



# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

**Erin Herbig**  
City Manager

**E-mail:** citymanager@cityofbelfast.org

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

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## MANAGER'S REPORT

Belfast City Council Meeting  
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.

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

**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, November 13, 2025

### Agenda Items:

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

The City of Belfast has received a request from RSU #71 for a proposed land swap between RSU #71 and the City to facilitate their work on the track and field at Belfast Area High School. RSU #71 is looking to improve the Belfast Area High School track and field facilities as the track has been deemed unsafe for events.

To meet the setback requirements of the City and to allow the proposed track and field facilities to be constructed to modern standards, a land swap is necessary of property corners between the City's Grove Cemetery (Map 12 Lot 50) and RSU #71 Belfast Area High School (Map 13 Lot 12).

A draft Property Exchange Agreement is included for the Council's consideration. The City Attorney has reviewed these documents.

If approved by the City Council, Director of Planning and Codes Bub Fournier requests that a motion is made to direct the City Manager to sign any and all documents to facilitate the proposal.

Please see the attached letter and supporting documents from RSU #71 Superintendent Bob England, as well as the proposed Property Exchange Agreement from the City of Belfast and Regional School Unit # 71 (10-A) providing further details. Director Fournier and RSU #71 Superintendent Bob England will present and answer any questions.

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

Charles Beck, owner of Fristad Trails, located at 198 Fristad Trails in Belfast, contacted the City of Belfast to discuss the possibility of donating the property to the City as an off-leash dog park in perpetuity after his passing. Mr. Beck has invested time and funding to improve the 94.36-acre

parcel to include tree removal, trail improvement, drainage work, pond improvement, driveway work, and trail signage.

Mr. Beck attended a Parks, Trails, and Recreation Committee meeting this past spring to discuss the property, his requirements for the property, if it were to pass to the City, and what other activities would or wouldn't be acceptable for the property. The committee members had an opportunity to ask questions about the property, operational requirements, and if there could be changes in the future. Mr. Beck was amenable to trail walking, snow shoeing, cross-country skiing, bird watching, in addition to off-leash dog enjoyment.

The committee voted to recommend acceptance of the property for the City Council's consideration. Mr. Beck will be attending the November 13<sup>th</sup> Parks, Trails, and Recreation Committee meeting to review the updated documents that he has provided for the Council packet, and the Parks and Recreation Director will update the Council at the meeting with any additional comments from the Committee at the Council Meeting.

If approved by the City Council, the Parks, Trails and Recreation Committee recommends a motion is made 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.

Please see the attached memo (10-B) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas and Charles Beck will be at the meeting to present and answer any questions.

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

At the August 5, 2026, Regular City Council Meeting the City Council approved a location in the upper southwest corner of Belfast Common, at the corner of Union and Pearl Streets, for a new Play Space for 2 to 5 year old children. The proposed 30' x 28' (840 sq. ft.) location at the Belfast Common could accommodate a small play space structure. Per play space standards, an area close to an active road should have a fence or similar barrier installed for safety.

At that meeting the City Council authorized the Parks, Trails, and Recreation Committee to send out letters to all abutters for additional feedback for that location. Following responses, the Committee met in the park in late September to review a second location that would not impact the viewshed as greatly as well as the traditional picnicking area in that space. The alternative site was discussed again at the October Committee Meeting and members agreed to recommend the new location to the Council for review and approval.

If approved by the City Council, the Parks and Recreation Director recommends a motion is made to approve the new location for the Belfast Common Play Space Proposal, as presented.

Please see the attached memo (10-C) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

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

The City of Belfast Parks and Recreation Department is looking to reopen its Belfast City Park Concessions Request for Proposals (RFP) for the 2026 season, with a deadline to submit by 12

PM on December 31, 2025. The Parks, Trails, and Recreation Committee is looking to advertise earlier this year in hopes of receiving increased vendor interest.

If approved by the City Council, the Parks and Recreation Director recommends a motion is made to approve the draft RFP for 2026 City Park Concessions and authorize staff to advertise immediately. Once RFPs are reviewed by staff and the Parks, Trails, and Recreation Committee a recommendation will be brought back before the City Council for acceptance and award.

Please see the attached memo (10-D) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

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

In the late summer months after discussing the winter schedule for the Belfast Boathouse, Five Star Cleaning notified Belfast Parks and Recreation that they would not be able to continue cleaning the Belfast Boathouse during the winter months.

The Department started to look for new janitorial services since the Boathouse is booked in December and reservations are starting to come in for 2026. The Director contacted three janitorial firms and received callbacks from two. On-site walk-throughs were held and both agencies provided a quote.

If approved by the City Council, the Parks and Recreation Director recommends a motion is 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.

Please see the attached memo (10-E) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

**10-F Request to remove one City Street Tree.**

The City received a removal request for one City Street Tree located at 100 Court Street. City Tree Warden and Certified Tree Risk Assessor Carol Herwig conducted a tree risk assessment of the tree.

Ms. Herwig's report recommends a priority removal of this tree as it is in poor condition with decay running vertically on both trunks.

If approved by the City Council, a recommended motion would be to authorize the removal of the tree located at 100 Court Street as recommended by the City Tree Warden.

Please see the attached tree risk assessment report (10-F) provided by City Tree Warden Carol Herwig. I will be at the meeting to answer any questions.

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

The City of Belfast Fire and Ambulance Department has received a \$250.00 donation from the Tractor Supply Foundation. Chief Richards recommends these funds be deposited into the Jaws of Life account to cover future equipment upgrades.

If approved by the City Council, City staff recommend a motion is made to accept the funds of \$250.00 into GL Account #1-2100-00, Extrication Equipment.

Please see the attached memo (10-G) from Fire Chief Patrick Richards providing further details. I will be at the meeting to present and answer any questions.

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

Please see the attached Pole Permit Application from Central Maine Power (10-H) for one new pole on Kaler Road. City Code Enforcement Officer Steve Wilson and Public Works Director Kip Faulkner have reviewed the permit and recommend the City Council approve this pole permit.

If approved by the City Council, City staff recommend a motion is made to approve the pole permit for Kaler Road submitted by Central Maine Power. I will be at the meeting to present and answer any questions.

**10-I Signing of Council Orders**

On Friday, November 7<sup>th</sup>, 2025, the Belfast Area Chamber of Commerce held their Annual Chamber Awards Gala. Each year at the event, Chamber members and members of the community acknowledge businesses and individuals under various award categories for their dedication and contributions to our community.

One of these awards is the Chamber Partnership Award. This award recognizes a person who has demonstrated a strong commitment to fostering collaboration and engagement with the Chamber for the benefit of the community. This includes actively supporting local initiatives, creating meaningful partnerships with other organizations, and contributing to the overall well-being and development of the community.

I am proud to recognize this year's Chamber Partnership Award recipient, the City of Belfast's very own Economic Development Director, Thomas Kittredge.

Economic Development Director Kittredge has worked for the City of Belfast for sixteen years. In his time as Belfast's Economic Development Director, Thomas Kittredge has secured \$21,851,786.55 in grant funding for the betterment of our community.

His exceptional work has positively impacted a lengthy list of Belfast businesses and organizations.

He has advanced broadband coverage in Belfast, installed solar panels and electric charging stations, and secured better equipment and training for emergency responders in our Police, Fire and Ambulance Departments.

His good work has made possible the installation of sewer, storm drainage, sidewalks and reconstructed roads on Cross Street, Miller Street, Front Street, Wight Street, Congress Street, Lincolnville Ave, an airport taxiway, and the Belfast Harborwalk and Rail Trail.

In the past 16 years, the City of Belfast has seen tremendous growth and nearly all of these positive developments have Thomas's fingerprints all over them. Belfast certainly would not be the community it is today without all of his hard work.

The City of Belfast is so very fortunate that he is on our team. Congratulations, Thomas!

**City of Belfast  
Consent Agenda  
Tuesday, November 18, 2025  
Meeting #9**

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 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.**

Motion 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.**

Motion 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.**

Motion 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.

9.C



# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

**Pamela J. Salokangas, CPRE, 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:** November 10, 2025  
**RE:** Facility Use Requests (Consent Agenda)

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Belfast Parks and Recreation is presenting the following Facility Use for the Consent Agenda as this is an annual event.

### Annual Belfast Street Party Use Request

Organizers of the Belfast Street Party have submitted their 2026 Facility Use Request for their annual event, scheduled for Monday, July 20, 2026.

This year's request mirrors prior year events to include a request for the closure of High Street from Main Street to MacLeod Furniture, and the closure of Market Street at Church Street. The event is proposed to run from 5-9 PM with the full street closure running from 2 PM-10 PM and vendor set-up starting at 4 PM.

The rest of the event details remain very similar to prior years with the use of the High Street parking lot at City Hall for music, and the request for electrical access at that location. Belfast Parks and Recreation will provide barricades and cones and the Belfast Police Department has been requested to assist with street closure needs. Event organizers will secure porta-johns and are working to formalize the trash collection details as the trash was to be hauled by a local company after the event, but was hauled by the City as the trash couldn't be left on the street overnight.

Belfast Parks and Recreation supports 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:** BELFAST ANNUAL STREET PARTY

**BRIEF EVENT DESCRIPTION:** Our 17th wonderful yearly celebration for the folks of Belfast.

Two bands, food vendors, adventure "rides", bounce house, obstacle course, craft opportunities all around. Very much like 2025 party

**DATES and TIMES:** July 20, 2026, Monday. 4-10pm. One night only

**PROPOSED LOCATIONS/AREAS TO BE USED:** From the mini-mall on High St to traffic lights.

Close road 2pm, vendors set up 4pm, music starts 5pm

**ORGANIZING GROUP (if applicable):** Krissy-Lynne Jackson & Debbie/Tom Murphy

**GROUP REPRESENTATIVE/INDIVIDUAL NAME:** Krissy-Lynne Jackson

**MAILING ADDRESS:** 41 Resh Rd, Searsport, krissyllynnejackson@gmail.com, debsta97@aol.com

**PHONE NUMBER:** 603-289-1637 Debbie **EMAIL:** 207-332-7931 K-Lynne Jackson

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.

