



# 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

**Fax:** (207) 338-2419

**MANAGER'S REPORT**  
Belfast City Council Meeting  
Tuesday, April 4, 2023

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

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

**All City Council Meetings and City Committee Meetings will be conducted in-  
person at Belfast City Hall, effective May 3, 2022.**

**TO: Mayor Eric Sanders and Honorable Members of Belfast City Council**

**FROM: Erin Herbig, City Manager**

**DATE: Thursday, March 30, 2023**

**Agenda Items:**

**10-A Discussion and consideration on restructuring City Committees.**

At the March 21<sup>st</sup> Regular City Council Meeting, City Staff presented a recommended reorganization to the existing citizen committee structure in an effort to increase efficiency and

produce better outcomes. The goal of this restructuring would also include the benefits of enhancing communication between the City Council, City Committees, and City Staff; to better aligning committee work with the Council's policy priorities, which includes addressing housing issues identified in the 2021 Community Revitalization Plan by creating a new committee; providing better City staff support to City Policy Committees; standardizing the committee process and its interactions with the City Council and City staff; standardizing membership terms for committee members; and encouraging citizen participation and harnessing their enthusiasm and passion for committee work.

City staff proposed the following committee restructuring process in two phases. Phase One of this restructuring process would see the creation of four new committees, to be called City Policy Committees; this would include the Housing and Property Development Committee; Climate, Energy, and Utilities Committee; Pedestrian, Transportation, and Accessibility Committee; and the Parks, Trails, and Recreation Committee.

All current committee members will retain their committee posts after the restructuring, if so desired by existing committee members. After an obligatory transitional period, which will not extend past 2026, each City Policy Committee will be comprised of nine to eleven members, of which it is recommended that one or two of those membership slots be occupied by City Councilors. Each City Policy Committee will also have the authority to have up to two alternates, and to appoint non-voting student members. Members will be appointed to a two-year term with approximately half the committee members' term expiring in odd-numbered years with the rest expiring in even-numbered years. One City staff member will be assigned to each City Policy Committee. City staff assignments to support City Policy Committees will be based on vocational background/experience, interest, workload, and assigned by the City Manager.

Following the presentation and discussion the Council requested that the proposed survey be sent to impacted committee members and staff for additional feedback before finalizing the restructuring. These surveys are due to the City Manager's Office on Monday, April 3<sup>rd</sup> at Noon. The City Manager's Office will provide this information to the City Council prior to the start of

the April 4<sup>th</sup> Council Meeting. Additionally, the City Council requested information regarding current committee membership and terms, this information is included as an exhibit.

Please see the attached memo (10-A) explaining the request in further detail. Economic Development Director Thomas Kittredge, Deputy Economic Development Director Greg Connors, Director of Code and Planning Bub Fournier and I will be at the meeting to answer any questions.

**10-B Consideration of proposed amendments to the City Policy regarding Filing of Agendas and Minutes.**

On January 17, 2017, the City Council amended the City Policy on Filing of Agendas and Minutes, which had been adopted on December 21, 2004. At the last City Council Meeting on March 21, 2023, Councilor Dean requested to bring back this policy at the April 4<sup>th</sup> Council Meeting. The purpose would be to amend the policy to make it more up-to-date and in line with the proposed committee restructuring. The document contains incorporated language from the email introduction that is sent to committee members as well as the original policy found on the City of Belfast Website currently under the “Boards and Committees” tab.

Please see the attached drafted language submitted by Councilor Paul Dean and the existing policy (10-B). Councilor Dean will present and answer any questions.

**10-C Request to appoint Maya Stein as the new Belfast Poet Laureate.**

The Belfast Poet Laureate Committee approved by the City Council on February 21, 2022, includes Thomas R. Moore (non-serving previous Poet Laureate), Brenda Harrington (member of the library), Linda Buckmaster (member of the arts and literature community), and Councilor Mary Mortier (representative from the City Council).

Applicants or nominated poets were asked to send a one-page letter listing qualifications and vision for performing the duties of the Belfast Poet Laureate and include a copy of one Belfast-oriented poem. Qualifications for the next Belfast Poet Laureate includes being “Belfastian, a clever, productive, thoughtful, colorful, and a well worded poet to express and convey a poet’s vision of Belfast”. On Friday, March 17, 2023, the Poet Laureate Committee reviewed submitted applications and selected Maya Stein as the new Poet Laureate.

If approved by the City Council, it is recommended that a motion be made to appoint Maya Stein as the new Belfast Poet Laureate.

A member of the Belfast Poet Laureate Committee and Ms. Stein will be at the meeting to present.

#### **10-D Request to appoint a Treasurer and confirm appointment by the City Manager of a Finance Director.**

The City of Belfast posted the opening for Finance Director/Treasurer on February 23, 2023, and accepted applications through March 20, 2023. The successful candidate will be responsible for the operation of the Finance Office, including the collection of taxes and fees, preparation of monthly reports, and responding to requests for information or service from taxpayers.

The City of Belfast received thirteen completed applications from qualified individuals from both the State of Maine and across the United States. The Belfast Finance Director/Treasurer Hiring Committee conducted first round interviews with five candidates the week of March 27<sup>th</sup>.

The Hiring Committee is currently conducting a second round of interviews and expects to have a recommendation for the City Council by the April 4<sup>th</sup> Council Meeting.

The Finance Director/ Treasurer Hiring Committee, which includes Councilor Mary Mortier, Human Resources Administrator Nancy Driscoll, Economic Development Director Thomas Kittredge, Assistant to the City Manager Manda Cushman and I are looking for a successful applicant that has knowledge of municipal accounting practices, computerized recordkeeping, and municipal cash management, as well as an ability to exercise judgement and initiative in analyzing and evaluating accounting problems and in developing or recommending modifications and improvements in existing financial management procedures.

If appointed by the City Council, the new Finance Director/Treasurer will be sworn in at the meeting by Interim City Clerk Angie Crosby.

Please see the attached advertisement, and job description (10-D) providing further detail. I will be available at the Council Meeting to present and answer any questions.

#### **10-E Request to appoint Avis Winchester and Sheila Fountain as the 911 Addressing Officers for the City of Belfast.**

The City Assessor role typically serves as the 911 Addressing Officer. Due to the small size of this department, it is recommended to appoint both the Interim Assessor and an Assessing Assistant as the 911 Addressing Officers to ensure cross training and coverage in case one or the other is out of the office.

This position needs to be filled according to State Statute and is necessary to update the names of our addressing officer(s) for Belfast to the Emergency Services Bureau. With this update, Ms. Winchester and Ms. Fountain will be listed as the addressing officers for Belfast on the Maine Emergency Services website. Additionally, they will receive the required online training for the mapping program and reporting for 911.

I approved by Council; I recommend that a motion is made to appoint both Avis Winchester and Sheila Fountain as the 911 Addressing Officers for the City of Belfast. Both are fully capable and willing to serve in this role.

Please see the attached memo (10-E) from Interim Assessor Avis Winchester. I will be at the meeting to present and answer any questions.

**10-F Request to approve the proposed City of Belfast Catastrophic Leave Pool Policy.**

Since becoming City Manager, staff members have brought forward the suggestion of establishing some type of catastrophic leave pool on behalf of employees. It is activated in situations where an employee or immediate family member suffers a catastrophic accident, illness or comparable life-threatening occurrence that prevents the employee from returning to work for an extended period. This pool would give City employees the option, if they choose, to donate vacation, personal or comp time to the catastrophic leave pool.

The City of Belfast has been focused for the last several years on improving our ability to retain and attract employees. This policy will give the City of Belfast one more tool in its toolbox as we continue to find ways in which we can support our staff during difficult times and build staff morale.

This policy and supporting documents have been reviewed by Human Resources Administrator Nancy Driscoll and City Attorney Kristin Collins. If approved by the City Council, I recommend that a motion is made to adopt the City of Belfast Catastrophic Leave Pool Policy, effective March 29<sup>th</sup>, 2023.

Please see the attached draft policy and supporting documents (10-F). I will be at the meeting to present and answer any questions.

**10-G Request to transfer \$1,000.00 from the Undesignated Fund Balance into the Code and Planning Department's GIS Account to facilitate uploading the new aerial photography to the online parcel viewer platform MapGeo.**

In the FY2022-23 City Budget, the City Council approved a Capital Improvement Project request to facilitate new aerial photography of the entire City. Over the winter, City staff have worked with the Maine Library of Geographic Information to complete the project. The data was recently delivered to the City. Currently, the Code and Planning Department is working with our online GIS application provider MapGeo to upload the data as a layer on the City's parcel viewer. Before that can happen, the data must be further processed so that it will appear correctly and work for users at differing zoom levels on the application. The fee for processing the data is \$1,000.00.

