

These are "Action Only" minutes. Video of comments may be found on recorded discs at City Hall or at www.cityofbelfast.org.

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

5:45 p.m. Request to go into Executive Session on a Legal Matter with the City Attorney pursuant to 1 M.R.S.A. 405 (6) E.

Councilor Mortier, seconded by Councilor Miller, 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 5:45 p.m. This motion was approved, 5-0.

Councilor Mortier, seconded by Councilor Harkness, 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 6:12 p.m. This motion was approved, 5-0.

6:15 p.m. Council Work Session with the Housing and Property Development Committee.

7:00 p.m. Regular Council Meeting

Regular Council Meeting No. 9

1) Call to order

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

3) Pledge of Allegiance

4) Adoption of the agenda

Mayor Eric Sanders noted one amendment to the agenda to add item **10) H #1** Request from Waldo CAP for City support to submit an Emergency Solutions Grant.

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

5) Acceptance of the minutes

Regular Council Meeting of November 5, 2025.

Councilor Dean, seconded by Councilor Harkness, made a motion to accept the minutes from the Regular Council Meeting of November 5, 2025. This motion was approved, 4-0 (Councilor Miller abstained).

6) A. Open to the public

City Manager Erin Herbig noted that Council received no emails and no postal mail, prior to noon today which if received would be shared with Council before the start of the Council meeting to be included as part of the Open to the Public.

1. Carol Good of Belfast thanked Parks and Recreation Director for her work and partnership with the Friends of Belfast Parks.
2. Peter Wilkenson of Belfast discussed concerns regarding the Planning Boards decision to approve a new housing development in his neighborhood.
3. Maryjean Crowe of Belfast spoke in opposition to the Planning Boards decision to approve a new housing development proposal in her neighborhood.
4. Eric Buch of Belfast addressed item 10) A on the agenda.
5. Debbie Hockensmith of Belfast discussed her recent work with the Parks and Recreation Director and thanked her for her partnership with the Friends of Belfast Parks.
6. Nat Clifford of Belfast discussed on behalf of the Housing and Property Development Committee the work that the committee is doing to address the current need for housing within the community.

B. Organization and Department Reports

Parks and Recreation Director Pam Salokangas and Environmental Steward Sky Milstein gave an update on the almost completed Stephenson Rangeway improvements.

7) Communications

Mayor and Councilors thanked the Parks and Recreation Director and the Environmental Steward for their time with the City and wished them all the best.

Councilor Harkness welcomed Councilor Miller to his first Council Meeting.

Councilor Dean discussed the Work Session prior to the meeting with the Housing and Property Development Committee.

Councilor Mortier discussed the recent open house for the new transitional housing facility noting that they will be hosting a ribbon cutting in early December.

Mayor Sanders reminded the public that the Saturday following Thanksgiving is the Annual Christmas Tree Lighting.

8) Old Business and City Committee Reports

No comments.

9) Permits, Petitions and Licenses - Consent Agenda

- A. Request to approve a twelve-month Blanket Letter of Approval for Game of Chance (Bingo and Sealed Tickets) for Tarratine Tribe #13 I.O.R.M & AUX located at 153 Main Street, Belfast, Maine. This approval is granted from January 1, 2026, through December 31, 2026.
- B. Request to approve a Special Amusement Permit for Jim Boulier d/b/a The Belfast Curling Club for live music, DJ, Karaoke, dancing, and all live entertainment located at 211 Belmont Ave., Belfast, Maine, indoor and outdoor.
- C. Request to approve a Facility Use Request application by Krissy-Lynne Jackson for the Annual Belfast Street Party event on High Street on Monday, July 20, 2026, from 5:00 p.m. – 9:00 p.m., to include closure of High Street to Main Street and Market Street to Church Street from 2:00 p.m. to 10:00 p.m. for set up and take down.

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

10) Business

- A) Request from Regional School Unit #71 to enter into a Property Exchange Agreement with the City of Belfast.

Director of Planning and Codes Bub Fournier reviewed the request to enter into a Property Exchange Agreement between RSU #71 and the City of Belfast and answered Council questions.

Councilor Dean, seconded by Councilor Bitely, made a motion to direct the City Manager to sign any and all documents to facilitate the proposal. This motion was approved, 5-0.

B) Request from the Parks, Trails, and Recreation Committee to accept donated property from Charles Beck, owner of Fristad Trails.

Parks and Recreation Director Pam Salokangas and Charles Beck reviewed the request for the Council to accept donated property, Fristad Trails, to be used as an off-leash dog park in perpetuity and answered Council questions.

Mayor and Councilors thanked Mr. Beck for this gift to the City.

Councilor Mortier, seconded by Councilor Harkness, made a motion to accept donated property, Fristad Trails, from Charles Beck, to be used as an off-leash dog park in perpetuity, and to authorize the City Manager to work with Mr. Beck on formalizing an agreement between he and the City for this donation. This motion was approved, 5-0.

C) Request from the Parks, Trails and Recreation Committee to approve a new location for a play space at Belfast Common.

