



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Erin Herbig
City Manager

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MANAGER'S REPORT

Belfast City Council Meeting
Tuesday, April 18, 2023

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

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, April 13, 2023

Agenda Items:

10-A Request from the Police Chief to confirm Romel Corpuz as a part-time Reserve Officer for the Belfast Police Department.

Romel Corpuz has successfully completed his oral boards, PT test, background investigation, and Phase I and Phase II entry level training required by the Maine Criminal Justice Academy.

He is looking forward to pursuing a career in law enforcement and hopes to eventually transition to a full-time employee when a position becomes available within the department. Mr. Corpuz resides in Belfast with his wife and family.

If approved by the City Council, Police Chief Bobby Cormier requests that a motion is made to confirm Romel Corpuz as a part-time Reserve Officer for the Belfast Police Department. If appointed by the City Council, the new Reserve Officer will be sworn in at the meeting by Interim City Clerk Angie Crosby.

Please see the attached memo (10-A) from the Police Chief explaining the request. Chief Cormier will be at the meeting to present, introduce Mr. Corpuz to the community, and answer any questions.

10-B Request to authorize the City Manager to extend the contract with a Human Resources Administrator through May 31, 2023.

On February 9, 2023, the City Council authorized the City Manager to sign a contract with Nancy Driscoll as an Interim Human Resources Administrator on behalf of the City of Belfast until April 14, 2023.

The City of Belfast has advertised for a Human Resources and Payroll Administrator position, with applications due on Monday, May 1, 2023. This extension of the current contract with the Interim HR Administrator will coincide with the conclusion of the HR and Payroll Admin Hiring Process, allowing for a smooth transition.

If approved by the City Council, I recommend a motion is made to authorize the City Manager to extend the contract with an HR Administrator to May 31, 2023.

I will be available to present and answer any questions.

10-C Request from the Belfast Community Co-Op to waive \$11,885.00 in building permit fees associated with their renovation project.

General Manager Doug Johnson of the Belfast Community Co-Op has reached out to the City of Belfast to request that the City Council consider waiving the building permit fees associated with the Belfast Community Co-Op renovation project slated to begin in May of 2023.

The renovation project will include making necessary upgrades to the current infrastructure, including electrical, plumbing, HVAC, security and fire prevention and detection, and operational safety. Additionally, they are planning on adding 33% more retail square footage.

Only the City Council has the authority to grant permit fee waivers. City staff are seeking Council direction regarding the request to waive \$11,885.00 in building permit fees for the Belfast Community Co-Op renovation project.

Please see the attached letter (10-C) from Doug Johnson, General Manager of the Belfast Community Co-Op explaining their request in further detail. A representative from the Belfast Community Co-Op and Director of Code and Planning Bub Fournier will be at the meeting to answer any questions.

10-D Request from the Belfast Free Library and the Parks and Recreation Department to install a story walk in Belfast City Park.

The Belfast Free Library, in collaboration with the Parks and Recreation Department, proposes a 16-piece story walk in Belfast City Park. The story walk would consist of 16 aluminum frames enclosed in a polycarbonate sheet to protect the book pages inside. These stations would allow the Library to install up to 32 pages of a short story for families and children to enjoy.

The cost of the project is approximately \$6,000.00 and will be funded with donations from First National Bank and the Friends of Belfast Library.

If approved by the City Council, City staff request that a motion is made to install a 16-piece story walk in Belfast City Park as presented.

Please see the attached memo (10-D) from the Parks and Recreation Director providing further detail. Parks and Recreation Director Norm Poirier and Library Director Steve Norman will be at the meeting to present and answer any questions.

10-E Request to approve a new Facility Use Request Application for Belfast Signing Day in Steamboat Landing Park on Sunday, June 4, 2023, from 10:00 a.m. to 2:00 p.m.

Belfast resident Carrie Pierce, representing the local hearing impaired and deaf community, has requested use of Steamboat Landing Park on Sunday, June 4, 2023, from 10:00 a.m. to 2:00 p.m. to host a Belfast Signing Day for the community.

This event will include conversation, practice of signing skills, and games. Following this event, the group plans to disperse and visit downtown Belfast.

This is a small gathering, and the group has not requested anything other than use of the park. Parks and Recreation Director Norm Poirier recommends notifying the Police Department and providing additional trash cans and picnic tables in the park for the event.

If approved by the City Council, the Parks and Recreation Director requests that a motion is made to approve the new Facility Use Request Application for Belfast Signing Day in Steamboat Landing Park on Sunday, June 4, 2023, from 10:00 a.m. to 2:00 p.m.

Please see the attached memo and Facility Use Request Application (10-E) from the Parks and Recreation Director providing further detail. Director Poirier will be at the meeting to present and answer any questions.

10-F Request by the Director of Code and Planning to authorize the City Engineer to redesign the intersection of Church Street and Northport Avenue.

This past winter, the pedestrian walkway at the intersection of Church Street and Northport Avenue has become unnavigable due to the construction of a fence by the property owner at the intersection. Currently, the sidewalk on the northeast side of Church Street does not connect to the crosswalk across Northport Avenue or any other pedestrian improvements in the vicinity. City staff, with input from the Belfast Pedestrian, Biking and Hiking committee, other City officials, and the public, have considered how to best improve the intersection to meet the needs of the City and neighborhood. This is a prominent, iconic intersection with plenty of room to accommodate a good design that benefits everyone who uses it.

The Belfast Pedestrian, Biking and Hiking Committee generated the attached rough design with comments as a possible solution to the changes that occurred at the intersection this winter. Code and Planning staff have been working with the committee on “tactical urbanism” approaches with paint and bollards at different locations in town to improve pedestrian and vehicle infrastructure. The proposed redesign would also be an opportunity to ease vehicular traffic at the intersection by making the turning angle closer to 90 degrees, so cars slow down as they turn onto Church Street heading northwest. The angle of the existing intersection allows vehicles to make their turn comfortably at a higher speed than the area warrants.

Code and Planning staff support the rough design envisioned by the Pedestrian, Biking and Hiking Committee for this intersection, and request that our Public Works Department be included in the design process.

Following completion of design work by the City Engineer, City staff suggest bringing the project back to the City Council for final approval before work commences.

If approved by the City Council, Director of Code and Planning Bub Fournier requests that a motion is made to expend up to \$4,000.00 to hire the City Engineer to generate a design for pedestrian and vehicular improvements at the intersection of Church Street and Northport Avenue based on the rough design by the Pedestrian, Biking and Hiking committee and supported by Code and Planning staff with funding to come from the Sidewalk Improvement/Maintenance account #420-573. This account has a current balance of \$67, 813.25.

Please see the attached memo (10-F) from the Director of Code and Planning providing further detail. Director Fournier will be at the meeting to present and answer any questions.

10-G Request by the Deputy Economic Development Director to submit a letter of interest to Northern Border Regional Commission for partial funding for the Congress/Salmond Streets project.

The Northern Boarder Regional Commission (NBRC), is a partnership established between the State of Maine, New Hampshire, New York, Vermont, and the federal government which administers grant programs that fund community economic development projects. One of the grant programs administered by NBRC is the Catalyst Program, which allocates federal funding to support economic revitalization by modernizing critical infrastructure as well as investing in other projects that aren't categorized as infrastructure such as job skills training programs and health care promotion efforts. The amount of available funding for the 2023 Catalyst Program funding cycle is approximately \$11 million per state.

Entities that are eligible for NBRC funding include the states noted above, as well as local governments. The City of Belfast can apply for NBRC funding since the project is in Waldo County and NBRC considers Waldo County a transitional county. A transitional county is defined as counties that have recently suffered high rates of poverty, unemployment, outmigration, or are economically distressed and underdeveloped. The maximum amount NBRC will provide for grant funding for a project located in a transitional county is 50% of the project cost and all federal funding, including NBRC funds, cannot exceed 80% of the total project cost.

The City anticipates up to \$1.6 million in NBRC funding from the Catalyst Program's infrastructure category, which is less than the \$3 million maximum for multi-purpose projects under the Program. These funds would be used to partially fund various improvements to be made along Congress Street and Salmond Street, including installation of sewer lines, a pump station, concrete curbing, storm drains, catch basins, sidewalks, and crosswalks. If awarded NBRC funds, the City will need to match what NBRC is committing to the project, based on Catalyst Program requirements. Currently, the Congress Street and Salmond Street improvement project is estimated to cost \$3.2 million. The City is considering other funding for the project including, but not limited to, 2024 Congressionally Directed Spending, Community Development Block Grant Public Infrastructure funding, and/or incremental tax revenue captured under the Congress Street Affordable Housing Development and Tax Increment Financing District's credit enhancement agreement.

NBRC requires all interested entities submit a letter of interest by April 21, 2023. NBRC will review submitted letters of interest and invite certain entities to formally apply for funding during the first week in May. Entities receiving an invitation to submit a full application will have detailed a project in their letter of interest that meets scoring criteria and aligns with NBRC investment guidelines and state economic development goals. Invited entities wishing to submit a full application for NBRC funding will need to do so by June 2, 2023.

If approved by the City Council, Deputy Economic Development Director Greg Connors requests that a motion is made to authorize City staff to submit a letter of interest to NBRC for their consideration of inviting the City of Belfast to apply to the 2023 Catalyst Program for the Congress Street and Salmond Street improvement project and authorize the City Manager to sign any and all documents necessary for the submission of the letter of interest.

Please see the attached memo (10-G) from the Deputy Economic Development Director providing further detail. Deputy Director Connors will be at the meeting to present and answer any questions.

10-H Request from the Economic Development Director to approve the April 1, 2022 - March 31, 2023, Annual Reports for Congress Street, School Street, and Wight Street Affordable Housing Development and Tax Increment Financing Districts.

Tax increment financing is a flexible finance tool used by municipalities to leverage new real and/or personal property taxes generated by a specific project or area in order to shelter a new development's value regarding state, county, and school district funding formulas. Any portion of these new additional taxes may be used to finance public projects for a defined period of up to 30 years. The City of Belfast also can establish agreements, known as credit enhancement agreements, where the new additional taxes can be refunded to the party that created the new additional taxes.

The City of Belfast has previously established three Affordable Housing Development and Tax Increment Financing Districts: the Congress Street Affordable Housing Development and Tax Increment Financing District, the School Street Affordable Housing Development and Tax Increment Financing District, and the Wight Street Affordable Housing Development and Tax Increment Financing District.

These districts were established to support the development of new affordable rental housing units or the rehabilitation and preservation of existing affordable rental housing units.

Municipalities establishing an Affordable Housing Development and Tax Increment Financing District are required under state law to report annually to MaineHousing regarding the status of that district, including certifying that the public purpose of the district is being met; accounting for any sales of property within the district; certifying that rental units within the district have

remained affordable; and certifying that the required housing affordability and other conditions of approval, including limitations on uses of tax increment revenues for approved development project costs, set forth in the Certificate of Approval issued by MaineHousing for the district and its development program are being maintained.

If approved by the City Council, Economic Development Director Thomas Kittredge requests that a motion is made to approve the Annual Report for Tax Year April 1, 2022-March 31, 2023 for the Congress Street Affordable Housing Development and Tax Increment Financing District; approve the Annual Report for Tax Year April 1, 2022-March 31, 2023 for the School Street Affordable Housing Development and Tax Increment Financing District; approve the Annual Report for Tax Year April 1, 2022-March 31, 2023 for the Wight Street Affordable Housing Development and Tax Increment Financing District; and authorize the Economic Development Director to submit these approved reports to MaineHousing.

Please see the attached memo and drafts of the 4/1/2022-3/31/2023 annual report for each of these three districts (10-H) from the Economic Development Director providing further detail. Director Kittredge will be at the meeting to present and answer any questions.

10-I Discussion and consideration on restructuring City Committees.

At the March 21st Regular City Council Meeting, City Staff presented a recommended reorganization to the existing citizen committee structure 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 on March 21st, the City Council requested that the proposed survey be sent to impacted committee members and staff for additional feedback before finalizing the restructuring. These surveys were provided to the City Council prior to the start of the April 4th Council Meeting along with information regarding current committee membership and terms.

At the April 4th Council Meeting, the City Council tabled the discussion until the April 18th Council Meeting to allow for time to review the survey results and so that the Rail Trail and Harbor Walk Committee could submit their survey results.

Please see the attached memo, current committee membership and terms, and survey results (10-I). Economic Development Director Thomas Kittredge, Deputy Economic Development Director Greg Connors, Director of Code and Planning Bub Fournier, Parks and Recreation Director Norm Poirier and I will be at the meeting to answer any questions.

10-J Discussion on a possible City-wide celebration of the 250th anniversary of the incorporation of the City of Belfast and City funding support.

On April 4th Councilor Paul Dean requested this topic to be placed on the City Council Meeting agenda as an opportunity for the City Council to discuss a possible City-wide celebration of the 250th anniversary of the incorporation of the City of Belfast. At that meeting, the City Council recommended that a steering committee comprised of Megan Pinette of the Belfast Historical Society, Dorothy Havey of the Belfast Area Chamber of Commerce, Amanda Cunningham of Our Town Belfast, Parks and Recreation Director Norm Poirier, and City Councilors Mike Hurley and Paul Dean work together to organize a City-wide celebration.

The group met on Tuesday, April 11th at City Hall. Following their meeting, Councilor Dean requested that a discussion and request for funding for a City-wide celebration of the 250th anniversary of the incorporation of the City of Belfast be placed on the April 18th Regular City Council Meeting.

Councilor Hurley and Councilor Dean will be at the meeting to present and answer any questions.

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

10-L Signing of Council Orders

It is that time of year again- warm weather is in the air, plants are beginning to bloom, and more residents are enjoying the outdoors and the ocean. I've seen many people out in their yards for spring cleaning, a strong sign that Spring is finally here.

Preserving the natural beauty of our City continues to be our priority. To keep Belfast beautiful and maintained, our Public Works Crew will conduct their annual spring clean-up beginning on Monday, April 24th, 2023, and ending on May 10th, 2023.