If approved by the City Council, Director of Code and Planning Bub Fournier recommends that the Council make a motion to transfer \$1,000.00 from the Undesignated Fund Balance into the Planning and Code Department's GIS Account # 670-602 to facilitate uploading the new aerial photography to the online parcel viewer platform MapGeo. This account has a current balance of \$661.25.

Please see the attached memo (10-G) from the Director of Code and Planning explaining the request in further detail. Director Fournier be at the meeting to present and answer any questions.

**10-H Request from Public Works Director to accept and award the City Street Paving Bids.**

On March 28<sup>th</sup> the City of Belfast held a bid opening at City Hall for City Street Paving. The City of Belfast received nine bids. Public Works Director Bob Richards recommends that the

Council make a motion to accept all nine bids and to award the bid to Hopkins Paving with a bid of \$99.87 per ton for paving and \$2.15 for milling the streets.

This is an increase of \$1.37 per ton for paving and \$0.40 for milling from FY2021-22. Funding was designated to come from account #450-577 Road Construction and Paving in the FY2022-23 budget. This account has a current balance of \$488,644.00.

The streets to be milled and paved this year are Allyn, Bridge, Condon, Cottage, Fahey, Huntress, Union and sections of Anderson, Cedar, Charles, and the lower end of Waldo Ave. The streets with a shim and overlay are Fairview, Footbridge, Mitchell, and Old Route 1. All of these are tentatively scheduled to be paved unless there is a price adjustment before the work begins. Most of these streets were last resurfaced between 1998 to 2024.

Please see the attached memo (10-H) from Public Works Director Bob Richards explaining the request in more detail. Director Richards will be at the meeting to present and answer any questions.

**10-I Request to enter into an agreement for the City Park Concession for the 2023 season.**

The Parks and Recreation Director requested proposals for the operation of the City Park Concession for the 2023 season. The City received two proposals on March 1, 2023.

The Parks and Recreation Director and the Parks and Recreation Commission are recommending that the City Council accept both proposals and award the contract to BelTaco. BelTaco's proposed menu includes tacos, burritos, and park favorites.

If approved by the City Council, the City Park Concession would open May 2023 and run through September 2023, Wednesday through Sunday from 11AM to 6PM.

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

**10-J Discussion on a possible City-wide celebration of the 250<sup>th</sup> anniversary of the incorporation of the City of Belfast.**

Councilor Paul Dean requested this topic to be placed on the April 4th City Council Meeting agenda as an opportunity for the City Council to discuss a possible City-wide celebration of the 250<sup>th</sup> anniversary of the incorporation of the City of Belfast.

Councilor Dean has provided a document (10-J) which is an excerpt from a book by Joseph Williamson, "History of the City of Belfast in the State of Maine," written in 1877 that contains some basic background information regarding the 250<sup>th</sup> anniversary of the incorporation of the City of Belfast. It should be noted that there were three words spelled incorrectly, the document was kept original to the book.

**10-K Request to go into Executive Session on a Personnel matter pursuant to 1 M.R.S.A. 405 (6) A.**

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

Before our next meeting, Patriots' Day will be celebrated on April 17<sup>th</sup>. Patriots' Day is a State Holiday in Maine and is also celebrated in the states of Massachusetts, Connecticut, and Wisconsin on the third Monday in April.

Patriots' Day is sometimes referred to as Lexington Day or Battles of Lexington and Concord Day, as it commemorates the opening battles of the American Revolution at Lexington and Concord in 1775. This marked the first conflicts of the American Revolution which ultimately led to America's independence from Great Britain.

Many important events occur on Patriots' Day, including the Boston Marathon. The Boston Red Sox baseball team are also scheduled to play a home game on Patriots' Day.

I wish you all a happy Patriots' Day.

**City of Belfast  
Consent Agenda  
Tuesday, April 4, 2023  
Meeting #19**

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 an Incorporated Civic Organization License for Launchpad for the annual All Roads Music Festival on May 20, 2023, from 10:00 a.m. to 8:00 p.m. located at 17 Court Street, Belfast, Maine.**

Motion to approve an Incorporated Civic Organization License for Launchpad for the annual All Roads Music Festival on May 20, 2023, from 10:00 a.m. to 8:00 p.m. located at 17 Court Street, Belfast, Maine.

- B. Request to approve an Incorporated Civic Organization License for Launchpad for the annual All Roads Music Festival on May 19 and May 20, 2023, from 12:00 p.m. to 10:30 p.m. located at 143 Church Street, Belfast, Maine.**

Motion to approve an Incorporated Civic Organization License for Launchpad for the annual All Roads Music Festival on May 19 and May 20, 2023, from 12:00 p.m. to 10:30 p.m. located at 143 Church Street, Belfast, Maine.

- C. Request to approve a Facility Use Request Application by the Run Belfast Race organizers to utilize various locations throughout Belfast, including City streets and the Rail Trail, to conduct five races for the 2023 Run Belfast Race series one race per month from June-October 2023.**

Motion to approve a Facility Use Request Application by the Run Belfast Race organizers to utilize various locations throughout Belfast, including City streets and the Rail Trail, to conduct five races for the 2023 Run Belfast Race series one race per month from June-October 2023.

- D. Request to approve a Facility Use Request Application by Ananda's Yoga & Wellness to utilize Steamboat Landing Park to conduct yoga classes from May through September 2023 on Monday through Sunday from 8:00 a.m. to 9:00 a.m.**

Motion to approve a Facility Use Request Application by Ananda's Yoga & Wellness to utilize Steamboat Landing Park to conduct yoga classes from May through September 2023 on Monday through Sunday from 8:00 a.m. to 9:00 a.m.

9.C

# MEMORANDUM

March 24, 2023

To: Erin Herbig, Belfast City Manager  
Honorable Mayor Sanders and Belfast City Council

From: Norm Poirier, Belfast Parks and Recreation Department

Re: Request – Run Belfast Race Series

Cc: Chief Cormier, Belfast Police Department  
Matt Batani, BAHS Athletic Director / Assistant Principal

The Run Belfast Race organizers in conjunction with Parks and Recreation would like to request approval for the following races and locations this summer / fall. Each of the race sponsors provide volunteers to support the races with Start / Finish line workers and road security for the safety of runners and vehicle traffic. The Belfast Police Department assist with the starting lines of the races if the location is along our City streets.

This is the Run Belfast Race Series schedule / locations / sponsoring organization:

June 3, 2023 P.A.W.S 5K P.A.W.S Adoption agency Rail Trail

July 22, 2023 Run Wild 5K Center for Wildlife Studies sponsored by Marshal's Wharf  
Rail Trail/part of Front Street

August 19, 2023 Bug Run 5K sponsored by Belfast Rotary Club Harbor streets / Boathouse

September 16, 2023 Y 5K Off Road Race sponsored by Waldo County Y on the THMS Cross-Country trail

October 28, 2023 Galloping Ghost 5K sponsored by Lion's Club BAHS /Waldo Ave and City streets

City staff recommend approval of this Run Belfast Race Series for 2023. Specific Race information and maps will be provided to the Belfast Police Department.

9.D

## MEMORANDUM

March 23, 2023

To: Erin Herbig, Belfast City Manager  
Honorable Mayor Sanders and Belfast City Council

From: Norm Poirier, Belfast Parks and Recreation Department

Re: Facility Use Request – Yoga by the Bay

The City of Belfast has received a Facility Use application from Ananda's Yoga & Wellness to conduct Yoga Classes in Steamboat Landing Park throughout the summer of 2023. The classes are Monday – Sunday mornings from 8:00 a.m.-9:00 a.m. from mid-May to September.

The classes have become very popular since the pandemic and is at a time of little activity in the park. The Parks and Recreation Department coordinates notifying the Yoga Instructors of any conflicts with special events or community activities. Ananda Yoga & Wellness also carries insurance naming the City as an additionally insured. Ananda Yoga is also willing to make a contribution to the new re-fillable water fountains that will be installed later in the spring / summer.

Recommendation from the Department is for approval of this healthy activity in Steamboat Landing Park.



**Facilities Use Request  
City of Belfast, Maine**

**EVENT:** Yoga by the Bay

**DATES:** May-Sept 2023 **EVENT REPRESENTATIVE:** Amanda at Ananda Yoga and Wellness

**PROPOSED LOCATION/AREA TO BE USED:** Gazebo area/grass area

**All applications and related documents to be returned to the Parks and Recreation Office at City Hall. 338-3370 Ext 27. The City Manager's Office will act as a backup.**

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 is a planning checklist for your benefit as well as the City's. **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.** Approvals cannot be given to individuals or groups who are uncertain of their plans.

Please attach maps, additional sheets, event outlines etc. - that help to explain your request.

If any of the following questions do NOT apply to your event simple write N/A (not applicable) in the space provided. Thank you.

