



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Erin Herbig
City Manager

E-mail: citymanager@cityofbelfast.org

Tel: (207) 338-3370 ext. 110

Fax: (207) 338-2419

MANAGER'S REPORT
Belfast City Council Meeting
Tuesday, May 2, 2023

6:30 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 27, 2023

Agenda Items:

10-A Request to approve a new Facility Use Request Application by the VFW Auxiliary Post 3108 to utilize Belfast City Park for a Lobster Feast and Silent Auction on July 8, 2023, from 11:00 a.m. to 3:00 p.m.

VFW Auxiliary Post 310, represented by Mike Hustus, has submitted a new Facility Use Application to utilize Belfast City Park on July 8, 2023, to conduct a Lobster Feast and Silent Auction from 11:00 a.m. to 3:00 p.m.

If approved, the VFW would plan to set up the event on Friday, July 7th and clean-up following the event on Sunday, July 9th.

Funds raised for this event will help local veterans in the Waldo County area. The VFW has held other events in Belfast City Park, has always done a great job, and the Department is recommending the approval of this request.

If approved, Parks and Recreation Director Norm Poirier recommends the City Council moves to approve this new Facility Use Request Application by the VFW Auxiliary Post 3108 to utilize Belfast City Park for a Lobster Feast and Silent Auction on July 8, 2023, from 11:00 a.m. to 3:00 p.m.

Please see the attached memo and completed Facility Use Application (10-A) explaining the request in further detail. Director Norm Poirier will be at the meeting to answer any questions.

10-B Request by resident Patricia Hagerty to sponsor a bench along the Harbor Walk in honor of Belfast native, Bobby Gerrish.

Mr. Garrish passed away on April 2, 2023. He was a Belfast native who regularly enjoyed sitting down along the Belfast waterfront. Additionally, he is the father of seasonal City of Belfast Parks and Recreation employee Cassidy Gerrish.

Belfast resident Patricia Hagerty reached out following his passing to request sponsoring an existing City bench along the Harbor Walk with a memorial plaque honoring Mr. Gerrish.

Parks and Recreation Director Norm Poirier recommends that the City of Belfast ask that the sponsor contribute \$1,000.00 which could be placed into an account to purchase a new bench in

the future. The City of Belfast currently has four of these benches that do not currently have plaques that the City could decided to allow this moving forward.

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

10-C Update on 2023 browntail moth remediation on City owned property.

In 2021, the City of Belfast invested funding to address browntail moth remediation, which consisted of both spraying and injecting trees on City owned property that had high volume of public use. Areas identified included the Harbor Walk, Harbor, Rail Trail, and City Parks. The City continued this process in 2022.

Although the treatments appear to have been effective in reducing the population, it is believed that the City of Belfast is still considered a “hot zone” by the State Department of Agriculture, Conservation and Forestry.

In turn, Parks and Recreation Director Norm Poirier recommends that the City of Belfast again contract with Hawkes Tree Service for spraying and injections and Didier Bonner-Ganter to perform clipping this year for an estimated cost of \$14,000.00.

If approved by the City Council, the Parks and Recreation Director requests that a motion be made to accept the request to hire Hawkes Tree Service for spraying and injections and Didier Bonner-Ganter to perform clipping for this year’s browntail moth remediation on City owned property for \$14,000.00 with funding to come from the Tree Maintenance Account #460-578. This account has a current balance of \$17,650.00.

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

10-D Consideration of rate increases for the Belfast Transfer Station.

It is never an easy decision to increase rates, particularly in today's economy knowing that it could place increased hardship on our citizens. However, Transfer Station Manager Lottie Rolfe has been keeping a close eye on disposal rates for the last several months and compared them to the City's current rates. She has concluded that now is the time to consider price increases on rates at the Transfer Station to ensure we are able to maintain our services to the public.

These proposed increases are not about making a profit, but simply to keep up and sustain the Transfer Station in this rapidly changing market. Additionally, it is worth noting that the Transfer Station rates have not changed in over three years, and as much as we would like to keep them the same or even decrease them, we can no longer maintain our operation with the rates where they currently stand.

