



# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

**Erin Herbig**  
City Manager

**E-mail:** [citymanager@cityofbelfast.org](mailto:citymanager@cityofbelfast.org)

**Tel:** (207) 338-3370 ext. 110

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**MANAGER'S REPORT**  
Belfast City Council Meeting  
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.

**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.

**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, May 29, 2025

**Agenda Items:**

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

The City of Belfast advertised the position of City Assessor for the Assessing Department beginning on April 16, 2025. Applications were accepted until May 7, 2025. The City received five applications.

On May 13, 2025, the City Assessor Hiring Committee held first-round interviews with three well qualified candidates, holding second round of interviews on May 21, 2025. The City Assessor Hiring Committee was composed of City Councilors Mary Mortier and Paul Dean, Director of Planning and Codes Bub Fournier, HR Administrator Nancy Driscoll, and me.

The hiring committee unanimously selected the final candidate and recommends the City Council appoint Steven Weed of Lamoine as the City Assessor for the Assessing Department.

Mr. Weed is very familiar with the Midcoast region, growing up in Lincolnville and working with various municipalities including Lincolnville, Hope, Islesboro, Vinalhaven, Owls Head, and Thomaston. He brings with him many years of experience, being a certified assessor in our region since 1997. Most recently he has been working as the Assessor/GIS Coordinator/Data Architect for the town of Bar Harbor. We are looking forward to working with him on how the City can improve its own GIS system.

This position is responsible for determining the valuation of all exempt and taxable, real and personal property in the municipality. This work involves gathering information by inspection, research, and examination of records, and using this information to determine the tax assessment of the property; executing official documents and assuring the accuracy and validity of the annual property tax commitment; determining the tax rate and preparing commitment; maintaining accurate assessment records; and extensive public contact. I am confident Mr. Weed, if appointed, will serve our community and the Department well.

If approved by the City Council, City staff request that a motion is made to appoint Steven Weed of Lamoine as the City Assessor for the Belfast Assessing Department.

Please see the attached employment ad, job description, and application (10-A). I will be at the meeting to present, introduce Mr. Weed to the community, and answer any questions.

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

The City of Belfast advertised the position of Transfer Station Manager for the Belfast Transfer Station beginning on April 17, 2025. Applications were accepted until May 7, 2025. The City received ten applications.

On May 14, 2025, the Transfer Station Manager Hiring Committee held first-round interviews with three well qualified candidates. The Transfer Station Hiring Committee was composed of City Councilors Neal Harkness and Chris Bitely, Public Works Director Kip Faulkner, HR Administrator Nancy Driscoll, and me.

The hiring committee unanimously selected the final candidate and recommends the City Council appoint Anne Saggese of Belfast as the Transfer Manager for the Belfast Transfer Station.

Ms. Saggese has been working at the Belfast Transfer Station in a part-time capacity since February 2025. Although this line of work is new for Ms. Saggese, she is a staple within the community and brings with her to this position an ability to establish procedures and routines, an aptitude for ensuring the safety of all staff and citizens, and a special quality of continuing the tradition of the Transfer Station being a community hub while balancing the daily operations and needs of the facility.

This position is responsible for the operation of the Transfer Station facility, the maintenance of all operational records, operating equipment, dealing with haulers, arranging for removal and purchase of recyclable products, assisting citizens with the correct disposal of materials, ensuring safety procedures are followed, and management of personnel. I am confident Ms. Saggese, if appointed, will serve our community and the Department well.

If approved by the City Council, City staff request that a motion is made to appoint Anne Saggese of Belfast as the Transfer Station Manager for the Belfast Transfer Station.

Please see the attached employment ad, job description, and application (10-B). I will be at the meeting to present, introduce Ms. Saggese to the community, and answer any questions.

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

Alex and Kendra Brigham purchased the Hayford Block Property on the corner of Church street and Beaver Street in 2023. This property includes the former Belfast Opera House.

At the time of purchase, a building renovation was proposed, and Project Manager Earl MacKenzie has been working with Planning and Codes on this process. Councilor Harkness requested an update regarding the status of renovations.

Project Manager Earl MacKenzie will attend the meeting to update the City Council on the restoration project and answer any questions.

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

At the Regular City Council Meeting of April 15th, 2025, the Belfast City Council authorized the issuance of a Request for Bids for twenty-two self-contained breathing apparatuses, a rapid intervention team pack, related equipment, and training for the Fire Department.

Requests for Bids were issued on May 19th, 2025. This information was posted on the City's website and sent directly to numerous vendors. The deadline for the submission of bids is 4:00 p.m. on Monday, June 2nd, 2025.

City staff will present the results of that bidding process at the meeting of June 3rd and will request that the City Council award a bid to the recommended vendor.

Once awarded, the firefighter equipment will be purchased, and reimbursement submissions will to the Federal Emergency Management Agency's Assistance to Firefighters Grant Program. 95.23% of the amount expended will be covered by the grant and the remaining unreimbursed

amount is recommended to be allocated from the Fire Department Purchase of Equipment Account #210-535.

If approved by the City Council, a recommended motion would be to accept the bids received, and to award a bid for twenty-two Self-Contained Breathing Apparatuses, a Rapid Intervention Team Pack, related equipment, and training to a vendor (who will be recommended at the June 3rd meeting) in the bid amount (to be presented at the June 3rd meeting).

Please see the attached memo (10-D) from Economic Development Director Thomas Kittredge explaining the request in further detail. Director Kittredge will be at the meeting to present and answer any questions.

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

Each year the City of Belfast requests bids for #2 fuel oil for all City of Belfast facilities locking in our fuel oil at a fixed rate. The City went out to bid on May 28, 2025, and requested that bids be submitted by June 3, 2025, at 10:00 AM.

These bids must be awarded or rejected within two hours of receiving the bids. This is due to market fluctuations hour to hour and fuel companies are unable to extend a bid offer for much longer than this. The City Manager is authorized to accept or reject bids on behalf of the City of Belfast. As the bid opening is scheduled for the day of the Council Meeting, I will update the Council at the meeting regarding the submitted bids and recommended award.

I will recommend the City Council formally accept all bids (to be presented at the June 3rd meeting) and award the bid for #2 Fuel at a fixed rate from November 1, 2024, through July 31, 2025, as presented.

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

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

The City of Belfast's current IT Services contract with Comdoctor.net, Inc. expires on June 30, 2025. The City of Belfast has been satisfied with the services that Comdoctor.net has provided over the last four years as our contracted IT service provider.

Comdoctor.net has provided a one-year extension agreement for consideration. After careful audit of the City's Microsoft Licensing, Comdoctor.net, Inc. proposes an increase of the monthly service contract fees from \$8,128.20 per month to \$8,311.89 per month. This is an increase of \$183.69 per month due to a price increase directly from Microsoft for software licensing. The contract cost for the period of July 1st, 2025, to June 30th, 2026, totals \$99,742.68. This has been reflected in the FY2025-26 budget that was approved at last night's Budget Hearing.

If approved by the City Council, a recommended motion would be 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.

Please see the attached copy of the one-year contract extension with Comdoctor.net, Inc. (10-F) for IT Services for the City of Belfast for your consideration. I will be at the meeting to present and answer any questions.