Close street 2pm, Police are aware & Public works will be made aware. 4pm vendors start to arrive. 5pm 1st band is up ( Annie and the Rain Makers). 7pm 2nd band (Country Mist) . Close and street clean-up 10pm. 2025 we were able to finish up earlier.

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

We offer the vendor spots by parking spaces. We close off each space with traffic cones as they become available. Just like always with cones and flyers. 2025 we had 32 Vendors, 5 food trucks, and 5 giant inflatables.

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.).

High Street -- 4 corner lights & mini-mall (not including Macleod).

If yes, who will be managing the street closures?

Police, public works, our Street Party team

How many people do you expect at your event?

800- 1,000

How many volunteers do you expect at your event?

15

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

Yes. Craft items, food, various information/phamplets from different local groups.

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

Yes. Craft items, food, various information/phamplets from different local groups.

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

Food trucks and for-profit craft vendors, \$30/parking space.

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

Vendors arrive 4pm to set up. Parking spaces will be marked for vendors to know where to set up. Only trailers & "rides" stay, no vehicles.

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.

Moose BBQ may have an open fire using coal. No problem last year and they were near firetruck.

How do you propose to handle garbage removal?

Pinkerton & Son volunteers to help with that. We will bring all trash to designated area for Brad to pick up.

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

We meet with folks as they arrive and give instruction. Many walkers attend. Most vendors already know from past years.

How do you propose to handle security, if needed.

Police, Chief Bob Cormier. He is already aware. (We are so lucky to have city support. Here in Eagle, CO they charge for everything...even the police. Not as good a community as Belfast!)

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

We will order porta-potties for the event. Placed across from the mini-mall.

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

We will need the city's "electrical box" in front of the City Hall at the utility pole there, as every year past. The rest of the electrical needs will be arranged with the High St store owners. (We are aware some of our needs will be met last minute due to Celtic Fest usage).

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

2 bands -- Annie and the Rainmakers and , of course, Country Mist. 5pm - 9pm.

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

The fire department and ambulance join us for the kids to explore and for safety. And we will supply a first aid kit at the Colonial registration desk.

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. They know it's a yearly event. BUT, a week before, we go to each in-person to make sure they know everything & give them information.

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.

Only from the restaurants already on High St.(Darby's)

Please attach a map that shows your event's boundaries, how you will set-up your event (vendors, beer/wine garden, restrooms, where activities will be located, your access points, and any other pertinent details).

Map Attached:  Yes  No (If no, when will map be available to review?) \_\_\_\_\_

Are you able to provide a Certificate of Insurance in the amount of \$1,000,000 that also lists the City of Belfast as an additional insured to hold the City of Belfast harmless from any and all injuries that may occur as the result of any negligence on your part in conducting this event?

We require each vendor to give us a Proof of Insurance at the event

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

City of Belfast

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.

Krissy-Lynne Jackson -- krissyllynnejackson@gmail.com. 207-332-7931 Debbie Murphy - debsta97@aol.com. 603-289-1637 Tom Murphy - membersis@aol.com 603-528-4777

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.)

Public works is supplying barricades, cones, trash bins, recycling bins.

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

No.

Have you reviewed the specific policies for use of City-owned property, located in Appendix A, particularly the information about reservations being secured in advance, and changes that could occur to your event (middle of pg. 7, under Scheduling)?  Yes  No

**Specific Department and Services Requested**

City Manager:	Erin Herbig
Police:	Bob Cormier
Fire/ Ambulance:	Patrick Richards
Parks and Rec.:	Pam Salokangas
Public Works:	Kip Faulkner
Harbor Master:	N/A
Other:	We would love to have the financial support again from COB. \$3,000 would help us very much. Sponsors are getting harder to secure....but we keep trying our best.

**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: Debbie Murphy

DATE: 10/30/25

REVIEW #1: Pamela J. Salokangas

DATE: November 6, 2025

REVIEW #2: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_

10.A

# REGIONAL SCHOOL UNIT 71

Belfast · Belmont · Morrill · Searsmont · Swanville

Interim Superintendent  
Robert England  
Office of the Superintendent  
PO Box 325  
Belfast, ME 04915

Telephone: 207/338-1960

Fax: 207/338-4597

11.4.25

City of Belfast  
Director Planning and Codes Dept Bub Fournier  
City Planner Alexandra Sykes  
Mayor Eric Sanders  
City Manager Erin Herbig

RE: Land Swap "corners" Belfast City Cemetery (Map 12 lot 50), RSU71 BAHS (Map 13, lot 12)

Per the request of the City Director of Planning and Codes, Bub Fournier, for a City Council meeting scheduled for Nov. 18th @ 7:00 PM regarding the topic above.

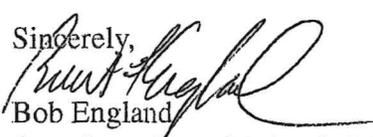
In general, the BAHS needs to improve the Track and Field facilities on campus; the track is deemed unsafe for events, the seating needs a significant upgrade, and the field requires attention to address long-term sustained use.

To meet the setback requirements of the City and to allow the track to be constructed to modern standards, the swapping of property corners between the City Cemetery and the RSU71 BAHS to equalize the area is deemed beneficial for both the City and the RSU. Per legal counsel, this does not require a vote of the RSU's legislative body.

See attached draft of the proposed swap details drawing.

The vote results on Nov 4th for a bond to fund this project is immaterial to this land swap issue, as the RSU will eventually be needed to address this facility issue.

I plan to attend the council meeting.

Sincerely,  
  
Bob England  
Superintendent of Schools RSU71

CC:  
Cathay Coffey - Interim Business Manager  
Susan Robbins - RSU71 Athletic Director  
CO - Files- Charity File Appropriately  
RSU BOD Chair - Ryan Otis





## PROPERTY EXCHANGE AGREEMENT

This Property Exchange Agreement (“Agreement”) is entered into by and between the **City of Belfast**, a municipal corporation with a mailing address of 131 Church Street, Belfast, Maine 04915 (“City”), and **Regional School Unit No. 71**, a Maine regional school unit with a mailing address of 4 Lions Way, P.O. Box 325, Belfast, Maine 04915 (“RSU”) (each a “Party” and together the “Parties”) as of this \_\_\_\_ day of \_\_\_\_\_, 2025 (the “Effective Date”).

### RECITALS

WHEREAS, RSU owns property known as the Belfast Area High School located at 25 Lions Way, Belfast, Waldo County, Maine, by Quitclaim Deed with Covenant dated June 30, 2015, and recorded in the Waldo County Registry of Deeds (“Registry”) in Book 3974, Page 341, generally shown on Belfast Tax Map 13 as Lot 12 (“RSU Lot”) which it currently uses as a high school (“Belfast Area High School Campus”);

WHEREAS, the RSU plans to renovate the track and field facilities located on the Belfast Area High School Campus (the “Construction Project”);

WHEREAS, the City owns property known as Grove Cemetery located at 262 Belmont Avenue, Belfast, Waldo County, Maine, the relevant portion of which was conveyed by deed of Allen B. Stantial, dated October 18, 1945, and recorded in the Registry in Book 454, Page 157, generally shown on Belfast Tax Map 13 as Lot 50 (“City Lot”);

WHEREAS, in order to comply with 13 M.R.S. § 1371-A(1) with respect to setbacks from an established cemetery, the Construction Project requires an approximately 1,000 square-foot portion of the City Lot, shown as “*PROPOSED PARCEL TO BE CONVEYED TO REGIONAL SCHOOL UNIT NO. 71*” (“Lot A”) on a plan entitled “Conveyance Sketch; Lions Way, Belfast, Waldo County, Maine” prepared by Gartley & Dorsky Engineering & Surveying and dated October 29, 2025, attached hereto as **Exhibit A** and incorporated herein by reference (“Land Swap Plan”);

WHEREAS, the RSU desires to convey to the City an equivalent, approximately 1,000 square-foot portion of the RSU Lot shown as “*PROPOSED PARCEL TO BE CONVEYED TO THE INHABITANTS OF THE CITY OF BELFAST*” (“Lot B”) on the Land Swap Plan to the City in exchange for Lot A; and

WHEREAS, the City considers the Construction Project to be of public benefit to Belfast residents and is therefore willing to exchange Lot A for Lot B as further shown on the Land Swap Plan.

NOW THEREFORE, for good and adequate consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Exchange Lot A and Lot B. Within **forty-five (45) days** of the Effective Date, the RSU shall convey Lot B to the City by a good and sufficient Quitclaim Deed without Covenant in the form attached hereto and incorporated herein as **Exhibit B**, and the City shall convey Lot A to the RSU by a good and sufficient Quitclaim Deed without Covenant in the form attached hereto and incorporated herein as **Exhibit C**.
2. Closing. Delivery of the deeds and other transfer documents from City to RSU, and from RSU to City, as set forth in Section 1 above, shall hereinafter be referred to as the "Closing." Should RSU voters at referendum fail to approve the Construction Project by said date, this Agreement shall terminate and be of no further force and effect, and neither party will have any obligation to the other with respect to this Agreement.
3. Contingencies. In addition to any other conditions to closing as may be set forth herein, the obligations of City and RSU under this Agreement are subject to the following contingencies, which, if not satisfied within the time period specified, shall entitle either party to terminate this Agreement by giving written notice of said party's intention to do so. Upon such termination, neither party will have any obligation to the other with respect to this Agreement, except for those obligations that expressly survive the Closing.
  - a. RSU. RSU's obligation to perform under this Agreement is contingent upon approval of this Agreement by the RSU School Board within thirty (30) days after the Effective Date.
  - b. City. City's obligation to perform under this Agreement is contingent upon approval of this Agreement by the City Council within thirty (30) days after the Effective Date.
4. Closing Mechanics. The Closing shall take place by mail. Each Party shall bear its own costs in connection with this Agreement and shall be responsible for recording its respective received deed.
  - a. At the Closing, RSU shall execute, acknowledge as necessary and deliver the following documents and such other documents as City's attorneys may reasonably require to complete the transaction contemplated herein, including without limitation (a) the deed, (b) transfer tax declaration, (c) title affidavits excepting any matters by persons not claiming by, through, or under RSU, (d) non-foreign person affidavit pursuant to § 1445 of the Internal Revenue Code, (e) oil storage tank certification, in accordance with 38 MRS § 563 evidencing that, to the best of RSU's knowledge, Lot B contains no underground oil storage facility or aboveground oil storage facility with underground piping, (f) a road disclosure consistent with 33 M.R.S. § 193, (g) evidence of RSU's

authority to complete this transaction and evidence of the authority of an individual to execute the deed and other closing documents on behalf of the RSU.