The largest driving factors to the City's need to reassess our own rates include:

- DMJ Waste Disposal has increased prices three times in the last nine months. They have gone from \$80.00 per ton and a pickup fee of \$210.00 per container to \$100.00 per ton and a pickup fee of \$290.00 per container.
- WTF has increased household trash dumpster swap out from \$648.00 to \$705.00 and added a \$70.00 fuel charge for each load removed.
- BDS has increased car tire removal price from \$2.00 to \$3.00 each and increased truck tire removal price from \$15.00 to \$20.00 each.

There are other costs outside of fee increases that impact on the Transfer Station's ability to operate day to day such as increased fuel costs to run the tractor and forklift. The facility has also seen increases in electricity, heating fuel, office supplies, and equipment maintenance costs.

Based on these increased operational costs, Transfer Station Manager Lottie Rolfe is suggesting Transfer Station rate increases to the following materials:

- Increase charging .085 a pound or \$170.00 a ton for demolition debris to .10 a pound or \$200.00 a ton.
- Increase pay-as-you-throw 30-gallon garbage sized bags from \$3.50 each to \$4.00 each and 50-gallon garbage sized bags from \$5.50 to \$6.00.
- Increase the under 16.5-inch tire fee from \$3.00 to \$4.00 each, the over 16.5-inch tire fee from \$5.00 to \$6.00 each, and commercial truck tire fee from \$15.00 to \$22.00 each.

Fees for brush, refrigerators, electronics, and white goods will remain the same. Recyclables, scrap metal, iron, motor oil, bulbs, and lamps will continue to remain free.

City staff are hopeful that these increases will minimally impact on our residents who utilize the Transfer Station for these services while helping to stabilize our Transfer Station finances. These suggested rate increases would not take effect until June 1, 2023. The City Manager's Office would work with the Transfer Station to help publicize these changes through signage at the Transfer Station, City website, social media pages, City newsletter, flyers, and mailers.

If approved by the City Council, the Transfer Station Manager requests that a motion is made to approve the Transfer Station rate increases as presented.

Please see the attached memo (10-D) explaining the request in further detail. Transfer Station Manager Lottie Rolfe will be at the meeting to present and answer any questions.

10-E Request by the Airport Manager for authorization to submit a grant application to the Federal Aviation Administration for Airport Improvement Program funding assistance.

To assist airports to effectively maintain their pavement infrastructure and help improve airport pavement conditions statewide, in 2018 the Maine Department of Transportation contracted with DuBois & King, Inc. to provide pavement evaluation surveys at local airports. The main goal was to identify pavements that will receive the most benefit from an optimally timed repair. By

projecting the rate at which the pavement condition will deteriorate, the optimal time for applying treatments can be determined.

In 2018, the average inspected Pavement Condition Index (PCI) for all the airfield pavements at the Belfast Municipal Airport was 74. Runway 15-33 had an average inspected PCI of 75, which was above the minimum service level of 70. Taxiways had an average inspected PCI of 84, taxi lanes had an average inspected PCI of 100, and aprons had an average inspected PCI of 65.

The Belfast runway was projected to deteriorate by 1.9 points per year due to climate distress. That means this year its PCI is $75 - 9.5 = 65.5$. This is well below the State's minimum service level threshold of 70.

The City recently solicited bids for this work and, while there was considerable interest, received no formally submitted bids. City staff have discussed the situation with the Federal Aviation Administration (FAA) and they have recommend submitting a grant application for the maximum amount we have available and using the FAA's small purchase procedures, continue working to secure bids for the project.

The grant application associated with this project needs to be submitted to the FAA by May 5, 2023.

The current estimated total cost for the cracked sealing project is \$222,000 and is proposed to be funded from our Entitlement Grant Funds. For the \$222,000 project cost, the City would be expected to contribute a 5% local match will in the amount of \$11,100 from account #640-595, Airport Runway Capital Reserve. This account has a current balance of \$47,430.98.

