Community.

WHEREAS: Midcoast Maine Homeless Coalition, in partnering with the Belfast United Methodist Church, Whitecap Builders, the City of Belfast Council, City Staff and Planning Board, as well as the community, has established Family Harbor House as the first transitional housing program to provide a safe, welcoming place for parents and children to rest, regroup, and work toward stable, permanent housing in Belfast.

WHEREAS: Midcoast Maine Homeless Coalition works to end the cycle of homelessness for individuals and families in Waldo County, Maine through innovation and collaboration around affordable housing.

WHEREAS: Midcoast Maine Homeless Coalition and their volunteers are committed to provide housing assistance to the people of Waldo County in an atmosphere of dignity and respect, in which everyone deserves access to a safe place to rest.

WHEREAS: Midcoast Maine Homeless Coalition is a trusted and valuable resource for those who may experience a housing crisis.

NOW THEREFORE, in the form of a motion the Belfast City Council has selected the Midcoast Maine Homeless Coalition as the recipient of the 2026 Belfast Spirit of America Award, and thanks them for their devoted service to our community.

IN WITNESS WHEREOF, I hereunto set my hand and seal this 20th day of January, 2026.

ERIC SANDERS
Mayor

MARY MORTIER
Councilor

NEAL HARKNESS
Councilor

DANIEL MILLER
Councilor

CHRIS BITELY
Councilor

PAUL DEAN
Councilor



10.D

TO: City Manager Erin Herbig & Belfast City Council
FROM: Sue Lessard, Interim Finance Director
DATE: January 15, 2026
RE: Finance Department Update

The purpose of this memo is to provide an update on the financial operations of the City through December 31, 2025. This report is broken down into several sections including six-month budget review, review of wastewater budget/billing since rate change, review of software update calendar and progress, an update on the now-underway budget process for the city, and an update on staffing.

Six Month Revenue & Expense Budget Review –

At the beginning of the month, I provided you with a budget report that provided some wonderful news! – which is that the City is doing very well this year in managing its expense budget. The overall 53% expended figure includes the fact that 100% of the \$2,058,544 County tax, and 75% of debt service (\$414,374.23) is paid in the first half of the year. These major expenses early in the fiscal year warp the overall % expended.

On the revenue side – things look equally good. Your major non-tax revenues, including vehicle excise, state revenue sharing, ambulance fees, airport fees, and solid waste fees are all collected at over 55% of the budgeted amount. Library and Cemetery funds that the city draws annually should be posted in February. Property taxes – your biggest revenue source – was collected at 57% as of the end of December – which is excellent.

Wastewater Revenue & Expense Budget Review

The wastewater budget is also in excellent shape. The overall 52.7% expended figure includes the fact that 77% of debt service (\$425,546.28), and 76% of insurances (\$30,159) is paid in the first half of the fiscal year.

Revenues for wastewater under the new rates have had one billing in August, and 97% of that billing had been collected as of 12/31/2025. The next billing will be going out in February.

Software Update Calendar

The staged implementation of TRIO WEB which will allow us to update the accounting structure to include separate funds for the General Fund, Wastewater, TIF's, Capital Reserves, the Airport, and Special Revenue Accounts, and the schedule for that is as follows:

Wednesday, February 11th at 11 am: Play Install (IT and TRIO representative) – it will take approximately 3 hours to complete – all employees can continue to work in SQL all day.

Thursday, February 12th from 3 pm to 5 pm: Training for all employees.

Wednesday, March 4th at 5:30 pm: All employees off system and out of SQL by 5:30 pm. Go live install. (IT and TRIO representative) it will take approximately 3 hours to complete.

Thursday, March 5th at 6:30 am: Go live support day – 4 hours of onsite training and support from TRIO.

Budget Process

There has been a very coordinated 'roll out' of regular budget request forms to department heads and outside agencies, as well as requests to departments for updates to their CIP budgets. In this first stage, budget information is due to be submitted by February 5, 2026. I have supplied all departments with a report that shows every individual expense in each budget line item for the first six months of this year to assist departments with budget preparation. City Manager Herbig has also asked departments to pay particular attention this year in completing their budget requests to include as detailed a breakdown for each line item as possible. Deputy City Manager Cushman is the 'point person' for budgets to be submitted, and she has done an outstanding job of putting together the budget packets for each department which includes four years of prior budget information along with other information related to the budget process. While there are no 'easy' budgets for the City, this one is already challenged by a potentially large increase in the County Tax, the unknown of the RSU #71 budget which carried a significant increase last year, and use of the balance of state revenue sharing and educational reserves to help keep the mil rate down – which will not be possible for 2026-2027. City Manager Herbig has made it clear that while she is asking for realistic budgets to be submitted that will support the work of departments – specificity is needed so that if reductions are necessary, the Council and the public can understand the impact of those reductions. On the upside of all of this, the City is in a stable financial position and should not have to borrow in anticipation of taxes as long as you avoid the use of fund balance to offset the mil rate in the coming year budget.

Finance Staffing

As you are all aware, I have been serving as the interim finance director for the city since August. My job has been to keep the ongoing finance work done as well as to do 'catch up' on reconciliations, and to get the accounting system and all the City's accounts up to date and ready to transfer to the new system by February. Since it would be difficult to bring in a new Finance Director until any 'bugs' are worked out of the software change and in the middle of the City budget process, after discussions with City Manager Herbig, I will be staying on with the City through the accounting system change and the budget process, after which the City will be in good shape to make decisions about staffing the Finance Director position. I will remain as a per hour employee with no benefits through the end of the current fiscal year.

