

\*These are "Action Only" minutes. Video of comments may be found on recorded discs at City Hall or at [www.cityofbelfast.org](http://www.cityofbelfast.org).\*

**City of Belfast  
Council Chambers-Belfast City Hall  
Tuesday, February 18, 2025**

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

Councilor Bonneville, seconded by Councilor Dean, made a motion to go into Executive Session on a Personnel Matter pursuant to 1 M.R.S.A. 405 (6) A at 6:01 p.m. This motion was approved, 5-0.

Councilor Dean, seconded by Councilor Bonneville, made a motion to adjourn the Executive Session on a Personnel Matter pursuant to 1 M.R.S.A. 405 (6) A at 6:35 p.m. This motion was approved, 5-0.

**7:00 p.m.** Regular Council Meeting

**Regular Council Meeting No. 16**

**1) Call to order**

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

**3) Pledge of Allegiance**

**4) Adoption of the agenda**

Councilor Harkness, seconded by Councilor Dean, made a motion to adopt the agenda. This motion was approved, 5-0.

**5) Acceptance of the minutes**

Regular Council Meeting of February 4, 2025.

Councilor Dean, seconded by Councilor Bonneville, made a motion to accept the minutes from the Regular Council Meeting of February 4, 2025. This motion was approved, 5-0.

## **6) A. Open to the public**

City Manager Erin Herbig noted that Council received nine emails from Missy Martin, Ann Sterling, Michele Ratte, Gretchen Daly, Lew McGregor, Rachel Herbener, Paul E. Taiclet of American Cruise Lines Inc., Bill Durkin, and Mike McGarry of Cruise Lines International Association and no postal mail, prior to noon today which were shared with Council before the start of the Council meeting to be included as part of the Open to the Public.

1. Michael Towey of Belfast inquired about the City's letter asking for more information regarding Waldo County General Hospital and if the City has had any response.

## **B. Organization and Department Reports**

- Amanda Cunningham, Executive Director of Our Town Belfast, provided an update on upcoming events.
- City Manager Erin Herbig noted that the City Council would be confirming three new part-time EMT's tonight, Ashley Doughty, Noah Carlson and Eric Mathews, and welcomed them to the team.

## **7) Communications**

Councilor Harkness requested an update on the letter sent regarding Waldo County General Hospital and snow plowing.

City Manager Erin Herbig provided an update on the letter regarding Waldo County General Hospital and noted that she would follow up with Mr. Towey.

Public Works Director Kip Faulkner provided an update on snow plowing informing the Council and the public that one sidewalk machine is down, and they are awaiting a part for repair.

Councilor Dean reminded the public that the deadline for public comments submitted via email or postal mail is noon on the day of the Council Meeting.

Mayor Sanders thanked the Public Works crew for their hard work and long hours over the last week responding to the snowstorms.

## **8) Old Business and City Committee Reports**

Bruce Snider Chair of the Pedestrian, Transportation, and Accessibility Committee provided a committee update.

## **9) Permits, Petitions and Licenses - Consent Agenda**

- A. Request from the Fire Chief to confirm Ashley Doughty as a Part-time EMT for the Belfast Ambulance Department.
- B. Request from the Fire Chief to confirm Noah Carlson as a Part-time EMT for the Belfast Ambulance Department.
- C. Request from the Fire Chief to confirm Eric Mathews as a Part-time EMT for the Belfast Ambulance Department.
- D. Request to approve a Facility Use Request Application by the Belfast Area Chamber of Commerce to utilize Steamboat Landing Park for the annual Arts in the Park event on Saturday June 28th and Sunday, June 29th, 2025.

Councilor Harkness, seconded by Councilor Dean, made a motion to approve the Consent Agenda. This motion was approved, 5-0.

**10) Business**

- A) Request to appoint Mindi Peavey of Thorndike as a Truck Driver/Laborer for the Public Works Department.

Public Works Director Kip Faulkner and City Manager Erin Herbig reviewed the request to appoint Mindi Peavey of Thorndike as a Truck Driver/Laborer for the Public Works Department.

Councilor Harkness, seconded by Councilor Dean, made a motion to appoint Mindi Peavey of Thorndike as a Truck Driver/Laborer for the Public Works Department. This motion was approved, 5-0.

- B) Request to appoint Daniel Armstrong of Northport as a Laborer for the Public Works Department.

Public Works Director Kip Faulkner and City Manager Erin Herbig reviewed the request to appoint Daniel Armstrong of Northport as a Laborer for the Public Works Department.

Councilor Bonneville, seconded by Councilor Dean, made a motion to appoint Daniel Armstrong of Northport as a Laborer for the Public Works Department. This motion was approved, 5-0.

- C) Presentation on proposed Ordinance Amendments for Chapter 30, Marine Activities.

City Planner Alexandra Sykes gave a presentation on proposed Ordinance Amendments for Chapter 30, Marine Activities, she noted that the City received two public comments regarding these proposed amendments from Paul E. Taiclet of American Cruise Lines Inc. and Mike McGarry of Cruise Lines International Association which were provided to the Council ahead of tonight's meeting.