If approved by the City Council, the Airport Manager requests that a motion is made to authorize the submission of an application to the FAA for Airport Improvement Program funding assistance for up to \$199,858 federal share for the project entitled Cracked Seal Runway 15-33 And Other Airfield Pavements, including authorizing the City Manager to sign any necessary documents as part of that submission.

Please see the attached memo (10-E) explaining the request in further detail. Airport Manager Kenn Ortmann will be at the meeting to present and answer any questions.

10-F Request to have the City Council authorize the execution of a contract with Summit Geoengineering Services to perform geotechnical engineering services at a cost of \$12,000.00.

The City of Belfast has begun the process of evaluating the potential construction of a new Public Safety Building at the site of the City's current Fire Station at 273 Main Street. One important component of this process is to determine how suitable the existing soils at that location are for construction.

Summit Geoengineering Services has provided a proposal for geotechnical engineering services to the City of Belfast. Summit Geoengineering Services would be conducting a preliminary geotechnical investigation and providing consideration for site redevelopment. They are proposing to make 4 to 8 test borings and 8 to 10 test pits. Test borings would be performed to a depth of 20 feet below ground surface or refusal, with additional boring depth being conducted as deemed appropriate by the field engineer. Test pits would be performed to a depth of 10 feet below ground surface or refusal.

Following testing, explorations would be backfilled upon completion and logged by a field engineer using the Unified Soil Classification System. To determine index and physical properties of the soil, laboratory testing would be performed for select samples obtained from the explorations. Upon completion of the laboratory testing, Summit would prepare a report presenting a summary of the subsurface conditions and preliminary recommendations for site development which would contain location plan and logs of explorations, results of laboratory testing, description of subsurface conditions, preliminary geotechnical design parameters, and preliminary earthwork considerations.

The proposed total cost for these services is \$12,000.00. This amount includes private utility location for \$700.00, test boring and test pit explorations for \$5,000.00, coordination and fieldwork for \$3,500.00, and laboratory testing and report generation for \$2,800.00.

Summit anticipates being able to mobilize to the site to perform the explorations within 2 to 3 weeks of contract authorization and anticipates making the geotechnical report available 2 to 3 weeks upon completion of the explorations.

If approved by the City Council, the Economic Development Director requests that a motion is made to authorize the execution of a contract with Summit Geoengineering Services to perform geotechnical engineering services and authorize funding of up to \$12,000.00 from the Public Works Site Search Evaluation Account # 730-636 to pay for these services. This account has a current balance of \$137,885.22.

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

10-G Request by the Economic Development Director to have the City Council send City Staff to the upcoming National Brownfields Training Conference.

The National Brownfields Training Conference is held periodically at locations throughout the United States, this year it is being held at Huntington Place in Detroit, Michigan from August 8th-11th, 2023. This conference is the largest gathering of stakeholders focused on cleaning up and reusing formerly utilized commercial and industrial properties, known as brownfields. The conference consists of several days of educational sessions and workshops, with topic tracks including brownfields financing, housing, equity, minimizing displacement, climate change, resiliency, future economic trends, environmental justice, public participation, assessment, cleanup approaches, and forging effective relationships with tribal governments.

Communities that have familiarity and experience with the United States Environmental Protection Agency's (USEPA's) Brownfields Program, such as the City of Belfast, are encouraged to send their staff to this conference.

The estimated cost to attend this conference is \$2,600.00 per person. Total expenses is 100% reimbursable from the City's current USEPA Brownfields Assessment Grant, meaning that there is no net cost to the City of Belfast to send staff to this conference.

If approved by the City Council, the Economic Development Director requests that a motion is made to authorize the Economic Development Director and the City Planner to attend the National Brownfields Training Conference and to have their eligible conference-related expenses covered/reimbursed by funds from the City's current USEPA Brownfields Assessment Grant, and not to exceed a total of \$5,200.00.

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

10-H 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. The Council unanimously agreed at the April 18th Regular City Council Meeting to continue this discussion at the May 2nd Regular Council Meeting.