b. At the Closing, City shall execute, acknowledge as necessary and deliver the following documents and such other documents as RSU's attorneys may reasonably require to complete the transaction contemplated herein, including without limitation (a) the deed, (b) transfer tax declaration, (c) title affidavits, excepting matters by any person not claiming by, through, or under City, (d) non-foreign person affidavit pursuant to § 1445 of the Internal Revenue Code, (e) oil storage tank certification, in accordance with 38 MRS § 563 evidencing that, to the best of City's knowledge, Lot A contains no underground oil storage facility or aboveground oil storage facility with underground piping, (f) a road disclosure consistent with 33 M.R.S. § 193, and (g) evidence of City's authority to complete this transaction and evidence of the authority of an individual to execute the deed and other closing documents on behalf of the City.

5. Condition of Premises and Possession. Prior to the Closing, neither party shall encumber or alter the use of the Lot A or Lot B without the prior consent of the other party, and each party shall maintain its respective property consistent with the manner in which it has operated and maintained it prior to this Agreement. At the Closing, RSU shall deliver full possession of Lot B free of liens and occupants, Lot B to be then in the same condition as it is now, reasonable wear and tear excepted. At the Closing, City shall deliver full possession of Lot A, free of liens and occupants, Lot A to be then in the same condition as it is now, reasonable wear and tear excepted.

6. Risk of Loss. Until the Closing, risk of loss or damage to Lot B by fire or otherwise shall be on RSU, and risk of loss or damage to Lot A by fire or otherwise shall be on City.

7. Adjustments. The Parties agree that there shall be no prorations of taxes or utilities as of the Closing.

8. Brokerage. City and RSU each represent and warrant to the other that no brokers, agents or consultants have been employed with respect to this transaction by either of them.

9. Default. Should either party fail to fulfill its obligations hereunder, the other party shall have available all applicable remedies at law or equity.

10. Assignment. The rights and obligations of the City and RSU under this Agreement may not be assigned by either party.

11. Acceptance. City shall have until **5:00 p.m. on \_\_\_\_\_, November \_\_, 2025** to accept this offer by delivering the executed Agreement to RSU by email (PDF), DocuSign, or hand delivery. If this offer is not accepted by said date and time, it shall lapse and be of no further force and effect.

12. Notice. Except where expressly stated otherwise, any notice relating in any way to this Agreement shall be in writing and shall be delivered to the other party by (a) registered or certified mail, return receipt requested, (b) overnight by a nationally recognized courier, or (c) hand delivery obtaining a receipt therefor, addressed to the parties as follows:

To RSU:                   RSU 14  
                                  Attention: Superintendent  
                                  4 Lions Way  
                                  P.O. Box 325  
                                  Belfast, Maine 04915

To City:                   City of Belfast  
                                  Attention: City Manager  
                                  131 Church Street  
                                  Belfast, Maine 04915

Notices shall be deemed delivered upon such hand delivery, or upon the earlier of either (i) the date delivered or (ii) the date of delivery, refusal or non-delivery as indicated on the return receipt, in the case of notice by registered or certified mail or overnight courier as provided above. Either party may, by such manner of notice, substitute persons or addresses for notice other than those listed above.

13. Counterparts. This Agreement may be executed by DocuSign and/or in counterparts, and each of which when so executed and delivered shall be an original, but which together shall constitute one and the same instrument. Signatures delivered by fax, email or DocuSign shall be as effective as an original.

14. Days. Except as otherwise expressly set forth herein, the term “days” used herein shall mean calendar days, provided however, that if the date for performance of any action under this Agreement shall fall on a weekend or a holiday on which banks in the state of Maine are closed, such deadline shall be the next business day thereafter.

15. Recording. RSU and City agree that this Agreement may not be recorded but that a Memorandum of the Agreement may be recorded at the Waldo County Registry of Deeds at the option and expense of the RSU.

16. Miscellaneous. This Agreement shall be binding upon and inure to the benefit of the heirs, successors and assigns of the parties. Headings are for convenience of reference only and have no independent legal significance. This Agreement may not be modified, waived or amended except in a writing signed by the parties hereto. No waiver of any breach or term hereof shall be effective unless made in writing signed by the party having the right to enforce such a breach, and no such waiver shall be construed as a waiver of any subsequent breach. No course of dealing or delay or omission on the part of any party in exercising any right or remedy shall operate as a waiver thereof or otherwise be prejudicial thereto. Any and all prior and contemporaneous discussions, undertakings, agreements and understandings of the parties are

merged in this Agreement, and the exhibits referenced herein, which fully and completely express their entire agreement. It is expressly understood and agreed that time is of the essence with respect to this Agreement. If any term or provision of this Agreement, or the application thereof to any person or circumstance shall be held to be invalid, illegal or unenforceable by a court, such term or provision shall be deemed stricken and the remainder of this Agreement, or the application of such provision to persons or circumstances other than those as to which this Agreement is held to be invalid or unenforceable, shall continue to be valid and binding upon the parties hereto, who agree that this Agreement shall be reformed to replace the stricken part with a valid and enforceable provision that comes as close as possible to expressing the intent of the stricken provision. This Agreement shall be governed by and construed and enforced in accordance with the laws in effect in the State of Maine.

IN WITNESS WHEREOF, the parties hereto have caused this Property Exchange Agreement to be executed by their duly authorized representatives as of the day and year first written above.

CITY:

CITY OF BELFAST

---

Erin Herbig, City Manager

RSU:

REGIONAL SCHOOL UNIT NO. 71

---

Bob England, Superintendent

**Exhibit A**

(Land Swap Plan—to be attached)

**Exhibit B**  
(Form of Deed—Lot B)

**QUITCLAIM DEED WITHOUT COVENANT**  
(Statutory Short Form)

**REGIONAL SCHOOL UNIT NO. 71**, a Maine regional school unit with a mailing address of 4 Lions Way, Belfast, Maine 04915 (the “Grantor”), hereby releases to **THE CITY OF BELFAST**, a municipal corporation with a mailing address of 131 Church Street, Belfast, Maine 04915 (the “Grantee”), **WITHOUT COVENANT**, the land and improvements located in the City of Belfast, County of Waldo, State of Maine bounded and described in the attached **Exhibit A**.

Being a portion of the premises conveyed to Grantor by deed of Regional School Unit No. 20 dated June 30, 2015 and recorded in the Waldo County Registry of Deeds in 3974, Page 341.

IN WITNESS WHEREOF, the Grantor has caused this instrument to be executed this \_\_\_ day of November, 2025.

WITNESS:

GRANTOR:  
Regional School Unit No. 71

\_\_\_\_\_

\_\_\_\_\_  
By: Robert England  
Its: Superintendent

STATE OF MAINE  
COUNTY OF \_\_\_\_\_, SS.

November \_\_\_, 2025

Then personally appeared before me the above-named Robert England, Superintendent of Regional School Unit No. 71, and acknowledged the foregoing instrument to be his free act and deed in his said capacity and the free act and deed of Regional School Unit No. 71.

\_\_\_\_\_  
Notary Public  
Print Name: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

## EXHIBIT A

A certain lot or parcel of land located approximately 1042 feet northerly of the intersection of Main Street and Alto Street and approximately 745 feet southwesterly of the intersection of Waldo Avenue and John Street in the City of Belfast, County of Waldo, State of Maine, and being more particularly described as follows:

BEGINNING at a 5/8 inch rebar shown on a plan titled, "BOUNDARY SURVEY; PROPOSED ADDITION; BELFAST HIGH SCHOOL; 98 WALDO AVENUE, BELFAST, WALDO COUNTY, MAINE", by Coffin Engineering & Surveying, dated August 26, 2003 at a southwest corner of land of the grantor herein as described in a deed recorded in Book 3974, Page 341 of the Waldo County Registry of Deeds, at the southeast corner of land of the grantee herein as described in a deed recorded in Book 454, Page 157 of the Waldo County Registry of Deeds, and on the northerly property line of other land of the grantee herein as described in a deed recorded in Book 355, Page 238 of the Waldo County Registry of Deeds. Said rebar being N 82°33'39" W a distance of 165.78 feet from another 5/8 rebar shown on said Coffin Engineering & Surveying plan on the westerly property line of land of Corinne Grant and William Kelly as described in a deed recorded in Book 5003, Page 1 of the Waldo County Registry of Deeds.

THENCE N 07°00'59" E along said land of grantee herein as described in a deed recorded in Book 454, Page 157 of the Waldo County Registry of Deeds a distance of 55.44 feet to land being retained by the grantor herein.

THENCE S 25°16'30" E along said land being retained by the grantor herein a distance of 65.89 feet to said other land of the grantee herein as described in a deed recorded in Book 355, Page 238 of the Waldo County Registry of Deeds.

THENCE N 82°33'39" W along said other land of the grantee herein a distance of 35.20 feet to the point of beginning.

MEANING and intending to convey 976 square feet of land shown as "*PROPOSED PARCEL TO BE CONVEYED TO THE INHABITANTS OF THE CITY OF BELFAST*" on the attached sketch titled "CONVEYANCE SKETCH; LIONS WAY, BELFAST, WALDO COUNTY, MAINE", by Gartley & Dorsky Engineering & Surveying dated October 29, 2025.

