

\*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, June 3, 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 Harkness, seconded by Councilor Mortier, made a motion to go into Executive Session on a Personnel Matter pursuant to 1 M.R.S.A. 405 (6) A at 6:00 p.m. This motion was approved, 5-0.

Councilor Chris Bitely, seconded by Councilor Mortier, made a motion to adjourn the Executive Session on a Personnel Matter pursuant to 1 M.R.S.A. 405 (6) A at 6:37 p.m. This motion was approved, 5-0.

**6:30 p.m.** Request to go into Executive Session on a Legal Matter with the City Attorney in pursuant to 1 M.R.S.A. 405 (6) E.

Councilor Harkness, seconded by Councilor Dean, made a motion to go into Executive Session on a Legal Matter with the City Attorney pursuant to 1 M.R.S.A. 405 (6) E at 6:37 p.m. This motion was approved, 5-0.

Councilor Harkness, seconded by Councilor Bonneville, made a motion to adjourn the Executive Session on a Legal Matter with the City Attorney pursuant to 1 M.R.S.A. 405 (6) E at 6:45 p.m. This motion was approved, 5-0.

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

**Regular Council Meeting No. 23**

- 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 Executive Assistant Ava Kelley.

**Absent:** Deputy City Manager Manda Cushman.

**3) Pledge of Allegiance**

**4) Adoption of the agenda**

City Manager Erin Herbig requested to amend the agenda to add the following items:

**10) B #1** Request from the Transfer Station Manager to get Council authorization to apply for a 2025 Waste Diversion Grant Program.

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

**5) Acceptance of the minutes**

Regular Council Meeting of May 20, 2025, and the Special City Council Meeting of May 27, 2025.

Councilor Harkness, seconded by Councilor Bitely, made a motion to accept the minutes from the Regular Council Meeting of May 20, 2025, and the Special City Council Meeting of May 27, 2025. This motion was approved, 5-0.

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

City Manager Erin Herbig noted that Council received two emails from Jacqui Lee and Cayla Thompson Miller 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. Danny Lobo Leon of Brooks and the Belfast Area High School Advisor to the Gender & Sexuality Alliance invited the Council and public to attend the Pride Parade on Saturday, June 7<sup>th</sup>.

**B. Organization and Department Reports**

City Manager Erin Herbig requested suggestions on who the City Council would like to nominate as the City of Belfast 2025 Spirit of America Award recipient, noting that official recognition would take place at the June 17<sup>th</sup> Regular Council Meeting.

Councilors discussed potential nominations, unanimously agreeing to nominate Mike Hurley as the City of Belfast 2025 Spirit of America Award recipient.

## **7) Communications**

Mayor and Councilors reminded the public of the upcoming election on Tuesday, June 10<sup>th</sup> from 7:00 AM to 8:00 PM at the Tarratine Hall, 153 Main Street and discussed the referendums.

Councilor Mortier informed the public that the annual Downtown Sidewalk Sale as well as the Pride Parade will be held on Saturday, June 7<sup>th</sup>. The parade will start at BAHS at 11:00 AM ending with a party in Heritage Park until 2:00 PM.

Councilors Harkness and Bitely noted the Climate Resilience Fair is also Saturday, June 7<sup>th</sup> from 11:00 AM to 3:00 PM at Steamboat Landing.

Councilor Harkness thanked Mill Lane resident Jacqui Lee for submitting a public comment regarding the speed bump.

Councilors Mortier, Harkness and Dean discussed the issue of Emerald Ash Borers.

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

No comments.

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

**A.** Request to approve a Lunch Wagon License permit application by Issac Contino d/b/a Big Daddys Hot Box located at Cheeky Food Truck Park, 139 Searsport Avenue, Belfast, Maine, license to expire on December 31, 2025.

**B.** Request to approve a Lunch Wagon License permit application by Dawn Miller d/b/a Crepe Elizabeth located at Cheeky Food Truck Park, 139 Searsport Avenue, Belfast, Maine, license to expire on December 31, 2025.