I am happy to answer any questions.



**City of Belfast
Office of the Assessor**

10.E

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

January 8, 2026

To:

Erin Herbig, City Manager
Belfast City Council

From:

Steven Weed, City Assessor

Re: Recommendation to Update and Enhance Aerial Imagery Using EagleView in Spring 2026 and to add City Clerk Licensing Administration to GeoPermits

BACKGROUND

The City of Belfast last collected aerial imagery in 2021. Industry best practice recommends updating municipal aerial imagery every three to five years to ensure that data used for assessment, planning, and decision-making remains accurate and current.

Additionally, the City Clerk's Office currently administers and issues licenses through a manual, paper-based process. This approach is time-consuming, limits data sharing between departments, and reduces overall efficiency.

RECOMMENDATION

Significant advancements in aerial imagery technology have occurred since the City's last flight. We recommend completing a new aerial imagery flight in the spring of 2026 to update and enhance the City's imagery.

From an assessing perspective, there is no better return on investment than high-quality, current aerial imagery. The largest cost associated with municipal revaluation is labor—specifically, the time required to review and relist properties citywide. Traditional field inspections require staff to physically inspect nearly 100% of properties to identify the approximately 10% that have changed since the last inspection.

Modern, high-resolution aerial imagery allows the Assessor's Office to conduct a comprehensive "desktop review" of all properties. This enables staff to identify and prioritize only those parcels that require field inspection, rather than expending significant time and labor inspecting properties that have not changed. When imagery is collected on a regular schedule, the cost is far outweighed by the savings achieved by delaying—or potentially avoiding—the need for expensive contracted revaluation projects.

For example, if the cost of a contracted revaluation is amortized over nine years ($\$400,000 \div 9 \approx \$44,444$ per year), this significantly exceeds the annualized cost of collecting 1-inch resolution aerial imagery every three years, which equates to approximately \$10,000 per year. Under this approach, all properties are reviewed three times over a nine-year period via imagery review, rather than only once during a contracted revaluation, resulting in more timely and accurate property data.

In addition, we recommend implementing a licensing administration module within the GeoPermits system for use by the City Clerk's Office. The GeoPermits platform was previously approved for Planning and Code Enforcement. Expanding its use to include licensing will significantly increase efficiency in the Clerk's Office and provide seamless access to planning, code enforcement, and assessing data.

ENHANCED IMAGERY COMPONENTS

The proposed project includes the following enhancements:

1. One-Inch Pixel Resolution

We recommend 1-inch pixel resolution for this and future flights. Each pixel represents a one-inch square on the ground. The City's current 2021 imagery is 3-inch resolution; the proposed imagery will contain nine times more detail and be substantially sharper.

2. Pictometry (Oblique Imagery)

The project includes pictometry in addition to traditional vertical ("top-down") imagery. Oblique images are captured from the north, south, east, and west. Each pixel includes x, y, and z coordinates, allowing staff to measure building footprints as well as building heights. This capability is extremely valuable for assessing and other municipal applications.

3. Cloud Hosting and System Integration

The cost includes cloud hosting, making the imagery accessible through Vision, GeoPermits, and the Licensing and Registration Module.

LICENSING & REGISTRATION MODULE

The current Planning and Code Enforcement project includes an allocation of "flex support" for configuring the system to track permits and code enforcement activity. We propose increasing the level of flex support to allow for the implementation and configuration of the licensing module for use by the City Clerk's Office. Because the licensing module is already built into the GeoPermits system previously purchased, no additional software licensing costs are required. The additional cost reflects only the support time needed to configure the system for licensing administration.

This enhancement will provide the Clerk's Office with direct access to Planning, Code Enforcement, and Assessing data already contained in the system, while also allowing those departments access to licensing information—improving coordination, transparency, and efficiency across departments.

CONCLUSION

Attached to this memo is a quote for the initial aerial imagery flight, which must be completed in April 2026, prior to the end of the current fiscal year. The City has the option to spread the total project cost over three years.

- **Total cost of aerial imagery flight:** \$27,281.92
- **Initial FY 2026 cost:** \$9,093.97

Additional imagery services may be purchased at a later date and would be included in the FY 2027 budget process.

The estimated cost for additional flex support to configure the Licensing Module for the Clerk's Office is **\$4,584**.

Total amount requested for these two projects: \$13,677.97

We recommend reallocating funds from account **720919 (Revaluation Fund)**, which was created during the FY 2023–2024 budget cycle and currently has a balance of approximately **\$108,000**. Use of these funds is justified, as this investment will provide the Assessing Office with the tools and data necessary to postpone—potentially indefinitely—the need for a contracted revaluation.