The parcel described herein is a portion of land of Regional School Unit No. 71 as described in a deed recorded in Book 3974, Page 341 of the Waldo County Registry of Deeds.

All directions are referenced to magnetic north 1995 based on said Coffin Engineering & Surveying plan. All rebar shown on said Coffin Engineering & Surveying plan are marked with surveyor's identification caps stamped "COFFIN ENG; 1292".

**Exhibit C**  
(Form of Deed—Lot A)

**QUITCLAIM DEED WITHOUT COVENANT**  
(Statutory Short Form)

**THE CITY OF BELFAST**, a municipal corporation with a mailing address of 131 Church Street, Belfast, Maine 04915 (the “Grantor”), hereby releases to **REGIONAL SCHOOL UNIT No. 71**, a Maine regional school unit with a mailing address of 4 Lions Way, Belfast, Maine 04915 (the “Grantee”), **WITHOUT COVENANT**, the land and improvements located in the City of Belfast, County of Waldo, State of Maine bounded and described in the attached **Exhibit A**.

Being a portion of the premises conveyed to Grantor by deed of Allen B. Stantial dated October 18, 1945 and recorded in the Waldo County Registry of Deeds in Book 454, Page 157.

IN WITNESS WHEREOF, the Grantor has caused this instrument to be executed this \_\_\_ day of November, 2025.

WITNESS:

GRANTOR:  
The City of Belfast

\_\_\_\_\_

\_\_\_\_\_  
By: Erin Herbig  
Its: City Manager

STATE OF MAINE  
COUNTY OF \_\_\_\_\_, SS.

November \_\_\_, 2025

Then personally appeared before me the above-named Erin Herbig, City Manager of the City of Belfast, and acknowledged the foregoing instrument to be her free act and deed in her said capacity and the free act and deed of the City of Belfast.

\_\_\_\_\_  
Notary Public  
Print Name: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

## EXHIBIT A

A certain lot or parcel of land located approximately 1256 feet northerly of the intersection of Main Street and Alto Street and approximately 743 feet westerly of the intersection of Waldo Avenue and John Street in the City of Belfast, County of Waldo, State of Maine, and being more particularly described as follows:

BEGINNING at a 5/8 inch rebar shown on a plan titled, "BOUNDARY SURVEY; PROPOSED ADDITION; BELFAST HIGH SCHOOL; 98 WALDO AVENUE, BELFAST, WALDO COUNTY, MAINE", by Coffin Engineering & Surveying, dated August 26, 2003 at the most easterly corner of land of the grantor herein as described in a deed recorded in Book 454, Page 157 of the Waldo County Registry of Deeds and at a southwest corner of land of the grantee herein as described in a deed recorded in Book 3974, Page 341 of the Waldo County Registry of Deeds. Said rebar being a S 82°49'10" E a distance of 491.87 feet from another 5/8 inch rebar shown on said Coffin Engineering & Surveying plan at a northwest corner of said land of the grantor herein and at a southwest corner of said land of the grantee herein.

THENCE N 82°49'10" W along said land of the grantee herein a distance of 35.35 feet to land being retained by the grantor herein.

THENCE S 25°34'11" E along said land being retained by the grantor herein a distance of 65.64 feet to said land of the grantee herein.

THENCE N 07°00'59" E along said land of the grantee herein a distance of 55.21 feet to the point of beginning.

MEANING and intending to convey 976 square feet of land shown as "*PROPOSED PARCEL TO BE CONVEYED TO REGIONAL SCHOOL UNIT NO. 71*" on the attached sketch titled "CONVEYANCE SKETCH; LIONS WAY, BELFAST, WALDO COUNTY, MAINE", by Gartley & Dorsky Engineering & Surveying dated October 29, 2025.

The parcel described herein is a portion of land of the Inhabitants of the City of Belfast as described in a deed recorded in Book 454, Page 157 of the Waldo County Registry of Deeds.

All directions are referenced to magnetic north 1995 based on said Coffin Engineering & Surveying plan. All rebar shown on said Coffin Engineering & Surveying plan are marked with surveyor's identification caps stamped "COFFIN ENG; 1292".



## CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

**Pamela J. Salokangas, CPRE, 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:** November 12, 2025  
**RE:** Fristad Trails - Donation of Land

Just over a year ago, I was introduced to Charles Beck, owner of Fristad Trails, located at 198 Fristad Trails, Belfast, ME. Mr. Beck wanted to discuss the possibility of donating the property to the City as an off-leash dog park in perpetuity after his passing. At this time, his family is not interested in keeping the property, and through his own volition, he has invested time and funding to improve the 94.36 acre parcel to include tree removal, trail improvement, drainage work, pond improvement, driveway work, and trail signage.

Mr. Beck and I walked the parcel in 2024 and talked to users we met along the trails; I learned how much the owners (and their dogs) enjoy the off-leash space as the dogs are free to enjoy the space. The rules of the park are posted at the trail head and trails are marked and are coordinated with a trail map available for all users.

In early 2025, I asked Mr. Beck to attend one of the Spring Parks, Trails, and Recreation Committee to discuss the property, his requirements for the property if it were to pass to the City upon his death, and what other activities would or wouldn't be acceptable for the property. The committee members had an opportunity to ask questions about the property, his property operational requirements, and if there could be changes in the future. Mr. Beck was very clear that the property was not to be changed to active recreation, but was to stay as a passive off-leash dog park; he would be amenable to trail walking, snow shoeing, cross-country skiing, bird watching, and off-leash dog enjoyment!

Just after that meeting, the membership of the committee fell below a membership level that allowed the members to vote; therefore, until the October 9 meeting, when the committee voted to recommend acceptance of the property for the City Council's consideration, that was the first time the group was able to actually vote on the acceptance recommendation. Mr. Beck will be attending the November 13 Parks, Trails, and Recreation Committee meeting just to review the updated documents that he has provided for this packet for the November 18 City Council meeting.





# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

**Memo To City Manager**

**November 12, 2025**

**Page 2**

Included with this memo is

1. an Fristad Trails Overview, updated November 2025;
2. Geomap Property Boundary Outline;
3. an updated Maintenance Outline;
4. selected photographs;
5. Trail Map;
6. Conditions of Land Acceptance; and
7. Possible turnover scenarios for consideration.

Mr. Beck has worked very hard to provide as much information as possible for the Belfast City Council to consider regarding his desire to donate this property as an off-leash dog park in perpetuity to the City. Doing so would create the City's first park space, outside of the new renovated Stephenson Lane Rangeways, and other rangeways due for maintenance and repairs.

Mr. Beck does plan to attend the Belfast City Council meeting to address City Council and to answer any questions that the Council members may have.



# Fristad Trails Dog Park, Belfast, Maine. 2025

Updated November 2025

**DESCRIPTION:** Fristad is Swedish for “Sanctuary.” Which describes exactly why this 94-acre parcel of gently rolling wooded terrain was conceived. It offers FREE access to all good friendly dogs and good people, with over 4 miles of trails that provide a safe place for humans and their canine companions to walk, run, explore and romp in the woods just outside of downtown Belfast.

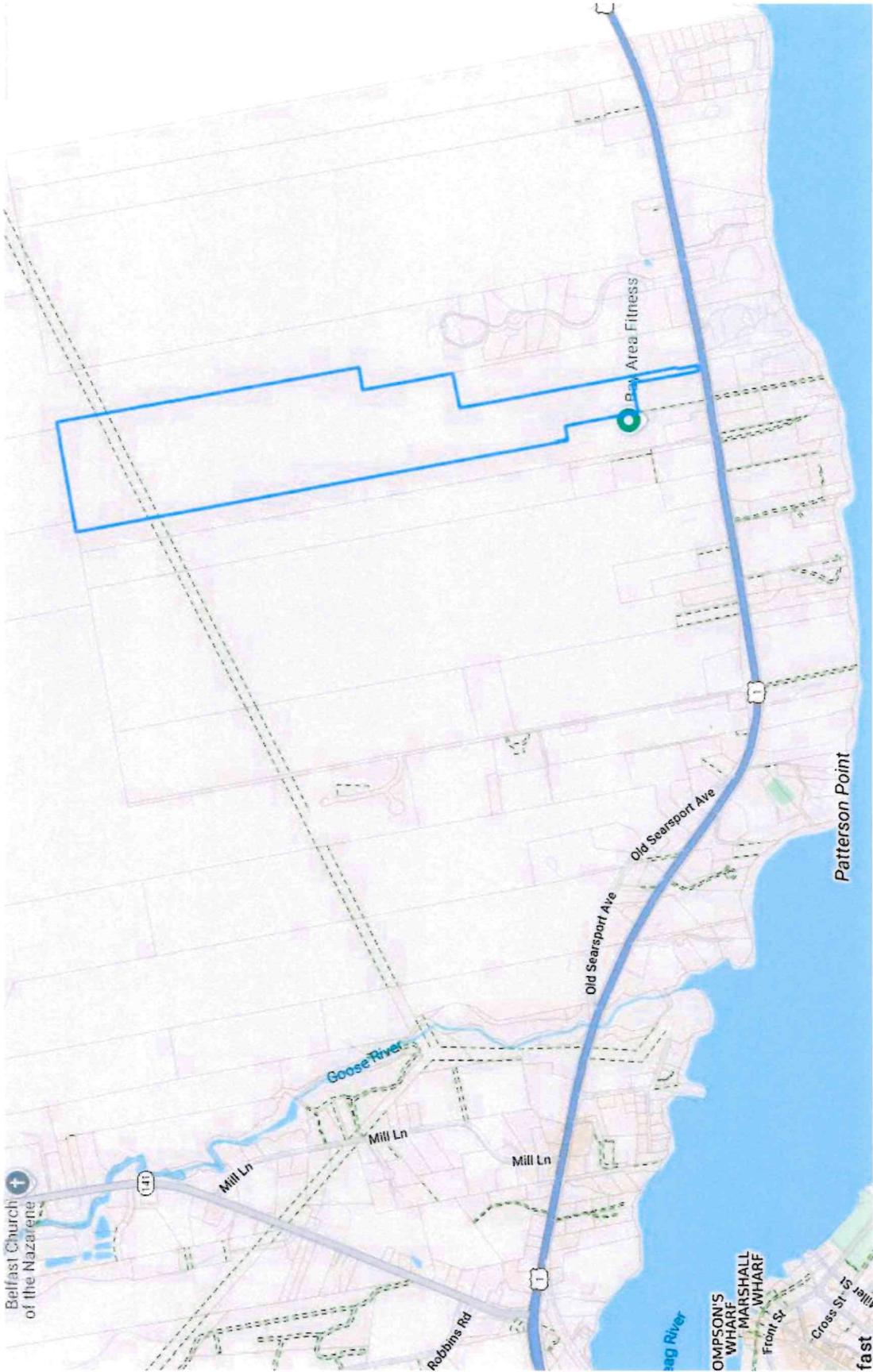
**HISTORY:** Frustrated by restrictive local dog walking rules and regulations (outside of the Walsh Field dog park) and longing for the availability and beauty of the accessible public woodland trails around his childhood home in Stockholm Sweden, the owner (who owned three dogs) created this wooded dog park and opened it up to others to enjoy as well. In 2016 he purchased the recently cut-over 80 acre property from a logging company. It was a warm winter and the pulp business was soft which meant the loggers took only the tree trunks, leaving a huge mess of everything else behind. But it was priced appropriately.