**D) Public Hearing on proposed ordinance amendments for Chapter 30, Marine Activities.**

Mayor Sanders asked for proponents and opponents.

1. Joanne Moesswilde of Belfast noted that she was available on behalf of the Harbor Advisory Committee as the Committee Chair to answer any questions regarding their recommended amendments.

Mayor Sanders declared the hearing closed.

**E) First Reading on proposed ordinance amendments for Chapter 30, Marine Activities.**

City Planner Alexandra Sykes and Harbor Master Kathy Given answered Council questions regarding the First Reading on proposed ordinance amendments for Chapter 30, Marine Activities.

Councilor Dean, seconded by Councilor Harkness, made a motion to approve the First Reading of proposed amendments to the City Code of Ordinances, Chapter 30, Marine Activities and to schedule the Second Reading and Public Hearing for an upcoming Regular City Council Meeting. This motion was approved, 5-0.

**F) Request by the Belfast Garden Club for approval of a Facility Use Request and consideration of a Boathouse Rental fee waiver for May 24, 2025, for the Annual Plant Sale.**

Parks and Recreation Director Pam Salokangas reviewed the request by the Belfast Garden Club for approval of a Facility Use Request and consideration of a Boathouse Rental fee waiver for May 24, 2025, for the Annual Plant Sale and answered Council questions.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to approve the Facility Use Request and Boathouse Rental fee waiver of \$1,500, non-profit rental rate for this event, for May 24, 2025, for The Belfast Garden Club's Annual Plant Sale. This motion was approved, 5-0.

**G)** Request for Approval of a new Facility Use Request by Kelly Hutchinson for May 10, 2025, for The Coastal Connections Craft Fair.

Parks and Recreation Director Pam Salokangas and Kelly Hutchinson reviewed the request for approval of a new Facility Use Request for May 10, 2025, for The Coastal Connections Craft Fair and answered Council questions.

Councilor Dean, seconded by Councilor Harkness, made a motion to approve the new Facility Use Request for use of Steamboat Landing Park for the Coastal Connections Craft Fair event on Sunday, May 10, 2025, from 10:00 a.m. to 4:00 p.m. This motion was approved, 5-0.

**H)** Request by the Parks and Recreation Director to submit a grant application for an Environmental Steward through the Maine Conservation Corps.

Parks and Recreation Director Pam Salokangas reviewed the request to submit a grant application for an Environmental Steward through the Maine Conservation Corps and answered Council questions.

Councilor Bitely, seconded by Councilor Bonneville, made a motion to authorize the Parks and Recreation Director to submit a grant application for an Environmental Steward through the Maine Conservation Corps and authorize a grant match up to \$9,500 in funding from the FY25-26 Capital Improvement Plan. This motion was approved, 5-0.

**I)** Request by the Parks and Recreation Director to solicit Request for Proposals (RFPs) for the City Park Concession Stand for the 2025 and 2026 seasons.

Parks and Recreation Director Pam Salokangas reviewed the request to solicit Request for Proposals (RFPs) for the City Park Concession Stand for the 2025 and 2026 seasons.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to authorize the Parks and Recreation Director to solicit Request for Proposals (RFPs) for the City Park Concession Stand for the 2025 and 2026 seasons. This motion was approved, 5-0.

**J)** Request from the Economic Development Director and the Fire Chief to submit a grant application to the 2025 Live Fire Training Facilities Grant Program.

Economic Development Director Thomas Kittredge and Fire Chief Patrick Richards reviewed the request to submit a grant application to the 2025 Live Fire Training Facilities Grant Program and answered Council questions.

Bill Gillespie of the Maine Fire Chiefs Association and Fire Chief of the Liberty Fire Department provided more information on this grant program and how if awarded it would benefit the City of Belfast and surrounding communities.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to authorize the submission of a grant application to the Live Fire Training Facilities Program; authorize the provision of City of Belfast's match for this application (labor for clearing the site and for laying a base layer of gravel, and the actual supply of gravel); and authorize the City Manager to sign any and all documents necessary for the submission of this grant application. This motion was approved, 5-0.

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

Councilor Bonneville, seconded by Councilor Bitely, made a motion to go into Executive Session on a Real Estate Matter pursuant to 1 M.R.S.A. 405 (6) C at 8:50 p.m. This motion was approved, 5-0.

Councilor Bonneville, seconded by Councilor Dean, made a motion to adjourn the Executive Session on a Real Estate Matter pursuant to 1 M.R.S.A. 405 (6) C at 9:07 p.m. This motion was approved, 5-0.

**G)** Signing of Council Orders and housekeeping items.

## **11) Open to the Public**

No comments.

**12) Communications**

No comments.

**13) Adjourn**

Councilor Bitely, seconded by Councilor Dean, made a motion to adjourn at 9:07 p.m. This motion was approved, 5-0.

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

ATTEST



AMANDA CUSHMAN, BELFAST MAINE