Respectfully submitted,



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



Budget Proposal

Proposal for: City of Belfast, ME
 Project Name: Imagery - Reveal 1"
 Quote Number: Q-66447
 Contract Term: 3 Year(s)
 Number of Projects: 1

EagleView Rep: Kevin Diehl
 Phone Number: 607-738-8694
 Email: kevin.diehl@eagleview.com
 Expiration Date: 2/28/2026

Quote Summary	
Quote Total:	USD \$ 27281.92
Annual Total :	USD \$ 9093.97

Project 1 - Spring 2026

Quantity	Product Name	Description
1	EagleView Cloud - Disaster Response Program	Includes access to the EagleView Disaster Response Program which offers flights after an emergency or disaster. Refer to the attached detailed description of the Disaster Response Program.
1	EagleView Cloud - Early Access	Provides entitlement to imagery from counties neighboring the imagery AOI as part of EagleView Cloud. Also provides entitlement to Early Access to refreshed imagery captures which allows authorized users to use new imagery immediately following its preliminary processing and quality control checks and prior to its final processing. Early Access imagery will become available incrementally as it is processed, and it will remain available until final, fully processed imagery is made available through other means.
1	EagleView Cloud - Capture History	Includes access to historical ortho and oblique frame imagery from the EagleView archive. Quantity represents the number of calendar years of archive imagery available in EagleView Cloud.
1	EagleView Cloud - Authorized Subdivisions	Extends the ability for a contracting county or non-state consortium of counties the ability to authorize access to their EagleView Cloud organization to any political unit or subdivision located totally or substantially within their boundary.
3	Eagleview Cloud - Software - Plus	Provides an unlimited number of authorized users the ability to login and access the EagleView Cloud software and analytics via the web-based EagleView Cloud platform. This software provides a robust complement of tools for engaging with imagery as well as additional project and collaboration tools, and access to mobile application. Requires the purchase of an EagleView - Imagery entitlement.

This quote is non-binding, creates no legal rights, duties or obligations, expressed or implied, on either party, and shall become binding only in the event that Pictometry and Customer enter into a definitive agreement incorporating it. The pricing quoted above does not reflect applicable taxes, which will be reflected in any resulting definitive agreement with Customer. This quote is valid until the date shown above, after which it expires. All Discounts are approximate.

Quantity	Product Name	Description
1	EagleView Cloud - Comprehensive Integration Bundle	Provides activation of integrations between the EagleView Cloud platform and compatible customer environments (including compatible CAMA providers, 911/PSAP, Cityworks, and ESRI/ GIS) and via the Integrated Web Application.
48	Eagleview Reveal - Physical Delivery - Orthomosaic - 1in	Provides an offline copy of the orthomosaic tiles and mosaics at 1in GSD. Imagery extent based on a delivery grid shapefile approved by Eagleview. Tiles and mosaics output as industry standard 3-band RGB files with formats selectable by the customer. Delivery made via online download or physically via a hard drive media.
48	Eagleview Reveal - 1in	High resolution, measurable oblique and orthogonal imagery. Oblique image frames collected at 1.4in GSD or better, orthogonal image frames collected at 1in GSD or better. Orthomosaic imagery produced at 1in GSD from orthorectified orthogonal imagery via a fully automated photogrammetric process which includes project-wide color and contrast balancing. Visible seamlines may be present. Image frames and orthomosaics available as 3-band RGB. Delivery to be provided via online Eagleview's online platform applications and APIs. Imagery extent based on a delivery grid shapefile approved by Eagleview.

TOTAL: USD 27,281.92

This quote is non-binding, creates no legal rights, duties or obligations, expressed or implied, on either party, and shall become binding only in the event that Pictometry and Customer enter into a definitive agreement incorporating it. The pricing quoted above does not reflect applicable taxes, which will be reflected in any resulting definitive agreement with Customer. This quote is valid until the date shown above, after which it expires. All Discounts are approximate.

10.F

Memo to Erin Herbig, Belfast City Manager
City of Belfast Mayor
Belfast City Council

From Katherine Given, Belfast Harbor Master

Re: Council agenda January 20, 2026
City owned 'Block Building' Winterization Project

Last summer the City Council renegotiated a lease agreement with French & Webb to allow the Harbor Department to once again occupy one of the three City owned buildings in Heritage Park called the 'Block Building' because the Harbor Department was in much need of dry and heated space for an office, maintenance and storage, and building floats.

Our Deputy Economic Development Director, Joellyn Warren, found \$48,000.00 in grant funding through the Community Resilience Partnership Community Action Grant program which allows us to do some needed winterization projects on the building. Much of the winterization work preparation currently is being done by the Deputy Harbor Master and all his work can be used as In-Kind match for the grant funds. Unfortunately, the estimates we received to do this work exceeded the funding as shown below:

- Wall insulation 2" closed cell rigid foam	\$ 7,500	
- Attic Air Seal blown insulation 12"	9,000	
- Build walls out for insulation - sheath		3,049
- Install 2) overhead fans to circulate heat & LED lights		3,350
- Install 3) 24,000 BTU heat pumps – Solar Logix	23,500	
- Replace 6) windows w/ Walcott from Mathews Bros	8,148	
- Replace 8' x 10' overhead door with insulated door	4,800	
- Replace section of block wall		5,400

Total Winterization Work Estimates:	\$ 64,747	
Total Grant Funding approved:	\$ 48,000	
		=====
Total Shortage of Funds		\$ 16,747

Two items we may be able to hold off on to come closer to the grant funding amount are the attic insulation (\$9,500), and overhead door (\$4,800). This would leave a balance of \$2,947 we could take from our working budget 660-600 projects account.