The Public Works Crew will be picking up materials placed on the streetside within the bypass, one pick-up per household. Materials permitted to be placed street-side for cleanup include yard raking, leaves, sand, and other natural materials placed in piles. Larger items such as brush, trees, broken limbs, and hedges will not be removed by the Public Works Crew but can be taken to the Transfer Station at no cost to residents during the scheduled cleanup.

More information about our Public Works Annual Spring Clean Up can be found on our City of Belfast website, cityofbelfast.org.

Thank you for helping us keep our downtown Belfast beautiful and the culverts, catch basins and storm drains clear.

Happy Spring!

**City of Belfast
Consent Agenda
Tuesday, April 18, 2023
Meeting #20**

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 Facility Use Request Application by the Sons of the American Legion Post 43 to utilize Belfast City Park pavilion and surrounding area for the annual Community Chicken BBQ and silent auction on Saturday, August 12, 2023.**

Motion to approve a Facility Use Request Application by the Sons of the American Legion Post 43 to utilize Belfast City Park pavilion and surrounding area for the annual Community Chicken BBQ and silent auction on Saturday, August 12, 2023.

- B. Request to approve a Facility Use Request Application by Debbie Murphy to utilize High Street from Market to Main Streets for the 14th Annual Belfast Street Party on Monday, August 7, 2023, from 5:00 to 9:30 p.m.**

Motion to approve a Facility Use Request Application by Debbie Murphy to utilize High Street from Market to Main Streets for the 14th Annual Belfast Street Party on Monday, August 7, 2023, from 5:00 to 9:30 p.m.

- C. Request to approve a Facility Use Request Application by Come Boating to utilize the area in and around the shed and boat trailer parking lot at the Harbor for the annual Nautical Yard Sale and Launch Day event on Saturday, May 27, 2023, from 9:00 a.m. to 2:00 p.m.**

Motion to approve a Facility Use Request Application by Come Boating to utilize the area in and around the shed and boat trailer parking lot at the Harbor for the annual Nautical Yard Sale and Launch Day event on Saturday, May 27, 2023, from 9:00 a.m. to 2:00 p.m.

- D. Request to approve a Facility Use Request Application by Duncan Moore to utilize Heritage Park for the annual Bike the US for MS event on the evening of Sunday, May 28, 2023, for 20 participating cyclists to stay overnight.**

Motion to approve a Facility Use Request Application by Duncan Moore to utilize Heritage Park for the annual Bike the US for MS event on the evening of Sunday, May 28, 2023, for 20 participating cyclists to stay overnight.

- E. Request to approve a parade application by the Belfast Area High School Gender and Sexuality Alliance Club for the annual Belfast Pride Parade on Saturday, June 10, 2023, starting at Belfast Area High School at 11:00 a.m. and ending at Heritage Park.**

Motion to approve a parade application by the Belfast Area High School Gender and Sexuality Alliance Club for the annual Belfast Pride Parade on Saturday, June 10, 2023, starting at Belfast Area High School at 11:00 a.m. and ending at Heritage Park.

- F. Request to approve an automobile graveyard/junkyard permit for Lorraine Gibbs and Bert Bailey d/b/a Gibbs Auto Sales located at 50 Back Belmont Road, Belfast, ME.**

Motion to approve an automobile graveyard/junkyard permit for Lorraine Gibbs and Bert Bailey d/b/a Gibbs Auto Sales located at 50 Back Belmont Road, Belfast, ME.

9.A

Memorandum

March 30, 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 – Sons of American Legion BBQ and Silent Auction

The City of Belfast has received a Facility Use application from Michael Hustus representing the Sons of American Legion Post 43 Belfast, Maine. The request is to use City Park pavilion and the surrounding area for a Community Chicken BBQ on Saturday August 12, 2023 with a set-up date of Friday, August 11th and a clean-up of the grills Sunday, August 13th.

The Sons of American Legion has organized this BBQ in years and was successful with this event. The group did an outstanding job in cleaning up all of their supplies, grills and charcoal. The organization also took extra precautions to barricade off the grills for public safety.

The Belfast Parks and Recreation Department and the Commission supports this request.



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

EVENT: Chicken BBQ and silent auction

DATES: 8/12/23 EVENT REPRESENTATIVE: Joshua cashman/mike Mustus

PROPOSED LOCATION/AREA TO BE USED: At the pavillion and surrounding 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?

Joshua cashman / 207 505 1117
joshuacashman@yahoo.com
Sons of the American legion post #413 Belfast

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

fundraiser to help local veterans in need

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.

City park

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

Set up 8/11/23 Function 8/12/23
Clean-up 8/13/23

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

N/A

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?

N/A

7) How many people do you expect?

One to two hundred

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

N/A

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

Where? - Attach MAP N/A

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?)

COOKING will Be Done with charcoal
in pits. Area will Be barricaded
to the public

11) Will you be renting spaces to vendors on City Property? Yes _____ No

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

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

CROSS

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

Normal

16) How do you propose to handle garbage removal?

carry in carry out

17) How do you propose to handle parking?

along side of Park Roads and
parking spots

18) How do you propose to handle security?

N/A

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

existing

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

water / electricity

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

N/A

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?

Joshua Cushman 2075051117 / Mike Hustus 2073230081

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

N/A

Department

Service Requested

City Manager

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.



ADMINISTRATIVE COMMENTS
(Internal City use only)

City Manager's Office

Police Department

Fire/Ambulance Department

Parks Department

Public Works Department

Harbor Master

Boat House Rental Agent

Other Notes:



FACILITY USE APPLICATION CHECKLIST

- Application complete with contact names and contact information
- Specific facility or park requested
- Dates/times of the event and extra set-up time if necessary
- Specific request of City services:
 - electrical needs
 - street closures
 - police assistance
 - trash removal
- Vendor permits (necessary if serving alcohol)
- Parking plan
- Insurance Certificate (need to receive two weeks prior to event)
- Map/diagram of event layout
- Music cannot reach a volume level of more than 7 on controls
- Plan for restroom facilities
- Scheduled meeting with City Representative

My signature attests to the review of the checklist and the realistic view of the event provided to the City. Any deviation from the written request is grounds for cancellation of the event by the City of Belfast without notice.

Signature

Date:

Printed Name:

Joshua Cushman

9.B

MEMORANDUM

March 30, 2023

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

From: Norm Poirier, Belfast Parks and Recreation Department

Re: Facility Request Application –14th Annual Street Party

Cc: Chief Cormier, Belfast Police Department
Bob Richards, Belfast Public Works Department
Chief Richards, Belfast Fire Department and EMS

The City of Belfast Parks and Recreation Department has received a Facility Use application for the 14th Annual Street Party to be held on Monday, August 7, 2023 from 5:00-9:30 pm with High Street from Market to Main Streets closed to traffic from 4:00pm-10:00pm. In year's past this event has been a tradition for many people and their families. Organizers for the event will be requesting use of the parking lot in front of City Hall for a stage to be set-up. This may cause a disruption of operations of City business and the entrance from High Street.

The event coordinator, Debbie Murphy is available if questions arise. This event is sponsored by the City of Belfast and the Street Party Committee.

The Department is recommending approval of this request and will work with organizers for a successful, fun evening.



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

EVENT: BELFAST ANNUAL STREET PARTY

DATES: AUG 7, 2023 or next sunny day

EVENT REPRESENTATIVE: MIKE HURLEY & DEBBIE MURPHY

PROPOSED LOCATION/AREA TO BE USED: High Street from the traffic lights to Macleod's.

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?

DEBBIE MURPHY, 603-289-1637, debsta97@aol.com I represent the City. _____

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

We have many food vendors (w/permits), 3-4 "rides", some retailers, some local groups giving information out, high schooler, Dem's etc fund raisers.

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.

High St from the traffic light to Macleod's and the sidewalks. We need all cars to be not parking from 4pm to 10pm on the street. Also, City Hall parking for the 2 bands.

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

Aug 7, 2023 or next sunny.day__ 4PM – 10PM. Event is 5PM to 9:30PM.

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

If yes, then who will manage these closed off Streets?
Mike Hurley, Tom Murphy, Debbie Murphy, Parks and Rec (Maybe Norm P will be available?)

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

Power grid box to the telephone pole in front of city hall
Picnic tables, 2 crew people, barriers, cones, tents, tables, trash barrels, recycle bins/2

7) How many people do you expect?

1,000

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

Food: TBD but in the past Waffle Cabin, Lions Club, Stone Fox Creamery, Za'Spresso
Little Italy Bus, Wicked Maine Pops, popcorn. With Permits submitted.

Music: 2 bands TBD

Rides: TBD Sand Castle Entertainment = bull, climbing wall, jump houses/2,
slides/obstacle course

Games, a few **craft** retailers.

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

Where? - Attach MAP NO

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 ___ \$25 ea ___ No ___

If yes where do you propose they set up? (MAP Location) ___ We place along the street ___

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

___ See #8 above ___

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?

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

___ City of Belfast - Maine Municipal ___

15) Noise: What kind of noise do you expect to generate at this event and during which specific period of time? ___ 2 bands and the joyful cries of kids having fun. ___

16) How do you propose to handle garbage removal? ___ Parks and Rec carries away at the end of the evening. A team of volunteers pick up trash as needed. ___

17) How do you propose to handle parking? ___ People find their own spots. Many walkers.

18) How do you propose to handle security? ___ We have never had a problem. But the police like to walk around and manage. Plus we have superheroes

19) How do you propose to handle the need for restrooms? ___ We supply 2 ports potties ___

20) What is your plan/need for electricity or water? ___ Power grid box plugged into the pole in front of city hall.

21) Have you spoken to the neighbors in the area of this event and discussed traffic, noise, parking etc. with them? ___ We contact all businesses affected with a visit and a letter. ___

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?

____ We walk the street the entire time. Mike Hurley 323-0881 mike@pilut.com, Debbie & Tom Murphy 603-289-1637, debsta97@aol.com, , Marjie Gornley, 505-6244, marjie.gormley@gmail.com

23) Are you requesting any services from the City? Be specific on the services you are asking for
____ See #6 above _____

Department

Service Requested

City Manager

____ NO _____

Police _____ Walk around, have a presence

Fire/ Ambulance: ____ Would love to have the firetruck again this year. Kids love getting in it.

Parks _____ Parks and Rec always lend a hand in set-up and closing. / picnic tables

Public Works _____ I think Bob Richards brings in the ~~jersey barriers~~ ^{barricades / trash cans}

Harbor

____ NO _____

Other?

____ NO _____

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.



FACILITY USE APPLICATION CHECKLIST

- Application complete with contact names and contact information
- Specific facility or park requested
- Dates/times of the event and extra set-up time if necessary
- Specific request of City services:
 - electrical needs
 - street closures
 - police assistance
 - trash removal
- Vendor permits (necessary if serving alcohol)
- Parking plan
- Insurance Certificate (need to receive two weeks prior to event)
- Map/diagram of event layout
- Music cannot reach a volume level of more than 7 on controls
- Plan for restroom facilities
- Scheduled meeting with City Representative

My signature attests to the review of the checklist and the realistic view of the event provided to the City. Any deviation from the written request is grounds for cancellation of the event by the City of Belfast without notice.

Signature _____ Date: _____

Printed Name: _____

9.C

MEMORANDUM

April 10, 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 – Come Boating Nautical Yard Sale / Launch Day

A Facility Use Request has been submitted by Susan Cutting representing “Come Boating” for the use of the area in and around the shed the group uses next to the boat trailer parking lot at the Harbor for a Nautical Yard Sale / Launch Day event. The event is scheduled for Saturday, May 27th from 9:00 a.m. to 2:00 p.m. with some grilled hot dogs / hamburgers, nautical themed yard sale items and information on the organization. They will set-up a table and small pop-up tents along the area as well as small grill.

A rain date of May 28th is being requested as well. The Harbormaster does not have any issues with this request.

The Come Boating organization does an excellent job with this event and in taking care of the area.

Recommendation from City staff is for approval of this request.



Facilities Use Request City of Belfast, Maine

EVENT: Come Boating Nautical Yard Sale and Launch Day

DATES: Saturday, May 27, 9am-2pm

EVENT REPRESENTATIVE: Abby Lown

PROPOSED LOCATION/AREA TO BE USED The area around the Come Boating boat shed (including the strip of grass between the boat shed and the parking lot for boat trailers).

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?

Susan Cutting, Volunteer, Come Boating! (c) 603-372-2074, susancutting@gmail.com

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

Annual Nautical Yard Sale and Launch Day. We display nautical items for sale as a fundraiser for our 501c3 non-profit organization. We offer our free rows to anyone interested. And we offer a free hot-dog lunch.

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 area around the Come Boating boat shed. The picnic table area, as well as the strip of grass between the harborwalk and the parking area for boat-launching vehicles.

4) What **dates and times** do you wish to have this event? _Saturday, May 27th from 8:30 (set up) until 2:30 (break down). Our rain date is the following day, Sunday, May 28th at the same time.

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? Visitors are usually kind of spread out over the course of the time. Probably no more than 10-20 at any particular moment. Total maybe 100?

8) Will you be selling things at this event? What and by who if not you?
Only donated nautical gear the proceeds of which go to Come Boating's 501c3 organization.

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

No.

Where? - Attach MAP _____

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?)

There will be a grill for cooking hotdogs. We will take safety precautions on its location and use.

11) Will you be renting spaces to vendors on City Property? **No.**

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.

None.

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?

Come Boating has insurance that covers all the rowing event liability.

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

Starkweather & Shepley Insurance

15) Noise: What kind of noise do you expect to generate at this event and during which specific period of time? I don't imagine there will be any significant noise. Just conversations.

16) How do you propose to handle garbage removal? We don't generate much trash and will take care of it.

17) How do you propose to handle parking? There don't tend to be too many people at one time. The Street parking has been perfectly adequate in the past.