**C.** Request to approve a Lunch Wagon License permit application by Ashley McSwain d/b/a Nate and Ollie's Rolled Ice Cream LLC located at Cheeky Food Truck Park, 139 Searsport Avenue, Belfast, Maine, license to expire on December 31, 2025.

**D.** Request to approve a Lunch Wagon License permit application by Raymelle Moody-Guthrie d/b/a The Moody Dog located at Cheeky Food Truck Park, 139 Searsport Avenue, Belfast, Maine, license to expire on December 31, 2025.

**E.** Request to approve an off-premises catering permit for Atwater Holdings, LLC d/b/a Sagamore Hill Lounge for a private reception on June 21, 2025, from 3:00 p.m. to 11:00 p.m. located at the Belfast Yacht Club, 18 Spring Street, Belfast, Maine.

**F.** Request to approve an application for 8-coin operated machines for Michael and Bridget Bowen d/b/a Bowen's Pizzeria & Deli LLC located at 181 Waterville Road, Belfast, ME.

**G.** Request to approve a Facility Use Application by the Maine Celtic Celebration Board for use of Steamboat Landing Park and the Belfast Commons for the annual Maine Celtic Celebration event on July 18 through July 20, 2025.

**H.** Request from the Police Chief to confirm Kayci Faulkingham as a part-time Parking Enforcement Officer for the Belfast Police Department.

**I.** Request from the Police Chief to confirm Emily Snyder as a part-time Parking Enforcement Officer for the Belfast Police Department.

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

## **10) Business**

**A)** Request to appoint Steven Weed of Lamoine as the City Assessor for the Belfast Assessing Department.

City Manager Erin Herbig reviewed the request to appoint Steven Weed of Lamoine as the City Assessor for the Belfast Assessing Department and introduced him to the Council and community.

The Mayor and City Council welcomed Mr. Weed to the City of Belfast team.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to appoint Steven Weed of Lamoine as the City Assessor for the Belfast Assessing Department. This motion was approved, 5-0.

City Clerk Angie Crosby conducted the swearing-in ceremony.

**B)** Request to appoint Anne Saggese of Belfast as the Transfer Station Manager for the Belfast Transfer Station.

City Manager Erin Herbig reviewed the request to appoint Anne Saggese of Belfast as the Transfer Station Manager for the Belfast Transfer Station and introduced her to the Council and community.

The Mayor and City Council congratulated Ms. Saggese on her promotion to Transfer Station Manager.

Councilor Bonneville, seconded by Councilor Bitely, made a motion to appoint Anne Saggese of Belfast as the Transfer Station Manager for the Belfast Transfer Station. This motion was approved, 5-0.

City Clerk Angie Crosby conducted the swearing-in ceremony.

**B) #1** Request from the Transfer Station Manager to get Council authorization to apply for a 2025 Waste Diversion Grant Program.

Transfer Station Manager Anne Saggese reviewed the request for authorization to apply for a 2025 Waste Diversion Grant Program and answered Council questions.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to authorize the submission of a grant application to the 2025 Waste Diversion Grant Program and to authorize the City Manager to sign all paperwork related to and necessary for the submission of this request. This motion was approved, 5-0.

**C)** Update from Project Manager on the restoration of the former Belfast Opera House.

Project Manager Earl MacKenzie provided an update the City Council on the former Belfast Opera House restoration project and answered Council questions.

**D) Request by the Economic Development Director to accept bids received, and award a bid for firefighter equipment.**

Economic Development Director Thomas Kittredge presented the results of the bidding process, requested the City Council award the bid to the lowest bidder, Fire Tech & Safety of New England as the recommended vendor modifying the bid award to add 22 quick disconnect regulators, which will increase the total price from \$179,995.00 to \$187,695.00, and answered Council questions.