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

10-I Signing of Council Orders

On Tuesday, April 25th the City Council held interviews for the new Housing and Property Development Committee. The City of Belfast received 14 applications from well-qualified citizens interested in serving on the committee.

The City Council will be appointing members to this committee at the Regular Council Meeting on Tuesday, May 2nd.

The Housing and Property Development Committee will their focus their work on increasing housing opportunities in Belfast and may include topics such as housing preservation, land trust and land bank creation, city-owned property use, abandoned property re-use strategies, accessory dwelling unit improvements, short-term and long-term rentals, development activity and metric reporting, streamlining permitting processes, below-market capital identification, affordable housing tax increment financing districts and credit enhancement agreements for affordable housing developments, and Community Development Block Grants (CDBG) for housing assistance and all other CDBG grants awarded to the City of Belfast.

Members of the Housing and Property Development Committee, City Councilors, Planning Board members and city staff will have the opportunity to participate in the BUILD Maine conference on Wednesday, June 7th through Thursday, June 8th, 2023, in Skowhegan. The City of Belfast is serving as a sponsor of this important conference for the second year. They will be

meeting with stakeholders from all over the state to exchange ideas on topics including urbanism, housing, land banking, climate action in development, project based TIFs, trail planning, designing neighborhoods, pop-up public spaces and more.

We look forward to the exciting work to come from these new initiatives as well as to do some integrative, hands-on learning about these topics with our wonderfully qualified and hardworking team.

**City of Belfast
Consent Agenda
Tuesday, May 2, 2023
Meeting #21**

The following items are proposed as our Consent Agenda. As in the past the items are voted on in one blanket motion to the affirmative. One Councilor makes a motion to approve the items as stated, and then another Councilor will second that motion and the whole Council votes. If a Councilor requests an item be removed from the consent agenda, they do so during the adoption of the agenda. If a member of the public requests that an item be removed from the consent agenda, they can do so in the open to the public section. Suggested motions are listed and supporting material is enclosed.

9) Permits, Petitions and Licenses - Consent Agenda

A. Request to approve a Lunch Wagon License for Big Daddy's Hot Box located at 45 Searsport Ave., Belfast Maine.

Motion to approve a Lunch Wagon License for Big Daddy's Hot Box located at 45 Searsport Ave., Belfast Maine.

8.



CITY OF BELFAST

131 Church St.
Belfast, Maine 04915

E-mail: communications@cityofbelfast.org

Tel: (207) 338-3370

Fax: (207) 338-6222

Committee Application

(Must be 18 years of age or older and a registered voter of Belfast)

Date of Application: Apr 12, 2023 Date received: 4/12/23

Name: DANA L. KEENE

Street Address: _____ Belfast, Maine 04915

Mailing Address: SAME

Phone #: 207- _____ Email: NONE

Committee interested in: Housing

City Committee's currently on: Board of Appeals

Please list any skills or qualifications you feel would be beneficial if you were to serve on this committee.

57 years in the real estate business
Hope to help out for at
Least another ten years.
my wife & I love this City

Please state any views you might have about the committee's mission and the reason you are interested in serving on this committee.

making housing for the people who
work in the hospital, the people that build
our windows, the folks that fix up our
boats at the boatyard, the police that
patrol our streets and also the summer
folk that come here we need them all.

If you need additional space, please continue on the back or a separate sheet of paper and attach it to this application.

Application signature: [Signature]

Return to the attention of: Office of the City Manager or email: communications@cityofbelfast.org



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Committee Application

(Must be 18 years of age or older and a registered voter of Belfast)

Date of Application: 3/30/23 Date received: 3/30/23

Name: Dorothy Hauey

Street Address: _____ Belfast, Maine 04915

Mailing Address: same

Phone #: 207 _____ Email: _____ m

Committee interested in: Housing + Property Development

City Committee's currently on: Belfast Library

Please list any skills or qualifications you feel would be beneficial if you were to serve on this committee.

Belfast Chamber Director - very connected to the community + Business owners. Experience in fundraising, project management + facilitation. Past Rotary Club President team player, dedicated + committed to Belfast. Proudly live on Congress St!