18) How do you propose to handle security? None needed.

19) How do you propose to handle the need for restrooms? The public restroom across Main St. has been perfectly adequate in the past.

20) What is your plan/need for electricity or water? No need for electricity. We have a large drinking water container.

21) Have you spoken to the neighbors in the area of this event and discussed traffic, noise, parking etc. with them? The Harbormaster has been informed. ___

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?

Abby Lown, Launch Day Coordinator, Come Boating! (c) 603-828-3442, abigailown@gmail.com

23) Are you requesting any services from the City? Be specific on the services you are asking for
No.

Department

Service Requested

City Manager

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.



FACILITY USE APPLICATION CHECKLIST

- Application complete with contact names and contact information
- Specific facility or park requested
- Dates/times of the event and extra set-up time if necessary
- Specific request of City services:
 - electrical needs
 - street closures
 - police assistance
 - trash removal
- Vendor permits (necessary if serving alcohol)
- Parking plan
- Insurance Certificate (need to receive two weeks prior to event)
- Map/diagram of event layout
- Music cannot reach a volume level of more than 7 on controls
- Plan for restroom facilities
- Scheduled meeting with City Representative

My signature attests to the review of the checklist and the realistic view of the event provided to the City. Any deviation from the written request is grounds for cancellation of the event by the City of Belfast without notice.

Signature _____ Date: _____

Printed Name: _____

9.D

MEMORANDUM

April 10, 2023

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

From: Norm Poirier, Director of Belfast Parks and Recreation Department

Re: Facility Use Application – Bike the US for MS

Cc: Chief Cormier, Belfast Police Department
Kathy Messier-Pickering, Belfast Harbormaster

The City of Belfast has received a request from a representative of the “Bike the US for MS” organization, a national event under the oversight of the National Multiple Sclerosis to utilize Heritage Park on the evening of May 28, 2023 for overnight stay. The cyclists will enter from the Footbridge and will travel south on Front Street to arrive at Heritage Park.

The group will tent overnight in Heritage Park, approximately 20 cyclists and use the public restrooms / showers. In previous years the group has left the park by 7:30 a.m. leaving no trash or indication they had been in the park. They will have two vehicles parked overnight in the lot near the City owned French Webb building.

In previous years we have had no issues and would recommend approval of this request and I will act as liaison for the City and the group’s accommodations. The organization will be forwarding an updated insurance certificate.



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

EVENT: Bike the US for MS charity ride overnight stay

DATES: 5/28+5/29/2023 EVENT REPRESENTATIVE: Duncan Moore

PROPOSED LOCATION/AREA TO BE USED: Heritage Park

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?

Duncan Moore / Bike the US for MS

201-503-6367 / info@bikettheusforms.org

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

We are biking from Bar Harbor, ME to Seattle, WA to raise money for multiple sclerosis.

For the last 10+ years, the city of Belfast has been kind enough to let us camp at Heritage Park for one night.

Our group of 11 cyclists would arrive on Sunday afternoon May 28, camp, and leave the next morning.

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.

We would like to camp on the grass at Heritage Park, and have access to a bathroom throughout the night.

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

Starting: Sunday May 28th at 2pm.

Ending: Monday May 29th at 8am.

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?

10-15

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 _____

By Whom: Name and Phone contact number:

No alcohol will be served or consumed.

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

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

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

Brown Insurance

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

No amplified music or speeches will be performed.

16) How do you propose to handle garbage removal?

We will probably only produce one large bag of trash and will take it with us if a bin is not available.

17) How do you propose to handle parking?

We will only be driving two vans.

18) How do you propose to handle security?

Security will not be needed.

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

In the past, we were granted access to a bathroom with a code.

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

We only need access to drinking water.

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

Due to our small group size, we won't disrupt regular neighborhood activities.

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?

Duncan Moore / 201-503-6367 / info@biketousforms.org

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

Department

Service Requested

City Manager

Police

Fire/ Ambulance

Parks

Permission to camp at Heritage Park and use the restroom.

Public Works

Harbor

Other?

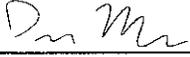
Remember, If any aspect of the activity you wish to conduct is not specifically listed on this checklist then there will be no permission to conduct that activity.



FACILITY USE APPLICATION CHECKLIST

- Application complete with contact names and contact information
- Specific facility or park requested
- Dates/times of the event and extra set-up time if necessary
- Specific request of City services:
 - electrical needs
 - street closures
 - police assistance
 - trash removal
- Vendor permits (necessary if serving alcohol)
- Parking plan
- Insurance Certificate (need to receive two weeks prior to event)
- Map/diagram of event layout
- Music cannot reach a volume level of more than 7 on controls
- Plan for restroom facilities
- Scheduled meeting with City Representative

My signature attests to the review of the checklist and the realistic view of the event provided to the City. Any deviation from the written request is grounds for cancellation of the event by the City of Belfast without notice.

Signature  Date: 3/15/2022

Printed Name: Duncan Moore



ADMINISTRATIVE COMMENTS
(Internal City use only)

City Manager's Office

Police Department

Fire/Ambulance Department

Parks Department

Public Works Department

Harbor Master

Boat House Rental Agent

Other Notes:

9.E



CITY OF BELFAST

131 Church St.
Belfast, Maine 04915

E-mail: cityclerk@cityofbelfast.org

Tel: (207) 338-3370

Fax: (207) 338-6222

Parade Application

Permit # _____
(office use only)

Date of request: 11/29/2022 Name of Parade: Belfast Pride Parade

Name of Organization: BAHS GSA

Contact Person(s): Annie Gray or Ian Howard

Phone: 207-338-1790 Email: agray@rsu71.org ihoward@rsu71.org

Date of Parade: June 10, 2023 Formation Time: 10:30

Parade Start Time: 11:00 Estimated Ending Time: 12:00

Where Parade will be forming: Belfast Area High School

Parade Route: BAHS → Waldo Ave → Main St → end at Heritage Park

Where Parade will be ending: Heritage Park / Public Landing

What will be in the parade (Example; people walking, vehicles, horses, go-karts, Floats)
people walking

How many units/people will be in the parade: approx. 75

How many volunteers will be present to assist with traffic related issues: 10

(If you have volunteers, they must be wearing safety vests.)

Multiple road closures needed: YES _____ / NO X

(If yes, schedule meeting with the Chief of Police at least 3 weeks before event date)

***Certificate of Liability Insurance Attached**

(Please be aware that this Application will not be submitted for approval without the Certificate of Liability Insurance attached.)

Applicant Signature: Annie M. Gray

Date Approved by City Council: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/3/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Alliant Insurance Services, Inc.
18100 Von Karman Avenue
10th Floor
Irvine CA 92612

CONTACT NAME:
PHONE (A/C, No, Ext): FAX (A/C, No):
E-MAIL ADDRESS: schoolcert@alliant.com

License#: #0C36661

INSURED
MSMA PROP. & CAS. TRUST FUND & ITS MEMBERS
RSU #71
PO BOX 325, 6A LIONS WAY
BELFAST ME 04915

INSURER(S) AFFORDING COVERAGE	NA/C#
INSURER A: MSMA Property & Casualty Trust	0
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 968566944

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	MSMAMOC2223	7/1/2022	7/1/2023	EACH OCCURRENCE \$3,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$3,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$3,000,000 GENERAL AGGREGATE \$N/A PRODUCTS - COMP/OP AGG \$3,000,000 DEDUCTIBLE \$500
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Abuse & Molestation		MSMAMOC2223	7/1/2022	7/1/2023	Each Occurrence \$1,000,000 Aggregate \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
THE CERTIFICATE HOLDER IS NAMED AS ADDITIONAL INSURED WITH RESPECT TO PRIDE PARADE (WILL INCLUDE PEOPLE WALKING, NO FLOATS OR VEHICLES) AT BAHS AND COMMUNITY INCLUDING WALDO AVENUE AND MAIN ST IN BELFAST MAINE, 6A WALDO AVENUE, BELFAST, ME 04915. DATE: 6/3/2023; TIME: 11:00AM - 12:00PM; GROUP SPONSORING ACTIVITY: GENDER AND SEXUALITY ALLIANCE CLUB; NUMBER OF STUDENTS INVOLVED: 18; GRADE LEVEL OF STUDENTS: 9-12; NUMBER OF CHAPERONES: 10.

CERTIFICATE HOLDER**CANCELLATION**

CITY OF BELFAST
131 CHURCH STREET
BELFAST ME 04915

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

10.A



Memo

To: City Manager Erin Herbig
From: Chief Robert Cormier
cc: City Council
Date: April 10, 2023
Re: Hiring Request, Reserve Part-time Officer

Dear Erin

We just completed a lengthy selection process for the position of part-time reserve Police Officer. Candidate Romel Corpuz successfully completed his oral boards, PT test, background investigation, Phase I and Phase II entry level training required by the Maine Criminal Justice Academy. Romel graduated top of his class academically during his phase II training and has worked extremely hard to show his dedication to become a Belfast Police Officer. He is a college graduate, well-liked by everyone and currently resides here with his wife and family in Belfast. Romel is very excited to pursue his new career in Law Enforcement and hopes to eventually transition to a full-time position with our department when it becomes available. I am respectfully seeking permission to hire Officer Romel Corpuz as a part-time reserve Police Officer for the City of Belfast Police Department.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Chief Robert Cormier".

Chief Robert Cormier

10.C



BELFAST COMMUNITY CO-OP

Owned by you. Food for all.

To Mayor Eric Sanders and the members of the Belfast City Council,

I am writing to formally request that the City of Belfast waive the building permit fees associated with the Belfast Community Co-op renovation project slated to begin in May of 2023.

For more than 47 years the Belfast Community Co-op has offered essential goods and services to the residents of the City of Belfast and greater Waldo County as well as providing a necessary destination for summer travelers coming to our city. We began as a small storefront on upper Main Street in 1976, grew into a larger space on lower Main Street in the 1980s, and finally moved into our current home in 1994. In the decades that followed we have been able to grow the enterprise into an \$11.3 million business that acts as an anchor for the downtown. We employ over 80 full time and part time workers and paid out over \$2.8 million in wages and benefits in our last fiscal year. Over one third of our annual sales are from locally grown or locally produced goods from over 220 Maine farmers and producers. In this past year our Common Cents register round up program put \$61,173 into the hands of local non-profits.

In May of 2023 we will be launching a renovation project that will allow our co-op to grow and serve the community for decades to come. We will be making necessary upgrades to our neglected infrastructure including electrical, plumbing, HVAC, security and fire prevention and detection, and operational safety. We will be adding 33% more retail square footage to our operation allowing us to carry a greater variety of products to meet the changing needs of the Belfast community. Our project will allow the Co-op to once again be the gathering place for the community that we had been prior to the pandemic. In addition to the Co-op often being the first place in Belfast where new residents go to meet the locals, historically our cafe has hosted wine tastings, art shows, club meetings, language classes and acted as being a meeting place and refuge for all our neighbors. To finance this project, we are taking on a \$4 million construction loan from the Cooperative Fund of the Northeast, in partnership with Coastal Enterprises and the Local Enterprise Assistance Fund (LEAF), as well as over \$1.5 million in owner loans and donations.

This project is vital to the survival of our cooperative. On behalf of our over 4800 equity holding owners, I ask that you assist us in this venture and waive the \$11,885 in fees associated with permitting for our project. The value that we provide to the downtown and the broader community, and the future value that we will be able to provide once this project is completed, far outweigh the costs associated with permitting.

Thank you for your time and your consideration,
Doug Johnson
General Manager
Belfast Community Co-op

10.D

MEMORANDUM

April 11, 2023

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

From: Stephanie Holman, Belfast Free Library
Norm Poirier, Belfast Parks and Recreation Department

Re: Proposed Story Walk in City Park

The Belfast Free Library and the Belfast Parks and Recreation Department would like to propose the installation of a "Story Walk" within City Park. The Story Walk would consist of 16 aluminum frames enclosed in a polycarbonate sheet to protect the books inside. The 16 reading stations will allow the Library to install up to 32 pages of a short story for families and children to enjoy.

The project will cost approximately \$6,000 and will be funded by the Friends of Belfast Library and the First National Bank.

Attached please find more detailed information and some photos of the actual Story Boards. The Departments are anticipating an early summer installation depending on delivery dates. The installation will be performed by the Parks and Recreation Department and the Belfast Free Library will coordinate the books to be featured in the Story Walk boards.

Belfast City Park Storywalk

Storywalk - Pages in a picture book installed along an outdoor path

A partnership between the *Belfast Free Library* and the *City Parks and Recreation* fully financed with gifts from the *Friends of the Belfast Free Library* and *First National Wealth Management*

Goal:

Provide a self-serve literacy activity that is also physically active.

Action: The *Belfast City Parks and Recreation* will install stands and maintain care of the walk.

Action: The *Belfast Free Library* youth services staff will maintain story content and engagement

Action: Families near and far will seek out this addition to the *Belfast City Park*

Across the nation, *Storywalks* enrich outdoor spaces for children. They tell a 32-page picture book story in 16 stations along a path. Stations come in a variety of styles from a board hammered to a tree on a path, to the type of high quality protective stands that will grace the *Belfast City Park*.

The *Belfast City Park Storywalk* installation will be custom-made stands from *Storywalk Solutions*.

<https://bdexhibits.com/storywalk-solutions/>



Aluminum posts hold the powder coated aluminum frames that come with two pieces of polycarbonate sheet. These sheets protect the two-page story and are easy to wipe clean. The post and frame are of a dark color that blends in with a forest path.

During the year, with author permission, the *Belfast Free Library* Youth Services Librarian will select books to feature. Families read the double page spread on the 16 stations as they walk the path. On each station, the two pages of the story will have the **logos of the partners** and **early literacy prompts** to engage readers, such as “can you roar like a lion?”

Families will celebrate each placement of a new story with a **library outreach** program. Conducted near the beginning of the *Storywalk*, storytelling and a craft will invite visitors back to *Belfast City Park* and remind them to visit their library for more great books after their walk.