Councilor Dean, seconded by Councilor Harkness, made a motion to accept the three bids that were received for the 22 Self-Contained Breathing Apparatuses, Rapid Intervention Team Pack, related equipment, and training, award the bid for these items to the lowest bidder, Fire Tech & Safety of New England, whose bid was \$179,995.00, modify the bid award to add 22 quick disconnect regulators, which will increase the total price from \$179,995.00 to \$187,695.00 and allocate \$15,547.62 from account 210-537 (Fire Department Equipment Capital Reserve) as the required local match for the City's FEMA Assistance to Firefighters Grant. This motion was approved, 5-0.

**E) Council Acceptance and Award #2 Fuel Bids for FY2025-2026 for the City of Belfast.**

City Manager Erin Herbig reviewed the bids received and requested that the City Council award the bid to the lowest bidder Maritime Energy for \$2.4375 per gallon.

Councilor Bitely, seconded by Councilor Harkness, made a motion to accept all bids and award the bid for #2 Fuel at a fixed rate to Maritime Energy for \$2.4375 per gallon from November 1, 2025, through July 31, 2026, as presented. This motion was approved, 5-0.

**F)** Request to approve a one-year contract extension with Comdoctor.net, Inc. for IT Services for the City of Belfast.

City Manager Erin Herbig reviewed the request to approve a one-year contract extension with Comdoctor.net, Inc. for IT Services for the City of Belfast.

Councilor Mortier, seconded by Councilor Harkness, made a motion to authorize a one-year contract extension with Comdoctor.net, Inc. to provide information technology services to the City of Belfast for the period of July 1st, 2025, to June 30th, 2026, and to authorize the City Manager to sign any documents related and necessary to the execution of the contract extension with Comdoctor.net, Inc. This motion was approved, 5-0.

**G)** Request for approval of a draft letter to the Maine Department of Transportation (MDOT) regarding a request to lower the speed limit on Swan Lake Ave.

City Manager Erin Herbig briefly reviewed the request to approve a draft letter to the Maine Department of Transportation (MDOT) regarding a request to lower the speed limit on Swan Lake Ave.

Councilors discussed proposed edits to the draft letter.

Councilor Dean, seconded by Councilor Mortier, made a motion to authorize City staff to submit the letter, with the proposed edits, to an appropriate contact at MDOT. This motion was approved, 5-0.

**H)** Request from the Finance Director to transfer \$19,500.00 from the Ambulance Training and Development Capital Reserve Account into the Ambulance Unscheduled Overtime Account.

City Manager Erin Herbig briefly reviewed the request from the Finance Director to transfer \$19,500.00 from the Ambulance Training and Development Capital Reserve Account into the Ambulance Unscheduled Overtime Account.

Councilor Harkness, seconded by Councilor Dean, made a motion to authorize the transfer of up to \$19,500.00 from the Ambulance Training and Development Capital Reserve Account #270-559 to the Ambulance Unscheduled Overtime Account #270-503. This motion was approved, 5-0.

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

**Council Order #53 Signed by Councilor Harkness Ordered That:**

The City Manager and the City Treasurer are authorized to transfer \$19,500.00 from the Ambulance Training and Development Capital Reserve Account into the Ambulance Unscheduled Overtime Account. (Approved June 3, 2015)

**Council Order #54 Signed by Councilor Dean Ordered That:**

The City Manager and the City Treasurer are authorized to expend up to \$15,547.62 as the required local match for the City's FEMA Assistance to Firefighters Grant. Funding is to come from the Fire Department Equipment Capital Reserve Account #210-537. (Approved June 3, 2015)

**11) Open to the Public**

No comments.

**12) Communications**

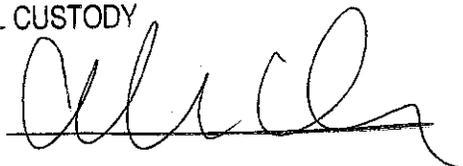
Councilor Dean thanked Leigh Dorsey for speaking to the Council regarding traffic speed on Swan Lake Avenue.

**13) Adjourn**

Councilor Harkness, seconded by Councilor Bonneville, made a motion to adjourn at 8:13 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

A handwritten signature in cursive script, appearing to read 'Amanda Cushman', written over a horizontal line.

AMANDA CUSHMAN, BELFAST MAINE