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

During Open to the Public at the February 4, 2025, Regular Council Meeting, Belfast resident Leigh Dorsey raised concerns of speed and traffic on Swan Lake Avenue. At that time, Councilor Neal Harkness requested that City staff install speed radar and gather data for a potential letter to the Maine Department of Transportation (MDOT) ahead of their road reconstruction work on Swan Lake Avenue this spring and summer.

At the May 20, 2025, Regular Council Meeting, Police Chief Bobby Cormier and Officer Ethan Fitzjurls reviewed the speed data that had been collected to help inform the Council's decision. The City Council unanimously agreed to submit a letter to MDOT requesting further review of this local speed limit and recommended a reduced speed limit on Swan Lake Avenue.

Speed limits in the State of Maine are set by the Maine Department of Transportation (MDOT) whether the road is state or municipal. MDOT follows the national rule of setting speeds that encompass 85% of the traveling public. There are of course exceptions concerning the number of driveways, curb cuts, and bends in the road.

If approved by the City Council, City staff will submit the letter to an appropriate contact at MDOT.

Please see the attached draft letter (10-G). I will be at the meeting to present and answer any questions.

**10-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.**

The Finance Director requests authorization to transfer \$19,500.00 from the Ambulance Training and Development Capital Reserve Account #270-559 to the Ambulance Unscheduled Overtime Account #270-503. This request is to pay for overtime wages that occurred while five employees attended training. The cost of the training itself was covered by grant funding.

If approved by the City Council, the Finance Director requests a motion is made 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.

Please see the attached memo (10-H) from Finance Director Amy Bradford. I will be at the meeting to present and answer any questions.

#### **10-I Signing of Council Orders**

This is a reminder to all Belfast residents that June Elections are fast approaching!

The June 2025 Election will be held:

**Tuesday, June 10th, 2025**

**7 AM – 8 PM**

**Tarratine Tribe Hall**

**153 Main Street, Belfast**

Please note: At the February 4, 2025 Council Meeting, a majority of the Belfast City Council approved a motion to combine Ward 1-5 polls to a single polling location. All elections will now be held at the Tarratine Hall, located at 153 Main Street in Belfast.

This June Election will consist of two ballots: the 2025 RSU#71 Budget Validation Referendum and an additional RSU#71 Referendum regarding the purchase of land.

June Election sample ballots & absentee voting are now available on the City of Belfast website here: <https://www.cityofbelfast.org/640/June-10-2025-RSU-71-Budget-Validation-Re>

See you at the polls on June 10th!

**City of Belfast  
Consent Agenda  
Tuesday, June 3, 2025  
Meeting #23**

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 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.**

Motion 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.**

Motion 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.**

Motion 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.**

Motion 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.**

Motion 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.**

Motion 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.**

Motion 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.**

Motion 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.**

Motion to confirm Emily Snyder as a part-time Parking Enforcement Officer for the Belfast Police Department.

9.G



# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

**Pamela J. Salokangas, CPRP, CPSI**  
Parks & Recreation Director

**Email:** parksandrec@cityofbelfast.org  
**Phone:** (207) 338-3370, ext. 127

## MEMORANDUM

**TO:** Erin Herbig, City Manager  
**FROM:** Pam Salokangas, Parks and Recreation Director  
**DATE:** May 27, 2025  
**RE:** Facility Use Requests

The City of Belfast Parks and Recreation Department is presenting the following Facility Use Request for the Consent Agenda.

### Maine Celtic Celebration

The Maine Celtic Celebration is scheduled for three days in 2025, July 18, 19, and 20. This event is sponsored by an all-volunteer non-profit group.

The annual event request for this year includes use of Steamboat Landing Park, Belfast Common, and the Belfast Boathouse for all three days. An updated layout for the event is not yet available, but the park spaces are used for music stages, food vendors, the cheese roll, craft/merchandise vendors, Scottish Games, and other performance groups. The Belfast Boathouse is typically used for indoor performances and staging for supplies and equipment. Parks and Recreation is working with the Maine Celtic Celebration to reduce the amount of electrical downtime that the event has experienced in the past; while we're not able to upgrade electrical capacity in 2025, we are suggesting that some of the vendors be moved to different locations where the electrical draw can be evened out among the larger vendors.

The Society for Creative Anachronism is a performance troupe, and their weekend set-up includes a camp fire/fire pit. We are requesting that this group or the Maine Celtic Celebration on their behalf secure a fire permit for this weekend event from the Belfast Fire Department the week of July 14, 2025.

Additionally, Maine Celtic Celebration is requesting overnight support from the Belfast Police Department for security checks throughout the evening and crowd control/checks during the daytime.

The Belfast Parks and Recreation Department has secured Central Maine Pyrotechnics to provide the fireworks again this year; they are set for Saturday night, July 19, at 9:15 PM. The fireworks will be executed from the Armistice Footbridge, and the bridge will be able to remain open a little longer into the late afternoon/early evening than in previous years. Estimated time will be a 6:15 bridge closure





# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

**Memo to Manager Herbig**

**May 27, 2025**

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with barricades and signage, along with reminders the previous week through press releases and social media posts.

Per the 2025 Fee Schedule & Reservation Policy, there is now a non-profit rental rate for use of the Belfast Boathouse. The three-day weekend rental is \$1,500 for a Belfast-based non-profit with a \$500 security deposit. The Maine Celtic Celebration volunteers are currently working on a new sponsorship to help offset these costs.

Belfast Parks and Recreation recommends approval of this annual event.





## 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:**

**BRIEF EVENT DESCRIPTION:**

**DATES and TIMES:**

**PROPOSED LOCATIONS/AREAS TO BE USED:**

**ORGANIZING GROUP (if applicable):**

**GROUP REPRESENTATIVE/INDIVIDUAL NAME:**

**MAILING ADDRESS:**

**PHONE NUMBER:**  **CELL PHONE:**

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.

The same as other years. Music beginning on Friday aft. Music, activities, events and workshops throughout the entire area of Boathouse, Steamboat Landing and The Commons, incl. city fireworks on Sat. night.

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

Vendors, music performances, educational workshops and music instruction. Cheese roll competition, heavy games and dog show.

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.).

Front St from Miller to Commercial. We need the street blockades (sawhorses) End of street by Commercial has to be moveable to allow performers access.

If yes, who will be managing the street closures?

Grounds Committee

How many people do you expect at your event?

4,000 +/-

How many volunteers do you expect at your event?

60 (Donation station volunteers, MCC board and committee members)

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

MCC will sell T-shirts, flags and blankets. / Vendors will be selling food and wares. (This is duplicating for some reason.)

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

MCC will sell T-shirts, flags and blankets. / Vendors will be selling food and wares. (This is duplicating for some reason.)

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

Yes. Food, crafts, clothing, community outreach.

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

I don't have all the specifics yet, we are still recruiting vendors. It will be basically the same as the previous 18 yrs.

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.

Yes, with SCA (Society for Creative Anachronism). They have been there for several years and use a camp fire.

How do you propose to handle garbage removal?

We are hiring Pinkerton's Disposal. We do need the City's trash barrels.