However we would like to complete as much as possible now, so we can get the building organized and set up to build floats, work on the harbor boat, etc. We would like to take the shortage in funding from the Harbor's Enk Fund which currently has a balance of approximately \$180,000.00

Request from the Council:

- To allow the Harbor Department to complete the Block Building winterization work as listed above
- To approve using up to \$ 17,000 from the Harbor Enk Fund to complete this work

January 6, 2026



To: Erin Herbig, City Manager
Mayor Eric Sanders
Belfast City Council

From: Linda Meadows, Belfast/Searsport Local Coordinator for WindowDressers

Subject: Council Agenda, January 20, 2026
Request for fee waiver for use of Belfast Boathouse in November 2026

WindowDressers is a regional non-profit organization that makes interior window inserts that are a low-cost solution to winter energy loss through a home's windows. These inserts are made at annual community build events, organized and staffed entirely by volunteers. We strive to ensure that everyone that would benefit from the inserts is able to get them; approximately 30% of inserts each year are "special rate", provided at no cost or for whatever donation the customer chooses to give.

For many years (from 2013 - 2024) the local WindowDressers group hosted our 2-week community build in the Belfast Boathouse. We would like to hold our 2026 Community build in the Boathouse from November 6 – 22. The Parks and Recreation department has confirmed that we could use the Boathouse during that timeframe. We will gladly pay the \$500 security deposit fee but are requesting that the \$2550 rental fee be waived.

We believe we provide a valuable service to the Belfast community. Attached is historical data that shows the total number of local customers served, those that were Belfast residents, low-income residents, and where our volunteers come from. Our local group supports all residents of Waldo County, but the data does show that Belfast residents have received 47% of the total inserts made and 37% of the Special rate inserts made over the years. The data also shows that we have many volunteers that come from surrounding towns. It's likely that after volunteering, many take the opportunity to shop at businesses in Belfast.

We do understand there is an operational cost to the City for using the Boathouse. We can offer to make you approximately 10 window inserts for the Boathouse or any other municipal building you believe would benefit from them as recompense for use of the Boathouse. The Belfast Free Library already has some inserts; we hope they will attest to their usefulness.

Thank you for your consideration of our request.

Summary of Window Inserts made by the Belfast WindowDressers group: 2013 through 2025

Our group supports all residents of Waldo County, but you can see that over our history, Belfast residents have received 47% of the total inserts made and 37% of the Special rate inserts. Special rate inserts are offered to those that are low-income or financially challenged; we will provide 10 inserts per year at no cost, or for whatever donation they choose to give. A rewrap is an insert that was made in a previous year but was damaged and needs new plastic applied to it.

Year	New inserts made - Qty	New inserts for Belfast Residents - Qty	% for Belfast Residents	Special rate inserts - Qty	Special rate inserts for Belfast Residents - Qty	% Special rate inserts for Belfast residents	Total Special rate inserts cost	Belfast Resident Special rate inserts Cost	Total Rewraps - Qty	Belfast Resident Rewraps - Qty	% Rewraps for Belfast Residents
2013	465	233	50%	164	43	26%	Data not available		Data not available		
2014	560	333	59%	174	91	52%					
2015	511	298	58%	156	73	47%					
2016	490	350	71%	131	97	74%	\$2,710	\$2,002			
2017	418	217	52%	68	52	76%	\$1,582	\$1,209			
2018	459	145	32%	99	34	34%	\$2,705	\$854			
2019	426	196	46%	151	47	31%	\$5,890	\$1,824			
2020	0	0	(Covid)	0	0		\$0	\$0			
2021	231	125	54%	32	4	13%	\$1,175	\$178	65	11	17%
2022	468	190	41%	184	51	28%	\$8,501	\$2,405	119	36	30%
2023	495	140	28%	136	17	13%	\$6,374	\$841	151	35	23%
2024	482	161	33%	172	53	31%	\$8,723	\$2,522	184	52	28%
2025	352	105	30%	117	29	25%	\$6,619	\$1,409	133	31	23%
Total	5,357	2493	47%	1,584	591	37%	\$44,279	\$13,242	652	165	25%

Belfast Community Build Volunteers by Town

These are the volunteers that have worked at the 2-week Community Build in November. They are a mix of customers (those receiving inserts), past customers, and general community volunteers who want to support our efforts.

Town	2022	2023	2024	2025	2022 %	2023 %	2024 %	2025 %
Belfast	75	74	76	49	51%	52%	52%	39%
Belmont		1	2	3	0%	1%	1%	2%
Brooks	1	3	1	2	1%	2%	1%	2%
Burnham	1	1			1%	1%	0%	0%
Camden	2	2		1	1%	1%	0%	1%
Dixmont	2				1%	0%	0%	0%
Frankfort	2			3	1%	0%	0%	2%
Friendship	1				1%	0%	0%	0%
Hampden			2	1	0%	0%	1%	1%
Islesboro		1			0%	1%	0%	0%
Knox		3	2	4	0%	2%	1%	3%
Liberty	4	6	3	3	3%	4%	2%	2%
Lincolnton		6	7	5	0%	4%	5%	4%
Monroe	2	1	3	3	1%	1%	2%	2%
Montville	3	4	2	3	2%	3%	1%	2%
Morrill	3	2	1		2%	1%	1%	0%
Northport	9	4	6	6	6%	3%	4%	5%
Palermo			1	2	0%	0%	1%	2%
Prospect			1		0%	0%	1%	0%
Searsmont	10	9	8	3	7%	6%	6%	2%
Searsport	12	9	11	7	8%	6%	8%	6%
Stockton Springs	6	4	10	11	4%	3%	7%	9%
Swanville	5	2	4	4	3%	1%	3%	3%
Union	1	2	1	1	1%	1%	1%	1%
Unity		1			0%	1%	0%	0%
Waldo	5	6	3	3	3%	4%	2%	2%
Waldoboro		1			0%	1%	0%	0%
Washington	2				1%	0%	0%	0%
Winterport	1	1	1	5	1%	1%	1%	4%
Other				7	0%	0%	0%	6%
Total	147	143	145	126				

RENTAL AGREEMENT FOR BELFAST BOATHOUSE

Name of Business, Organization or Individual Renter: WindowDressers

Business or Organization Point of Contact: Linda Meadows

Mailing Address: 16 Fort Point Cove Rd
(This address will be used to return any funds due to renter.)