For the next several years, the owner explored, imagined, designed, developed, maintained, mapped out and marked wide trails and wood paths. In 2023, an additional adjoining 14 acre parcel that included the abandoned and neglected town range way was acquired, revived and incorporated into the trail system. Today the trail system, which stretches  $\frac{3}{4}$  of a mile as the crow flies from the off-road parking area to the furthest trail points (and multiple ways to get there), also has stream bridges, over 25 shaded places with benches and chairs to sit down and relax, a winter bird feeding area, pup wading ponds and areas of different stages of tree growth. This free sanctuary and dog haven is open year-round during daylight hours for Belfast area community dog owners and their pets, with ample parking.

## **FYI:**

- All well-behaved, non-aggressive dogs who are under their owner’s control are welcome to run and wander.
- Leave doggie bags at home, you do NOT have to pick up after your dogs. The way life should be.
- It is suggested you wear long pants and sleeves (effectively treated with Permethrin) to avoid ticks. It also helps to tuck your socks into your pants.
- More tick and general info is at the parking lot tree kiosk, free trail maps are in the green mailbox in the parking lot.
- Open dawn to dusk, 365 days a year. Plowed in the winter. Enjoy at your own risk.
- For more information, please call 207 478-6520

**GETTING THERE FROM BELFAST:** Head north on Route 1 towards Searsport for 2 miles past the bridge. On your left, just after Bay Area Fitness and the Gull Motel, turn left on the gravel road heading back into the woods. (If you pass the Seascape Motel, you’ve gone too far!) At the end of the gravel road, far off Route 1, you’ll find ample parking and a large turnaround.



## Regular maintenance at Fristad Trails outline. Updated Fall 2025

Mowing wide trails. About 4, maybe 5 times per year. Once a month from May to September. With regular riding mower, 42 inch deck. Mowing of complete wide trail system (not the old range way which doesn't need it) Each complete wide trail mow takes about 6 hours total.

Weed whacking wooded paths (and range way) (couple times per year). Perhaps 4-5 hours total each time.

Picking and digging up rocks that come up on trails due to winter frost heaves (essential each spring before mowing! Improving each year, now down to about 8 hours total.

Cutting back tree branches along the trails and paths that grow into the trails (ongoing, but every trail/path at least once a year). 16 hours for all trails and paths each time.

Keeping vegetative growth back away from driveway. Ground and overhanging trees. Once a year. 4 hours.

Maintaining signage (as needed)

Removal of downed or dangerous trees on or near trails. (as needed)

Any irrigation issues – improve drainage or build/provide walkways (as needed). Park is now essentially done for irrigation modifications, with a couple more walkways planned. Eventually irrigation ditch and water flow issues may need to be tweaked and/or addressed again, TBD.

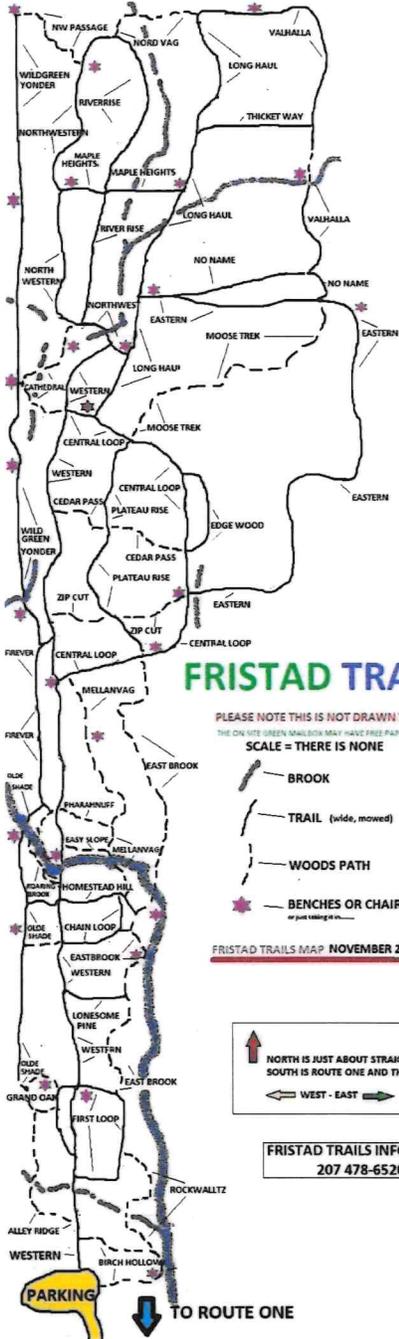
Post storm bridge repair and “resetting” following flooding conditions. Greatly reduced due to pre-planning and site work. Rare. Not recently. (as needed)

Making sure bridges and walkways in good shape (as needed). All walkways and brook crossing are pressure treated and assembled with screws.

Winter snow plowing of driveway and turnaround parking area. Hired out. (as needed)

Filling in potholes in gravel driveway after winter. TBD.

Wishlist: Sanding of driveway slope near Route 1 in winter.



# FRISTAD TRAILS

PLEASE NOTE THIS IS NOT DRAWN TO SCALE  
 THE ON SITE GREEN MAPS MAY HAVE PAPER MAPS  
 SCALE = THERE IS NONE

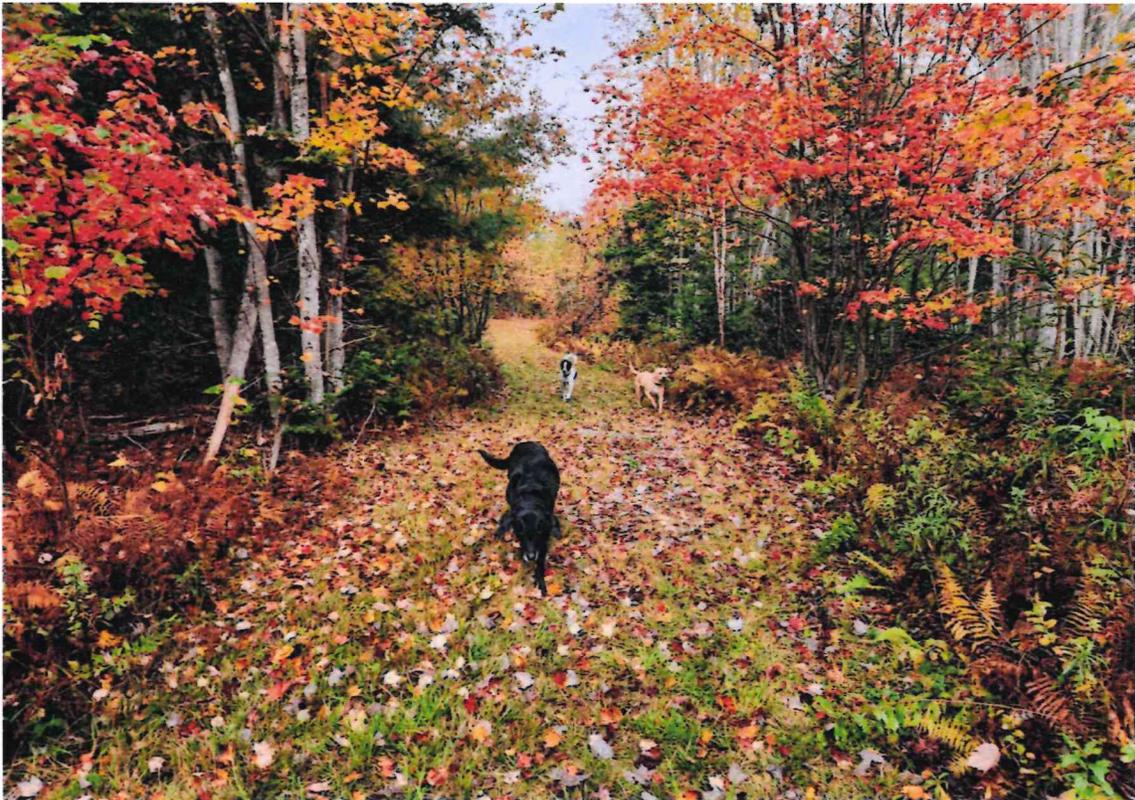
- BROOK
- TRAIL (wide, mowed)
- WOODS PATH
- BENCHES OR CHAIRS for relaxing or just sitting on...