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

Our vendor coordinator handles parking for the vendors. Entertainment chair handles musicians.

How do you propose to handle security, if needed.

The Belfast PD have provided some security in the last few years. Checking in on things during the day and drive bys during the overnight hours.

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

We rent port potties, including handicap, from Moores.

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

We've have used the electricity that's available in the area. We need the city's distribution boxes. There were problems last year that need to be addressed. Our vendor co-ord will review this with Park & Rec.

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

Music and clapping. Fireworks 9:15 - 9:30.

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

Weather will be addressed if need be, we usually choose an alternative site if weather is bad. We have First aid supplies, but not a separate tent.

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.

We will have signage. We will abide with what the city plan is.

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.

There is a licensed beer tent run by the Lookout Pub owner.  
Tina Delsanto. 37 Front St. Belfast, ME 04915 (207-338-8900) info@frontstreetpub.com

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).

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

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

Bridget Winslow - Operations Manager - Atlantic Insurance & Benefits - 58 High St.  
Belfast ME 04915 (207-338-9787)

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.

Christine Murphy (President) 207-975-5242 maine2ireland@gmail.com  
Karen O'Maxfield (VP) 860-324-4587 ko@maxfield.com

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.)

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

Have you reviewed the specific policies for use of City-owned property, located in Appendix A?

Yes

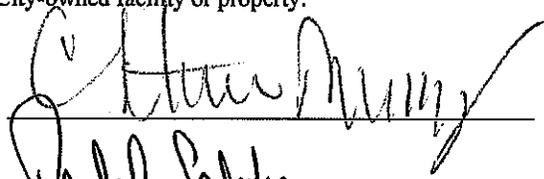
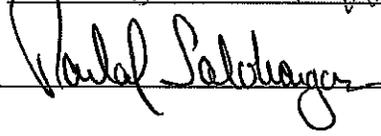
No

**Department and Services Requested**

City Manager:	
Police:	BPD do periodic checks during the day and drivebys overnight
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:		DATE:	4-24-25
REVIEW #1:		DATE:	April 24, 2025
REVIEW #2:	_____	DATE:	_____
APPROVAL:	_____	DATE:	_____

## RENTAL AGREEMENT FOR BELFAST BOATHOUSE

Name of Business, Organization or Individual Renter: Maine Celtic Celebration

Business or Organization Point of Contact: Christine Murphy

Mailing Address: P.O. Box 122  
*(This address will be used to return any funds due to renter.)*

City, State and Zip Code: Belfast ME 04915

Telephone: 2027-975-5242 Alternate Telephone: \_\_\_\_\_

Email: maine2ireland@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: 30-0402463

Requested Rental Date(s): July 18-20.2025

Rental Time\*: Friday 9am - Sun 7pm  
\*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: Friday - Sunday

Actual Event Time: Fri 4pm- Sun 5pm

Type of Event: Celtic Festival

Number of People Attending Event: 100

Do you plan to serve alcoholic beverages? Yes  No

1. This rental agreement includes 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.
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 [parksandrecreation@cityofbelfast.org](mailto:parksandrecreation@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. 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:**

### ***CM* 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.

### ***CM* 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 (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).

### ***CM* 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.

### ***CM* 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: Christine Murphy  
Renter

Date: March 11, 2025

Title: MCC President  
*(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: \$ \$1,500

RENTAL FEE 50% DEPOSIT: \$ N/A DUE DATE: N/A

RENTAL FEE FINAL BALANCE DUE: \$ \$1,500 DUE DATE: May 29, 2025

SECURITY DEPOSIT FEE DUE: \$ \$500 DUE DATE: May 29, 2025

CERTIFICATE OF INSURANCE DUE: June 30, 2025

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

9.4



# Memo

**To:** City Manager Erin Herbig  
**From:** Chief Robert Cormier  
**cc:** City Council  
**Date:** 05/27/25  
**Re:** Hiring of a Part-time Parking Enforcement Officer (Summer Position)

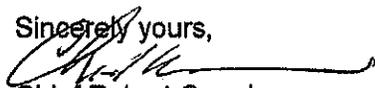
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Dear Erin,

During the summer, the department adds additional part-time Parking Enforcement Officers to assist with the increase in summer visitors, special events traffic and related parking issues. These additional Parking Enforcement Officers cover when the primary Parking Enforcement Officer is off or on vacation or during larger special events. For this position, I have an application from Kayci Faulkingham who is a graduate of Belfast Area High School and recent graduate of Thomas College. Kayci completed an internship with our department last year and hopes to pursue a career in Criminal Justice. Currently she is seeking a part-time summer parking position while she prepares for the rigorous testing process to become a Police Officer.

I am respectfully seeking approval to hire Kayci Faulkingham for the position of Part-time Parking Enforcement Officer for the City of Belfast this summer. If approved, her start date would be on Wednesday, June 4th 2025 when he would begin training with the primary Parking Enforcement Officer. Thank you for your consideration,

Sincerely yours,



Chief Robert Cormier

9.I



# Memo

**To:** City Manager Erin Herbig  
**From:** Chief Robert Cormier  
**cc:** City Council  
**Date:** 05/27/25  
**Re:** Hiring of a Part-time Parking Enforcement Officer (Summer Position)

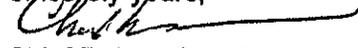
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Dear Erin,

During the summer, the department adds additional part-time Parking Enforcement Officers to assist with the increase in summer visitors, special events traffic, and related parking issues. These additional Parking Enforcement Officers cover when the primary Parking Enforcement Officer is off or on vacation or during larger special events. For this summer position, I have an application from Emily Snyder who grew up in Central Maine, graduating from the Criminal Justice program at Thomas College this spring. She also completed an internship with our department this year and hopes to pursue a career as a fulltime Police Officer. Emily is also certified in CPR and First Aid and has completed the MCJA Phase 1 training needed for the academy. Currently Emily is seeking a part-time summer parking position in Belfast while she completes the remainder of the academy testing process to become a Police Officer in the near future.

I am respectfully seeking approval to hire Emily Snyder for the position of Part-time Parking Enforcement Officer for the City of Belfast this summer. If approved, her start date would be on Wednesday, June 11<sup>th</sup>, 2025 when he would begin training with the primary Parking Enforcement Officer. Thank you for your consideration,

Sincerely yours,

  
Chief Robert Cormier

10.A



**City of Belfast  
Employment Opportunity  
City Assessor**

The City of Belfast, a vibrant, development-focused community of 7,000 located in Midcoast Maine, seeks a full-time City Assessor. This position is responsible for the establishment and maintenance of fair and equitable values for all real estate and personal property for the City, and for the operation and supervision of the Assessing Department, including Addressing Officer functions and point-of-contact for the mapping platform.

The successful applicant must have knowledge of the practices, procedures and legal guidelines of property assessment and taxation, knowledge of building construction and renovation practices, and of the procedures and records utilized in property ownership and transfer.