10.E

MEMORANDUM

March 30, 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 – Belfast Signing Day

The City of Belfast has received a Facility Use application Carrie Pierce, representing the local Hearing Impaired / Deaf community. Ms. Pierce is proposing an afternoon gathering from 10 a.m. – 2 p.m. in Steamboat Landing Park for the community to include friendly conversation, practice signing skills along with a few games and fun.

After the gathering the group would plan to disperse and visit the beautiful downtown area of Belfast. Since this will be a relatively small gathering the group is not requesting anything from the City other than to make the Police Department aware of their presence. I would suggest an extra trash can or two placed in the park and maybe an extra picnic table.

City staff does not see any issues with this request and recommends approval.



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

EVENT: Belfast Signing (ASL) Day

DATES: June 14th, 2023 EVENT REPRESENTATIVE: Carrie Pierce
10 am - 2 pm

PROPOSED LOCATION/AREA TO BE USED: Gazebo field area
steam boat landing

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?
Carrie Pierce txt: 356-2324
MetooasL@gmail.com Self / Daf Community

2) Describe in detail the nature of this event (What are you planning on?):
People will gather ~~to~~ for friendly conversation,
practice ASL skills and have fun. Possibly
a few games + then disperse through
town.

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.

Steamboat landing + gazebo.

Checking on Vendor. Deaf food truck
Red Caboose (this can also be for public)

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

June 4th 10:00 - 2:00

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?

NA

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

Be aware that there will be extra deaf people in town. I will tell the police dept and give them ways to communicate

7) How many people do you expect?

30 - 100 really hard to say and will be weather dependent

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

I will not be. I'm checking with Food Truck Red Caboose.
If this changes I will check list.

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

NONE

16) How do you propose to handle garbage removal?

People will be informed to take it to trash bins and I will double check that its clean.

17) How do you propose to handle parking?

I will inform them of parking areas

18) How do you propose to handle security?

should not be any issues however, I will inform police dept in advance and have an interpreter close by for my own needs.

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

There are porta potty's near by.

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

I will not need either. The food truck might but they can fill out another form.

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

NO

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?

Carrie Pierce metvoas@gmail.com

txt: 356
-2324

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

NO - just that the police are aware of different ways to communicate



FACILITY USE APPLICATION CHECKLIST

- Application complete with contact names and contact information
- Specific facility or park requested
- Dates/times of the event and extra set-up time if necessary
- Specific request of City services:
 - electrical needs
 - street closures
 - police assistance
 - trash removal
- Vendor permits (necessary if serving alcohol)
N/A
- Parking plan
- Insurance Certificate (need to receive two weeks prior to event)
N/A
- Map/diagram of event layout
- Music cannot reach a volume level of more than 7 on controls
- Plan for restroom facilities
- Scheduled meeting with City Representative →

My signature attests to the review of the checklist and the realistic view of the event provided to the City. Any deviation from the written request is grounds for cancellation of the event by the City of Belfast without notice.

Signature Carrie J. Pierce Date: March 21, 2023
Printed Name: Carrie Pierce

10.F

MEMORANDUM

DATE: April 11, 2023

TO: Belfast Mayor and City Council

FROM: Bub Fournier, Director of Planning and Codes Department

RE: Request by Planning and Codes Department Director to consider authorizing City Engineer to redesign intersection of Church Street and Northport Avenue.

Background Information: Over the past winter, the pedestrian walkway at the intersection of Church Street and Northport Avenue has become unnavigable due to construction by the property owner at the intersection. At this time, the sidewalk on the northeast side of Church Street does not connect to the crosswalk across Northport Avenue or any other pedestrian improvements in the vicinity. City staff, along with input from the Belfast Pedestrian, Biking and Hiking committee and input from other City officials and the public, have considered how to best improve the intersection to meet the needs of the City and neighborhood. This is a prominent, iconic intersection with plenty of room to accommodate a good design that benefits everyone who uses it.

The Belfast Pedestrian, Biking and Hiking Committee generated the attached rough design (Exhibit A) with comments as a possible solution to the changes that occurred at the intersection this winter. Planning and Codes staff have been working with the committee on ‘tactical urbanism’ approaches with paint and bollards at different locations in town to improve pedestrian and vehicle infrastructure. The City Council also heard from MDOT regarding possible intersection improvements with this approach at the intersection of Back Belmont Road and Lincolnville Avenue. The proposed redesign would also be an opportunity to ease vehicular traffic at the intersection by making the turning angle closer to 90 degrees, so cars slow down as they turn onto Church Street heading northwest. The angle of the existing intersection allows vehicles to make the turn comfortably at a higher speed than the area warrants.

Planning and Codes staff supports the rough design envisioned by the PBH committee for this intersection and is requesting that the design be more finely tuned by City Engineer Mandy Olver so that it might be carried out by the City Public Works Department.

Following completion of design work by the City Engineer, staff suggest bringing the project back to the City Council for final approval before work commences.

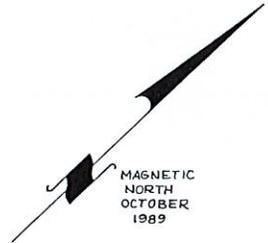
Requested Action: I request that the City Council consider making a motion to authorize the City Engineer to generate a design for pedestrian and vehicular improvements at the intersection of Church Street and Northport Avenue based on the rough design by the Pedestrian, Biking and Hiking committee and supported by Planning and Codes staff. I request that the Council motion authorizes funds for this design work, estimated at \$4,000 or less, to come from the 420-573 Sidewalk improvement maintenance account.

CERTIFICATION :

15 110

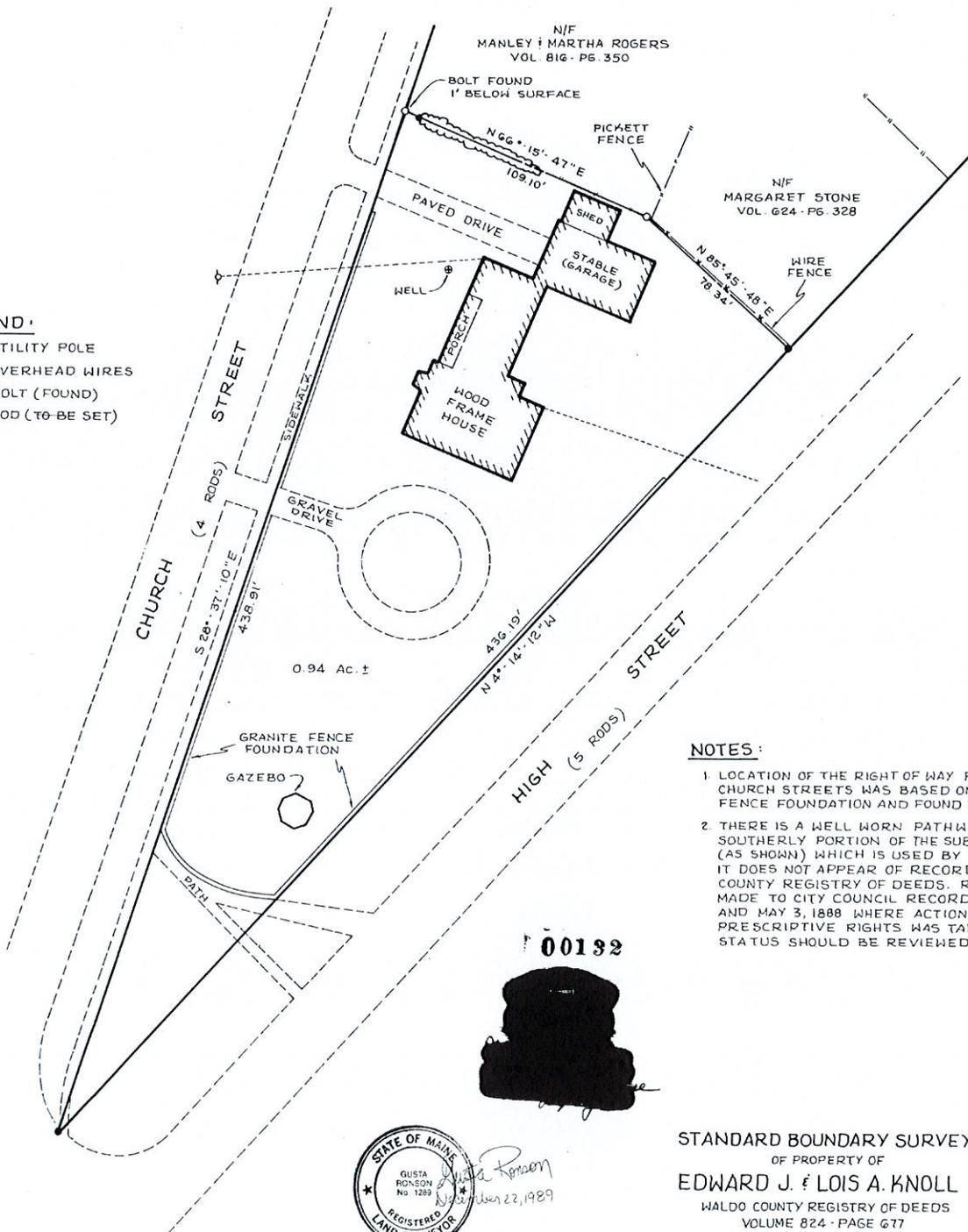
THIS SURVEY CONFORMS TO STANDARDS SET FORTH BY THE STATE BOARD OF REGISTRATION FOR LAND SURVEYORS, CATEGORY I, CONDITION II, WITH THE FOLLOWING EXCEPTION:

- a) NO WRITTEN REPORT ISSUED.



LEGEND :

- ◇ UTILITY POLE
- OVERHEAD WIRES
- BOLT (FOUND)
- ROD (TO-BE SET)



NOTES :

1. LOCATION OF THE RIGHT OF WAY FOR HIGH AND CHURCH STREETS WAS BASED ON THE GRANITE FENCE FOUNDATION AND FOUND ROD AS SHOWN.
2. THERE IS A WELL WORN PATHWAY ACROSS THE SOUTHERLY PORTION OF THE SUBJECT PREMISES (AS SHOWN) WHICH IS USED BY THE PUBLIC; IT DOES NOT APPEAR OF RECORD IN THE WALDO COUNTY REGISTRY OF DEEDS. REFERENCE IS MADE TO CITY COUNCIL RECORDS OF MAY 4, 1868 AND MAY 3, 1888 WHERE ACTION TO AVOID PRESCRIPTIVE RIGHTS WAS TAKEN. CURRENT STATUS SHOULD BE REVIEWED BY COUNSEL.

00132



STANDARD BOUNDARY SURVEY
OF PROPERTY OF
EDWARD J. & LOIS A. KNOLL
WALDO COUNTY REGISTRY OF DEEDS
VOLUME 824 - PAGE 677
CHURCH & HIGH STREETS
BELFAST, MAINE

FOR
JOSEPH H. & VICKI L. MASTROMARINO

GOOD DEEDS, INC.
7 MAIN STREET
BELFAST, MAINE 04915
JOB No. 8965
DATE: OCT. 22, 1989

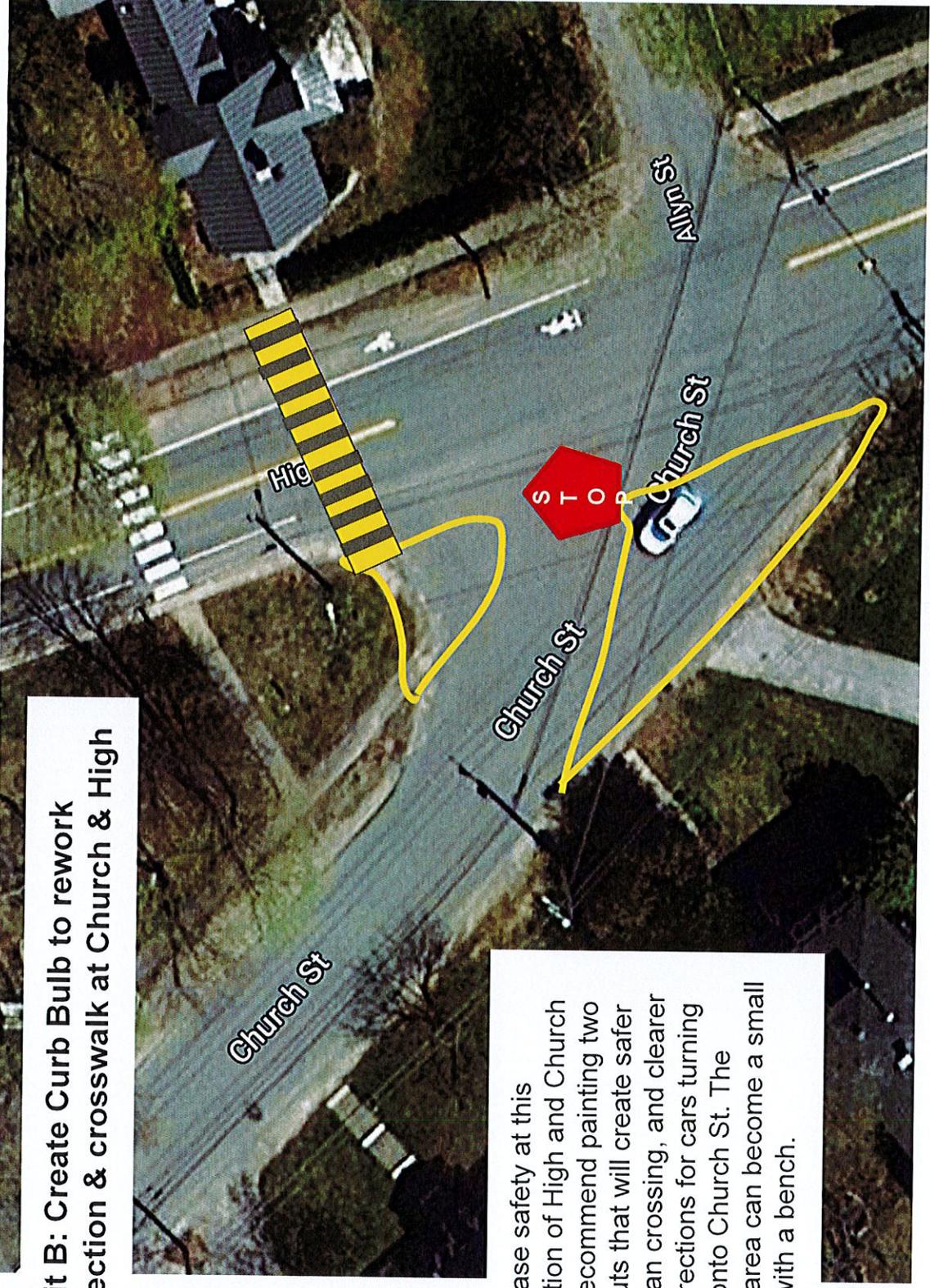


Exhibit A

Repair sidewalk on Waldo Ave.
Overpass: Repair the damaged
catch basin at the northeast
approach to the Rt. 1 overpass



Exhibit B: Create Curb Bulb to rework intersection & crosswalk at Church & High



To increase safety at this intersection of High and Church St, we recommend painting two bump outs that will create safer pedestrian crossing, and clearer travel directions for cars turning off and onto Church St. The painted area can become a small parklet with a bench.