FRISTAD TRAILS MAP NOVEMBER 2025

NORTH IS JUST ABOUT STRAIGHT UP  
 SOUTH IS ROUTE ONE AND THE OCEAN  
 WEST - EAST

FRISTAD TRAILS INFORMATION  
 207 478-6520

**PARKING** ↓ TO ROUTE ONE











DRAFT POSSIBLE SCENARIOS of FRISTAD TRAILS TRANSFER TO  
CITY OF BELFAST

FR: Charles L. Beck.

DRAFT DATE: 11/6/25

PLEASE.NOTE;At.this.writing.I.am.alive.and.well.and.intending.to.continue.to.be.fully.involved.TFN.with.Fristad.Trails?as.I.have.up.to.this.point;

The overall purpose of exploring the donation of Fristad Trails to the City of Belfast at this time is to provide better knowledge, confidence and understanding that the city is interested in this donation at some point in the future, have a good understanding by both parties of the eventual process and specifically what is agreed upon, and provide a simpler, easier, efficient and already largely worked thru process for my survivors.

It is understood that if city decides to pursue, the city attorney would draw up papers to reflect final agreements, options and understandings. This would be examined for comments and adjustments by donor's lawyer.

As has been discussed and envisioned so far there are three general scenarios that could describe how and when property is transferred to city.

1. Charles continues to own, manage and provide all physical and financial maintenance until hit by bus (or other). After death property is transferred to city per agreements.
2. Charles continues to own, manage and provide physical and financial maintenance until he feels – at some point - he can no longer continue for whatever mental, physical, fiscal or

other reason(s). Property is then transferred over to city which takes physical and financial control and Charles steps back.

3. Property is transferred over to city at agreed upon time, for whatever reason, (per #2 above) but Charles continues to function in an official stewardship role providing guidance, and overseeing development and maintenance of property, but city provides physical and financial assistance as needed (taxes, snowplowing of parking lot, safety tree maintenance etc). This continues until Charles feels he can no longer able fulfill this role and completely steps back.

#### ADDITIONAL NOTES:

OUT CLAUSE – Would like any pre-death agreement documents drawn up to include an out-clause for whatever reason. For both parties (if so desired by city).

CITY NO LONGER WANTS PROPERTY WITH AGREED STIPULATIONS IN THE FUTURE or is unwilling to continue according to stipulations, property should be returned to my survivors.

ACREAGE ON CMP R.O.W. NORTHERN SIDE – Reserve the right to split off and keep acreage (exact amount unknown, approx.. 10) on the northern side of CMP ROW in the family. TBD. This does not impact park trail system in any way.

LEGACY – Still reflecting on other perhaps enhanced options regarding on-site signage which would depict trail history and origins. Options under consideration include more detailed narrative instructions to as much as a tweak in the property name. TBD.

Working Draft Conditions for future (timeline TBD) donation of  
Fristad Trails property to the city of Belfast.

Charles Beck. Date 11/6/25

UPDATED 11/6/25

1. The property is not to be sold by the City and is kept for public recreational use in perpetuity.
2. The property is to be permanently preserved as permanent open space, with ongoing natural tree growth and no harvesting of timber. Other than roadway and parking lot maintenance and keeping trails clear there will be no tree harvesting or planned thinning of trees. Downing of dead or dangerous tree situations that are a safety concern for trails and roadway are permitted.
3. Recreational trails and paths will be maintained at current levels or better, this includes mowing and weed whacking, trimming protruding tree branches, adequate signage, irrigation issues and maintenance of bridges and walkways.
4. There should be no construction of any permanent buildings on the property.
5. The focus and intent for the property should continue to be specifically as an off-leash dog walking park (for good friendly dogs).
6. Dog owners should also not be required to pick up after their pets. This is one of the significant advantages"/attributes/appeal of Fristad Trails.

7. Walking, hiking, bird watching, skiing and snowshoeing are also permitted and welcome.
8. No motorized vehicles (in any season) are allowed on the property (other than as needed for official maintenance).
9. Bicycles are not permitted at any time either. This is to protect trail surface integrity (especially in wet conditions) and avoid traffic, confusion and stress on the dog walking trails.
10. No hunting for anything in any season is allowed anywhere on the property.
11. The property should be open year round from dawn to dusk with access road and parking sanded and plowed in the winter.
12. Informational parking lot kiosk/information should be maintained with trail information and map etc.
13. The name of the property should continue to be known as Fristad Trails and/or Fristad Trails Off Leash Dog Park.
14. Information at the site should include a visible marker/recognition that states "Fristad Trails was imagined, created, and donated to the City of Belfast by Charles L. Beck in the year 2XXX"

10.C



# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

**Pamela J. Salokangas, CPRE, 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:** November 10, 2025  
**RE:** Belfast Common Play Space Site Location Change

In August, the Belfast City Council approved a location in the upper southwest corner of Belfast Common, at the corner of Union and Pearl Streets, for a new Play Space for 2-5 yr. olds. City Council had approved the Parks, Trails, and Recreation Committee to send out letters to all abutters for additional feedback for that location, to include information about the size and shape of the potential play space; we included the three play pieces shared with City Council to include the length, width, and height for each piece.

We received approximately 8 responses from 27 physical addresses and eight tenants at the apartment building on Pearl Street. From those responses, we received both positive and negative responses to the location and to the play space itself. Overall, there were more positive responses to installing the play space itself—developing a new play area in the park; however, there was stronger feedback that the location on the corner was less desirable by the local residents. Therefore, the Committee met in the park in late September to review a second location that would not impact the viewshed as greatly as well as the traditional picnicking area in that space. At the Parks, Trails, and Recreation Committee meeting on October 9, that site was discussed again and all agreed to put it forward to the Belfast City Council for their review and approval.

Therefore, the Parks, Trails, and Recreation Committee is asking Belfast City Council to review a second location, which is in the next open space to the north of the original location. There is still ample space for a 30' x 30' installation to include play piece and safety surfacing; a fence along Union Street is still recommended in order to slow any children from accessing the street. Below are three photos showing that location—location #2—and the corners are shown by the white posts. Donor Benches line the landscaping along the street in that area, and they will make for nice parent seating in this location.





# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

Memo To City Manager

November 10, 2025

Page 2





# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

Memo To City Manager  
November 10, 2025  
Page 3



10. D



## 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

Dear Business Owner:

The City of Belfast Parks and Recreation is opening its solicitation for the Belfast City Park Concession Stand operations! We are searching for a business to operate the Belfast City Park Concession Stand for the two-year period of May 1, 2026-September 30, 2027 (two summer seasons). The building has the capability of operating as a lunch counter or snack shack.

The City is soliciting for interested parties to submit a simple one-page Request For Proposal (RFP) that will then be reviewed by City staff. The Concession Building at Belfast City Park has all modern small restaurant-style equipment for park-style food to include a griddle and a four-basked deep fryer, both under a commercial hood, drink cooler, refrigerator, upright freezer, ice cream freezer, prep. tables, three-bay sink, a hand sink, and small storage area. The Concession Building should be operating no later than June 1 and operable through Labor Day each season. The City is looking for a lunch-based menu as well as snacks, drinks, appetizer-style food, ice cream, etc., with a robust operating schedule.

If you have an interest in providing the Parks and Recreation Department with a proposal, please complete the following Request for Proposal form (fillable PDF). All questions should be directed to the Director of Belfast Parks and Recreation Department at 338-3370, x127, or by email to [parksandrec@cityofbelfast.org](mailto:parksandrec@cityofbelfast.org). **Deadline to submit is 12 PM on December 31, 2025.** Proposals will be reviewed on January 5, 2026 at 10 AM at Belfast City Hall.

Park Use Notes: There are many morning and early evening fitness users walking the trail and main road, and there are a large contingent of tennis and Pickleball players who play in the early mornings. Little League T-Ball games are played during the weekday evenings and on Saturdays at the park. Lunchtime is a very busy time at the park, especially on weekdays, as folks will come to enjoy lunch near the water. When the pool is in operation, families enjoy purchasing lunch, drinks, snacks, etc. The playground tends to be busy at lunchtime and in the afternoon hours. When programming is scheduled at the park, there can be good crowds; this includes Storytime hours, arts and crafts programs, and special events when scheduled (ex.: Summer Shakespeare Festival, Pickleball Scrambles). We also handle many pavilion rentals during the summer months, and they mostly fall on the weekends; sometimes we'll host weekday pavilion rentals to visiting schools, parks and recreation departments, and summer camps.

Proposals received after 12 PM on December 31, 2025, may be considered, but there is no guarantee. The City reserves the right to accept and/or reject all proposals. We look forward to receiving your proposal!

Cordially,

Pamela J. Salokangas, CPRE, CPSI, Belfast Parks and Recreation





# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

## Request For Proposal City Park Concessions Operation

Business / Company: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Website Address: \_\_\_\_\_

Social Media Sites: \_\_\_\_\_

Proposed Operational Schedule (days and hours): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Proposed General Menu (daily specials and rotational items are allowed; **looking for base menu info.**):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Monthly Rent is \$200/month, due the first of each month, payable by check or cash at City Hall. Does that pose an issue for you?  Yes  No

Do you currently have the appropriate licensing to operate a concession stand to include State of Maine Department of Health & Human Services "Eating Place – Takeout" license, and ServSafe Certifications?  Yes  No

If no, will you be able to secure all local/state permits and licensing/certification by June 1, 2026?  Yes  No

Are you currently insured with a General Liability Insurance Policy at the \$1,000,000 threshold, and with worker's compensation coverages for any staff you may hire or have hired?  Yes  No





# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

How will you advertise the concession stand to the local community and/or advertise any specials, hours, etc.?? \_\_\_\_\_

Some Important Policies: The City currently pays for the stand's utilities and the City is responsible for the restaurant equipment to include griddle, deep fryer, deli prep table, freezer, refrigerator, drink cooler, ice cream freezer, and sinks. The City will supply a minimum of four picnic tables in the general area of the Concession Building, and a floor mop and floor cleaner bucket.