**1) State your name, phone number, e-mail address and identify whom you represent?**

Ananda Yoga and Wellness, Amanda Cooney, info@anandayogabelfastme.com, 207-218-7017

**2) Describe in detail the nature of this event (What are you planning on?):**

To offer community yoga for the public every morning at 8am

3) What facilities would you like to use or what permissions are you seeking with respect to City buildings, Parks, Lands, Streets, sidewalks? Please be specific.

The gazebo/grass in front

---

---

---

4) What **dates and times** do you wish to have this event?

7 days a week 8am-9am

(will work with Parks on schedule so as not to conflict with special events in the Park.)

---

---

5) Are you asking to close off any City Streets? (Which ones, what dates, for how long a period of time each day?)

no

---

---

If yes, then who will manage these closed off Streets?

---

---

6) Are you asking the City for anything other than use of the facilities you have described above?

no

---

---

---

7) How many people do you expect?

5-15

---

8) Will you be selling things at this event? What and by who if not you?

no

---

---

---

9) Will any alcohol be served or consumed at this event? (If yes provide details)

Where? - Attach MAP no

By Whom: Name and Phone contact number:

---

---

10) Does this event call for any type of open fire - including for cooking purposes? (If so describe what fire safety measures you plan on employing associated with this potential hazard?)

no

---

---

---

11) Will you be renting spaces to vendors on City Property? Yes \_\_\_\_\_ No X

If yes where do you propose they set up? (MAP Location) \_\_\_\_\_

---

---

---

12) Describe what type of vendor and the charges you propose to assess against them.

N/A

---

---

13) Will you have insurance in the amount of \$1,000,000 that also names the Inhabitants of the City of Belfast as an additional named insured party 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, we have insurance

---

---

14) Who is your insurance agent that will provide proof of this coverage to the City?

State Farm

---

**15) Noise: What kind of noise do you expect to generate at this event and during which specific period of time?**

little to none

---

---

**16) How do you propose to handle garbage removal?**

there will be no garbage

---

---

**17) How do you propose to handle parking?**

students use surrounding lots and walk down

---

---

**18) How do you propose to handle security?**

none needed

---

---

**19) How do you propose to handle the need for restrooms?**

its only an hour class so usually rest rooms aren't needed, but ppl are aware of the porta potty

---

---

**20) What is your plan/need for electricity or water?**

no need

---

---

**21) Have you spoken to the neighbors in the area of this event and discussed traffic, noise, parking etc. with them?**

no traffic or noise or parking issues, the neighbors are the ones asking for outdoor yoga ;)

---

---

**22) Who will be in charge of the event during the event and what are their home phone numbers, cell phone numbers, and email addresses - where they can be reached before and during this event?**

Ananda Yoga, Amanda Cooney (info above)

---

---

**23) Are you requesting any services from the City? Be specific on the services you are asking for**

no

---

---

**Department**

**Service Requested**

City Manager

permission to use gazebo please! :)

---

Police

---

Fire/ Ambulance

---

Parks

---

Public Works

---

Harbor

---

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.**



# City of Belfast Committee Restructuring Plan

March 21<sup>st</sup>, 2023



City of Belfast Committee Restructuring Plan (City Policy Committees) - 2023.03.21 version

10.A

# Goals of the Committee Restructuring Process

## Creation of Four City Policy Committees

- Improved efficiency and production of better outcomes
- Enhanced communication between the City Council, City Policy Committees, and City staff
- Better alignment of committee work with the City Council's policy priorities
- Provision of better staff support to City Policy Committees
- Standardization of the committee process and committees' interactions with the City Council and with City staff
- Standardization of membership terms for City Policy Committees
- Opportunity to encourage citizen participation and harness their enthusiasm and passion for committee work

# Features of the Four New City Policy Committees

- City Council can refer items from its meeting agenda to a specific City Policy Committee
- Each City Policy Committee will report to the City Council on at least a quarterly basis
- City Policy Committees will meet on at least a monthly basis
- City Policy Committee meetings will be televised and open to the public
- Each City Policy Committee meeting agenda will include an 'Open to the Public'
- Each member of a City Policy Committee will have a two-year term, with one-half of the membership appointed each year
- One City staff member will be assigned to each City Policy Committee
- Each City Policy Committee will eventually have 9 to 11 members
- It is recommended that each City Policy Committee include one or two City Councillors in its membership
- Each City Policy Committee shall designate a Chair to convene and moderate each meeting
- Each City Policy Committee shall designate a member to produce agendas and minutes for each meeting
- Each City Policy Committee will define priorities and identify funding requests, to be incorporated into the City's budget process
- Items requiring City Council action proposed by City Policy Committees shall be coordinated through the City Manager's office

# Current Committees versus Committees after Phase 1

## Current Committees (18)

- Community Development Block Grant Community Advisory Committee
- Climate Crisis Committee
- Energy Committee
- Accessibility Working Group
- Pedestrian, Biking, and Hiking Committee
- Harbor Walk and Rail Trail Committee
- Parks and Recreation Commission
- Board of Assessment Review
- Comprehensive Planning and Review Committee
- Harbor Advisory Committee
- Planning Board
- Zoning Board of Appeals
- Airport Advisory Committee
- Broadband Committee
- Brownfields Selection Committee
- Cemetary Trustees
- In-Town Design Review Board
- Library Board of Trustees

• Housing and Property Development Committee  
*(committee to have additional focus areas added to it)*

• Climate, Energy, and Utilities Committee

• Pedestrian, Transportation, and Accessibility Committee

• Parks, Trails, and Recreation Committee

- Board of Assessment Review
- Comprehensive Planning and Review Committee
- Harbor Advisory Committee
- Planning Board
- Zoning Board of Appeals
- Airport Advisory Committee
- Broadband Committee
- Brownfields Selection Committee
- Cemetary Trustees
- In-Town Design Review Board
- Library Board of Trustees

## Committees after Phase 1 (15)

**New City Policy Committees Created through Phase 1 Restructuring**

*City of Belfast Committee Restructuring Plan (City Policy Committees) - 2023.03.21 version*

# New City Policy Committee: Housing and Property Development Committee

- **Potential Focus Areas of the Committee:**
  - Housing development (affordable, workforce, and market rate)
  - Housing preservation of existing inventory
  - Land trust/land bank creation
  - City-owned property use
  - Abandoned property cleanup and re-use strategies
  - Short-term rental registration
  - Accessory dwelling unit improvements
  - Development activity/metric reporting
  - Permitting process streamlining (in conjunction with the Planning Board)
  - Below-market capital identification
  - Affordable housing tax increment financing districts and credit enhancement agreements for affordable housing developments
  - Community Development Block Grant (CDBG) Community Advisory Committee (for both CDBG Housing Assistance Grants and all other CDBG grants awarded to the City)
- **Recommended Membership Representation to Include:**
  - A representative with finance or banking experience
  - A representative with construction, contracting, or development experience
  - A representative with community action partnership agency experience
  - A representative with real estate experience

# New City Policy Committee: Climate, Energy, and Utilities Committee

- **Potential Focus Areas of the Committee:**
  - Energy development projects
  - Local electrical grid/microgrid projects
  - Public utility liaison activities
  - Energy efficiency/weatherization improvements
  - Electric vehicle purchases and electric vehicle charger installations
  - Commercial Property Assessed Clean Energy (C-PACE) education/awareness efforts
  - Emission reduction targeting
  - Sea level rise projections and planning
  - Riparian area protection planning
  - Source water protection planning
  - Storm debris management planning
- **Recommended Membership Representation to Include:**
  - A representative with solar power experience
  - A representative with energy efficiency experience
  - A representative with heating, ventilation, and air conditioning experience
  - A representative with sea level change or climate adaptation experience
  - A representative with erosion or engineering experience

# New City Policy Committee: Pedestrian, Transportation, and Accessibility Committee

- **Potential Focus Areas of the Committee:**
  - Comprehensive multimodal transportation master plan development
  - Complete Streets policy development
  - Sidewalk construction/improvement projects
  - Road painting projects/bike lane additions recommendations
  - Pedestrian and cyclist improvements and recommendations
  - Parking adequacy assessments
  - Curbside Belfast Program proposals
  - Accessibility and safety improvements
  - Public transportation alternatives/options
  - City-wide transportation network connectivity studies/plans
- **Recommended Membership Representation to Include:**
  - Two representatives experiencing accessibility challenges
  - A representative with cycling experience
  - A representative with transportation planning experience
  - A representative with engineering experience