City, State and Zip Code: Stockton Springs, ME 04981

Telephone: (603)380-6266 Alternate Telephone: _____

Email: belfastwindowinserts@gmail.com

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: 46-0843033

Requested Rental Date(s): 11/6/26 - 11/22/26

Rental Time*: 8am - 5pm
*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: All: Starts on Friday, ends Sunday

Actual Event Time: 8:30am - 5pm

Type of Event: Workshop to make window inserts

Number of People Attending Event: 150 total, ~ 25 per day

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 parksandrec@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:

LM **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.

LM **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).

LM **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.

LM **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: Linda Meadows
Renter

Date: 12/22/2025

Title: Local Coordinator
(If signing for a Business or Organization)

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

Date: _____

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

TOTAL RENTAL FEE DUE: \$ _____

RENTAL FEE 50% DEPOSIT: \$ _____ DUE DATE: _____

RENTAL FEE FINAL BALANCE DUE: \$ _____ DUE DATE: _____

SECURITY DEPOSIT FEE DUE: \$ _____ DUE DATE: _____

CERTIFICATE OF INSURANCE DUE: _____

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

Proposed Live Stakes Shoreline Restoration Workshop – City of Belfast

Waldo County Soil & Water Conservation District (WCSWCD) proposes partnering with the City of Belfast to host a free live stakes shoreline restoration workshop focused on stabilizing eroding shorelines and improving water quality using native vegetation. The workshop would be led by Alyssa Gregory of the Maine Forest Service and would last approximately 2-3 hours.

Live staking involves installing dormant cuttings of native woody species (such as willow and dogwood) along shorelines, where they root and grow in place. These plantings help stabilize banks, reduce erosion, and filter runoff before it enters the water. The workshop would include a short educational overview followed by hands-on installation, providing a practical demonstration of nature-based shoreline solutions.

The event would be free to the City and participants and could involve City staff, students, property owners, and community members. WCSWCD would coordinate the workshop, provide technical guidance, and support outreach and education. Final site locations and scope would be determined collaboratively with the City.

WCSWCD has successfully hosted similar live stakes workshops throughout Waldo County, including projects with Coastal Mountains Land Trust at Ducktrap Preserve. Additional examples of past events can be found here:

<https://waldocountysoilandwater.org/news-blog/how-native-plants-help-heal-our-waters>

What We Would Need from the City

- Preferred dates and times in April 2026. Note: live stakes are usually best installed while dormant (late winter/early spring)
- Suggestions for potential shoreline locations within Belfast City Park
- Permission to harvest and plant live stakes along the shoreline at the selected site(s)
- Optional assistance with advertising or sharing information about the event with City staff, residents, or interested groups

10.I



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: (working title) Belfast Community Co-op's 50th Anniversary Celebration

BRIEF EVENT DESCRIPTION: Belfast's beloved co-op is turning 50 and everyone's invited!

We'll have music, stories, speeches, and snacks- a free event by our Co-op for our community.

DATES and TIMES: Saturday, August 22nd, active time 2pm-6pm (setup/clean 12-8pm)

PROPOSED LOCATIONS/AREAS TO BE USED: Steamboat landing, south half

ORGANIZING GROUP (if applicable): Belfast Community Co-op

GROUP REPRESENTATIVE/INDIVIDUAL NAME: Jamie Cermak, co-op marketing manager

MAILING ADDRESS: BCC 123 High St. Belfast, ME 04915

PHONE NUMBER: 207-338-2532 ext 302 **EMAIL:** jamie@belfast.coop

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.

Our Co-op celebrates 50 years with a free event for our whole community! We set up early afternoon (or day before) for a day of music, speeches, stories, dancing, snacks, games, and hanging out. We'll have one tent for music and speeches and some tables/ chairs, we'll have lawn games and space to spread out. We hope to have some other visitors sharing treats or doing some community outreach, depending. 1pm soft open and first band, 2pm welcome and co-op story event, 3:30 keynote speech by The Co-op folks, and 4pm is Music main event (collab with Summer Nights). Wrapping it all up at 6pm for a final thank you. Clean up after until 8

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

We'll use the south side of Steamboat Landing, closer to the parking area. Main Tent, side tents, and hygiene/ potties all closer to walkways and parking area. Lawn closer to gazebo will be open for lawn games and spreading out.

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?

No

How many people do you expect at your event?

100-300

How many volunteers do you expect at your event?

12-24

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

Not currently planned, may have things available for making a donation

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

na

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

na

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

na

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.

na

How do you propose to handle garbage removal?