Applicants must be US Citizens, residents of the State, and a Certified Maine Assessor or be a licensed appraiser. The salary range for this position is \$72,800 to \$77,000 in addition to a competitive benefits package. The schedule for this position is a 4-day work week, Monday through Thursday and may include attendance at public meetings. The job description may be found online at the City's website at [cityofbelfast.org](http://cityofbelfast.org)

All applications are to be submitted in confidence, with a completed Belfast Employment Application form ([www.cityofbelfast.org/Jobs](http://www.cityofbelfast.org/Jobs)) which must be received by the Human Resource Administrator, Nancy Driscoll, at 131 Church Street no later than 6:00 PM on Wednesday, May 7, 2025. Applications can be sent in a sealed envelope and may be delivered by mail or in-person to:

City of Belfast  
City Assessor Search  
C/O HR Administrator  
131 Church Street  
Belfast, Maine 04915

Or by email to: [work@cityofbelfast.org](mailto:work@cityofbelfast.org)

The City of Belfast is an equal opportunity employer.



## **CITY OF BELFAST ASSESSOR**

### **NATURE OF WORK**

The City Assessor is responsible for determining the valuation of all exempt and taxable, real and personal property in the municipality. This appraisal work involves gathering information by inspection, research, and examination of records, and using this information to determine the tax assessment of the property; executing official documents and assuring the accuracy and validity of the annual property tax commitment; determining the tax rate and preparing commitment; maintaining accurate assessment records; and extensive public contact.

Although appointed by the City Council, the Assessor's duties and responsibilities are mandated by State Statute. The Assessor exercises considerable independent professional judgment and initiative in conduction work in accordance with M.R.S.A. Title 36. The position involves close cooperation with the City Manager, City Council and other City departments concerning areas related to assessment functions, laws and regulations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Plan, organize, direct and carry out the work of the assessing department.
2. Appraise and evaluate properties by means of the analysis of locational, structural, and business value factors.
3. Make inspections and review taxable personal property listings to determine the assessed value of machinery, equipment, furniture and fixtures.
4. Make on-site inspections of land and buildings, listing building characteristics, securing information having to do with value, and gathering data relating to the land and its use.
5. Research recorded deeds to establish the owner of record for the purpose of determining the correct tax liability and to certify same through commitment to the tax collector.
6. Maintain accurate assessment records, including computerized data on all land, buildings and personal property.
7. Maintain good public relations by answering questions concerning property assessment and abatement from taxpayers, real estate brokers and appraisers, and by reviewing all valuation complaints in a professional manner.
8. Determine annually the status of all properties classified under the tree growth tax law, farmland and open space and properties exempted from taxation.
9. Act on abatement requests and renders a recommendation under the guidelines of the

applicable State laws and accepted appraisal practices, as needed.

10. Determine the assessment of taxes on properties in accordance with the laws, rules and regulations governing the assessment process.

11. Adjust cards and maps to reflect transfers of real estate and adjust assessment records accordingly.

12. Execute official documents as required by law.

13. Prepares and presents abatement cases to the Belfast Board of Assessment Review, the State Board of Assessment Review and Superior Court, as needed.

14. Submit to the City Manager the annual budget request of the department and other reports on departmental activity as required.

15. Continuously improve professional skills by study, membership in professional organizations, participation in seminars and conferences, and contacts with officials of other similar agencies and other knowledgeable professionals.

16. Serve as the Street Addressing Officer for and maintains the 911 addressing system.

17. And all other duties as assigned.

## **EXPECTED KNOWLEDGE**

1. Experience with TRIO Software and Marshall Swift (preferred).
2. Understanding of the use of Geographical Information Systems (GIS) (desirable).
3. Knowledge of analyzing and interpreting laws, ordinances, rules and regulations.
4. Capability to manage departmental expenditures.
5. Familiarity of modern appraisal and assessment principles and practices, and proficiency in the application of various appraisal and costing methods.

## **EXPECTED SKILLS**

1. Strong customer service skills.
2. Ability to communicate verbally and in writing to various and diverse groups and individuals, including citizens, businesses, the City Manager, City Council, and City Departments.
3. Demonstrated ability to serve as the manager of a Department, supervising and reviewing the work of subordinates.
4. Judgment and decision making abilities.
5. Ability to recognize and analyze factors which influence the value of properties.

## **MINIMUM QUALIFICATIONS**

1. Certification as a Certified Maine Assessor 36 MRS § 341 (required).
2. Driver's License (essential).

3. Bachelor's degree in real estate, business administration or related field (desirable).

Steven Weed, CMA

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April 26, 2023

City of Belfast  
HR Dept  
131 Church St  
Belfast, Me 04915

Greetings,

I saw your listing for the Assessor position. I have many years of experience as a Maine Assessor as shown in the attached resume and have been certified since 1997. After reviewing the job description on the City's website, I also noticed that you listed GIS knowledge as desirable. As you can see from my resume, I have considerable experience with GIS and have created several GIS systems from scratch. I feel GIS can be a very powerful tool for municipalities but is often underutilized because they don't have the necessary experience to deploy it successfully. I have that experience, and if the City is looking to better use GIS, this may be an area that we could explore to improve the city's data management process. If this is something the City is interested in talking about further, feel free to contact me.

I am very familiar with the midcoast region. I grew up in Lincolnville, owned a home in Northport for many years, and still own property in Lincolnville. While working for Hamlin Associates, I worked for the towns of Lincolnville, Hope Islesboro, Vinalhaven, Owls Head and Thomaston, so for me, this would be sort of a homecoming, and would fit nicely into my long term plans.

I look forward to speaking to you further about this opportunity.

Sincerely,



Steven Weed, CMA Assessor / GIS Coordinator

# Steven Weed, CMA

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## Experience

### Assessor/GIS Coordinator/Data Architect

Town of Bar Harbor

Jul 2018 –

- Responsible for all functions of the Assessing Office, including listing and valuation of real and personal property, developing and maintaining valuation models, maintaining ownership of property, maintaining tax maps, and creating, and maintaining the various components of the Town-wide GIS system.
- Managed a Town wide valuation update in 2021,
- Completed partial and townwide in-house statistical revaluations in 2003, 2008, 2010, 2018 2021, and 2025 .
- As Data Architect assisted the Public Work and Finance Departments in deploying a new asset management system as part of a larger infrastructure project. This system will be used to catalog existing infrastructure using GIS and other means as well as establishing a "road map" for budgeting current and future needs.

### CAMA Specialist/GIS Consultant

Downeast Assessing

May 2021

- Assist Downeast Assessing Services in the Town of Orono with CAMA deployment and maintenance following the towns revaluation completed in 2021
- Updated and deployed several GIS projects for Orono and several other towns for Downeast Assessing Services.