Please state any views you might have about the committee's mission and the reason you are interested in serving on this committee.

I fully support all efforts to bring homes to people + increase options in Belfast. We need more workforce housing - I hear from our businesses that they can't hire workers because they can't find a place to live

If you need additional space, please continue on the back or a separate sheet of paper and attach it to this application.

Application signature: Dorothy H Hauey

Return to the attention of: Office of the City Manager or email: communications@cityofbelfast.org



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Committee Application

(Must be 18 years of age or older and a registered voter of Belfast)

Date of Application: April 10, 2023

Date received: 4/10/23

Name: Nathaniel Clifford

Street Address: _____ Belfast, Maine 04915

Mailing Address: same

Phone #: 207- _____ Email: _____

Committee interested in: Housing and Property Development Committee

City Committee's currently on: none

Please list any skills or qualifications you feel would be beneficial if you were to serve on this committee.

In my prior career with the US State Department I was responsible for life support to US personnel at overseas missions, to include housing. While not domestic US and serving a different constituency, the overall issues of availability, affordability and root causes, like income inequality, are similar. We are year-round residents of Belfast and on-site owner-operators of a seasonal B&B/historic home since 2017. I am committed to the community and participate in the Wales Park Community Garden, Belfast Garden Club, and Greenstreets.

Please state any views you might have about the committee's mission and the reason you are interested in serving on this committee.

Housing affordability is a complex issue with many causes and possible solutions. I am very interested in helping to identify ways to mitigate the problem and recommend specific actions the City could take within fiscal and legal constraints. Our two adult sons reside in the Inn due to the lack of affordable housing despite being gainfully employed. I believe it is equally important to gain some level of consensus on what we collectively want our community to be. Are we welcoming to people of all income levels and ages? Do we prioritize residents over visitors? Establishing clarity on these points will guide the commission's work as policies are researched and put forward.

If you need additional space, please continue on the back or a separate sheet of paper and attach it to this application.

Application signature: Nathaniel Clifford

Return to the attention of: Office of the City Manager or email: communications@cityofbelfast.org



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Committee Application

(Must be 18 years of age or older and a registered voter of Belfast)

Date of Application: 04/09/2023 Date received: 4/10/23

Name: DAVID AGUIAR

Street Address: _____ Belfast, Maine 04915

Mailing Address: SAME

Phone #: 603 Email: _____

Committee interested in: How many and Property Development Committee

City Committee's currently on: None

Please list any skills or qualifications you feel would be beneficial if you were to serve on this committee.

Professional background in Architecture, Planning & Design for 5yrs. See attached resume.

Please state any views you might have about the committee's mission and the reason you are interested in serving on this committee.

Interest in maintaining the physical environment of Belfast and its growth as population grows.

If you need additional space, please continue on the back or a separate sheet of paper and attach it to this application.

Application signature: David Aguiar

Return to the attention of: Office of the City Manager or email: communications@cityofbelfast.org

David J. Aguiar

Belfast, Maine 04915

E-mail: _____, Telephone: (603) _____

Multi-discipline project manager in Architecture, Interior Design and Industrial Design for planning, design and construction of large campus buildings and grounds projects funded by capital campaigns and smaller projects funded by supplemental deferred maintenance budgets for private schools.

Campus Master Planning Project programming, resources, liaison Feasibility Studies Code Review Cost Estimates Utilities Service Distribution & Upgrades Environmental Compliance for Asbestos, Lead, Radon, Mold, and Air Quality Sustainability Specifications Proposal Solicitation Project Supervision & Inspection Siting and Landscape Design

Professional Experience

Wentworth Institute of Technology April 2015 – November 2016

Director of Planning and Construction Responsible for planning, coordinating and directing all technical and administrative matters pertaining to institute facilities planning, design alterations, renovations, and new construction. Identify, prioritize and cost analyze capital projects

Significant Campus Projects:

Douglas Schumann Library
Pike Walkway Expansion & Landscaping
Nelson Recreation Center Renovations
Humanities Offices Suite
Multi-Purpose Academic Building Planning & Programming