All food supplies, paper products, cleaning supplies, and other needs are the responsibility of concessions vendor. Vendor is responsible for maintaining the building and immediate surrounding grounds of the premises in good, sanitary, and neat condition, and immediately restore and rehabilitate landscaping and other grounds which may be destroyed or damaged by Vendor's patrons. Vendor is responsible for providing trash containers, the regular removal of any and all trash generated by patrons, and policing the grounds for loose trash. Any maintenance or repair which is the result of the Lessee's negligence will be repaired or replaced at the Lessee's expense.

Vendor is responsible for disposal of cooking oil in a Health Department-approved container.

As a potential Vendor, do you have any issues with the above-noted policies?  Yes  No

List of References:

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Relationship to Vendor: \_\_\_\_\_

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Relationship to Vendor: \_\_\_\_\_

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Relationship to Vendor: \_\_\_\_\_

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Relationship to Vendor: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner / Business

\_\_\_\_\_  
Date

[If there is additional info. that you would like to include, please attach it to this document (i.e., sample menus, full sales list, pricing info., etc.)]





## 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:** November 12, 2025  
**RE:** Janitorial Services for the Belfast Boathouse

In the late summer months after discussing the winter schedule for the Belfast Boathouse, Five Star Cleaning notified Belfast Parks and Recreation that they would not be able to continue cleaning the Belfast Boathouse during the winter months.

Therefore, the department started to look for new janitorial services since the boathouse is booked in December and reservations are starting to come in for 2026, while the boathouse also plays host to the Belfast Senior Center every Tuesday.

The Director contacted three janitorial firms, and received call backs from two. On-site walk-throughs were held and we discussed the rental process, the cleaning procedures required by each renter, one-off cleaning requests, as well as the Monday deep cleans done every week. Both agencies provided a quote for what would be a Monday cleaning, discussed their general liability insurance coverages, and access, supplies, etc.

Mid-Coast Cleaners provided the following:

- \$250/week x 4 weeks = \$1,000 month
- Monday cleaning to include dry/wet mopping all floors, cleaning both restrooms, general dusting, and restocking of paper supplies.
- Two FT co-owners/employees.
- General Liability insurance is \$300,000 per occurrence; do not carry worker's compensation, per the Certificate of Insurance.

On The Flye, LLC provided the following:

- Initial deep clean of 8 hrs. (min.) at \$70/hr. = \$560; this sets the standard for the building for their cleaning process.
- Monthly cleaning at \$1,170.
- One-off for renter request with kitchen cleaning @ \$270.
- One-off for renter request without kitchen cleaning @ \$240.
- Multiple staffers, but would like to assign a team to the building.
- General Liability insurance is \$1,000,000 per occurrence; do not carry worker's compensation, per the Certificate of Insurance.





# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

**Memo to City Manager**  
**November 12, 2025**  
**Page 2**

Per the information provided, the Department's recommendation is to contract with On The Flye, LLC for the deep clean, and on-going cleaning on Mondays of the Belfast Boathouse.



# Tree Risk Assessment

## White Ash (*Fraxinus americana*)

This ash tree, tagged for pruning, was inspected on Thursday, October 30, and again on Thursday, November 6, 2025. It has two main trunks, with the split occurring early in its life, at about 4 feet high. Getting a true diameter at breast height is difficult because of the thicket of Norway maple saplings and other flora as its base, but it is at least 60-65 inches, for a circumference of at least 188 inches (15.7 feet). The trunks are each at least 60-70 feet tall.

Much of the crown of both is missing, broken or showing evidence of disease and insects.

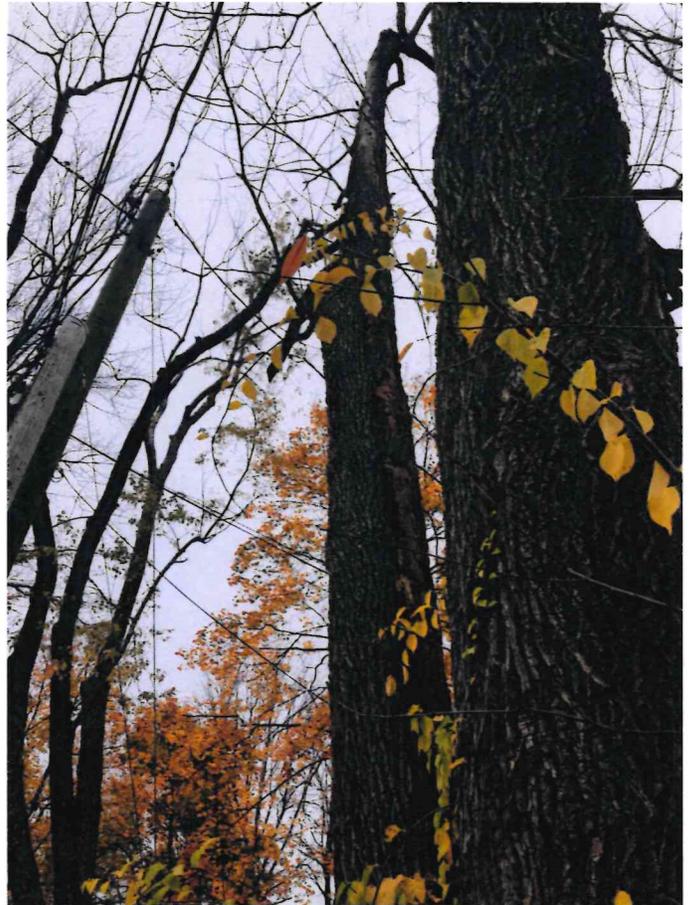


This tree is in poor condition with decay running vertically on both trunks (see photos) and at large hollows at the base. It is in proximity of a private home and St. Margaret's Church, which has regular vehicle and pedestrian traffic.

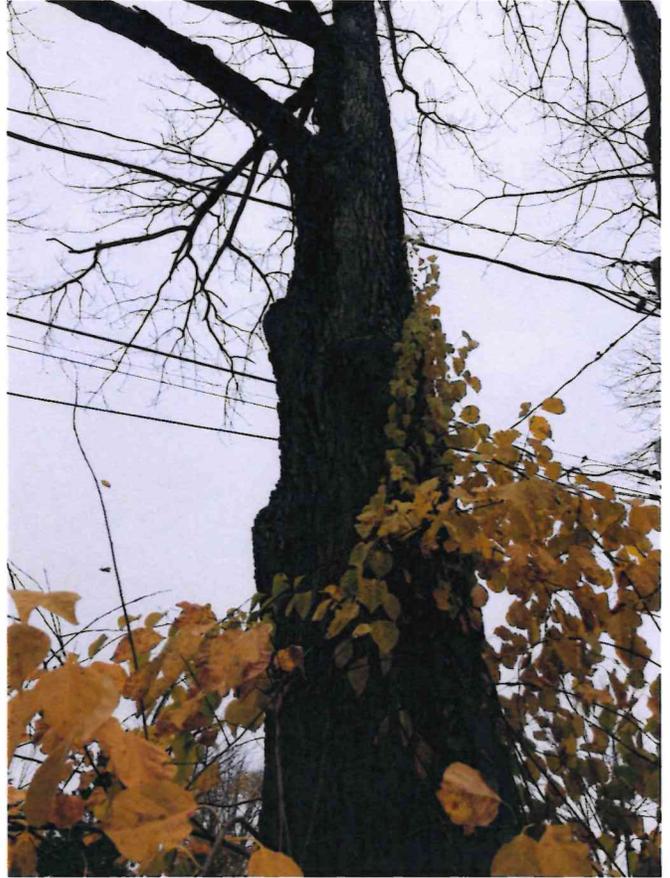
I recommend a priority removal. Additionally, I want to note that this is in a row of approximately 9 mature ash trees, growing closely together. They represent about 5% of the City's ash based on the recent inventory. I have contacted the Maine forestry department for possible testing for Emerald Ash Borer, based on symptoms, in these trees but have not yet had a

response.

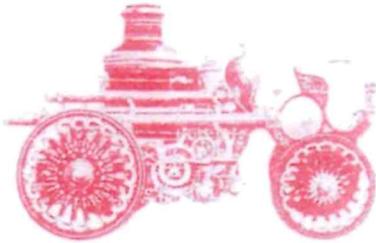
Because it is an ash and because EAB has now been detected in Belfast, removal protocols should be addressed. Typically, when a City tree has been felled, it has been left in place for the city's DPW crew to remove. Ash trees, to prevent the spread of EAB, should be chipped in place or burned in place; burning is not appropriate here. The reason for chipping: EAB can stay alive in a downed tree for as long as two years,



Submitted, Carol Herwig  
International Society of Arboriculture  
MA-5010A  
202-841-6559  
[carolherwig@me.com](mailto:carolherwig@me.com)  
November 6, 2025



10.G



*Belfast Fire & Ambulance Department*  
*131 Church Street • Belfast, Maine 04015*  
*Phone 338-3362*

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November 10, 2025

Honorable Mayor Sanders

Belfast City Councilors

City Mgr Herbig

Re; \$250.00 donation

Please accept this \$250.00 donation from the Tractor Supply Foundation. With your acceptance of this donation, I would recommend a deposit into the Jaws of Life account to add towards future upgrades of Fire and EMS, G-1-2100-00, extrication equipment.

Thank you to the Tractor Supply Foundation.

Thank you,

Patrick Richards

Fire Chief/Ambulance Director

Notification: 10105293274

Work Order: 801000738364

CENTRAL MAINE POWER COMPANY
APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: Belfast, Maine

To the: [x] City

[ ] Town

[x] County of: Waldo, Maine

[x] Central Maine Power hereby applies for permission to:

[x] Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

[ ] Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below.

[x] Central Maine Power Company and Consolidated Communicaitons

jointly apply for permission to construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

1. Starting Point: 44.44347511520575, -69.0210699425002

2. Road (State & CMP): Kaler Road (FAIR HOLMES ROAD-CMP)

3. Direction: South by South East

4. Distance: 80' feet

5. Number of Poles: 1

[x] Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code.

[ ] Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

Any person, firm, or corporation to be adversely affected by this proposed location shall file a written objection with the State Department of Transportation, City, Town or County stating the cause of said objection within fourteen (14) days after the publication of this notice or ninety (90) days after installation of facilities without publication.