# New City Policy Committee: Parks, Trails, and Recreation Committee

- **Potential Focus Areas of the Committee:**
  - City parks and greenspace maintenance/improvements
  - Harbor Walk and Rail Trail maintenance/improvements
  - Hiking trails
  - Concession stand administration
  - Skate park fundraiser requests
  - Recreational facilities upgrades/renovations
  - Recreational facilities rental guidelines
  - Route 1 waterfront park project
  - Little River trail system project
  - Land conservation/greenspace planning
- **Recommended Membership Representation to Include:**
  - A representative from Regional School Unit 71
  - A representative with outdoor recreation experience
  - A representative with athletic facility management experience
  - A representative with land trust experience
  - A representative with trail management experience

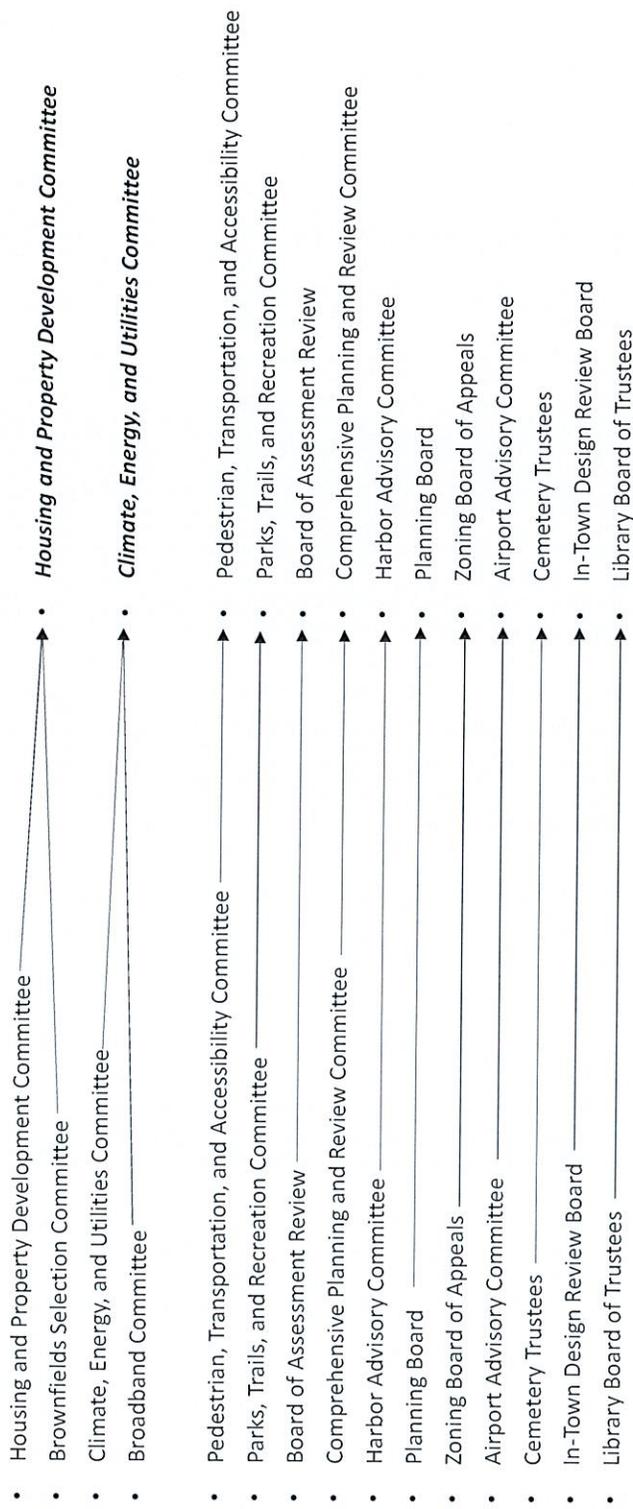
## Next Step: Conduct Existing City Committee Survey

- How often has your committee met during the past 12 months?
- Does your committee need to meet more frequently, less frequently, or at the same frequency, than it does currently?
- Is it important to your committee to have, or to continue to have, regular, dedicated support from a City staffperson?
- Would your committee be open to expanding the number of its members?
- Would your committee be open to including 1 or 2 City Councilors in its membership?
- Is it important to your committee for it to be able to secure funding for priority projects through the City's regular budget process?
- Would you be open to expanding the committee's current mission/workplan to also include additional areas of focus? If yes, which areas of focus would you be interested in adding?
- If the City needed to combine your committee with another existing one, which existing committee would be the best fit given your committee's mission/workplan/focus?

# Committees after Phase 1 versus Committees after Phase 2

## Committees after Phase 1 (15)

## Committees after Phase 2 (13)



*Broadband Committee becomes part of Climate, Energy, and Utilities Committee*  
*Brownfields Selection Committee becomes part of Housing and Property Development Committee*

# Proposed Phase 1 Citizen Committee Restructure

Name	Term		Membership Status
	Month	Year End	

## Climate, Energy, and Utilities Committee

### Climate Crisis Committee

Fred Bowers	July	2023 (2 Year)	Chair
Barbara Bell	July	2023 (2 Year)	Secretary
Jonathan Beal	July	2024 (2 Year)	Member
Beverly Roxby	July	2023 (2 Year)	Member
Elizabeth Sterner	July	2024 (2 Year)	Member
Gerald Brand	July	2023 (2 Year)	Member
Bernard Baker	July	2024 (2 Year)	Alternate
<i>8-10 Members: 2-Year Terms</i>			

### Energy Committee

Andrew Carpenter	n/a	n/a	Member
Jonathan Fulford	n/a	n/a	Member
Matt O'Malia	n/a	n/a	Member
Eric Sanders	n/a	n/a	Mayor
Micheal Hurley	n/a	n/a	City Councilor
<i>Unlimited Members: No Expiration</i>			

## Pedestrian, Transportation, and Accessibility Committee

### Pedestrian, Biking and Hiking Committee

Bruce Snider	July	2023 (1 Year)	Chair
David Loxtercamp	July	2023 (2 Year)	Secretary
Glenn Montgomery	July	2024 (2 Year)	Member
Bill Durkin	July	2023 (1 Year)	Member
Cara Harshman	July	2023 (1 Year)	Alternate
Vacancy	July	2023 (1 Year)	Member



## Citizen Committees Not Impacted by Phase 1 Restructure

### Board of Assessment Review

*5 Members: 3-Year Terms*

### Comprehensive Planning Committee

John Carrick	n/a	n/a	Chair, At Large Member
Jill Goodwin	n/a	n/a	Secretary, Ward 1 Member
Thomas Fowler	n/a	n/a	Ward 2 Member
Jonathan Beal	n/a	n/a	Ward 3 Member
Syrena Gatewood	n/a	n/a	Ward 4 Member
<i>Ward 5 Vacant</i>	n/a	n/a	
<i>At Large Vacant</i>	n/a	n/a	

*7 Members: Completion of Plan*

### Harbor Advisory Committee

Joanne Moesswilde	July	2023 (2 Year)	Chair
Dan Miller	July	2023 (2 Year)	Member
John B. Turrer	July	2023 (2 Year)	Member
Gerald Brand	July	2024 (2 Year)	Member
Robert Winslow	July	2024 (2 Year)	Member
Andrew Peters	July	2024 (2 Year)	Associate Member

*5 Members and 1 Associate Member: 2-Year Terms*

### Planning Board

Hubert Townsend	July	2023 (5 Year)	Chair
Philipia Jollie	July	2025 (5 Year)	Member
Geoffrey Gilchrist	July	2027 (5 Year)	Member
Wayne Corey	July	2024 (5 Year)	Member
David Bond	July	2026 (5 Year)	Member
Gianne Conard	July	2023 (5 Year)	Associate Member
Lewis Baker	July	2025 (5 Year)	Associate Member

*5 Members and 2 Associate Members: 5-Year Terms*

---

**Zoning Board of Appeals**

---

Peter Negin	July	2023 (3 Year)	Chair
Dana Keene	July	2025 (3 Year)	Member
Doug Smith	July	2025 (3 Year)	Member
Michael Nickerson	July	2023 (3 Year)	Member
Rodger Pickering	July	2025 (3 Year)	Member

*5 Members: 3-Year Terms*

---

**Airport Advisory Committee**

---

William Ryan	July	2025 (3 Year)	Chair
James Truxes	July	2023 (3 Year)	Secretary
Duke Tomlin	July	2025 (3 Year)	Member
Jonathan Plengey	July	2023 (3 Year)	Member
Lynn Karlin	July	2024 (3 Year)	Member
David Aldrich	July	2023 (3 Year)	Member
Charles Beck	July	2024 (3 Year)	Member

*7 Members: 3-Year Terms*

---

**Broadband Committee**

---

Zafra Whitcomb	July	2023 (2 Year)	Chair
Mary Mortier	n/a	n/a	City Councilor

*Unlimited Members: 2-Year Terms*

---

**Cemetery Trustees**

---

Joyce Fenner	July	2023 (3 Year)	Chair
Megan Pinette	July	2025 (3 Year)	Secretary
Joanna Curtis	July	2024 (3 Year)	Member
Paul Hamilton	July	2023 (3 Year)	Member
Amanda Munson	July	2023 (3 Year)	Member
Darrell Gilman	July	2024 (3 Year)	Alternate