Parks and Recreation Director Pam Salokangas reviewed the request from the Parks, Trails and Recreation Committee to approve a new location for a play space at Belfast Common and answered Council questions.

Councilor Harkness, seconded by Councilor Bitely, made a motion to approve the new location for the Belfast Common Play Space Proposal, as presented. This motion was approved, 5-0.

D) Request from the Parks and Recreation Director to advertise for City Park Concessions Request for Proposals for the 2026 season.

Parks and Recreation Director Pam Salokangas reviewed the request to advertise for City Park Concessions Request for Proposals for the 2026 season and answered Council questions.

Councilor Dean, seconded by Councilor Bitely, made a motion to approve the draft RFP for 2026 City Park Concessions and authorize staff to advertise immediately. This motion was approved, 5-0.

E) Request from the Parks and Recreation Director to accept and award janitorial services for the Belfast Boathouse.

Parks and Recreation Director Pam Salokangas reviewed the request to accept and award janitorial services for the Belfast Boathouse and answered Council questions

Councilor Dean, seconded by Councilor Mortier, made a motion to made to award janitorial services for the Belfast Boathouse to On The Flye, LLC and to authorize the City Manager to sign any and all documents needed to enter into a contract for these services. This motion was approved, 5-0.

F) Request to remove one City Street Tree.

City Manager Erin Hervig briefly reviewed the recommendation from the Tree Warden.

Councilor Harkness, seconded by Councilor Dean, made a motion to authorize the removal of the tree located at 100 Court Street as recommended by the City Tree Warden. This motion was approved, 5-0.

G) Request from the Fire Chief to accept a \$250.00 donation from the Tractor Supply Foundation.

City Manager Erin Hervig briefly reviewed the request from the Fire Chief to accept a \$250.00 donation from the Tractor Supply Foundation.

Councilor Mortier, seconded by Councilor Harkness, made a motion to accept the funds of \$250.00 into GL Account #1-2100-00, Extrication Equipment. This motion was approved, 5-0.

H) Request from Central Maine Power to approve a Pole Permit Application for one new pole located on Kaler Road.

City Manager Erin Hervig briefly reviewed the request from Central Maine Power to approve a Pole Permit Application for one new pole located on Kaler Road.

Councilor Dean, seconded by Councilor Harkness, made a motion to approve the pole permit for Kaler Road submitted by Central Maine Power. This motion was approved, 5-0.

H) #1 Request from Waldo CAP for City support to submit an Emergency Solutions Grant.

City Manager Erin Hervig briefly reviewed the request from Waldo CAP for City support to submit an Emergency Solutions Grant.

Councilor Miller, seconded by Councilor Bitely , made a motion to approve the Waldo CAP for City support to submit an Emergency Solutions Grant and authorized the City Manager to sign the Local Government Approval Letter on behalf of the City Council. This motion was approved, 5-0.

I) Signing of Council Orders and housekeeping items.

Council Order #24 Signed by Councilor Mortier Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$500.00 for the disbursement to the Belfast Soup Kitchen. Funding is to come from the City's Undesignated Fund, Account # G-1-9000-00. (Approved on November 5, 2025)

Council Order #25 Signed by Councilor Harkness Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$8,200.00 for the replacement of the Wastewater Treatment Plant generator transfer switch. Funding is to come from the Wastewater Department's Equipment Capital Reserve Account #990-537. (Approved on November 5, 2025)

Council Order #26 Signed by Councilor Harkness Ordered That:

The City Manager and the City Treasurer are authorized to accept \$2,752.00 in drug forfeiture money. Funding is to be placed into Drug Forfeiture GL Account #1-2347-00. (Approved on November 5, 2025)

Council Order #27 Signed by Councilor Harkness Ordered That:

The City Manager and the City Treasurer are authorized to accept \$5,094.50 in drug forfeiture money. Funding is to be placed into Drug Forfeiture GL Account #1-2347-00. (Approved on November 5, 2025)

Council Order #28 Signed by Councilor Dean Ordered That:

The City Manager and the City Treasurer are authorized to accept \$2,000.00 from Travis Keene of Belfast for the sale of a 2011 Ford E450 Ambulance. Funding is to be placed into the Used City Equipment Sales Account #110-3544. (Approved on November 5, 2025)

Council Order #29 Signed by Councilor Mortier Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$800.00 for the replacement of downtown holiday lights. Funding is to come from City Promotionals Account #650-726. (Approved on November 5, 2025)

Council Order #30 Signed by Councilor Mortier Ordered That:

The City Manager and the City Treasurer are authorized to accept a \$250.00 from the Tractor Supply Foundation. Funding is to be placed into Extrication Equipment GL Account #1-2100-00. (Approved on November 18, 2025)

11) Open to the Public

No public comments.

12) Communications

No Council comments.

13) Adjourn

Councilor Dean, seconded by Councilor Harkness, made a motion to adjourn at 8:14 p.m. This motion was approved, 5-0.

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