### Assessor/GIS Coordinator

City of Brewer

Oct 2012 – Jul 2018

- Responsible for all functions of the Assessing Office, including listing and valuation of real and personal property, developing and maintaining valuation models, tracking valuations in TIF districts, maintaining ownership of property, maintaining tax maps, and creating, and maintaining the various components of the City-wide GIS system.
- Converted the Assessing Department records from primarily a manual, paper system to a fully electronic system that includes public access to records via the web.
- Completed a full revaluation of the City, the first in the City in over 50 years.
- Converted the City CAMA system from Trio to Vision. In addition to the basic transfer of information a significant amount of information

- needed be added from the paper property record cards by hand to ensure a complete data set.
- Brewer was one of the first municipalities to deploy Vision 7, a brand new, from the ground up, CAMA system. Unfortunately, Vision 7 was not as ready as VGSI as had hoped. From 2014 to 2017 Brewer was a BETA test site for VGSI, helping them resolve issues with the software and ultimately the replacement of Vision 7 with Vision 8. In the spring of 2017 VGSI requested that I be part of a software advisory group made up of Vision clients from all New England states. The goal of this group was to work with VGSI staff to identify the best parts of Vision 6 and Vision 7 and blend them together into Vision 8. Brewer was the first Municipality to be converted to the new platform in July 2017.
  - Was responsible for creating a City-wide GIS system for the City. Previously only the Assessing, Engineering, and Environmental Services departments had access to GIS data. The implementation of the City-wide system allows all departments as well as the public access to this information. The system now combines data from Assessing, Code Enforcement, Planning, Environmental Services, and Water departments, into a central GIS database that allows for web-based access to over 60,000 records, mobile data collection, etc.

#### **Assessor/GIS Coordinator**

Town of Bar Harbor

Jun 2000 – Oct 2012

- Responsible for all functions of the Assessing office including listing and valuation of real and personal property, developing and maintaining valuation models, maintaining ownership of property, maintaining tax maps, and creating and maintaining the various components of the Town-wide GIS system.
- Converted the Town's assessing records from Trio to the Vision CAMA system. All the records as well as the valuation and cost models were entered manually in-house.
- Completed a full remapping of the Town's parcels, the first since 1949, as a digital GIS based mapping system. The final product exceeded Level III accuracy as defined in the State of Maine Digital Parcel Standard, the highest level in the standard. I managed and actively participated in the project to ensure the final product meet or exceeded the Town's expectations. The initial mapping project was used as a base to build a full GIS system.
- Managed a full revaluation for the 2006 tax year.
- Completed two major valuation updates since the 2006 reval. In 2008 the waterfront properties were rescheduled and in 2009 the rural areas, approximate 2/3 of the 3600 parcels in Town, were rescheduled. Both these updates were completed in house without the need for additional staffing.

- Created a web based GIS information system. The initial setup was completed by the contractor, but the management, maintenance, and data entry was all done in-house. When I left Bar Harbor the system had 176 active databases and nearly 39,000 documents attached and available to the public. The system included several public access portals including an Assessors Online database, Real Estate Tax lookup (updated daily with payment and interest information from Munis), Real Estate Sales lookup, and a public WebGIS system. In addition to public access, the system was also used as the building permit tracking system, staff WebGIS, 911 address system (which is compliant with Next Gen E911 requirements), and GASB 34 asset tracking

**Assessor**

Hamlin Associates, Inc

Jul 1991 – Jun 2000

- Worked on 7 revaluation projects, including field inspections, creation of valuation schedules, public hearings, data entry, etc.
- Served as the primary Assessor's Agent/ Assessor in 4 municipalities and assisted staff in 5 other municipalities on as needed (regular) basis.
- Completed annual maintenance to the tax maps for several municipalities

**Continuing Education, Memberships, and other Activities**

- Completed the GIS Certificate Program at the University of Maine at Machias in 2014
  - Courses: *Geographic Information Systems Applications I, Geographic Information Systems Applications II, Intro to Global Positioning Systems, Municipal Applications for GIS, Remote Sensing/ Image Analysis*
- Member Maine Association of Assessing Officers (MAAO) 1993 to Present
- Member International Association of Assessing Officers (IAAO) 2000 to Present
- Member Mid Coast Assessors Group 1995 to present
- Member Maine GIS User Group (MEGUG) 2001 to present, Board member 2009 to 2013
- Member Maine Geo-library board Vice-Chair/Chair 2011 to 2013
- Member Geo-Parcel Committee 2010 to 2013
- Member Integrated Land Records committee 2009 to 2013

- 2002-2003: Installed Vision 6 and imported the ownership data from the tax collection system. The remaining assessment data was entered by manually. The TRIO CAMA system used at the time was not properly maintained and was not worth importing. Once the data was entered and proofed, a complete revaluation was completed in house for the 2003 tax year.
- 2004-2005: Managed a full remap and GIS Implementation for Bar Harbor in preparation for a full revaluation in 2006. This was a complete, from scratch, mapping project. Every deed and survey was plotted and a brand new mapping system was created.
- 2005-2006: Managed a full relist revaluation, Vision (VGSI) was the contractor.
- 2007: Built and implemented a Web GIS system for Bar Harbor. This project included the creation of several custom user interphases using PeopleGIS, which uses a Java based database platform. Some of the custom UIs include an Assessor online database, Property Tax Lookup, Asset Manager, Building Permit Tracking, Address Change Notification System, and a Data Import Interface for the Crimestar Computer Aided Dispatch system.
- 2008 & 2010: Completed inhouse valuation updates to create new pricing models for waterfront and rural areas of town
- 2012: In the City of Brewer, managed the data conversion from TRIO to VISION CAMA and the first full revaluation the city had complete since the 1970s. This was the first revaluation completed on the V7 platform by VGSI so it involved a lot of trouble shooting and bug fixing "on the fly" in order to keep the project on schedule. A lot of the time this involved developing work-arounds for the VGSI staff in order to get the data entered and working as it should.
- 2014: Implemented a new mapping and GIS system for the City of Brewer. Their data had not been maintained properly over the years and was highly inaccurate so this involved a lot data cleanup by staff and contractors to allow the system to function.
- 2014: Served on the V8 development team as a consultant/client representative
- 2018: Back in Bar Harbor, the Town had not been properly maintaining their Assessing or GIS data since 2012 so a comprehensive review and update of the GIS system was completed.
- 2021: Managed the statical value update completed by VGSI.
- 2025: Completed an inhouse comprehensive update of the CAMA cost models.
- In addition to these mile stones inhouse, I have worked with VGSI as a contractor and client on several initiatives, including BETA testing V7 & V8, working with VGSI staff on improvements to the personal property module, assisted Maine Revenue staff to work through implementation issues with converting their data to Vision, as well as acting as a "Vision expert" for other Vision users to work through issues in their towns, most recently I created several data extracts templates for the C3ai pilot project in Maine.

Reference List

Marc Perry

Vicki Cox-Proulx

Stephen Cornell

# **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: May 4, 2025

Position(s) applied for: Assessor

Referral Source:  Advertisement  Friend  Relative  
 Job Service  Other

Name: Weed Steven Thomas  
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? No

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: See Attached

**Employment Experience:**

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

1. Employer Town of Bar Harbor 2. Employer Downeast Assessing  
From 7/2018 to -- From 5/2021 to --  
Address 93 Cottage St Bar Harbor Address 1581 Shore Road Lamoine  
Type of Work Assessor/GIS Type of Work CAMA spec./GIS consult.  
Reason for Leaving Still employed Reason for Leaving Still employed

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.

see attached resume for additional employers and skill set

**Education:**

Level	Name	Location	Years Completed
Elementary	Lincolnton Central	Lincolnton	4 5 6 7(8)
High School	Camden Rockport High	Camden	9 10 11(12)
Undergraduate			1 2 3 4
Graduate			1 2 3 4

(3)

Diploma: Academic Vocational

Degree(s) see attached resume for additional/continued education

Describe course of study, specialized training, apprenticeship, skills,  
and extra-curricular activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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: 5/4/25

  
\_\_\_\_\_  
Signature of Applicant



**City of Belfast  
Employment Opportunity  
Transfer Station Manager**

The City of Belfast, a vibrant, development-focused community of 7,000 located in Midcoast Maine, seeks a full-time Transfer Station Manager. This position is responsible for the operation of the Transfer Station facility, the maintenance of all operational records, operating equipment, dealing with haulers, arranging for removal and purchase of recyclable products, assisting citizens with the correct disposal of materials, ensure safety procedures are followed, and management of personnel.