Co-op will handle and supply Trash, Recycling, redeemables

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

minimal need- asking folks to walk, bike, or carpool

How do you propose to handle security, if needed.

na, call 911 if emergency

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

We will rent 1 regular and 1 accessible porta-potty and handwash station.
(assume city's potties by Boathouse are there)

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

minimal- just for sound. Either we'll have the Revision Energy Solar power truck parked near tent (provides power and Education) OR we'll have a small battery unit for sound as back up.

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

Music, similar to Summer Nights, active during 2-6pm

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

we will monitor the weather as the date approaches. We will have a first aid kit or call emergency services if needed

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.

na

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 alcohol.

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?

Yes, we can. We have insurance policy for the Co-op through Allen Insurance and can provide documentation.

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

We have insurance policy for the Co-op through Allen Insurance and can provide documentation.

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.

Jamie Cermak, cell phone 612-554-9459, jamie@belfast.coop

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.)

assuming boat house porta potties will be there (as well as our 2 rentals)

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

We began conversation about this date/ event with Director Pam Salokangas this past fall in advance of finalizing this proposal

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.:	
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: **Jamie Cermak**

DATE: **12/30/25**

REVIEW #1: _____

DATE: _____

REVIEW #2: _____

DATE: _____

APPROVAL: _____

DATE: _____

APPENDIX A:
SPECIFIC POLICIES RELATED TO
USE OF CITY PARKS AND PROPERTY FOR SPECIAL EVENTS AND FUNDRAISERS

The purpose of this policy is to specify and clarify procedures regarding the use of City parks for special events or fundraising events and to ensure these activities meet the requirements of the City ordinances. **A Special Event or Fundraiser can be defined as any event that exceeds 75 people, and which is open to the general public, and/or where fundraising may occur through an event pre- registration, and/or where donations will be accepted in advance or on-site.**

This policy applies to:

- all City parks and park areas;
- the City pool;
- and for other City-owned property utilized for special events or fundraisers (i.e., sidewalks, streets, city parking lots).

Reservations must be secured for special events/fundraisers AT LEAST 60 days in advance. Some events may require additional lead time and should be discussed in advance. This time frame allows the Department to review requirements with organizers, secure paperwork and deposits, and then forward to City Council for approval for any atypical details or waiver requests.

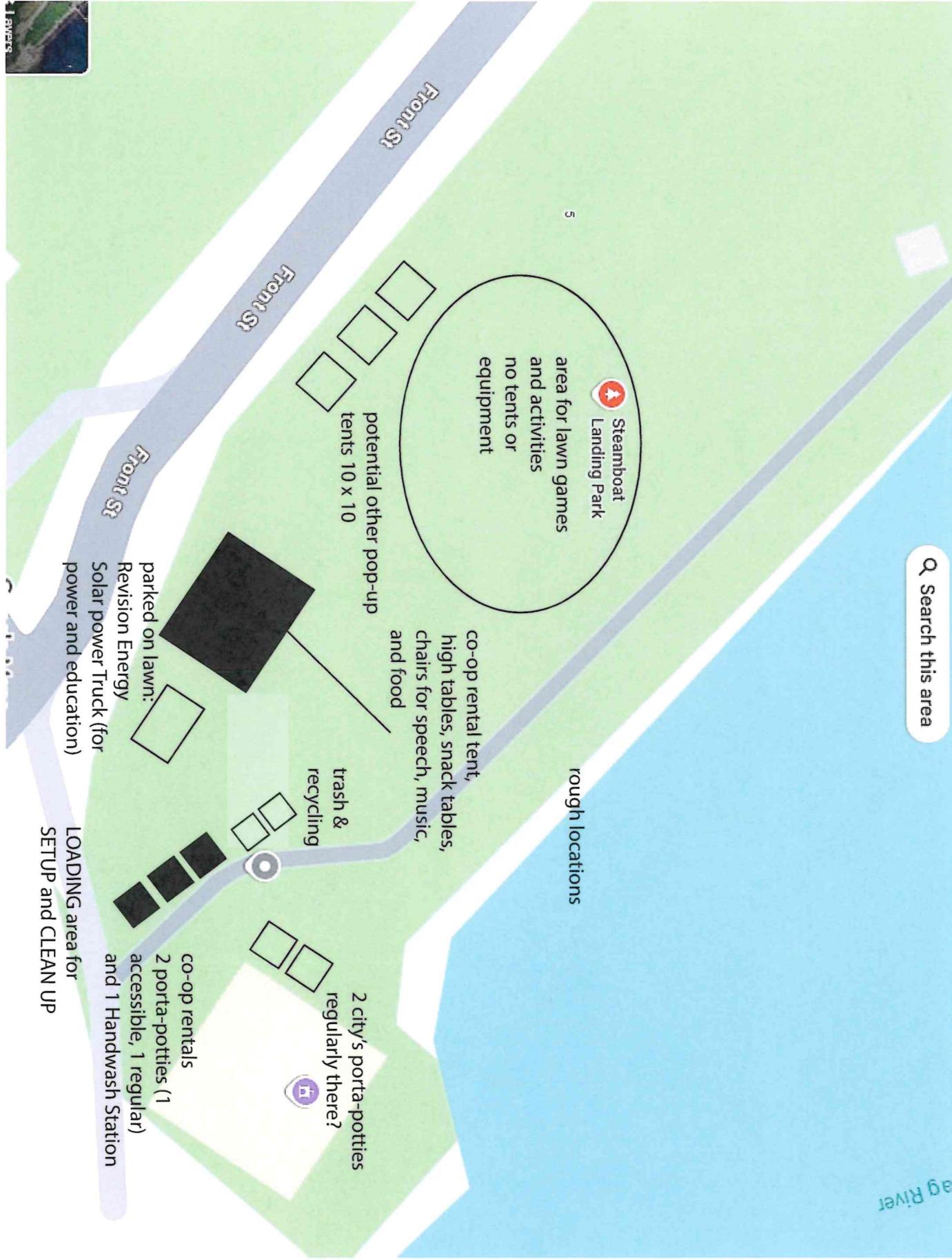
NOTE: Several waterfront parks are also designated as special event spaces since they provide the most space for the larger events held in the City of Belfast. Special requirements are necessary to balance the use at the various City parks and to ensure that the parks are still open to the general public and that parking is available for all events and for general users.