[ ] Public Notice of this application has been given by publishing the text of the same

[x] Not Published

In: [ ]

On: [ ]

CENTRAL MAINE POWER COMPANY

Consolidated Communicaitons

By: Edward Adams

Date: 2025-10-27

By: Danielle Godin Date: 10/29/2025

For Stephen Polvot-Right of Way Manager

CENTRAL MAINE POWER COMPANY

SKETCH TO ACCOMPANY APPLICATION FOR POLE OR UNDERGROUND LOCATIONS

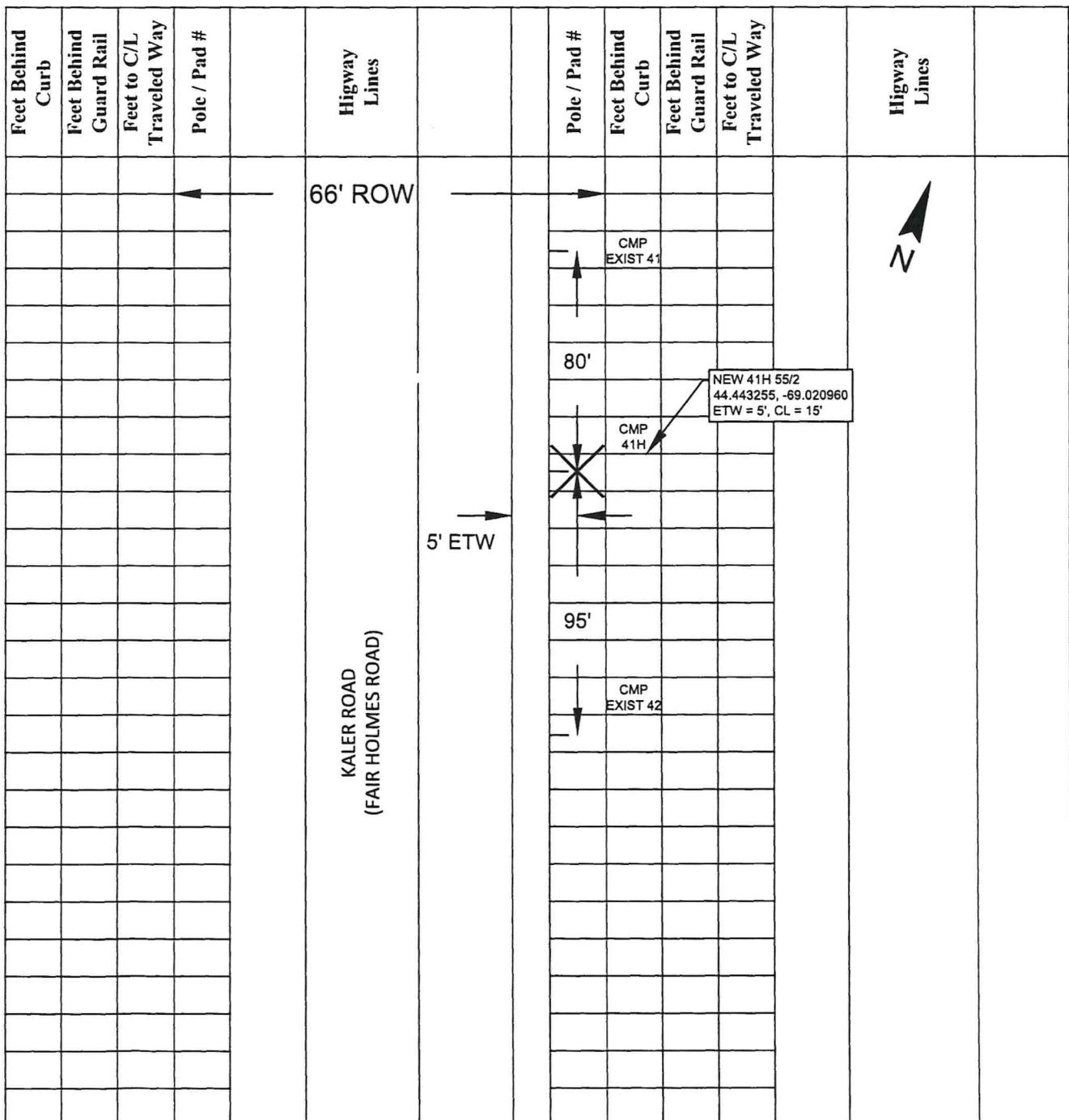
City / Town: BELFAST

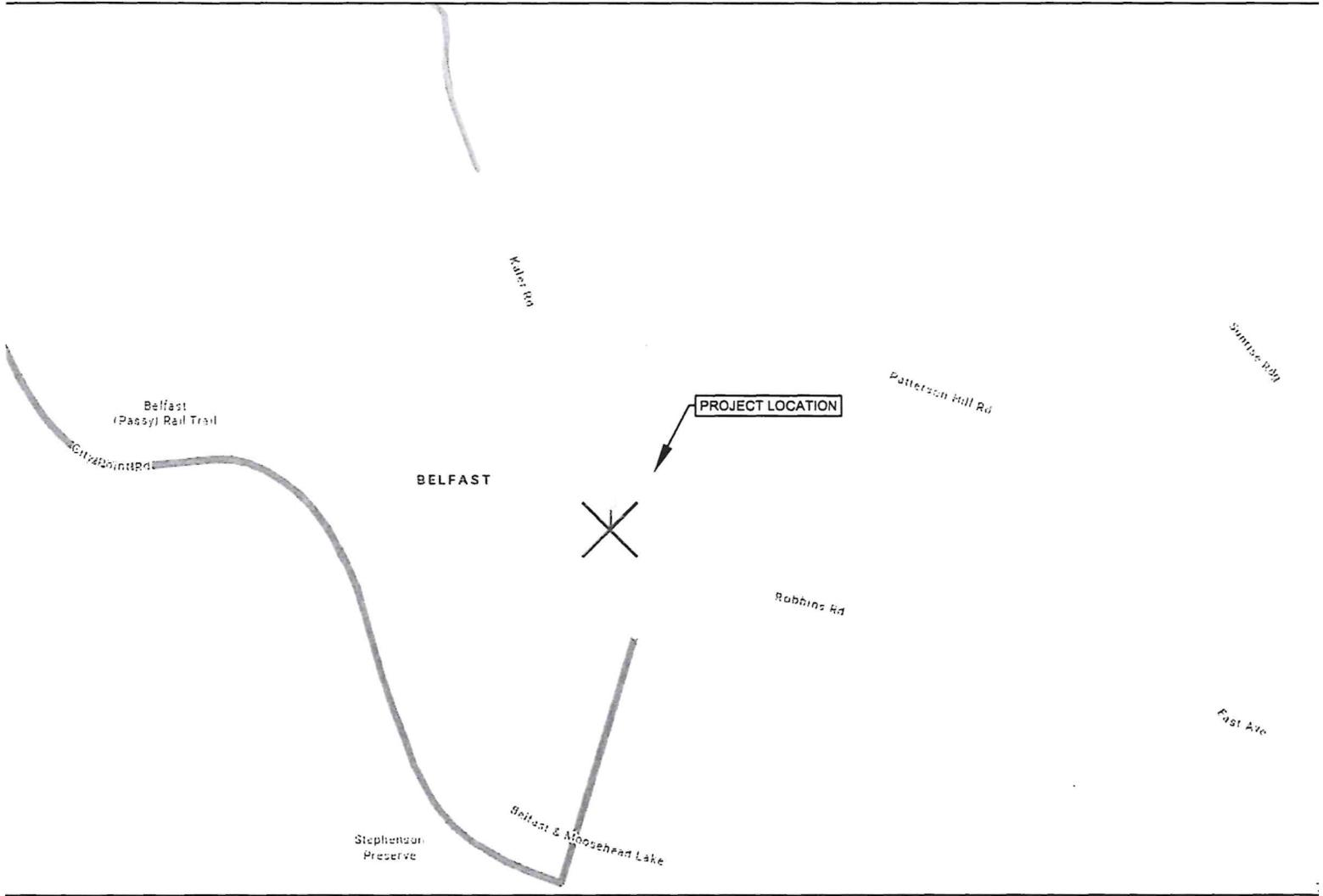
Date: 10-27-25

Street: KALER ROAD (FAIR HOLMES ROAD)

By: Edward Adams

Facilities to consist of wood poles and appurtenances with a minimum clearance of wire and cables not less than 21 feet over the public highway, and/or underground facilities to consist of buried cables, conduits, transformers and manholes for operation at 7200 volts to ground single phase. Construction to be suitable for future operation at a voltage not to exceed 22KV to ground single phase. Right-of-way limits indicated are based on the best field information available. at Central Maine Power Poles/ Pads are staked. For further information call: Becky Rugan at Central Maine Power Company tel: (207) - 619 - 1973 . Pole/Pad spans shown are approximate.





MDOT MAP VIEWER SNIP

LOCATION PERMIT

Upon the Application of Center Maine Power Company and Consolidated Comunicaitons, dated 2025-10-27, asking for permission, in accordance with law, to construct and maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances over, under, along or across certain highways and public roads in the location described in said application, permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location, said facilities and appurtenances in the City / Town of Belfast, approximately located as follows:

- 1. Starting Point: 44.44347511520575, -69.0210699425002
2. Road (State & CMP): Kaler Road (FAIR HOLMES ROAD-CMP)
3. Direction: South by South East
4. Distance: 80' feet
5. Number of Poles: 1

Facilities shall consist of wood poles and appurtenances with a minimum of wire and cable not less than 18 feet over the public highway and/or buried cables or conduit and appurtenances placed a minimum depth of 36 inches under pavement and 30 inches elsewhere, all in a manner conforming to the National Electric Safety Code.

By:
By:
By:
By:
By:
Municipal Officers

Office of the
Received and Recorded in Book, Page

Attest:
Clerk