Consultant July 2009 – April 2015

Consultant to Architects, Designers, Builders, Business and Home Owners, Project Management, Estimating, Technical Advisement and Design Planning Services

Kimball Union Academy January 2008 – July 2009

Director of Facilities Planning & Construction Provided research and resources, design and planning, cost estimates and project management/supervision for campus projects related to new construction, restoration, renovation and interior design of campus buildings and grounds. Projects included administrative, academic, residential life (student and faculty housing), athletic facilities and review of maintenance/ grounds operations, utility, technology and environmental compliance issues related to these boarding school facilities

Significant Campus Projects:

Campus Center
Miller Academic Building
Dexter-Richards Quad
Academic Quad
McLeay Residence
Hall Farm Renovation/Relocation
Dining Hall Renovations
Holstein Lobby
Brooks Cottage Renovations
Rink Road(Campus Center Drive) Redesign
Main Steam Plant Boiler Replacement Project
Energy Conservation/Alternatives Studies

Consultant July 2006 – January 2008

Consultant to Architects, Designers, Builders, Business and Home owners, Project Management, Estimating, Technical Advisement, and Design/Planning Services

St. George's School September 1991 – July 2006

Construction Planner Master-planning, Design & Construction for campus projects related to new construction, restoration, renovation and interior design of campus buildings and grounds. Projects included administrative, academic, residential life (student and faculty), athletic facilities and review of maintenance/grounds operations, utility, technology and environmental compliance related to these private boarding school facilities

Significant Campus Projects:

Buell/Wheeler Dormitories
Hoopes Squash Center
Hersey Outdoor Track
Drury/Grovesnor Art Center
VanBuren Gymnasium for Varsity Basketball
Archer Harmon Jr./Stephen P Cabot Ice Center
Eaast Dormitory
Zane Dormitory
Hoyt Pool
Hsmblet Campus Center & Grille
Chapel Restoration Study
Hill Library Renovation/Repurposing Study
Dining Hall/Servery/Kitchen Upgrades
Health Center Renovations
Campuswide Emergency Power Generator Systems
College Counseling Center
Science Building Laboratories Classrooms, & Technology Lab
Schoolhouse Classroom Renovations
Ford Fitness Center
Varsity Baseball Field
Girls' Varsity Softball Field
Athletic Center Lockerroom Building Renovations
Life Safety/Fire Alarm/Sprinkler Systems Planning/Upgrades & Installation Program
Building Envelope Improvements Program
Asbestos, Radon, & Lead Regulations Compliance
Campus Accessibility Program
Custom Lighting & Signage Program
Grounds, Courtyard & Garden Renovation Projects
Faculty Housing Projects

Consultant June 1986- September 1991

Consultant to Architects, Designers, Builders, Business and Home owners, Project Management, Estimating, Technical Advisement and Design/Planning Services

Der Scutt Architect February 1982 – June 1986

New York, NY 10021

Interior Design Director Development and management of Interior Design Department involving client liaison, design and alternatives, specifications, budgets, coordination of consultants, contractors and vendors

Director of Marketing and New Business Development Development and management of materials and resources for publication of firm's work and client solicitation

Significant Projects:

Roure Bertrand Dupont United States Corporate Headquarters, Teaneck, NJ
Bally's Park Place Casino, Hotel, Healthclub, Atlantic City, NJ
100 United Nations Plaza Tower, New York, NY
Asia House International Healthclub & Restaurant, Tel Aviv, Israel
650 Fifth Avenue, New York, NY

St Luke's Roosevelt Hospital Center Hand Surgery Suite, New York, NY
100 Fairfield Avenue, Bridgeport, CT
The HongKong & Shanghai Banking United States Corporate Headquarters, New York, NY

Atelier International Ltd October 1976 – December 1981

Plainville, NY 11803

Staff Design Consultant Commercial/ Residential Contract Furnishings/Lighting/Accessories

Project Coordination and management, research and development, industrial design for product, facilities, and exhibits, project installation supervision and inspection

Education

Bachelor of Architecture Pratt Institute, Brooklyn, NY

AS Architectural Engineering Technology Wentworth Institute, Boston, MA



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Committee Application

(Must be 18 years of age or older and a registered voter of Belfast)

Date of Application: 4/12/2023 Date received: 4/12/23

Name: Lewis Baker

Street Address: _____ Belfast, Maine 04915

Mailing Address: Same

Phone #: 508- _____ - Email: _____

Committee interested in: Housing

City Committee's currently on: Planning Board

Please list any skills or qualifications you feel would be beneficial if you were to serve on this committee.