*5 Members and 1 Alternate: 3-Year Terms*

---

**In Town Design Review**

---

Dominic Mercandante	n/a	n/a	Member
---------------------	-----	-----	--------

---

Gail Savitz	n/a	n/a	Member
Gianne Conard	n/a	n/a	Member
Declan O'Connor	n/a	n/a	Member
Tangie Abercrombie	n/a	n/a	Member
Jim Duff	n/a	n/a	Member
Barry Brindle	n/a	n/a	Member
Mark White	n/a	n/a	Member
Pegi Miller	n/a	n/a	Member

*15 Members: No Expiration*

**Library Board of Trustees**

Kay Zegel	July	2023 (2 Year)	President
Laura Baker	July	2025 (2 Year)	Member
Richard Swain	July	2023 (2 Year)	Member
Dorothy Havey	July	2023 (2 Year)	Member
Hadan Kauffman	July	2024 (2 Year)	Member

*5 Members: 2-Year Terms*

Drafted Language by Councilor Paul Dean:**Policy for Committees Regarding Filing of Agendas and Minutes.  
Dec. 21, 2004; Jan. 17, 2017; Updated April 4, 2023**

It is the goal of the Belfast City Council to allow for public input and open communication regarding all aspects of City business. To that extent, it is hereby adopted that all City of Belfast committees and boards shall hereby abide by the policy regarding filing of agendas and minutes as outlined below.

**Agendas:**

Each committee shall file a written agenda with the Communications Assistant a minimum of three (3) days in advance of regular meetings. Emergency meetings shall be called in the same manner for the City Council to call an emergency meeting, as prescribed in the City Charter: by providing at least six hours of notice to the members of the committee, to the Communications Assistant and to members of the local press.

The agenda must include but shall not be limited to:

- Name of Committee
- Date and time of meeting
- Place of meeting
- Open to the public
- Subject of meeting and/or topics to be discussed

The Communications Assistant shall distribute copies of the agenda to any pertinent stakeholders. A copy of the agenda shall be posted at Belfast City Hall, placed on the City's website and be recorded and filed in the City of Belfast Clerk's Office.

**Minutes:**

Draft minutes will be approved at the next regularly scheduled meeting and the approved minutes will be filled within three (3) business days.

The minutes must include but shall not be limited to:

- Name of committee
- Date and time of meeting
- Place of meeting
- Names of members in attendance and any member absences
- Open to the public
- Action on any agenda items and/or topics, including any votes taken
- Brief description of topics discussed and/or statements made for the record
- Date, time and location of future meetings, if set

The Communications Assistant shall distribute copies of the minutes to any pertinent stakeholders. In addition, a copy of the minutes shall be posted on the City website and recorded and filed in the City of Belfast Clerk's Office.

Note: Agendas and minutes must be sent in Word or PDF format.

**Policy for Committees regarding filing of agendas and minutes.  
December 21, 2004 (Updated January 17, 2017)**

It is the goal of the Belfast City Council to allow for public input and open communication regarding all aspects of city business. To that extent it is hereby adopted that all committees and boards of the City of Belfast shall hereby abide by the following policy regarding filing of agendas and minutes.

Agendas:

**Each committee shall file with the City Clerk's Office a written agenda a minimum of 3 days in advance of regular meetings.** Emergency meetings shall be called in the manner prescribed in the City Charter for the City Council to call an emergency meeting, by providing at least six hours of notice to the members of the committee, City Clerk's Office and the members of the local press.

The agenda shall have the following items but not limited to these items:

Name of Committee

Date and time of meeting

Place of the meeting

Subject of meeting and/or topics to be discussed

The City Clerk's Office shall distribute copies of the agenda to the Mayor, City Council, City Manager, any pertinent city staff and the press, a copy of the agenda shall be posted at Belfast City Hall, **placed on the City's Website** and filed in the City Clerk's Office records at Belfast City Hall.

Minutes:

**Draft minutes** of all committee meetings shall be filed with the City Clerk's Office within one month (30 days) of the date of the meeting. **These draft minutes should be voted upon at the next regularly scheduled meeting and the approved minutes should be filed within 3 business days of their approval.**

The minutes shall have the following items but not limited to these items:

Name of Committee

Date and time of meeting

Place of meeting

Names of members in attendance **and absence**

Action on meeting subjects and/or topics discussed

Brief description of topics discussed and/or statements made for the record

Date, time and location of future meetings if set

The City Clerk's Office shall distribute copies of the minutes to the Mayor, City Council, City Manager, any pertinent city staff, and a copy of the minutes shall **be posted on the City Website** and filed in the City Clerk's records at Belfast City Hall.

10.D



**City of Belfast  
Employment Opportunity  
City Finance Director/Treasurer**

The City of Belfast, population 6,700, is looking for a City Finance Director/Treasurer. Responsible for the operation of the Finance Office, including the collection of taxes and fees, preparation of monthly reports, and responding to requests for information or service from taxpayers.

The successful applicant must have knowledge of accounting practices, computerized recordkeeping, and cash management. Ability to exercise judgement and initiative in analyzing and evaluating accounting problems and in developing or recommending modifications and improvements in existing financial management procedures. The salary range for this position is \$75,000 to \$93,000 in addition to a competitive benefits package.

Applicants must be US Citizens and residents of the State. Minimum of a Bachelor's degree in finance, accounting, or a related field; or an equivalent combination of education and work experience may be considered, preferably in municipal government. Certification from the Maine State Tax Collectors' and Treasurers' Association or ability to obtain certification within a reasonable length of time. 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 and should include a letter of introduction, a completed Belfast Employment Application form (found on web site under Job Openings) and a resume which must be received at the City Manager's Office, 131 Church St. Belfast, Maine 04915 no later than Monday, March 20, 2023. E-mailed submissions will be considered if scanned and signed with originals sent via regular mail post-marked before the application deadline.

Applications should be in a sealed envelope and addressed to:

City of Belfast City Finance Director/Treasurer Search  
C/O City Manager 131 Church Street Belfast, Maine 04915  
[citymanager@cityofbelfast.org](mailto:citymanager@cityofbelfast.org)

The City of Belfast is an equal opportunity employer.



**CITY OF BELFAST  
CITY FINANCE DIRECTOR/TREASURER**

**NATURE OF WORK**

This is responsible administrative and fiscal work in the handling of City funds.

Employee of this class is responsible for the custody, collection, disbursement, and investment of City funds. Work involves cash management; supervising the collection of City funds, maintaining liaison with banks and the general public; disbursing funds to cover expenditures; and preparing and administering Finance department budget and City budget. Work is performed under the general supervision of the City Manager with considerable independence of action in accordance with applicable laws and following generally accepted accounting practices. Work is reviewed through observation, verification, internal audit, and through fiscal audit.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Supervises and is responsible for disbursement of all monies; maintains fiscal control over all expenditures to ensure budget appropriations are not needed; keeps all municipal accounts up-to-date and in balance.

Position requires considerable interaction with department heads and citizens contributing to the effective flow of information daily. Applies various written and oral communication styles to conduct and document day to day activities with customers and other municipal employees. Uses primarily one on one meetings to advise and collaborate on broadly defined issues.

Assists City Manager with preparation of annual budget.

Assists City Manager with monitoring expenditures and control of purchase order requests.

Supervises the collection of all property and excise tax monies and interest.

Oversees and administers tax lien process; processes and records all lien payments; issues tax lien notices, discharges, and foreclosures; maintains list of liens, delinquent taxpayers, and tax-acquired properties.

Manages cash investments of City funds; prepares, manages cash flow analysis.

Monitors City funds; contacts local banks for interest rates or bids; determines amount to be invested and types of investment vehicles to be used (e.g., certificates of deposit, re-purchase agreements); and tracks interest earned; issues bonds, and bond and tax anticipation notes.

Prepares monthly and annual financial reports and additional information regarding the financial status of the City as may be requested by the City Manager, City Council, or auditors.

Prepares and administers Finance department budget.

Is responsible for Medicare, FICA, federal and State withholding and accompanying deposits and reports; prepares and submits W-2's, 1099's, and transmittal forms for federal and State agencies; prepares and submits unemployment compensation reports.

Oversees maintenance of bank statements for payroll and municipal funds; coordinates the preparation of daily bank deposits and bank reconciliation.

Supervises the collection of all property and excise tax monies and interest.

Records and administers all tax abatements and supplements.

Supervises preparation of daily cash report for funds collected.