Exhibit C: Create Curb Bulbs to rework intersections of Rt. 1 ramps & Waldo Ave.

Cars coming off Rt 1 Bypass are entering Waldo Ave at high speeds right next to the High School. Painting curb bulbs here will calm traffic, increase safety & be a beautiful welcome to Belfast

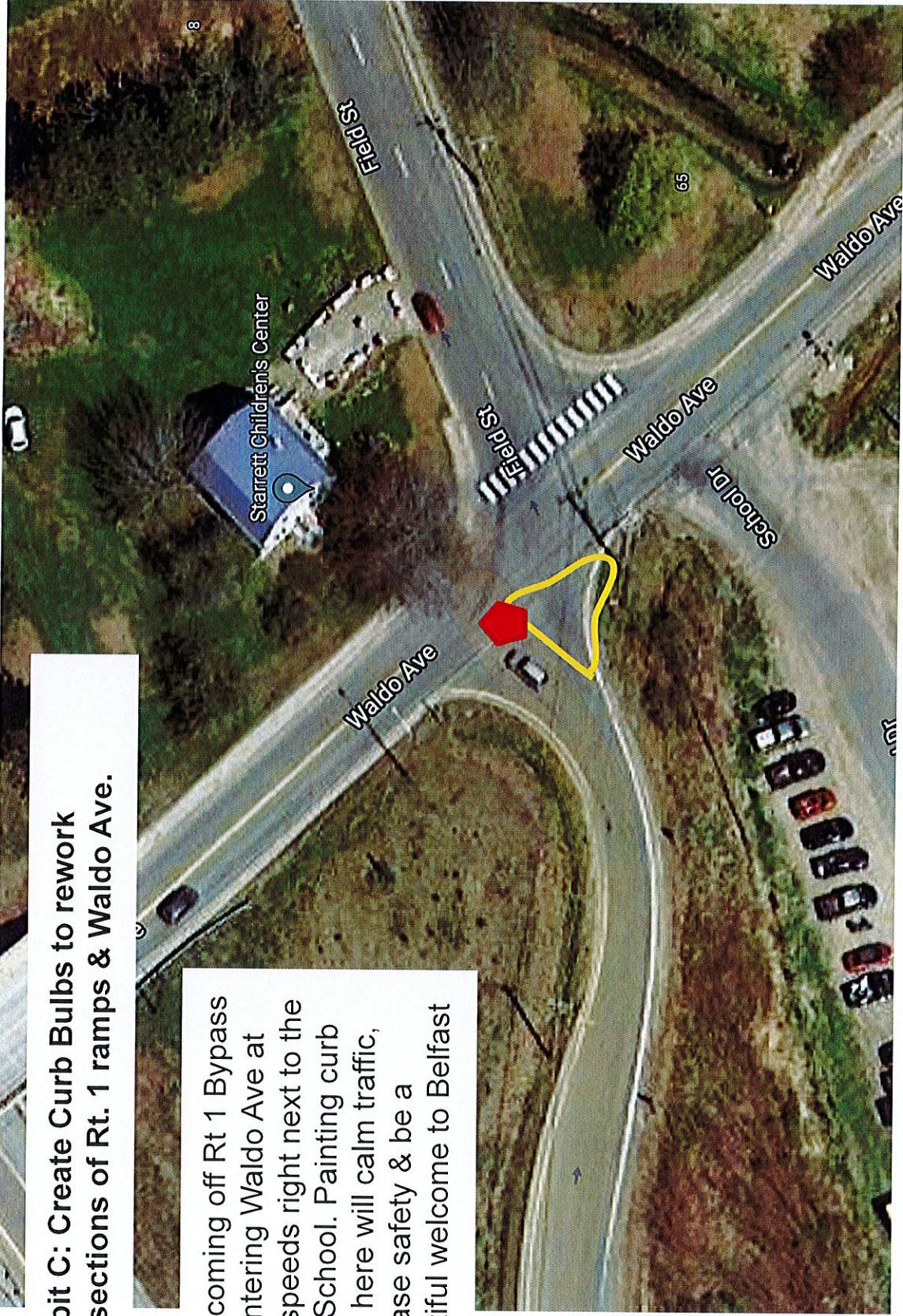
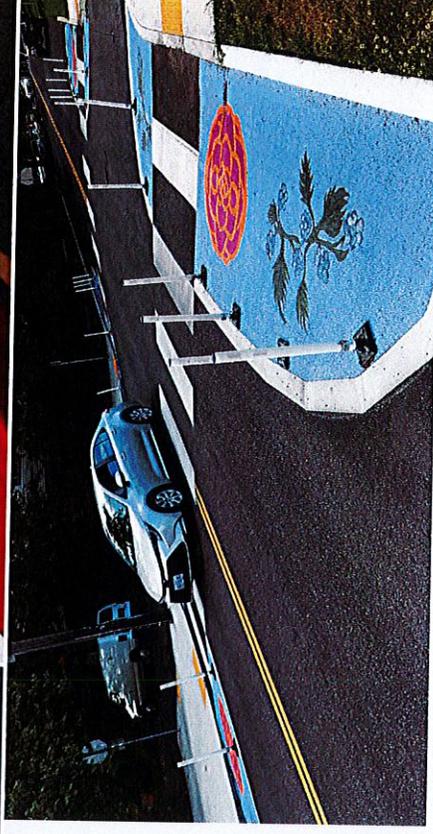
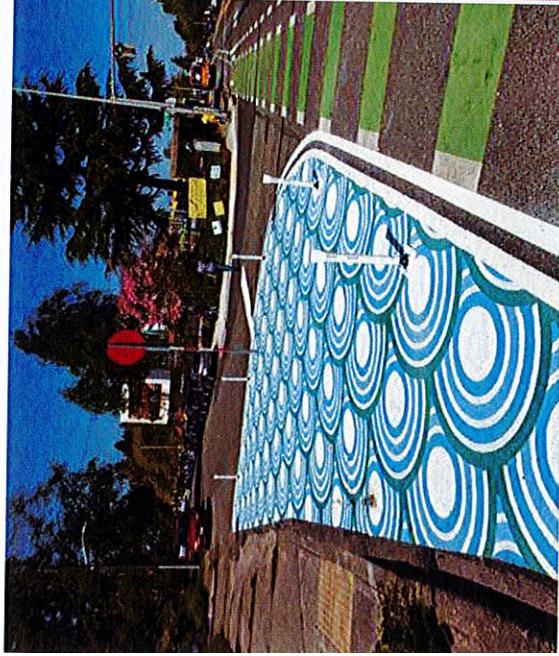


Exhibit D: Sample Curb Bulb Treatments



Benefits:

- Low cost—can be achieved with paint and flex posts
- Increases Accessibility & Safety by shortening cross walk distance
- Adds beauty and personality to the streets

10.G



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Gregory Connors
Deputy Economic Development Director

E-mail: deputyecondev@cityofbelfast.org
Phone: (207) 338-3370, extension 124

TO: Mayor Sanders, Councilor Bonneville, Councilor Dean, Councilor Harkness, Councilor Hurley, Councilor Mortier and Manager Herbig

FROM: Greg Connors, Deputy Economic Development Director

DATE: April 18, 2023

RE: Request to have the City Council authorize City staff to submit a letter of interest to Northern Border Regional Commission for funding consideration of the Congress Street and Salmond Street improvement project through the 2023 Catalyst Program

The Northern Border Regional Commission ("NBRC"), a partnership established in 2008 between the states of Maine, New Hampshire, New York, and Vermont and the federal government, administers grant programs that fund certain community economic development projects in designated counties in the above-mentioned states. One of the grant programs administered by NBRC is entitled the Catalyst Program (f/k/a the State Economic and Infrastructure Development investment program) which allocates federal funds to support economic revitalization in designated counties by modernizing critical infrastructure as well as investing in other projects that aren't categorized as infrastructure by NBRC (e.g., job skills training programs and health care promotion efforts). The amount of available funding with the 2023 Catalyst Program funding cycle is approximately \$11 million per state.

Entities that are eligible for NBRC funding include the states noted above, as well as local governments, other political subdivisions and certain non-profit entities located in each of the above-referenced states. The City of Belfast can apply for NBRC funding since the project is located in Waldo County and NBRC considers Waldo County a transitional county. A transitional county is defined as counties that have recently suffered high rates of poverty, unemployment, outmigration, or are economically distressed and underdeveloped. The maximum amount NBRC will provide for grant funding for a project located in a transitional county is 50% of the project cost and all federal funding, including NBRC funds, cannot exceed 80% of the total project cost.

The City anticipates up to \$1.6 million in NBRC funding from the Catalyst Program's infrastructure category, which is less than the \$3 million maximum for multi-purpose projects under the Program. These funds would be used to partially fund various improvements to be made along Congress Street and Salmond Street, including installation of sewer lines, a pump station, concrete curbing, storm drains, catch basins, sidewalks, and crosswalks. If awarded NBRC funds, the City will need to match what NBRC is committing to the project, based on Catalyst Program requirements. Currently, the Congress Street and Salmond Street improvement project is estimated to cost \$3.2 million. The City is considering other funding for the project including, but not limited to, 2024 Congressionally Directed Spending (a/k/a earmarks), Community Development Block Grant Public Infrastructure funding, and/or incremental tax revenue captured under the Congress Street Affordable Housing Development and Tax Increment Financing District's credit enhancement agreement.

NBRC requires all interested entities to submit a letter of interest by April 21, 2023. NBRC will review submitted letters of interest and invite certain entities to formally apply for funding during the first week in May. Entities receiving an invitation to submit a full application will have detailed a project in their letter of interest that meets scoring criteria and aligns with NBRC investment guidelines and state economic development goals. Invited entities wishing to submit a full application for NBRC funding will need to do so by June 2, 2023.

Therefore, City staff is requesting City Council authorize:

- (1) the submission of a letter of interest to NBRC for their consideration of inviting the City of Belfast to apply to the 2023 Catalyst Program for the Congress Street and Salmond Street improvement project and
- (2) the City Manager to sign any and all documents necessary for the submission of the letter of interest.

10.4



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Thomas Kittredge
Economic Development Director

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

From: Thomas Kittredge, Economic Development Director

To: Mayor Eric Sanders, City Councilor Brenda Bonneville, City Councilor Paul Dean, City Councilor Neal Harkness, City Councilor Michael Hurley, City Councilor Mary Mortier, and City Manager Erin Herbig

For: Belfast City Council Meeting of April 18th, 2023

Regarding: Approval of the April 1, 2022 - March 31, 2023 Annual Reports for Congress Street, School Street, and Wight Street Affordable Housing Development and Tax Increment Financing Districts

Tax increment financing is a flexible finance tool used by municipalities and other units of government to leverage new real and/or personal property taxes (the increment) generated by a specific project or projects within a defined geographic district, allowing them to shelter a new development's value in regards to state, county, and school district funding formulas. Any portion of these new additional taxes may be used to finance public projects (identified in a development program) for a defined period of time of up to 30 years. The City of Belfast also has the ability to establish agreements (known as credit enhancement agreements) where the new additional taxes can be refunded to the private party that created the new additional taxes.

The City of Belfast has previously established three Affordable Housing Development and Tax Increment Financing Districts: 1) the Congress Street Affordable Housing Development and Tax Increment Financing District, approved on 9/17/2020, which covers one parcel (115 Congress Street), and will capture 100% of taxable real and personal increased assessed value for a period of 30 years; 2) the School Street Affordable Housing Development and Tax Increment Financing District, approved on 8/25/2021, which covers one parcel (32 School Street), and will capture 100% of taxable real and personal increased assessed value for a period of 30 years; and 3) the Wight Street Affordable Housing Development and Tax Increment Financing District, approved on 12/11/2019, which covers two parcels (75 and 80 Wight Street), and will capture 100% of taxable real and personal increased assessed value for a period of 30 years. These districts were established to support the development of new affordable rental housing units (in the case of Congress Street and Wight Street) or the rehabilitation and preservation of existing affordable rental housing units (in the case of School Street).

Municipalities establishing an Affordable Housing Development and Tax Increment Financing District are required under law (Maine Revised Statutes, Title 30-A, Chapter 206, Section §5250-E) to report annually to MaineHousing regarding the status of that district, including: certifying that the public purpose of the district is being met; accounting for any sales of property within the district; certifying that rental units within the district have remained affordable; and certifying that the required housing affordability and other conditions of approval, including limitations on uses of tax increment revenues for approved development project costs, set forth in the Certificate of Approval issued by MaineHousing for the district and its development program are being maintained.