35⁺ years serving the City Planning Board
(3 Times) Board of Appeals City Council.

Please state any views you might have about the committee's mission and the reason you are interested in serving on this committee.

I am hoping that the committee will focus
on affordable housing.

If you need additional space, please continue on the back or a separate sheet of paper and attach it to this application.

Application signature: _____

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Committee Application

(Must be 18 years of age or older and a registered voter of Belfast)

Date of Application: April 12, 2023 Date received: 4/13/23

Name: Joellyn Warren

Street Address: _____ Belfast, Maine 04915

Mailing Address: Same

Phone #: 717 Email: _____

Committee interested in: Housing and Property Development Committee

City Committee's currently on: None

Please list any skills or qualifications you feel would be beneficial if you were to serve on this committee.

Municipal government employee and community volunteer for over 20 years.
Please see resume attached.

Please state any views you might have about the committee's mission and the reason you are interested in serving on this committee.

I am interested in learning more about this committee. I understand that housing supply, demand, and affordability are major concerns in Belfast, midcoast and Maine in general.

If you need additional space, please continue on the back or a separate sheet of paper and attach it to this application.

Application signature: _____

Return to the attention of: Office of the City Manager or email: communications@cityofbelfast.org

Joellyn E. Warren

EXPERIENCE

Grant Administrator 2023-Present
The Beacon Project

- Research, apply and manage grant programs
- Develop relationships with donors and sponsors

Special Projects Planner 2019-2021
David Miller and Associates, Lancaster, PA

- Conduct technical review of land use, subdivision, and stormwater plans
- Conduct compliance site inspections and complete reports
- Secure and administered grant funds

Community Development Director 2008-2019
West Lampeter Township, PA

- Supervise Community Development and Building Code Staff
- Manage multi-municipal contracts for zoning and building service
- Direct and perform activities related to planning and zoning, codes compliance (building, property maintenance, floodplain, stormwater)
- Facilitate updates and implementation of priorities in regional and local comprehensive plans.
- Research, apply and manage grant programs

Community Development Coordinator 2000-2008
Berkshire Regional Planning Commission, Pittsfield, MA

- Manage municipal and region-wide land development planning projects specific to development, reuse/infill, brownfield reclamation, village renewal, and historic and environmental preservation
- Develop and administer \$1.4 million Berkshire Brownfields Assessment and Revolving Loan Fund Program

Project Planner 1999-2000
Community Development Department, City of Newburyport, MA

- Prepare and administer state and federal grants to support historic preservation and redevelopment
- Prepare bid documents, supervise consultants, and monitor construction budgets and timelines

EDUCATION

- Bachelor of Arts in Humanities, Concentrations in Community Planning and Architecture
University of New Hampshire
- Graduate Studies Certificate in Architecture Special Programs located in Rome, Italy
Louisiana Tech University

PROFESSIONAL DEVELOPMENT

- Penobscot Bay Steward, 2022
- Pennsylvania Association of Township Supervisors, Municipal Government Academy Graduate Program, 2019
- Leadership Lancaster, 2012
- Lancaster County Planning Commission Master Planner, 2008
- The Massachusetts Executive Office of Environmental Affairs, Community Preservation Institute, 2006

AFFILIATIONS

- Lancaster Housing Redevelopment Authority Vacant Property Board, 2017-2021
- Lancaster County Clean Water Partners, Executive Committee, Steering Committee and Stormwater Action Team Co-Chair, 2016-2021
- Lancaster County Clean Water Consortium, Chairman 2009-2020

Committee Application

(Must be 18 years of age or older and a registered voter of Belfast)

Date of Application: April 10, 2023

Date received: 4/12/23

Name: Donna M. Kelley, LCSW

Street Address: _____ Belfast, Maine 04915

Mailing Address: _____

Phone #: _____ Email: _____

Committee interested in: Housing and Property Development Committee

City Committee's currently on: Currently working on the Brownfields Committee

Please list any skills or qualifications you feel would be beneficial if you were to serve on this committee.