The following types of large group events are subject to the provisions of this policy:

- Community events sponsored by Belfast-based civic or social organizations,
- Fundraising events sponsored by a Belfast-based non-profit organization to benefit a Belfast-based program,
- Special athletic or sporting events by a Belfast-based group,
- Concerts or public performance events at any park,
- Special events at the Belfast Dog Park,
- Other events as determined by the Parks and Recreation Director or the Parks, Trails, and Recreation Committee.

The following rules apply:

- Since each event is somewhat unique, the Director of Parks & Recreation will determine if the planned event shall be covered by this policy.
- Belfast-based groups organizing a large special event/fundraiser will have priority over non-Belfast-based groups.
- Special events/fundraisers are booked on a first-come, first-served basis EXCEPT three annual events with a long event history and schedule—Arts In The Park, Maine Celtic Celebration, and the Belfast Harbor Fest.
- All special events/fundraisers must be reviewed in advance to ensure that they meet this



10.J

TO: City Manager Erin Herbig
 FROM: Sue Lessard, Interim Finance Director 
 DATE: January 13, 2025
 RE: 74 High Street – Tax and Sewer Bill Abatement Request

The purpose of this memo is to request that the City Council abate the following amounts for the 74 High Street property currently owned by the City of Belfast:

Real Estate – Account 2967, Map 037-151

Year	Principal	Interest	costs	Total
2023	\$ 1,787.34	\$ 156.69	\$ 23.88	\$ 1,967.91
2024	\$ 2,768.92	\$ 242.23	\$ 0.00	\$ 3,011.15
TOTALS	\$ 4,556.26			

\$ 3,585.89

Sewer Bills – Account 88

04/08/2024	\$ 59.68	\$ 6.15		\$ 65.83
09/03/2024	\$ 153.36	\$ 15.56		\$ 168.92
			TOTAL	\$ 234.75

These amounts were outstanding at the time that the City acquired the property through the eminent domain process and need to be removed as receivables from the outstanding tax and sewer accounts list. I have attached copies of each of these accounts to provide backup for the abatement amounts requested. Please let me know if you have questions or require additional information.

Suggested motion:

“Motion to approve the abatement of real estate taxes, cost, and interest for fiscal year 2022/23 in the amount of \$1,967.91, and \$3,011.15 for fiscal year 2023/24 for 74 High Street, Account 2967, and to also abate sewer principal and interest for the 04/08/2024 billing in the amount of \$65.83 and the 09/03/2024 billing in the amount of \$168.92 for 74 High Street, account 88.”

RE Account 2967 Detail
as of 01/13/2026

Name: CITY OF BELFAST
Location: 74 HIGH ST
Acreage: 0.27 Map/Lot: 037-151
Book Page: B5043P292

Land: 173,200
Building: 6,600
Exempt: 179,800

Total:

2025-1 Period Due:

Ref1:
Mailing 131 CHURCH ST
Address: BELFAST ME 04915

Year/Rec #	Date	Reference	P C	Principal	Interest	Costs	Total
2025-1 R				0.00	0.00	0.00	0.00
2024-1 R				2,768.92	242.23	0.00	3,011.15
2023-2 S				300.00	49.93	0.00	349.93
2023-1 L *				1,487.34	106.76	23.88	1,617.98
2022-2 S				0.00	0.00	0.00	0.00
2022-1 L *				0.00	0.00	0.00	0.00
2021-1 L *				0.00	0.00	0.00	0.00
2020-1 L *				0.00	0.00	0.00	0.00
2019-1 R				0.00	0.00	0.00	0.00
2018-1 R				0.00	0.00	0.00	0.00
2017-1 R				0.00	0.00	0.00	0.00
2016-1 R				0.00	0.00	0.00	0.00
2015-1 R				0.00	0.00	0.00	0.00
2014-1 R				0.00	0.00	0.00	0.00
2013-1 R				0.00	0.00	0.00	0.00
2012-1 L *				0.00	0.00	0.00	0.00
2011-1 R				0.00	0.00	0.00	0.00
2010-1 L *				0.00	0.00	0.00	0.00
2009-1 L *				0.00	0.00	0.00	0.00
2008-1 L *				0.00	0.00	0.00	0.00
2007-1 L *				0.00	0.00	0.00	0.00
2006-1 L *				0.00	0.00	0.00	0.00
2005-1 L *				0.00	0.00	0.00	0.00
Account Totals as of 01/13/2026				4,556.26	398.92	23.88	4,979.06