Drafts of the 4/1/2022-3/31/2023 annual report for each of these three districts are included for your reference and review.

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

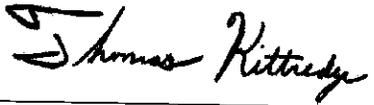
- 1) Approve the Annual Report for Tax Year April 1, 2022-March 31, 2023 for the Congress Street Affordable Housing Development and Tax Increment Financing District;
- 2) Approve the Annual Report for Tax Year April 1, 2022-March 31, 2023 for the School Street Affordable Housing Development and Tax Increment Financing District;
- 3) Approve the Annual Report for Tax Year April 1, 2022-March 31, 2023 for the Wight Street Affordable Housing Development and Tax Increment Financing District; and
- 4) Authorize the Economic Development Director to submit these approved reports to MaineHousing.

Annual Report for Tax Year April 1, 2022 - March 31, 2023
Affordable Housing Tax Increment Financing District
Submission Deadline of April 30, 2023

Municipality: City of Belfast

Municipal official submitting this report:

Thomas Kittredge
Printed name



Signature

April 19, 2023
Date

Title: Economic Development Director
Mailing address: Belfast City Hall, 131 Church Street, Belfast, Maine 04915
Phone number: (207) 338-3370, extension 116
Email address: economicdevelopment@cityofbelfast.org

Name of Affordable Housing Development District:

School Street Affordable Housing Development and Tax Increment Financing District

Date that the municipal legislative body approved this Report (not the District):
April 18, 2023

In submitting this report, the legislative body of the municipality certifies that the public purpose of the affordable housing district is being met and that the required housing affordability and other conditions of approval, including limitations on uses of tax increment revenues for approved development project costs, set forth in the Certificate of Approval issued by Maine State Housing Authority for the District and the related Affordable Housing Development Program are being maintained.

Status of affordable housing within the District: "Affordable" means for households earning no more than 120% area median income.

Type of housing unit	# of Existing affordable units	# of Existing market units	# of Planned affordable units	# of Planned market units
Rental (family)	0	0	0	0
Rental (senior)	24	0	0	0
Owned home/condo	0	0	0	0

Please list property sales within the District (NOTE: impact on affordability is not required by the statute for this item and in any event would be captured in the chart above):

No property sales have occurred within the District during the April 1, 2022 - March 31, 2023 Tax Year.

Please describe any changes from what was described in the approved Development Program for the District, such as changes to the type, scope or timing of development within the District. If the Development Program and Certificate of Approval for the District allow alternative uses of funds, please list how funds are being used in practice.

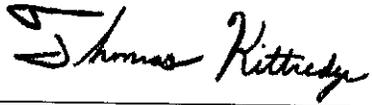
No changes from what was described in the approved Development Program for the District have been made during the April 1, 2022 - March 31, 2023 Tax Year.

**Annual Report for Tax Year April 1, 2022 - March 31, 2023
Affordable Housing Tax Increment Financing District
Submission Deadline of April 30, 2023**

Municipality: City of Belfast

Municipal official submitting this report:

Thomas Kittredge
Printed name



Signature

April 19, 2023
Date

Title: Economic Development Director
Mailing address: Belfast City Hall, 131 Church Street, Belfast, Maine 04915
Phone number: (207) 338-3370, extension 116
Email address: economicdevelopment@cityofbelfast.org

Name of Affordable Housing Development District:

Congress Street Affordable Housing Development and Tax Increment Financing District

Date that the municipal legislative body approved this Report (not the District):
April 18, 2023

In submitting this report, the legislative body of the municipality certifies that the public purpose of the affordable housing district is being met and that the required housing affordability and other conditions of approval, including limitations on uses of tax increment revenues for approved development project costs, set forth in the Certificate of Approval issued by Maine State Housing Authority for the District and the related Affordable Housing Development Program are being maintained.

Status of affordable housing within the District: *"Affordable" means for households earning no more than 120% area median income.*

Type of housing unit	# of Existing affordable units	# of Existing market units	# of Planned affordable units	# of Planned market units
Rental (family)	0	0	48	0
Rental (senior)	0	0	0	0
Owned home/condo	0	0	0	0

Please list property sales within the District (NOTE: impact on affordability is not required by the statute for this item and in any event would be captured in the chart above):

No property sales have occurred within the District during the April 1, 2022 - March 31, 2023 Tax Year.

Please describe any changes from what was described in the approved Development Program for the District, such as changes to the type, scope or timing of development within the District. If the Development Program and Certificate of Approval for the District allow alternative uses of funds, please list how funds are being used in practice.

The Development Program for this District previously described the development as: "The District will add approximately 36 units (approximately 16 one-bedroom units, 12 two-bedroom units, and 8 three-bedroom units) of affordable rental housing targeted to households with incomes at or below 60% of the area median income (AMI) and approximately 12 units of moderate market rate workforce housing to the Belfast housing stock." The nature of the development within the District has changed since the previous Annual Report had been submitted. Specifically, the "approximately 12 units of moderate market rate workforce housing" have been replaced with 12 units (12 two-bedroom units) of affordable rental housing targeted to households with incomes at or below 80% of AMI.

Annual Report for Tax Year April 1, 2022 - March 31, 2023
Affordable Housing Tax Increment Financing District
Submission Deadline of April 30, 2023

Municipality: City of Belfast

Municipal official submitting this report:

Thomas Kittredge
Printed name



Signature

April 19, 2023
Date

Title: Economic Development Director
Mailing address: Belfast City Hall, 131 Church Street, Belfast, Maine 04915
Phone number: (207) 338-3370, extension 116
Email address: economicdevelopment@cityofbelfast.org

Name of Affordable Housing Development District:

Wight Street Affordable Housing Development and Tax Increment Financing District

Date that the municipal legislative body approved this Report (not the District):
April 18, 2023

In submitting this report, the legislative body of the municipality certifies that the public purpose of the affordable housing district is being met and that the required housing affordability and other conditions of approval, including limitations on uses of tax increment revenues for approved development project costs, set forth in the Certificate of Approval issued by Maine State Housing Authority for the District and the related Affordable Housing Development Program are being maintained.

Status of affordable housing within the District: "Affordable" means for households earning no more than 120% area median income.

Type of housing unit	# of Existing affordable units	# of Existing market units	# of Planned affordable units	# of Planned market units
Rental (family)	0	0	0	0
Rental (senior)	50	0	0	0
Owned home/condo	0	0	0	0

Please list property sales within the District (NOTE: impact on affordability is not required by the statute for this item and in any event would be captured in the chart above):

No property sales have occurred within the District during the April 1, 2022 - March 31, 2023 Tax Year.

Please describe any changes from what was described in the approved Development Program for the District, such as changes to the type, scope or timing of development within the District. If the Development Program and Certificate of Approval for the District allow alternative uses of funds, please list how funds are being used in practice.

No changes from what was described in the approved Development Program for the District have been made during the April 1, 2022 - March 31, 2023 Tax Year.

City of Belfast Committee Restructuring Plan

March 21st, 2023



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

10.11

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 →
- Cemetery Trustees →
- In-Town Design Review Board →
- Library Board of Trustees →

Committees after Phase 1 (15)

- *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
- Cemetery Trustees
- In-Town Design Review Board
- Library Board of Trustees

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

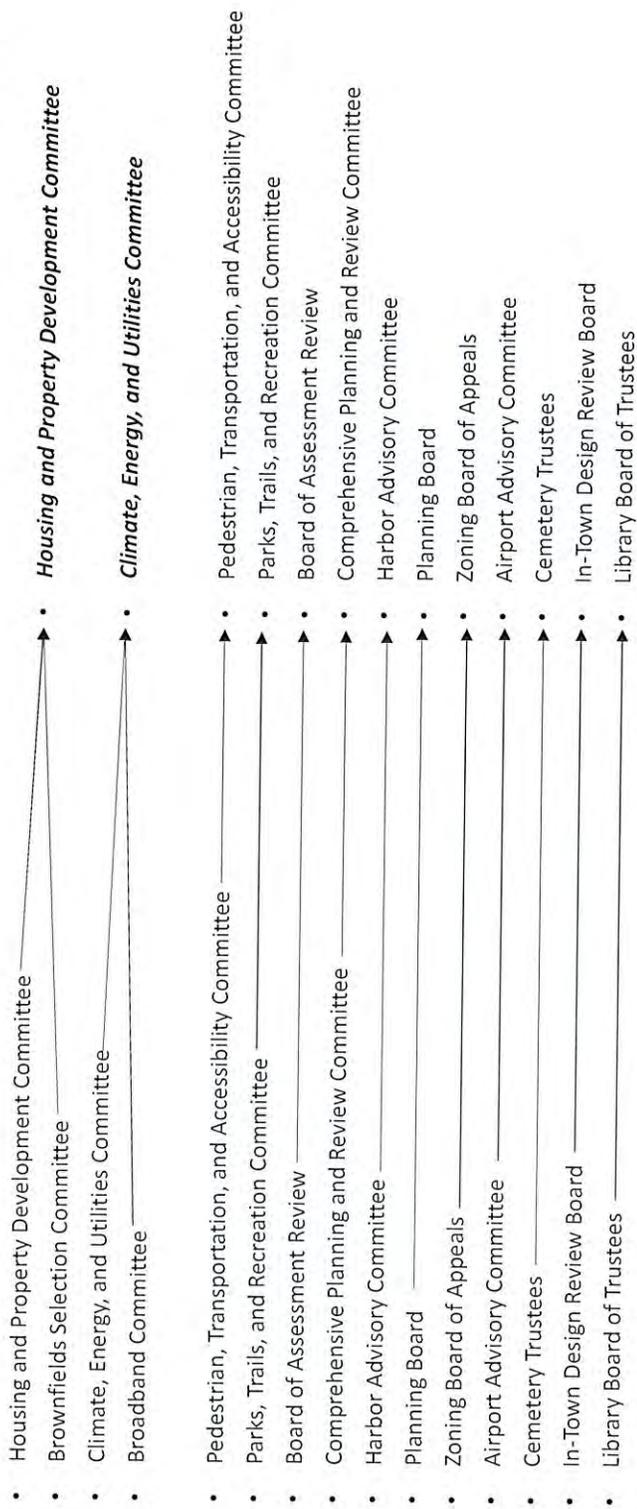
Next Step: Conduct Existing City Committee Survey

- 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	Month	Year End	Membership Status
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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

8-10 Members: 2-Year Terms

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

Unlimited Members: No Expiration

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

Accessibility Working Group

Aynne Ames	n/a	n/a	Member
Neva Allen	n/a	n/a	Member

Parks, Trails, and Recreation Committee

Parks and Recreation Commission

Larry Theye	July	2025 (3 Year)	Chair
Carol Rodgers Good	July	2023 (3 Year)	Member
Cathy Gleeson	July	2025 (3 Year)	Member
Molly Miller	July	2024 (3 Year)	Member
Rafe Blood	July	2025 (3 Year)	Member
Stephanie Mohonnier	July	2024 (3 Year)	Member
Heather Hay Brackett	July	2023 (3 Year)	Member
Amanda Cunningham	July	2024 (3 Year)	Alternate- verbally resigned

7 Members: 3-Year Terms

Harbor Walk and Rail Trail Committee

Tom Murphy	n/a	n/a	Chair
Debbie Murphy	n/a	n/a	Secretary
Jack Shaida	n/a	n/a	Member
Joseph Slocum	n/a	n/a	Member
Bob Richards	n/a	n/a	Public Works Director
Norm Poirier	n/a	n/a	Parks and Recreation Director
Michael Hurley	n/a	n/a	City Councilor

No specifications on file at this time

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
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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

Staff Responses



Belfast Existing City Committee Survey Planning and Codes responses in red.

- How often has your committee met during the past 12 months?

In addition to regular development reviews at the Planning Board and Intown Design Review Committee, and rare reviews at the Harbor Advisory Committee and Zoning Board of Appeals, the Planning and Codes Dept. provides staff support to Comp. Plan, Ped/Bike/Hike, Climate Crisis and Brownfields committees. Sometimes staff must attend 4-5 meetings in a week, but it is often less than that.

- Does your committee need to meet more frequently, less frequently, or at the same frequency, than it does currently?

Planning and Codes staff supports involvement with various committees as needed. Creating a systematic, consistent, efficient way for staff to get involved in committee work would be beneficial.

- Is it important to your committee to have, or to continue to have, regular, dedicated support from a City staff person?

Planning and Codes staff supports being dedicated to a particular committee, although dedication may decrease availability to interact with multiple committees on a regular basis as is currently occurring. Many of the committees intersect with the Department and we need to remain flexible to respond to multiple committees.

- Would your committee be open to expanding the number of its members?

Planning and Codes staff supports increased numbers on committees in general to provide coverage for quorums as well as to keep continuity when turnover occurs.

Increased numbers generally require more tightly run meetings as well, which may have additional benefits.

- Would your committee be open to including 1 or 2 City Councilors in its membership?

Planning and Codes staff supports including City Councilors on committees so that both bodies might open more communication lines. Committees would be more informed about Council priorities and Council would know more about Committee work.

- Is it important to your committee for it to be able to secure funding for priority project through the City's regular budget process?

Planning and Codes staff supports this change.

- 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?

Planning and Codes staff supports committees being open to taking on new work as needed by the community, as long as it is supported by the City Council. Tackling unforeseen challenges and increasing support structures to improve City services and address community needs would be beneficial, but limited resources must be considered.

- 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?

Planning and Codes staff supports phased restructuring plan as proposed.



Belfast Existing City Committee Survey
Belfast Parks and Recreation responses in red.