Experience in the operation or maintenance of a Transfer Station or equivalent experience is preferred but not required. The salary range for this position is \$51,869 to \$58,662 in addition to a competitive benefits package. The schedule for this position is a 4-day work week, Tuesday, Thursday, Friday and Saturday. The job description may be found online at the City's website at [cityofbelfast.org](http://cityofbelfast.org)

All applications are to be submitted in confidence, with a completed Belfast Employment Application form ([www.cityofbelfast.org/Jobs](http://www.cityofbelfast.org/Jobs)) which must be received by the Human Resource Administrator, Nancy Driscoll, at 131 Church Street no later than 6:00 PM on Wednesday, May 7, 2025. Applications can be sent in a sealed envelope and may be delivered by mail or in-person to:

City of Belfast  
Transfer Station Manager Search  
C/O HR Administrator  
131 Church Street  
Belfast, Maine 04915

Or by email to: [work@cityofbelfast.org](mailto:work@cityofbelfast.org)

The City of Belfast is an equal opportunity employer.



## **CITY OF BELFAST TRANSFER STATION MANAGER**

### **NATURE OF WORK**

This is practical work involving the operations and maintenance of the City of Belfast Transfer Station facility.

The Transfer Station Manager is responsible for the operation of the Transfer Station facility, the maintenance of all operational records, assisting in the practical work at the station and dealing with rubbish haulers and waste disposal services. Work is performed under the general supervision of the City Manager in accordance with the established procedures and routines. Work is reviewed through discussion and observation of results achieved.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Supervises the staff of the Transfer Station.
2. Maintains records of Station operation, and schedules delivery and removal of storage containers.
3. Operates the Transfer Station equipment including the bulldozer.
4. Make arrangements for removal and purchase of recyclable products.
5. Directs citizens in the correct disposal of refuse materials.
6. Separates wood debris and burns wood products when necessary.
7. Ensures all safety procedures are followed in the operation of Transfer Station.
8. Performs maintenance on Transfer Station equipment.
9. Participate in quarterly City safety committee meetings.
10. Performs related work and all other duties as assigned.

### **REQUIREMENTS OF WORK**

1. Ability to maintain Transfer Station in accordance with rules and regulations.
2. Knowledge of the operation and maintenance of mechanical equipment together with the ability to make repairs and adjustments and to do necessary servicing work.
3. Ability to supervise and direct the work of other Transfer Station staff.
4. Knowledge of hazards and applicable safety rules and regulations in equipment operation.
5. Ability to operate equipment skillfully and safely.
6. Ability to detect need for mechanical servicing of equipment.
7. Ability to understand and carry out oral instructions and to work independently in the performance of routine duties.
8. Ability to establish and maintain effective working relationships with the public and other City employees.
9. Ability to maintain accurate records of Station operation.

**TRAINING AND EXPERIENCE REQUIRED**

High school graduation, plus experience in the operation or maintenance of a Transfer Station; or any equivalent combination of experience and training.

# ANNE SAGGESE

## EXPERIENCE

### KITCHEN MANAGER, MAINE YOUTH ALLIANCE 2020 - 2025

Stepped in during covid to run FEMA Meal Delivery program that kept income coming into the Game Loft while it was closed for regular programming. Stayed on after re-opening to help with recovery but, unfortunately, there were too many hurdles and the Loft closed in February due to financial insolvency.

### OWNER, SOLE PROPRIETOR, SWEET HENRY'S 2005 - 2021

Home-based sole proprietorship making baked goods for a number of restaurants and stores and for direct sale at area farmers' markets. Covid stopped all business, which was fine as I had already begun feeling Sweet Henry's had served its purpose in my life.

### A VARIETY OF COOKING JOBS 1998 - 2003

Allowing for lots of travel: a season at a dude ranch in Montana, a summer with a cooking show in France, movie production sets all over New England.

### PROTESTANT GUILD FOR THE BLIND 1992 - 1998

A residential school for children with severe behavioral issues and cognitive disabilities. Started in direct care, worked up to Assistant Speech and Language Pathologist. Used Behavioral Therapy techniques to improve communication skills in a wide variety of children and developed and provided a variety of trainings to residential and school staff. Also served as advisor to Boston Public Schools on bridging home and school environments to improve outcomes for students with autism.

## VOLUNTEERISM

### WALDO COUNTY WOODSHED AUG 2017 - CURRENT

Board Secretary, grant writer, primary phone contact, all-around volunteer. The Woodshed is an all-volunteer group that provides free firewood to people in need in Waldo County.

### MAINE DEVELOPMENT FOUNDATION:

#### MAINE DOWNTOWN CENTER ADVISORY BOARD – 2010 - 2020

Served as Chair of the Organization Committee for Our Town Belfast through its inception until I termed off the Board. Additionally, travelled around the state to provide support to other Main Street communities on a variety of topics (organizational development, fundraising, creating and running events, starting farmers' markets and other attractions) and created 1-2 workshops for the annual Main Street convention each year.

#### MAINE FEDERATION OF FARMERS MARKETS – 2008 - 2016

Founding Board Secretary

## **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: MAY 1, 2025

Position(s) applied for: TRANSFER STATION MANAGER

Referral Source:  Advertisement \_\_\_\_\_ Friend \_\_\_\_\_ Relative  
\_\_\_\_\_ Job Service \_\_\_\_\_ Other \_\_\_\_\_

Name: SAGGESE ANNE KARIN  
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? no

If so, what name: \_\_\_\_\_

Have you filed an application or been employed here before? yes

If yes, date(s): FEB 25, 2025

(2)

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

BOB McGREGOR,

JACKI CASSIDA,

KATHY HAYES,

Employment Experience:

*See resume attached*

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

1. Employer \_\_\_\_\_ 2. Employer \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Type of Work \_\_\_\_\_

Type of Work \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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.