Administers bid procedure for purchase and sale of City tax foreclosures.

Performs related work as required.

### **EXPECTED KNOWLEDGE**

Thorough knowledge of the principles and practices of accounting.

Thorough knowledge of tax laws and the lien process.

Thorough knowledge of principles and practices of cash management.

Preferred knowledge of the laws and regulations relating to municipal accounting, finance, and cash management.

Considerable knowledge of modern methods of receiving, depositing and disbursing large amounts of money.

Ability to exercise judgment and initiative in analyzing and evaluating accounting problems and in developing or recommending modifications and improvements in existing financial management procedures.

Ability to exercise judgment and initiative in analyzing and evaluating the State and City funds and making appropriate investments.

Ability to prepare regular reports on tax collections.

Ability to deal courteously with the public and to establish and maintain effective work relationships with other employees and the public.

### **LEADERSHIP/TEAMWORK:**

Employee must work effectively and constructively within the office of the City Manager. Responsible for clear interaction with the public and other members of the department and organization. Provides

technical assistance and basic teamwork skills to the department.

### **COMPLEXITY/PLANNING:**

Position requires the coordination of a variety of different and specialized tasks and projects. Responsible for the accuracy, timeliness, and thoroughness of own work. Is aware of potential impact of decisions on the department and organization.

Performs work in accordance with legal and procedural and policy guidelines.

Maintains detailed records of all transactions and participates in the development of reports and records based on that information.

### **DECISION MAKING:**

Position is responsible for coordination of tasks within the department, and some that may involve other departments. Decisions are made with some supervision, subject to established policies and procedures. Decision making primarily impacts the department, however, certain tasks impact the entire organization. Works within broad policies, technical principles, and professional standards.

### **RELATIONSHIPS:**

Position requires frequent contact with a wide range of individuals and groups. The nature of the contact includes providing detailed information, facilitating cash transaction, or preparation of a document. May need to present information, discuss and make recommendations on specific problems, and use tact to ensure the continuity of the relationship.

### **MINIMUM QUALIFICATIONS**

Considerable experience including administrative responsibility in work involving the receipt, deposit, and disbursement of large amounts of money and numerous accounts; minimum of a Bachelor's degree in finance, accounting, or a related field; or an equivalent combination of education and work experience may be considered, preferably in municipal government.

Certification from the Maine State Tax Collectors' and Treasurers' Association or ability to obtain certification within a reasonable length of time.

10.E

TO: Erin Herbig, Eric Sanders, Brenda Bonneville, Mary Mortier, Michael Hurley, Neal Harkness, and Paul Dean

FROM: Avis Winchester, Interim Assessor and Sheila Fountain, Assistant

SUBJECT: Notification to Emergency Services Communication Bureau

DATE: March 30,2023

It is necessary to update the names of our addressing officer(s) for Belfast to the Emergency Services Bureau. With this update, our names will be listed as the addressing officers for Belfast on the Maine Emergency Services website. We will receive the required online training for the mapping program and reporting for 911. Our request is for both of us to be able to report new addresses.

Sincerely,

Avis Winchester

Interim Assessor

City of Belfast



## City of Belfast Catastrophic Leave Pool Policy

### **Policy and Purpose**

The City of Belfast establishes a catastrophic leave pool to assist employees in situations where the employee or immediate family member suffers a catastrophic accident, illness or comparable life-threatening occurrence that prevents the employee from returning to work for an extended period.

Employees shall not be precluded from consideration for a catastrophic leave pool if they receive other forms of income protection, such as disability insurance or social security disability.

The city will continue to review and approve leave requests on a case-by-case basis.

The city supports the establishment of catastrophic leave pools in accordance with the following procedures:

### **Eligibility**

*Non-catastrophic illnesses or injuries do not apply.*

*Catastrophic illness or injury is a severe condition or combination of conditions affecting the physical health of the employee or a member of the employee's immediate family that requires intensive medical treatment or home care for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation.*

*Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions related to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.*

### **Procedures**

1. An employee or that employee's supervisor may request that a catastrophic leave pool be established to benefit the employee by submitting a written request to the Human Resources Administrator. It is recommended that such requests be submitted electronically through e-mail. Permission from the employee and medical documentation may be required.

2. The city supports the establishment of a catastrophic leave pool, on a case-by-case basis, when an employee or immediate family member (as defined by the Maine Family Medical Leave law, 26 M.R.S. § 843) suffers a catastrophic accident, illness or comparable life-threatening occurrence. The catastrophic occurrence shall be of such serious detriment that it prevents the employee from returning to work for an extended period of time due to his/her health condition or, in the case of an immediate family member, requires the employee's presence as a primary caregiver.
3. Leave must be for a stated period and be reviewed periodically.
4. Upon establishment of a catastrophic leave pool, the department's Human Resources Administrator will send an e-mail to department heads notifying them that a catastrophic leave pool has been established to benefit a co-worker. The e-mail will identify the recipient by name, as well as the recipient's job title and work location. The e-mail will not share any information concerning the recipient's or family member's medical condition.
5. Employees may donate vacation, personal or comp time to the catastrophic leave pool so long as they have a balance of at least five (5) total days in their own leave account. Donations are irrevocable and must be in the employee's full-day equivalent, whatever their classification. Those employees donating days must submit a signed donation form to Human Resources.
6. An employee who is to be the recipient of time donated to a catastrophic leave pool must use all his/her accrued leave prior to using any donated time.
7. Time contributed to the catastrophic leave pool shall be used and administered in accordance with the procedures governing sick leave use, and shall not be available to the benefitted employee after the situation giving rise to the catastrophic leave pool no longer exists. The combined total number of catastrophic leave pool days received shall be limited to a maximum of sixty (60) days in a two-year period, with a lifetime maximum of 120 days.
8. Any donated time remaining in a catastrophic leave pool when the pool is closed, will be returned to the contributing employees on a pro-rated basis as vacation. No time will be returned to employees whose accrued vacation is already at the maximum permitted by contract.
9. Any questions regarding catastrophic leave pools should be directed to the City's Human Resources Administrator.
10. Each bargaining agent must agree to allow this additional leave time to affected employees. A standard Catastrophic Leave Memorandum of Agreement has been developed for this purpose.
11. Catastrophic leave is done without precedent and is not a contractual benefit. The agreement will not be cited as precedent in similar or like situations by either party, will not be grievable, and will not be published or quoted in any other form. Although the city will endeavor to make catastrophic leave pools available to any qualifying employee, given the voluntary nature of contributions to the pools, no guarantee can be made as to the equity of time that may be donated to any employee through these pools.



**City of Belfast  
Catastrophic Leave Application**

**(Please review guidelines and procedures outlined on the back of this application form)**

**Employee Name:** \_\_\_\_\_ **Employee ID#:** \_\_\_\_\_  
Please Print  
**Department:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

Option 1: I am requesting consideration of donated days following certification of Catastrophic Leave.

Please include:

1. A letter of explanation for your need.
2. A physician's letter of verification.
  - o A "catastrophic illness" or injury means a severe condition or combination of conditions affecting the physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period and that forces the employee to exhaust all leave time earned by that employee and to lose compensation.

Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions related to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph due to medical complications.

3. To care for:
  - o An immediate family member (list relationship: \_\_\_\_\_)
  - o For my own serious health condition as defined above.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Human Resources Use Only:</b>	
<b>Approved:</b> _____	<b>Not Approved:</b> _____
<b>Human Resource Administrator:</b> _____	<b>Date:</b> _____
<b>Day(s) credited as requested above:</b> _____	
<b>City Manager:</b> _____	<b>Date:</b> _____



**City of Belfast**

**Catastrophic Leave Pool Donation Form**

To: Nancy Driscoll, Human Resources Administrator      Date: \_\_\_\_\_

From: \_\_\_\_\_      Emp ID # \_\_\_\_\_

- I would like to donate the following number of hours as part of the Catastrophic Leave Pool Donation Program.
- I understand that I may donate leave increments of one hour or more.

Type and number of hours to be donated:

- Sick Leave Hours: \_\_\_\_\_
- Vacation Hours: \_\_\_\_\_
- Comp Time Hours: \_\_\_\_\_

Total number of hours donated: \_\_\_\_\_

- Please check here if you would prefer to remain anonymous.

Name of recipient employee: \_\_\_\_\_

Recipient's Dept: \_\_\_\_\_

I authorize Human Resources to deduct the above hours from my account and transfer it to the employee named above.

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

---

For HR use only:

Date received in HR: \_\_\_\_\_ Date data keyed: \_\_\_\_\_

Leave Credit Deducted from: \_\_\_\_\_ Pay Period: \_\_\_\_\_

## MEMORANDUM

DATE: March 28, 2023

TO: Belfast Mayor and City Council, City Manager

FROM: Bub Fournier, Director of Planning and Codes Department

RE: Request by Belfast Planning and Codes Department Director to transfer undesignated funds to Planning and Codes GIS account 670-602 for aerial photography processing.