Per Diem	
2024-1	0.6538
2023-2	0.0667
2023-1	0.3305
Total	1.0510

Exempt Codes: 09 - Municipal

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

UT Account 88 Detail
as of 01/13/2026 - Sewer

Name: CITY OF BELFAST

131 CHURCH ST
BELFAST, ME 04915

Location: 74 HIGH ST

RE Acct: 2967 Map/Lot: 037-151

Bill	Date	Reference	C	Principal	Tax	Interest	Costs	Total
125	09/03/24			153.36	0.00	15.56	0.00	168.92
124	04/08/24			59.68	0.00	6.15	0.00	65.83
123	09/07/23			0.00	0.00	0.00	0.00	0.00
122	02/08/23			0.00	0.00	0.00	0.00	0.00
120	08/01/22**			0.00	0.00	0.00	0.00	0.00
118	02/28/22**			0.00	0.00	0.00	0.00	0.00
116	08/09/21			0.00	0.00	0.00	0.00	0.00
119	07/21/22*			0.00	0.00	0.00	0.00	0.00
108	01/25/21			0.00	0.00	0.00	0.00	0.00
117	01/04/22*			0.00	0.00	0.00	0.00	0.00
107	08/07/20			0.00	0.00	0.00	0.00	0.00
110	07/20/21*			0.00	0.00	0.00	0.00	0.00
105	02/03/20**			0.00	0.00	0.00	0.00	0.00
103	07/26/19**			0.00	0.00	0.00	0.00	0.00
101	01/25/19			0.00	0.00	0.00	0.00	0.00
98	07/20/18			0.00	0.00	0.00	0.00	0.00
97	01/19/18			0.00	0.00	0.00	0.00	0.00
100	01/09/19*			0.00	0.00	0.00	0.00	0.00
93	08/10/17**			0.00	0.00	0.00	0.00	0.00
90	01/27/17			0.00	0.00	0.00	0.00	0.00
86	07/20/16			0.00	0.00	0.00	0.00	0.00
85	01/29/16**			0.00	0.00	0.00	0.00	0.00
83	07/31/15			0.00	0.00	0.00	0.00	0.00
66	01/30/15**			0.00	0.00	0.00	0.00	0.00
63	07/23/14			0.00	0.00	0.00	0.00	0.00
60	01/31/14			0.00	0.00	0.00	0.00	0.00
59	09/05/13			0.00	0.00	0.00	0.00	0.00
56	02/08/13			0.00	0.00	0.00	0.00	0.00
54	08/10/12			0.00	0.00	0.00	0.00	0.00
51	01/27/12			0.00	0.00	0.00	0.00	0.00
49	08/05/11**			0.00	0.00	0.00	0.00	0.00
48	02/01/11			0.00	0.00	0.00	0.00	0.00
52	01/27/12*			0.00	0.00	0.00	0.00	0.00
45	08/06/10			0.00	0.00	0.00	0.00	0.00
50	08/06/10*			0.00	0.00	0.00	0.00	0.00
42	01/29/10			0.00	0.00	0.00	0.00	0.00
47	01/27/11*			0.00	0.00	0.00	0.00	0.00
40	08/07/09			0.00	0.00	0.00	0.00	0.00
44	07/30/10*			0.00	0.00	0.00	0.00	0.00
37	02/04/09			0.00	0.00	0.00	0.00	0.00
43	01/27/10*			0.00	0.00	0.00	0.00	0.00
33	07/30/08			0.00	0.00	0.00	0.00	0.00
39	07/16/09*			0.00	0.00	0.00	0.00	0.00
25	01/25/08			0.00	0.00	0.00	0.00	0.00
23	07/31/07			0.00	0.00	0.00	0.00	0.00
6	01/24/07			0.00	0.00	0.00	0.00	0.00
				213.04	0.00	21.71	0.00	234.75
01/13/2026								

10.K

Manda Cushman

From: Erin Herbig
Sent: Wednesday, January 14, 2026 11:43 AM
To: Manda Cushman; Ava Kelley
Subject: Exhibit for 10-L Request to set the Delinquent Tax Rate for 2026

January 9, 2026

TREASURER PERRY REDUCES INTEREST RATE ON DELINQUENT PROPERTY TAXES

Augusta, ME: Augusta, ME – Today, Treasurer Joe Perry announced that the interest rate charged on delinquent property taxes will be reduced from 7.5% to 7.0%. For taxable year 2026, the maximum interest rate that a municipality may charge for delinquent property taxes is 7.0%. Municipalities may vote to determine the rate of interest that shall apply to taxes that become delinquent during a taxable year until those taxes are paid in full.

Statutory background: The maximum rate of interest that can be charged is governed by [Title 36 M.R.S. Section 505\(4\)](#):

“The maximum rate of interest must be established by the Treasurer of State and may not exceed the prime rate as published in the Wall Street Journal on the first business day of the calendar year, rounded up to the next whole percent plus 3 percentage points. The Treasurer of State shall post that rate of interest on the Treasurer of State's publicly accessible website on or before January 20th of each year. The interest must be added to and become part of the taxes.”

About OST: The Office of the State Treasurer provides state agencies with efficient banking and financial services, which include revenue collection, payment issuance, reconciliation, and trust management. The Office also manages state investments and debt payments and issuance, ensuring that bonds authorized by voters are efficiently sold in the marketplace to provide funding for capital projects statewide. Over \$390 million in unclaimed funds for Maine residents are managed by the Office of the Treasurer.

FMI, www.maine.gov/treasurer

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