Education:

Level	Name	Location	Years Completed
Elementary			4 5 6 7 8
High School			9 10 11 (12)
Undergraduate	<i>Culinary degree plus 2 years on</i>		1 (2) 3 4
Graduate	<i>psych/bio undergrad but not completed</i>		1 2 3 4

(3)

Diploma: Academic No Vocational Yes

Degree(s) \_\_\_\_\_  
Describe course of study, specialized training, apprenticeship, skills,  
and extra-curricular activities: See resume

**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: May 1, 2025

*Amie Suggs*  
Signature of Applicant

10.D



## CITY OF BELFAST

City Hall  
131 Church Street  
Belfast, Maine 04915

Thomas Kittredge  
Economic Development Director

E-mail: [economicdevelopment@cityofbelfast.org](mailto:economicdevelopment@cityofbelfast.org)  
Phone: (207) 338-3370, extension 116

**From:** Thomas Kittredge, Economic Development Director

**To:** Mayor Eric Sanders, City Councilor Christopher Bitely, City Councilor Brenda Bonneville, City Councilor Paul Dean, City Councilor Neal Harkness, City Councilor Mary Mortier, Deputy City Manager Manda Cushman, and City Manager Erin Herbig

**For:** Belfast City Council Meeting of June 3<sup>rd</sup>, 2025

**Regarding:** Request by the Economic Development Director to have the City Council accept the bids received, and to award a bid, for 22 Self-Contained Breathing Apparatuses, a Rapid Intervention Team Pack, related equipment, and training.

At its meeting of April 15<sup>th</sup>, 2025, the Belfast City Council authorized the issuance of a Request for Bids for 22 Self-Contained Breathing Apparatuses, a Rapid Intervention Team Pack, related equipment, and training, for the benefit of the City's Fire Department, to replace aging, non-compliant equipment and to expand the department's rescue capabilities.

A Request for Bids was issued on May 19<sup>th</sup>, 2025 that was posted on the City's website and which was also sent directly to a number of vendors. The deadline for the submission of bids was 4:00pm local time on Monday, June 2<sup>nd</sup>, 2025, with the bid opening taking place immediately afterwards.

City personnel will present the results of that bidding process at the meeting of June 3<sup>rd</sup> and will request that the City Council award a bid to the recommended vendor.

The City of Belfast will then proceed with purchasing these items and submitting for reimbursement for 95.23% of the amount expended (equivalent to the required matching funds being equal to 5% of the grant award) to the Federal Emergency Management Agency's Assistance to Firefighters Grant Program, with the remaining unreimbursed amount to be covered by the Fire Department Purchase of Equipment Account (210-535), which was previously identified to be used as a source of matching funds for the City's grant application to this program.

**At this time, the Economic Development Director requests that the City Council take the following actions:**

**1) to accept the bids received, and to award a bid for 22 Self-Contained Breathing Apparatuses, a Rapid Intervention Team Pack, related equipment, and training, to a vendor (who will be recommended at the June 3<sup>rd</sup> meeting) in the bid amount (to be presented at the June 3<sup>rd</sup> meeting).**

10.F



# COMDOCTOR.NET INC.

5 DR. MANN ROAD, CHELSEA, MAINE 04330  
(207) 621 - 0658  
HTTP://WWW.COMDOCTOR.NET

## *City of Belfast Service Contract Renewal, 1 year option*

To: City Manager Erin Herbig  
Re: IT Support Service Contract Renewal

5/28/2025

Good day,

As per request, Comdoctor.net, Inc. would be more than happy to extend our Service Contract for a 1-year term beginning July 1, 2025 and running through to June 30, 2026.

While we have not changed our rates, the monthly fees have gone up slightly due to an increase in monthly Software License Fees directly from Microsoft at 5% across the board.

This results in an increase of \$183.69 per month and brings the monthly Service Contract Fees from the current \$8128.20 per month to \$8311.89 per month.

I have attached a revised addendum 3.4(B) for year 6 that list the additions and rate changes.

Any changes that come up can be tracked and adjusted via email and added or subtracted from the monthly invoices.

We very much look forward to working with everyone in the City of Belfast's various organizations in the coming year!

Sincerely,  
Bill Roy

President  
Comdoctor.net, Inc.  
5 Dr. Mann Rd.  
Chelsea, ME 04330  
Tel: 207-621-0658



# COMDOCTOR.NET INC.

5 DR. MANN ROAD, CHELSEA, MAINE 04330  
(207) 621 - 0658  
HTTP://WWW.COMDOCTOR.NET

## SERVICE CONTRACT - 1 YEAR RENEWAL

<b>City of Belfast Maine</b> <b>131 Church Street</b> <b>Belfast, ME 04915</b> <b>207-338-3370</b> hereinafter referred to as "Customer"	Contract Commencement Date: 7/1/2025
	Contract to run for one year, from 7/1/2025 to 6/30/2026
	Customer's Representative Contact Name: Erin Herbig
	Customer's Representative Contact Number: 207-338-3370
<b>Comdoctor.net, Inc.</b> <b>5 Dr. Mann Road</b> <b>Chelsea, ME 04330</b>  <b>207-621-0658</b> hereinafter referred to as "Comdoctor"	Comdoctor.net, Inc. Representative Contact Name: William Roy
	Comdoctor.net, Inc. Representative Contact Number: 207-621-0658

### WHEREAS

- A. Comdoctor offers to provide services to maintain and to provide technical support services for the Customer's IT equipment and software, subject to the terms and conditions of this Agreement and its Schedules and the Comdoctor General Conditions of Service and Maintenance, a copy of which is annexed hereto as addendum 3.4(B) year 6 from the original proposal with omissions and clarifications attached as addendum 3.4(B) year 6.
- B. The Customer accepts the offer on the terms and conditions specified above

### NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

#### I. Scope of Services

Please refer to addendum 3.4(B) year 6

#### II. Fees and Payments

The fee covering the Services for 12 months commencing on the date stated above shall be \$ 8311.89 per month, Due and Payable on the first of the month (the "Fee") and excludes any applicable goods, hardware, or any licensing that may come up that is not part of the original quote (addendum 3.4(B) or onsite support time over 40 hours per month. Detailed monthly service reports will be generated and any overages will be billed at the end of the monthly billing cycle for the previous month's overages, if any. Comdoctor.net, Inc. will be mindful to stay in support service contract agreed time frames and to minimize overages. Comdoctor.net, Inc. will contact the City's IT group if any anticipated overages in a given month are forthcoming, with reasonable care to stay on budget.

\*A. The Fee is payable in advance, and shall be paid in instalments of \$ 8311.89

[ X ] Monthly

#### III. Validity of Agreement & Option to Renew

This Agreement shall commence on the date stated above and shall be in force for a term of 12 months (the "Term"). The Customer shall have the option to renew this Agreement for further periods of one (1) year subject to Parties' agreement on any revisions to the Fee, and provided that such option is exercised at least one (1) month before the date of expiry of this Agreement and is accepted by Comdoctor.

#### IV. Termination of Contract

The City of Belfast shall reserve the right to terminate a contract with a firm at any time and without advance notice if that firm acquires/merges with another IT-related firm, or if that firm and/or its contracts are acquired by another

IT-related firm. The City of Belfast will also reserve the right to cancel a contract with a firm for any reason as long as sufficient advance notice (90 days) is provided. Comdoctor.net, Inc. shall also reserve the right to terminate this service contract for any reason and with no less than 90-day notice to the City of Belfast.