**Background Information:** The Planning and Codes Department requested a Capital Improvement Project be approved by the City Manager and City Council in FY 2022 to facilitate new aerial photography of the entire City. Over this past winter, city staff have worked with the Maine Library of Geographic Information to complete the project. The data was recently delivered to the City. At this time, the Department is working with our online GIS application provider AppGeo to upload the data as a layer on the City's parcel viewer. Before that can happen, the data must be further processed so that it will appear correctly and work for users at differing zoom levels on the application. The fee for processing the data is \$1,000.00.

**Requested Action:** I request that the City Council make a motion to authorize the transfer of \$1,000 in undesignated funds into the Planning and Code Department's 670-602 GIS account to pay for processing aerial photography data.



# MapGeo Enhancement Quote

**Applied Geographics, a division of The Sanborn  
Map Company, Inc.**  
1935 Jamboree Drive, Suite 100  
Colorado Springs, CO 80920-5358

**Quote Number:** 846544000079716028  
**Project Number:** 2023-0172  
**Quote Valid Until:** 04/30/2023

**Account Name:** City of Belfast ME

**Contact Name:** Bub Fournier

**BILL TO**

City of Belfast ME  
131 Church Street  
Belfast, ME 04915  
United States

**SHIP TO**

City of Belfast ME

**List Price Items**

#	Description	Price	Qty	Total
1.	Aerial Imagery Layer Implementation (MG-DATA-AERIAL)  Tile orthoimagery for client and generate tile pyramid for use on MapGeo	\$ 1,000.00	1	\$ 1,000.00

Discount	\$ 0.00
<b>Grand Total</b>	<b>\$ 1,000.00</b>



# MapGeo Enhancement Quote

**Applied Geographics, a division of The Sanborn  
Map Company, Inc.**

1935 Jamboree Drive, Suite 100  
Colorado Springs, CO 80920-5358

**Quote Number:** 846544000079716028

**Project Number:** 2023-0172

**Quote Valid Until:** 04/30/2023

**Account Name:** City of Belfast ME

**Contact Name:** Bub Fournier

---

**Billing Instructions:**

Implementation costs will be invoiced 50% upon receipt of authorization to proceed, and 50% upon implementation completion.  
Subscription costs will be invoiced at the start of the subscription year which will begin the first of the month following authorization to proceed. For the first year, subscription costs will be prorated to the fiscal year and then renewed on an annual cycle unless requested otherwise.

**Special Instructions:**

**Terms and Conditions:**

**Signed by:**

City of Belfast ME

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

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

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

---

City of Belfast ME - Aerial Imagery Theme

Valid Till: 04/30/2023



CITY OF BELFAST, MAINE 04915  
131 CHURCH STREET

10. H

**Robert (Bob) Richards**  
Public Works Director  
publicworks@cityofbelfast.org

Tel: (207) 338-2375  
Fax: (207) 338-6222

Date: March 28, 2023

To: Erin Herbig, City Manager  
Mayor, City Council

From: Bob Richards  
Public Works Director

Re: Paving Bids

We received (nine) bids for paving the streets. I would like to recommend Hopkins Paving with the bid of \$ 99.87 per ton for paving and \$ 2.15 for milling the streets. Hopkins Paving is the least expensive overall with this project and was last years contractor for paving. This bid is a little higher than last year. This is allocated in the current budget and will come from account # 450-577 Road Construction and Paving. The streets to be milled and paved are Allyn, Bridge, Condon, Cottage, Fahey, Huntress, Union and sections of Anderson, Cedar, Charles and the lower end of Waldo Ave. The streets with a shim and overlay are Fairview, Footbridge, Mitchell and Old Route 1. All of these are tentatively to be paved unless there is a price adjustment before the work starts. Most of these were last resurfaced between 1998-2004.

Thank you,  
Bob Richards



# CITY OF BELFAST

131 Church St.  
Belfast, Maine 04915

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

Tel: (207) 338-3370

Fax: (207) 338-6222

## **Paving Bid Bid Opening March 28, 2023 at 10 a.m.**

**Present at the opening** Angie Crosby Interim City Clerk, Bob Richards Public Works Director, Troy Patterson Wellman Paving, Joe Rollins Northeast Paving, Jamie Ward Mainely Paving, Bub Sanders Vaughn Tibodeau II, Dave West B & B Paving Inc, Gary Swoboda Hopkins Paving LLC, Ben Roundy Roundy's Paving LLC

There was a total of three (9) bid envelopes submitted as follows:

### **Streets Landscaping & Lawn Care**

875 Woodland Ave  
Old Town, ME 04468  
207-827-1980

City Streets/Lanes/Roads: \$89.50 HMA Per Ton

City Streets/Lanes/Roads: \$4.00 Milling S.Y

### **B & B Paving, Inc.**

61 Dave's Way  
Hermon, ME 04401  
207-848-7099

City Streets/Lanes/Roads: \$125.00 HMA Per Ton

City Streets/Lanes/Roads: \$3.50 Milling S.Y

### **Littlefield's Paving & Plowing LLC**

155 Hanscom Road  
Benton, ME 04901  
207-314-6171

City Streets/Lanes/Roads: \$125.00 HMA Per Ton

City Streets/Lanes/Roads: \$3.15 Milling S.Y

### **Maine-ly Paving Services, LLC**

495 Main Street (PO Box 245)  
Canaan, ME 04924  
207-431-9159

City Streets/Lanes/Roads: \$106.50 HMA Per Ton

City Streets/Lanes/Roads: \$2.69 Milling S.Y

### **Vaughn Thibodeau II Inc.**

924 Odlin Road  
Bangor, ME 04401  
207-974-2011

City Streets/Lanes/Roads: \$109.00 HMA Per Ton

City Streets/Lanes/Roads: \$2.47 Milling S.Y

### **Roundy's Paving**

37 Grogan Ave  
Newport, ME 04953  
207-368-2050

City Streets/Lanes/Roads: \$98.00 HMA Per Ton

City Streets/Lanes/Roads: \$3.80 Milling S.Y

**Eurovia Atlantic Coast LLC d/b/a Northeast Paving**  
953 Odlin Road (PO Box 103)  
Bangor, ME 04401  
207-945-0873

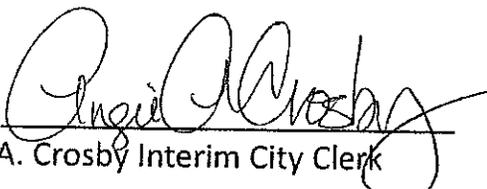
**City Streets/Lanes/Roads: \$130.00 HMA Per Ton**  
**City Streets/Lanes/Roads: \$2.50 Milling S.Y**

**Hopkins Paving LLC**  
800 Coldbrook Road  
Hermon, ME 04401  
207-573-1716

**City Streets/Lanes/Roads: \$99.87 HMA Per Ton**  
**City Streets/Lanes/Roads: \$2.15 Milling S.Y**

**Wellman Paving Inc.**  
89 Goshen Road  
Winterport, ME 04496  
207-223-8820

**City Streets/Lanes/Roads: \$110.00 HMA Per Ton**  
**City Streets/Lanes/Roads: \$2.25 Milling S.Y**

Attest:   
Angie A. Crosby Interim City Clerk

10.I

## Memorandum

March 24, 2023

To: Erin Herbig, Belfast City Manager  
Honorable Mayor Sanders and Belfast City Council

From: Norm Poirier, Belfast Parks and Recreation Department

Re: City Park Concession Shack – RFP Recommendations

The Belfast Parks and Recreation Department advertised in early February, 2023 for RFP's related to the operation of the City Park Concession's Shack for the 2023 summer season. The deadline was March 1, 2023 with the announcement for potential vendors advertised on the City website, facebook page and the Parks and Recreation facebook page.

The City received two RFP's with one from BelTaco, a new established being proposed by Jason and Heather Hay, Belfast residents. The other proposal was received from Big Daddy's Hot Box, a local food truck located in Waldo.

BelTaco's proposed menu would include variety of tacos / burritos, park favorites such as hot dogs, chili dogs, pretzels and ice cream. The Big Daddy's menu includes a variety of egg rolls, hot dogs, chili dogs, fries and slushies plus more. Both menus are attached with pricing.

The recommendation of the Belfast Parks and Recreation Department and the Commission is to award this summer's contract to BelTaco. One of the main reasons is the lack of Mexican style food in the City and the concern that the Big Daddy's operation of a food truck will not give full attention to the Park operation which is what occurred with last year's vendor.

Recommending the acceptance of both RFP's and awarding the 2023 operation of City Park Concession's to BelTaco of Belfast, Maine.