- How often has your committee met during the past 12 months?
At least 12 times possibly one or two special meetings
- Does your committee need to meet more frequently, less frequently, or at the same frequency, than it does currently? Same frequency
- Is it important to your committee to have, or to continue to have, regular, dedicated support from a City staff person?
Yes important for the continuity and in an effort for the Committee, City and Department to be on the same page
- Would your committee be open to expanding the number of its members?
Yes, I believe if additional areas of responsibility are included with the restructuring it would be important to have people with other areas of knowledge
- Would your committee be open to including 1 or 2 City Councilors in its membership? Yes this would be important in order to have a streamlined approach to meeting goals of the collaborative mission
- Is it important to your committee for it to be able to secure funding for priority project through the City's regular budget process?
The Department submits a budget reviewed by the Committee and tries to address areas of concern with regards to park infrastructure and include in the Capital budget process
- Would you be open to expanding the committee's current mission/workplan to also include additional areas of focus? yes
 - If yes, which areas of focus would you be interested in adding?
Rail Trail / Harbor Walk and Trails

- 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?

Rail Trail / Harbor Walk Committee and certain aspects of the Pedestrian, Hiking and Biking Committee



Belfast Existing City Committee Survey **Economic Development responses in red.**

- How often has your committee met during the past 12 months?

Different committees meet at different frequencies: both the Broadband Committee and the Community Development Block Grant Community Advisory Committee have not met during at all in the past 12 months, while the Brownfields Selection Committee has met 4 times during the past 12 months. The Brownfields Selection Committee meets on as-needed basis.

- Does your committee need to meet more frequently, less frequently, or at the same frequency, than it does currently?

The Broadband Committee and the Brownfields Selection Committee need to meet more frequently than they do currently. The Community Development Block Grant Community Advisory Committee could meet at the same frequency that it does currently.

- Is it important to your committee to have, or to continue to have, regular, dedicated support from a City staff person?

It is important that these committees continue to have regular, dedicated support from a City staff person, to enhance the committees' capacities.

- Would your committee be open to expanding the number of its members?

I believe these committees would be open to expanding the number of its members.

- Would your committee be open to including 1 or 2 City Councilors in its membership?

I believe these committees would 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 project through the City's regular budget process?

It is important for the Broadband Committee to be able to secure funding for priority projects through the City's regular budget process. Neither the Brownfields Selection Committee nor the Community Development Block Grant Community Advisory Committee need any funding for their operations.

- 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?

I don't believe that these committees would be interested in adding additional areas of focus to their current missions/workplans.

- 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?

The Broadband Committee would best fit in with the City's proposed Climate, Energy, and Utilities Committee, or the City's existing Energy Committee.

The Brownfields Selection Committee would best fit in with the City's proposed Housing and Property Development Committee, or the City's existing Community Development Block Grant Community Advisory Committee.

The Community Development Block Grant Community Advisory Committee would best fit in with the City's proposed Housing and Development Committee, or the City's existing Brownfields Selection Committee.

Committee Responses



Belfast Existing City Committee Survey

Pedestrian, Biking, Hiking Committee

- How often has your committee met during the past 12 months?
At least monthly for the past 12 months. Some months we meet twice or three times.
- Does your committee need to meet more frequently, less frequently, or at the same frequency, than it does currently?
We are okay to meet at the same frequency with the option to meet more frequently as needed.
- Is it important to your committee to have, or to continue to have, regular, dedicated support from a City staff person?
Yes, it is important for our committee to have a City staff person as dedicated support, which we don't currently have.
- Would your committee be open to expanding the number of its members?
We would consider expanding membership to reflect any expansion/shift in our responsibilities. But we are cautious of our committee — or any committee — becoming too large and unwieldy.
- Would your committee be open to including 1 or 2 City Councilors in its membership?
Not only are we open to this, we feel the success and effectiveness of this committee requires active participation from the city council (and city staff).
- Is it important to your committee for it to be able to secure funding for priority project through the City's regular budget process?
Yes, this is critical to our committee.

- 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?

Our preferred mission: The Belfast Pedestrian, Biking and Hiking Committee's mission is to advocate for safe, accessible and efficient ways for citizens to move around Belfast and surrounding areas without a car. The committee vision is to seek city-wide active transportation planning that improves sidewalks, pedestrian crossings, bike lanes, accessibility, and recreational and functional walking routes throughout the city.

To the proposed new areas of focus we respond in the following way:

- YES - Comprehensive multimodal transportation master plan development.
- YES - Complete Streets policy development.
- YES - Sidewalk construction/improvement projects.
- YES - Road painting projects/bike lane additions recommendations.
- YES - Pedestrian and cyclist improvements and recommendations.
- **NO** - Parking adequacy assessments.
- **NO** - Curbside Belfast Program proposals.
- YES - Accessibility and safety improvements.
- YES - Public transportation alternatives/options.
- YES - City-wide transportation network connectivity studies/plans.

- 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?

We understand that our committee might be combined with the Accessibility Working Group. We feel this is in accord with our existing mission statement. There are no other committees that seem like good candidates for combination with ours.

Questions the committee has for the city:

- What happens if no qualified applicants who meet the specific criteria apply i.e. applicant experiencing accessibility challenges?

Sincerely,

Members of the Pedestrian, Biking and Hiking Committee

Bill Durkin, Cara Harshman, David Loxtercamp, Glenn Montgomery, Bruce Snider



Parks and Recreation Commission - Existing City Committee Survey

• How often has your committee met during the past 12 months?

The Parks and Recreation Commission meets monthly on the 2nd Thursday of each month at 4pm. We have met 12 times in the past 12 months. We have had additional meetings to the regular monthly meeting as well:

- A workshop meeting with City Council and the City Manager in August of 2022.
- The Commission met on four days for the Springtime park walk-throughs, where we review maintenance needs and plans for each Park. This is done annually.
- The Commission met for Rangeway walk throughs in the Fall for 2 meetings. This is a new annual process.

• Does your committee need to meet more frequently, less frequently, or at the same frequency, than it does currently?

No changes needed.

• Is it important to your committee to have, or to continue to have, regular, dedicated support from a City staff person?

Yes, provided that the staff person is the Director of Parks and Recreation.

• Would your committee be open to expanding the number of its members?

If it brings specific, needed skillsets and background, more members would be welcome.

• Would your committee be open to including 1 or 2 City Councilors in its membership?

Councilors would be welcome in a role where they are not voting members of the commission and not included in the 9 to 11 member count.

• Is it important to your committee for it to be able to secure funding for priority projects through the City's regular budget process?

Yes, securing funding for projects is important. Since Parks and Recreation has a dedicated budget and review process, this is already part of our commission's responsibility, giving input on the Director's budget preparation.

• 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?

In the Potential Focus areas in the draft proposal:

- We recommend including the range ways.
- Belfast Bay Watershed Coalition historically stewards the *Little River Trail system*. This would need to be addressed before added as a focus.

In the Recommended Membership

- Add “education” as well as experience.
- Change “Athletic facilities management” to “Recreation facilities management”.
- Either land trust or trail management would be welcome, both are not required.
- Instead of a representative from RSU 71, possibly add a representative from an outdoor or recreation based non-profit. More specifically, a representative from the YMCA would be a good addition.
- Include the general public who use and value the parks.

• **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?**

Including the Rail trail and Harbor Walk group would be welcomed, provided those also become part of the purview and budget of the Parks and Rec Director. Worth noting, combining these groups and trails would require an update to the City ordinance in the Parks and Park Areas section.

• **Thank you**

We appreciate the work and preparation that went into the initial draft of the Committee Restructuring Plan. As the project develops, we look forward to being involved in the process.



WHATEVER RESTRUCTURING HAPPENS, the Climate Crisis Committee (CCC) is an Advisory Committee per the City Charter. Here's our understanding of what that means. An Advisory Committee is part of a structure and a process in which policy recommendations, ideas, and/or supporting information flow in 2 directions—from the top down and the bottom up—not in a single direction only.

Belfast Existing City Committee Survey

1. How often has your committee met during the past 12 months?
24 times or more. Currently, the CCC regularly meets twice monthly on the 1st and 3rd Tuesday afternoons. Each meeting begins with an "open to the public" session, which occasionally leads to public input. Minutes are drafted by an appointed Secretary, and approved at the next regular session.
2. Does your committee need to meet more frequently, less frequently, or at the same frequency, than it does currently?
In matters of urgency, CCC has met more frequently. In addition, the CCC creates subcommittees that meet in order to accomplish a particular project or respond to a request.
3. Is it important to your committee to have, or to continue to have, regular, dedicated support from a City staff person?
As requested by the City Manager, our first line of communication with the Staff and Council is through Mackenzie Barnhart, Communications Assistant, providing her with regular reports and requests. Since the CCC is an advisory body, with no legal or fiduciary authority, we need the Council's approval and guidance on particular projects, e.g. applying for grants, or participating in programs such as the Community Resilience Partnership. (Also see #5 below)
4. Would your committee be open to expanding the number of its members?
The current CCC voting membership of 6 and student membership with voting power is adequate, and additional members up to 10 might be appropriate.

5. Would your committee be open to including 1 or 2 City Councilors in its membership?

The Mayor has been a member since inception in 2018, although since Eric Sanders became Mayor he has rarely attended, and we have unsuccessfully invited other Councilors to join us. We would be open to City Councilor members, with the proviso that they be non-voting members to maintain the integrity of the advisory function. That would also apply to Staff members. If the goal of this reorganization is to increase efficiency and transparency, mandatory Council/Staff membership would seem to reverse that goal. A compromise might be for the committee to request attendance of Council/Staff at a meeting on a specific subject, if appropriate, and for that request to be honored.

6. Is it important to your committee for it to be able to secure funding for priority project through the City's regular budget process?

Yes. A regular minimal operating budget for defined uses should be granted each year. In 2019, CCC was given a budget that we managed to leverage for useful projects over 3.5 years via grants, donations, and state and federal funding. Despite this good stewardship and requests for a regular budget line we have never received one, which has hampered our ability to function.

7. Would you be open to expanding the committee's current mission/workplan to also include additional areas of focus?

Our current mission is already expansive and comprehensive, in keeping with the scale of predicted climate impacts. Our draft of the Climate Action Plan soon to be presented considers 10 broad subject areas and can't be expanded farther. (Also see #8 below)

8. 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?

If, as proposed, the CCC were to combine with the Energy Committee, the move would require the Energy Committee's mission to be expanded from its current focus purely on energy efficiencies in municipal buildings and operations to the promotion of energy efficiencies community-wide.



Belfast Existing City Committee Survey

- How often has your committee met during the past 12 months?
9 times
- Does your committee need to meet more frequently, less frequently, or at the same frequency, than it does currently?
Yes, 4-6 times a year as needed.
- Is it important to your committee to have, or to continue to have, regular, dedicated support from a City staff person?
Yes, Public works and parks and rec.
- Would your committee be open to expanding the number of its members?
Not necessary, but we will need to attract volunteers as needed.
- Would your committee be open to including 1 or 2 City Councilors in its membership?
Yes
- Is it important to your committee for it to be able to secure funding for priority project through the City's regular budget process?
Yes.
- Would you be open to expanding the committee's current mission/workplan to also include additional areas of focus?
No. Not at this time.
 - 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/work plan/focus?
Parks and Rec would be the most logical fit, but we want to stay focused only on the Harborwalk and RR Trail.

*Harborwalk, Passy-RR Trail Committee
Tom Murphy, chairman*

Individual Responses

Erin Herbig

From: Gerald Brand <jerrybrand.me@gmail.com>
Sent: Saturday, April 1, 2023 2:53 PM
To: Councilors; Eric Sanders; Erin Herbig
Subject: Comments on Committee Restructuring
Attachments: Response to Committe Reorganization_JerryBrand.pdf

I have attached a memo detailing **personal** comments on the restructuring of City Advisory Committees.

Thank you for the opportunity to be heard, and for your patience!

Sincerely,
Jerry Brand

To: Mayor Sanders ,Members of City Council,
City Manager Erin Herbig

From: Jerry Brand, Member (Climate Crisis Committee, CCC)

Date: April 1, 2023

Subject: Comments on proposed Belfast Committee Reorganization Plan

I am responding to the proposed Reorganization Plan for Belfast City Committees advanced by City manager Herbig as an individual with multiple appointment cycles to City Advisory Committees.

I watched the last Council meeting with great interest as City Manager Herbig outlined a plan for the changes to the operations and structures of existing advisory committees. I was impressed with articulate presentation and obvious passion for an outcome that achieved more efficient operational focus and communications with the city staff and councilors.

The desire for improved communications is shared by the committees that I have been appointed to (Harbor Committee and Climate Crisis Committee).

We live in unusual times, with sweeping environmental changes at the same time we, collectively, question how we may change our society to preserve our personal freedom while achieving better social equity. This has placed great pressure on our local civic government, and the people we rely on to maintain daily operations. Anyone who observes the Council meetings understands the frustrations involved with doing ever more with even less. I applaud the efforts of the council members and City Staff in making the hard compromises.

In that spirit, I offer some personal insights.

- The Advisory Committees were instituted (I am sure) as an effort to:
 - Obtain improved input from the city's citizens on concerns and initiatives.
 - Tap into the broad range of volunteer enthusiasm and expertise available.
- The application process for appointment to an advisory committee, including interviews with the Councilors, reveals the appropriate qualifications and motivation of candidates **very effectively**.
- Approved candidates are appointed to serve by the Councilors.
- Implicit in the definition of 'Advisory Committee' is a communication process where the Council asks for work and advice on a specific topic; and the Committee may make unsolicited recommendations to the Council.
- The first means of communication between the Advisory Committees, the City Staff, and the Counselors is through the Communications Assistant and freedom of Access Officer (Mackenzie Barnhart), who does a great job of facilitating the efficient flow of information in both directions. However, that should not be the only means.