- V. The City of Belfast shall reserve the right to purchase and own its own servers, network infrastructure, hardware, peripherals, software, applications, and VoIP phones and have them be managed by the selected firm. Should the City have the selected firm lease servers, network infrastructure, hardware, peripherals, software, applications, and/or VoIP phones to them, the City shall reserve the right to purchase any or all of these items from the selected firm at any time during the contract or at its conclusion, at fair and reasonable prices that accurately reflect the age, condition, and remaining utility of those items.
- VI. The City of Belfast shall be acknowledged to be the owner of all its data, software and/or software licenses, and shall retain the right to immediately receive, at no cost, a full and complete copy thereof. Additionally, the infrastructure inventories that are identified in the Scope of Services Required will also remain the property of the City of Belfast.

**Schedule 1**

Scope of Services

Comdoctor will provide onsite and remote support for all IT equipment owned, leased, or otherwise in possession of customer. Comdoctor will provide recommendations and procurement of any agreed upon hardware, software and any other IT needs with all prices, specs and estimated delivery times to be in writing and agreed upon by Customer.

Dispute Resolution

Dispute Resolution: If a dispute arises concerning the provisions of this contract or the performance by the parties, then the parties agree to settle this dispute by jointly paying for Mediation, in which the parties negotiate through a neutral mediator in an effort to resolve their differences in advance of filing a lawsuit.

IN WITNESS WHEREOF the Parties have caused this Agreement to be duly executed

For and on Behalf of Comdoctor.net, Inc.

For and on Behalf of The City of Belfast

Name printed: William T. Roy

Name printed: \_\_\_\_\_

Signature: W.T. Roy

Signature: \_\_\_\_\_

Title: President

Title: \_\_\_\_\_

Date: 5-28-25

Date: \_\_\_\_\_

We propose to furnish services as outlined above. All fees above contract are to be paid when billed. In the event of nonpayment, customer agrees to pay all reasonable attorney's fees and court costs associated with collection

**Acceptance of Proposal:** By signing this contract, all parties acknowledge that they have read the above contract, understand its contents, and agree with the language contained therein. Both parties also agree that the above prices, specifications, and conditions are satisfactory. You are authorized to do the work as specified and payment will be made as outlined above.

## Addendum 3.4(B) - Total Monthly Costs - Year 6

Service Required	Item	Quantity	Cost/Month/License	Total Cost/Month
2.1: Server Support	Ninja (offsite cloud backup)	6	\$12.00	\$72.00
	NinjaRMM (AV/AS, Monitoring/Alerting, Remote Management)	6	\$20.00	\$120.00
	Monthly Support Costs	6	\$51.50	\$309.00
	<b>Subtotal</b>			<b>\$501.00</b>
2.2: Network Support	Monthly Support Cost	1	\$515.00	\$515.00
	<b>Subtotal</b>			<b>\$515.00</b>
2.3: Workstation Support	Ninja (offsite cloud backup)	85	\$12.00	\$1,020.00
	NinjaRMM (AV/AS, Monitoring/Alerting, Remote Management)	85	\$20.00	\$1,700.00
	Microsoft Exchange Plan 2	2	\$9.60	\$19.20
	Microsoft Office 365 Business Essentials - <b>up from 42</b>	43	\$5.25	\$225.75
	Microsoft Office 365 Business - <b>up from 26</b>	28	\$8.93	\$250.04
	Microsoft Exchange Management	68	\$2.00	\$136.00
	Monthly Support Costs	85	\$20.60	\$1,751.00
	<b>Subtotal</b>			<b>\$5,101.99</b>
2.4: Software and Application Support	Monthly Support Costs	95	\$20.60	\$1,957.00
	<b>Subtotal</b>			<b>\$1,957.00</b>
2.5: VOIP Phone Support	Monthly Support Costs	46	\$5.15	\$236.90
	<b>Subtotal</b>			<b>\$236.90</b>
2.6: Onsite Support	Hours Up to 40	40	\$0.00	\$0.00
	Hours Over 40	VARIABLE	\$120.00 VARIABLE	
	<b>Subtotal</b>		<b>VARIABLE</b>	
<b>Total Monthly Costs</b>				<b>\$8,311.89</b>



## CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

Belfast Mayor and City Council  
Honorable Mayor Eric Sanders  
Ward 1 Councilor Mary Mortier  
Ward 2 Councilor Neal Harkness  
Ward 3 Councilor Brenda Bonneville  
Ward 4 Councilor Chris Bitely  
Ward 5 Councilor Paul Dean

E-mail: [cityhall@cityofbelfast.org](mailto:cityhall@cityofbelfast.org)  
Tel: (207) 338-3370  
Fax: (207) 338-2419

May 29, 2025

To the Maine Department of Transportation:

On behalf of the Belfast City Council, we request a review of the speed limit on Route 141 (Swan Lake Avenue) between the intersection of Route 1 and the City Limit. This represents approximately 3.4 miles of road in Belfast.

This section is currently posted with a speed limit of 35-mph from Route 1 to Back Searsport Road, increasing to 45-mph to 220 Swan Lake Avenue, and 50-mph to the City Limit. Based on the expertise of our Police Department, a traffic survey of north and southbound traffic was conducted in the area of 252 Swan Lake Avenue.

A resident of Swan Lake Avenue near Mill Lane, Leigh Dorsey, brought this issue to us, concerned about the safety of her family and neighbors. Dorsey cited concerns regarding the close proximity of homes to the road, safety for the growing number of pedestrian or cycling commuters and greater volume of traffic noise concurrent with higher rates of speed. Of further concern to this Council, is her account of the near miss, when a vehicle had to swerve around a child crossing the road by bicycle due to the vehicle's speed in the densely populated residential

area. Belfast is a growing city with demand for housing that exceeds its supply. We want to ensure the safety of our residents whether by driving, walking, biking, or simply spending time in their front yards along increasingly busy roadways in their neighborhoods.

The City of Belfast Police Department recently conducted a speed study led by Officer Ethan Fitzjurls. Based on the data in the study, Chief Robert Cormier and Officer Fitzjurls concluded that a reduction of speed on Swan Lake Avenue would be beneficial to safety.

A link to the full study has been attached to this letter and can also be found at <https://cityofbelfast.org/ArchiveCenter/ViewFile/Item/4987>

We believe people heading northbound out of Belfast turn on to Swan Lake Avenue and feel an inaccurate and potentially dangerous sense of freedom as they are leaving town. We are confident a speed change would effectively signal this stretch of road is, in fact, a residential neighborhood, rather than a highway.

The Belfast City Council appreciates your consideration. Please let us know if you have any questions or if we can be of further assistance.

Respectfully submitted by the Belfast Mayor and City Council,

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Mayor Eric Sanders

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Councilor Brenda Bonneville

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Councilor Mary Mortier

---

Councilor Chris Bitely

---

Councilor Neal Harkness

---

Councilor Paul Dean

10. H

City of Belfast

# Memo

**To:** Erin Herbig, City Manager  
**From:** Amy I. Bradford, Finance Director  
**cc:** Mayor & Council  
**Date:** May 28, 2025  
**Re:** Ambulance Training & Development Capital Reserve

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This is a request for the Council to authorize the transfer of funds from the Ambulance Training & Development Capital Reserve: E 270-559 to the Ambulance Overtime Line: E 270-503 in the amount of \$19,500.00.

Thank you!

Amy I. Bradford

Finance Director/Treasurer