**Request For Proposal City Park Concessions Operation**

Business / Company: Big Daddy's HotBox Tel: 207-505-1001  
Address: 226 Kendall Coence Rd City: Waldo  
Contact person: Mike Contino Email: bigdaddyshotbox@gmail.com  
Menu: Egg calls, apps, chilli, hot dogs, Popcorn, Cotton candy,  
Slushies, and more.

Proposed hours / days / dates of operation: 10:00am - closing, Every day  
park is open

Format to pay Parks and Recreation Department:

Check monthly rental (\$200)

The City currently pays utilities and has the building stocked with a variety of food equipment including grills, 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 area of the concession building.

All food supplies / product is responsibility of concessions vendor

Successful vendor must have all necessary local and State permits / food licensing certificate by the date of opening for business.

List of references:

Name: Jodo Oliphant Tel: 207-576-4798

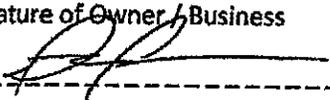
Relationship to vendor: Business associate

Name: Veronica Spear Tel: 207-323-0431

Relationship to vendor: Business associate & friend

Signature of Owner / Business

Date



2-17-23

Section Completed By Belfast Parks and Recreation Department

Reviewed by City Staff:

Name: Norm Poirier Date: 3-1-2023

Name: Parks + Recreation Commission Date: 3-9-2023

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

860-449-453  
Ike Contino

# BIG DADDY'S HOT BOX

## MENU

### GOURMET HANDROLLED EGGROLLS (2)

DR PHILLY \$8.50

(Seasoned beef, green peppers, white onion, cheese)

Served with Supra Secret Sauce (SMOKEY, CREAMY, TANGY, SLIGHTLY SPICY)

DADDY MAC \$8.00

(Hamburg, pickle, white onion, cheese)

Served with 1,000 island

BACON BURG \$8.50

(Hamburg, bacon, cheese)

Served with BBQ or Sauce(?)

BUBBAH'S RANCH \$8.50

(Chicken, bacon, red onion, cheese)

Served with Ranch

BUFFALO BILL \$8.00

(chicken, cheese, red onion, buffalo sauce)

Served with Blue Cheese

### SAUCES (EXTRAS \$0.50)

SUPRA SECRET SAUCE

1,000 ISLAND

BBQ

RANCH

BLUE CHEESE

MAYO

KETCHUP

MUSTARD

RELISH

### APPS

FRIES \$3.75

MOZZ STIX \$4.75

SEASONED CURLIES \$4.50

ONION RINGS \$4.50

CORN DOG NUGS \$3.75

## CINCY STYLE CHILLI

Uniquely seasoned chilli sauce, served over noodles,  
topped with cheddar and served with oyster crackers)

Sm \$4.50                      Lg \$8.00

\$0.25 Add Onion    \$0.25

\$0.50 Add Beans    \$0.75

## CHILLI DOG \$4.00 Add onion \$0.25

All beef hot dog smothered in our Cincy Chilli and cheddar

## NAKED DOG \$3.00 Add onion \$0.25

(Condiments on request)

## LIL' POPIS

JALAPENO BITES \$3.75

Served with Triple Berry Sauce

## SWEET SMASHEMS

OH MY APPLE BITES \$5.00

Served with Caramel Dip

MMM CHEESECAKE \$5.00

Served with Cherry Dip

SODA \$2.00

WATER \$1.00

**Request For Proposal City Park Concessions Operation**

**Business / Company:** BelTaco

**Tel:** 207-323-4575

**Address:** 3 Banks Rd Belfast ME 04915

**City:** Belfast

**Contact person:** Jason Hay

**Email:** Wilsonzephyr@gmail.com

**Menu:** Chicken, Beef and Vegetarian tacos and burritos as well as "park favorites" like hot dogs, pretzels, and ice cream treats. Please see reverse for proposed menu and approximate prices.

**Proposed hours / days / dates of operation:** Wed - Sunday, 11am - 6pm (closed Mon & Tues, unless event or group is expected at the park, in which case we would be open). We would aim to open late May, pending inspection and licenses, and close mid-September. If business is still brisk in mid-September, we would consider a longer season, as weather permits, with limited days.

---

**Format to pay Parks and Recreation Department:**

Monthly rental (\$200)

The City currently pays utilities and has the building stocked with a variety of food equipment including grills, 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 area of the concession building.

All food supplies / product is responsibility of concessions vendor

Successful vendor must have all necessary local and State permits / food licensing certificate by the date of opening for business.

**List of references:**

**Name:** Mary Mortier

**Tel:** 207-323-1748 (cell)

**Relationship to vendor:** Leaser of our storefront, Alder & Vine from April 2018 - April 2020.

**Name:** Doug Johnson, Belfast Community Co-op

**Tel:** 207-218-1099 (work) 207-322-3869 (cell)

**Relationship to vendor:** Prior employer for catering and pop-up food cart

**Note:** Please email to determine best time for phone call, Doug@belfast.coop



---

Signature of Owner / Business

2/1/2023

Date

---

Section Completed By Belfast Parks and Recreation Department

Reviewed by City Staff:

Name: Norm Poirier Date: 3-1-2023

Name: Parks + Recreation Commission Date: 3-9-2023

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

# Beltaco

## **STREET TACOS (GROUND BEEF, CHICKEN, VEGGIE, or BEYOND BEEF)**

HARD OR SOFT TACO - LETTUCE, PICO DE GALLO, QUESO FRESCO, CILANTRO 3.00\$

## **BURRITOS (GROUND BEEF, CHICKEN, VEGGIE, or BEYOND BEEF)**

RICE, BEAN, VEGGIES & PROTEIN WITH PICO, SOUR CREAM, CILANTRO 8.00\$

## **QUESADILLAS**

GRILLED THREE CHEESE, PICO DE GALLO, SOUR CREAM) 6.00\$

## **FRITO PIE ( (GROUND BEEF, CHICKEN, VEGGIE, or BEYOND BEEF)**

CLASSIC STREET FAVORITE - PICO DE GALLO, SOUR CREAM 4.50\$

**RICE & BEANS 3.50\$**

## **Park Favorites**

- Tater Tots (Plain, Cajun, or Nacho style) 4.00/5.00/6.00\$
- Hot Dog (Plain, Chili, Chili Cheese) 3.00/4.00/5.00\$
- Corn Dog 4.00\$
- Soft Pretzel 3.00\$
- Churro 3.00\$
- Ice Cream Treats 2.00\$
- Fanta sodas 2.00\$

In the thirteenth year of the Reign of King George the Third.  
An Act for Incorporating a Certain Tract of Land on the Westerly side of Penobscot Bay,  
into a Town by the name of \_\_\_\_\_.

Whereas the Inhabitants of a Certain Tract of Land on the Westerly side of Penobscot Bay, in the County of Lincoln, are desirous of being incorporated into and invested with the Powers and Privileges of a Town, therefore:

Be it Enacted by the Governor, Council, and House of Representatives, that the Tract of Land aforesaid (here follows description by metes and bounds as in petition) be and hereby is erected into a Town by the name of \_\_\_\_\_.

And that the Inhabitants thereof be and hereby are invested with all Powers, Priviledges, and Immunities which the Inhabitants of the Towns within this Province respectively do or by Law ought to enjoy.

And be it further enacted, that Thomas Goldthwait, 1 Esq., be and he hereby is impowered to issue his Warrant, directed to some principal Inhabitant in said Town, to notify and warn the Inhabitants in said Town qualified by Law to vote in Town Affairs to meet at such Time and Place as shall be therein set forth, to choose all Officers as shall be necessary to manage the affairs of said Town, at which said First Meeting all the then present male inhabitants that shall be arrived at the age of twenty one years shall be admitted to vote.

In the House of Representatives.

Read the first time, June 14, 1773.

June 15, Read a Second Time.

June 21, Read a Third time & passed to be Engrossed.

Sent up for Concurrence.

T. Cushing Sp

Although in the original Act (Warrant), the name was left blank, yet that Belfast, 3 according to the prayer of the petitioners, was adopted, and appears in the printed copy. It was suggested by James Miller, who, as has been before stated, originated in the city of that name in Ireland. One tradition is that many of the settlers preferred Londonderry, but Miller was strenuous for its present appellation, and that the dispute terminated by tossing a penny.

1. The commander of Fort Pownall, and the first justice of the peace on the Penobscot.
2. In 1874 there were six other towns named Belfast in the United States; viz., in Arkansas, Iowa, Maryland, New York, Ohio, and Virginia.

Credit: Joseph Williamson, "HISTORY OF THE CITY OF BELFAST IN THE STATE OF MAINE" Copyright 1877.

\* From its first Settlement in 1770 to 1875