- I agree that regular posted meeting agendas, with regular published minutes, are an essential feature of an advisory committee.
- Transparency in the committee operations is best served by including an “open to the public” time slot in the meeting agenda. Televising the committee proceedings would place a real burden on the process.
- Participation by Councilors and City Staff in Advisory Committee meetings is welcome and desirable; particularly when the agenda items are appropriate. However, they should not vote on resolutions to avoid compromising the committee independence.
- A great improvement in communications and transparency of process would be to require a brief verbal report of Advisory Committee activities from a member during the televised bi-monthly Council meetings. The various committees could be assigned a rotating slot to avoid further stretching meeting lengths.
- A review of the charters of the existing committees by the City Council may show the need for change to insure relevance and efficiency.

I sincerely believe that the present Advisory Committee structure is a great asset to the operation and governance of the City Of Belfast. Some changes suggested above, combined with adherence to processes now in place, will bring the desired outcomes of greater effectivity and efficiency.

Thank you for your consideration, and your service to Belfast.

Gerald (Jerry) Brand
Member, Climate Crisis Committee, Harbor Advisory Committee

Mackenzie Barnhart

From: Bernard Baker <bakerbernard51@gmail.com>
Sent: Friday, March 31, 2023 8:17 PM
To: Councilors; Erin Herbig; Manda Cushman; Mackenzie Barnhart
Subject: Reorganization Plan

For the sake of brevity and to avoid repetition, I wholeheartedly concur with the comments by Fred Bowers and Jon Beal on the shortcomings of the reorganization plan.

Sincerely,
Bernie Baker
CCC member

Mackenzie Barnhart

From: Jon Beal <jsrbeal@gmail.com>
Sent: Friday, March 31, 2023 11:14 AM
To: Councilors
Cc: Erin Herbig; Manda Cushman; Mackenzie Barnhart; Fred Bowers; Gerald Brand; Barbara Bell; Bernard Baker; Elizabeth Sterner; IRIS CARPENTER; SAVANNAH SPRINGER; chase weaver
Subject: RESTRUCTURING OF BELFAST CITY COMMITTEES

My personal response to the City Manager's restructuring proposal:

1. The proposal does not identify the problems it is trying to solve. What it does is put the City Manager in control of all committee activities.
2. The proposal says it aims to encourage citizens' participation and harness their enthusiasm and passion for committee work. I think it will have the opposite effect.

For me, the biggest problem with the proposal is that I don't want committees to simply act as resources for the manager or council to call upon. I want committees to be able to initiate ideas, and raise issues which the committee members [and community members] feel warrant consideration.

Also, there should be freedom for the committee to communicate directly with the council [and the community]. I object to the proposal that anything a committee wants to propose must be "coordinated through and approved by" the manager: that makes the manager the committee's supervisor**.

Jon Beal
Belfast, Maine

** I also think student members of committees should have voting power; their participation should be real, not sham.

Mackenzie Barnhart

From: Bill Durkin <hts@gwi.net>
Sent: Thursday, March 30, 2023 10:54 AM
To: Erin Herbig
Cc: Mackenzie Barnhart
Subject: Committee Restructuring Plan Durkin personal comments
Attachments: Parks, Open Lands & Trails Committee-Ch. 2.pdf; William G Durkin Resume 2023.doc

Hello Erin ...

Even though I am a member of PBHC, I am writing this as a Belfast Citizen with over 3 decades of volunteer work in committees, commissions and non-profit boards.

Below are some comments on the new committee reorganization concept idea being proposed. Attached is my resume for reference.

I also attached a copy of an Ordinance I co-wrote for the City of Biddeford. It was a result of the Open Space Plan Ad-hoc Committee (I was Chair) desiring to be a standing committee after the plan was written. I co-wrote the plan and wanted to keep our good work moving. But after almost 2 years of Policy, Recreation and Conservation Commission meetings/hearings, it never happened. So when you drafted the restructuring committees idea for the Parks, Trails and Recreation for Belfast, it really caught my attention.

Other thoughts differing from the PBHC Survey response that was submitted.

For more accountability, there needs to be a deadline on posting any committee agendas.

There needs to be a requirement for posting minutes after each meeting. As of now it is very spotty and not up to date.

Posting updated/current agendas and minutes will greatly increase public awareness of all committees/commissions.

Designating member requirements with distinct "professional" background could be restricting access to others and may result in a low number in said committee.

Turn around time for replacement is very slow for re-appointment of vacancies.

All appointed committee member's term duration should be staggered.

All requests to City Council must first be presented to City Manager for approval, not sure about that route.

What is the definition and use of Committee and Commission (ie Parks and Rec Commission changing to "a committee". Is it just a matter of semantics?

Thanks for your time and energy,
Best,
Bill Durkin

William G. J. Durkin
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Belfast, Maine 04915
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hts@gwi.net

EXPERIENCE

Project Manager : Kingfield, ME . Restoring a 1900's Cape in downtown Kingfield from the framing up.

Project Manager : Cape Cottage , Cape Porpoise, ME - April 2016-
Planner, Designer and General Contractor in conversion of a 80 year garage building to a small boutique residential home.

Front Desk Supervisor/Manager on Duty, The Cape Arundel Inn Resort, Kennebunkport, April 2014-April 2017 (Seasonal) perform public relations, guest services duties, management oversight, Reservation operations system and Microsoft Office .

Independent Contractor, Dube Travel Agency , Auburn , Maine 2012- Current
Operating Irish Folklore Tours for individuals, private groups and educational institutions, offering nature, culture and arts based touring experiences.

Front Desk Supervisor/Manager on Duty, The Colony Hotel, Kennebunkport, ME May 2011-Oct 2013 (Seasonal) perform public relations, guest services duties, management oversight, Opera reservation system and Microsoft Office.

Executive Director/Owner, Hemisphere Travel Service and Irish Folklore Tours, Biddeford, Maine October 1989 - January 2011

- Created, organized, marketed and sold culturally oriented tours worldwide (i.e. Ireland, France, Great Britain, Argentina and Vietnam).
- Designed tours for non-profit and higher education institutions such as Smithsonian Institute, Vanderbilt University, New York University, Hiram and Bentley Colleges, University of New England.
- Negotiated and contracted financial transactions for tour related costs.
- Managed diverse network of team members: hotels, airlines, ground operators, brochure designers and printers, tour members, alumni and staff, guides.
- Presented tour itinerary and descriptions to groups (sales and marketing).
- Collaborated successfully with clients from variety backgrounds from all around the world; worked independently and with "tour teams."
- Sold tour packages to retail travel agencies and wholesale tour operators.

President, Friends of Rachel Carson National Wildlife Refuge
Ocean Park, Maine (Board Member since 1989)

- Assisted Refuge Manager in identifying critical land for wildlife protection, including initiating contact with landowners and willing sellers.
- Advised the Refuge on its Comprehensive Conservation Plan (May 2007).

- Supported communications with the Refuge's 11 division communities in York and Cumberland coastal towns (Kittery to Cape Elizabeth) and attended town planning board meetings with knowledge of the local zoning issues.
- Established key relationships with Maine's senators and representatives and congressional staff members. Successful in securing more than \$10 million in funding over the past 10 years.
- Traveled to Washington, DC to testify to U.S. Congress House of Representatives Appropriations Sub-committee on Interior, Environment and Related Agencies in support of the U.S. Fish and Wildlife's Refuge System, highlighting the Timber Point Initiative. The Friends of RCNWR have collaborated with such conservation partners as Trust for Public Land, Maine Audubon, Maine Coast Heritage Trust, Kennebunkport Conservation Trust, Saco Valley Land Trust with the goal of protecting 113 acres at Timber Point in Biddeford and Kennebunkport through land acquisition.
- Became knowledgeable about land conservation funding processes on state and federal levels (LWCF, LMF, local town bonding, private grants and endowments, MCHT Revolving Loan Fund).

Timber Framer and Carpenter R.A.Krouse, Arundel, Maine

Travel Agent/Manager Durkin World Travels, Philadelphia, Pennsylvania

- Coordinated and managed family retail business.
- Learned fundamentals of cash flow, profit-loss, net cost, operating budgets, advertising, and customer service.
- Introduced to World Geography and mapping tools.

EDUCATION

Master of Science Teaching in Environmental Education
Antioch New England Graduate School, Keene, New Hampshire

Bachelor of Science in Environmental Analysis
University of New England, Biddeford, Maine

Associate of Science in General Studies
Montgomery County Community College
Blue Bell, Pennsylvania

RELATED EXPERIENCE

Research

- Masters Thesis: Environmental Travel, using travel as means of influencing viewpoints on "quality of place"
- Socio-Economic History of Irish-American Travel Agents
- Environmental Law in Tourism Development
- Bikeway Proposal for City of Keene, New Hampshire
- Environmental Thought in Irish Song and Music (Audio-Visual)
- Socio-Economic Impact on Proposed Gulf of Maine Aquarium
- An Ecological History of Biddeford Pool, Maine

ASSOCIATIONS (current and past)

- Belfast City Pedestrian , Biking and Hiking Committee Member, appointed by Belfast City Council (present 2022)
- President, Friends of Rachel Carson National Wildlife Refuge (1999-present), member of the Friends (1989-present)
The Friends is a non-profit group that supports the mission of the Refuge. We aim to raise local awareness of the need for wildlife habitat protection.
- Past Chairman ,Downtown Development Commission, City of Biddeford
- Past Open Space Committee, Chairman, City of Biddeford - appointed by the Mayor featuring a working relationship with the Maine Association of Conservation Commissions. The committee's purpose is to structure an open space plan for Biddeford; recently successful in obtaining \$160,000 in grants towards purchase of conservation land in January 2011. Co-authored the final Open Space Plan in 2014
- RiverWalk Coalition Steering Committee member, a Biddeford-Saco commission. Was on the conceptual design team and helped fundraised for the 1st Pedestrian Bridge
- Fundraising Committee, Catherine McAuley High School, Portland
- Biddeford Pool Improvement Association and Land Trust
- Fundraising Committee, St. James School, Biddeford
- Biddeford/Saco Chamber of Commerce
- Kennebunkport Tourism Promotion Committee
- University of New England Alumni Council
- Heart of Biddeford Board Member
- Baseball and basketball coach, St James Grade School
- Biddeford High School Boys Basketball Program - Staff

INTERESTS

Hiking, mountain biking, skiing, sailing, boating, reading, art, music, woodworking, stonewall building, travel, basketball, back roads touring, map collecting, research, writing, collaborating, studying Maine landscapes through ecological eyes, and walking coastal paths with my wife Donna. A sincere interest in creating bike paths, walking trails and protecting conservation lands in the mid-coast of Maine.

DIVISION 7. PARKS, OPEN LANDS AND TRAILS COMMITTEE

Sec. 2-281. Created.

A Parks, Open Lands, and Trails Committee is hereby created.

Sec. 2-282. Composition; Appointment of Committee Members; terms of office.

- (a) The Parks, Open Lands, and Trails Committee shall consist of five members.
- (b) Committee members shall be nominated by the Mayor and confirmed by the Council.
- (c) The Committee members shall serve for five-year terms.

Sec. 2-283. Filling of vacancies.

Vacancies on the Parks, Open Lands, and Trails Committee shall be filled for the remainder of the term in the same manner as original appointments are made.

Sec. 2-284. Quorum at meetings.

A quorum of 3 members shall be required at all meetings of the Parks, Open Lands, and Trails Committee.

Sec. 2-285. Election of officers.

Annually at its first meeting, the Parks, Open Lands, and Trails Committee shall elect a Chair, a Vice Chair and a Secretary.

Sec. 2-286. Chair to call meetings and preside.

The Chair of the Parks, Open Lands, and Trails Committee shall call all Committee meetings on three days' notice, unless waived, and shall preside at such meetings. The Vice Chair of the Committee shall be vested with all the powers of the Chair in case of the Chair's absence or incapacity to serve.

Sec. 2-287. Majority vote required.

A majority vote of those present at a Parks, Open Lands, and Trails Committee meeting is required to decide upon any matter before the Committee.

Sec. 2-288. Secretary's duties.

The Secretary of the Parks, Open Lands, and Trails Committee shall record all proceedings of the Committee and shall give notice of all Committee meetings.

Sec. 2-290. Authority to establish sub-committees.

The Parks, Open Lands, and Trails Committee may, from time to time, establish such sub-committees as it feels necessary.

Sec. 2-291. Purpose.

The purpose of the Parks, Open Lands, and Trails Committee is to advise the City Council and other bodies of the City of Biddeford, on matters related to the maintenance and furtherance of parks, open lands, and trails.

Sec 2-292. Duties, and Powers.

The Parks, Open Lands, and Trails Committee shall have the following duties and powers:

- (a) Advise and seek out funding opportunities to promote, improve, and expand parks, open lands, and trails in the City of Biddeford;
- (b) Work with stakeholders and landholders to plan for and provide an interconnected system of parks, open lands, and trails throughout the City of Biddeford.
- (c) Assist in updating and reviewing the Open Space Plan as part of the City's Comprehensive Plan, as necessary;
- (d) Examine and make changes to the criteria for property and/or easement acquisition;
- (e) Establish sub-committees to address specific concerns for parks, open lands and trails; and
- (f) Work with City staff to provide public outreach.
- (g) The Parks, Open Lands, and Trails Committee may also take on such other duties and responsibilities as designated by the City Council.

Sec. 2-293. Authority to advertise, print, distribute books, maps, plans and pamphlets in various formats.

The Parks, Open Lands, and Trails Committee may advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which in its judgment it deems necessary.

Sec. 2-294. Coordination with other Commissions, Committees, and Boards.

The Parks, Open Lands, and Trails Committee shall coordinate its activities with other city Commissions, Committees, and Boards, as well as City Departments, including, but not limited to:

- (a) The Conservation Commission;
- (b) The Recreation Commission;
- (c) The Planning Department;
- (d) The Economic Development Department;
- (e) The Recreation Department; and
- (f) The Public Works/Park Department.

It is not intended that the Parks, Open Lands, and Trails Committee shall take on any duties or powers of these or other city bodies unless requested to do so by those bodies and agreed to by a majority vote of the other city Commissions, Committees, and Boards, as well as City Departments.