I am currently serving a term on the Brownfields Committee. I have housing development experience in multiple counties in Maine. I have created housing programs including Supported Housing, Independent Housing, Transitional Housing all being apartment based housing, and managed rental properties and rental assistance programs. I current have a rental property in Belfast. I have also managed an Emergency Homeless Shelter. I have many years of experience monitoring different Housing projects, which received HUD and Maine Housing funds for development and operations. This monitoring resulted in a Score that could influence future funding opportunities for the Projects. I was also a long-standing member of the Selection Committee for the Maine Continuum of Care, which reviewed applications for HUD funding for the development of homeless programs and housing in the state. I have also served on a grant funding committee, which devised funding opportunities for housing development and on an application review committee for Maine Housing in the past for awarding Funding as well. I have a strong grasp of regulations and believe this background could be helpful for the role the committee has.

Please state any views you might have about the committee's mission and the reason you are interested in serving on this committee.

I do not believe I have any strong views relative to the work and mission of the committee other than I am hoping to assist with thoughtful planning to better address housing needs. I am impressed with the City's commitment to be thoughtful, creative, and willing to look at this issue in a targeted inclusive way and support the nature of these activities. I appreciate the thoughtful approach to address real or perceived barriers to housing in the community and the issues impacting development. The approach of forming a committee is intentional and timely ensuring a reasonable process to solution focused exploration of needs and providing for a creative approach to ensuring access to housing supporting a healthy community and providing a solid foundation for economic growth in our community.

Application signature: Donna M. Kelley LCSW 4/11/23

Return to the address above attention: City Clerk or email: cityclerk@cityofbelfast.org

If you need additional space, please continue on the back or a separate sheet of paper and attach it to this application



CITY OF BELFAST

131 Church St.
Belfast, Maine 04915

E-mail: communications@cityofbelfast.org

Tel: (207) 338-33

Fax: (207) 338-62

Committee Application

(Must be 18 years of age or older and a registered voter of Belfast)

Date of Application: 4-13-2023 Date received: 4-13-2023

Name: George Roger Lee

Street Address: _____ Belfast, Maine 04915

Mailing Address: _____ 792

Phone #: 207- _____ Email: _____

Committee interested in: Housing & Property Development Comm.

City Committee's currently on: _____

Please list any skills or qualifications you feel would be beneficial if you were to serve on this committee.

See attachments

Please state any views you might have about the committee's mission and the reason you are interested in serving on this committee.

See Attachments

If you need additional space, please continue on the back or a separate sheet of paper and attach it to this application.

Application signature: *George Roger Lee*

Return to the attention of: Office of the City Manager or email: communications@cityofbelfast.org

Attachment to Roger Lee Application

Please list any skills or qualifications you feel would be beneficial if you were to serve on this committee:

My government service includes eight years on the Belfast City Council (much of time on the same issues of housing and building development issues to be addressed by committee) and three years on Belfast Comprehensive Planning Committee.

I was a member and chair of the Planning Board in Weston, MA (Boston suburb) for 12 years.

In my career, I was a patent lawyer for 40 years for a Boston law firm, and also served for a time as the firm's CFO.

Please state any views you might have about the committee's mission and the reason you are interested in serving on this committee.

Concerning the committee's vision, I see the issue of solving Belfast's shortage of affordable housing as one of the most important issues facing the city. The difficulty is finding a way to do it while preserving the features that make Belfast so desirable a place to live.

**Note on residence:*

I spend the winter months in Winter Park, FL. I still qualify as a Maine resident and Maine registered voter.



CITY OF BELFAST

131 Church St.
Belfast, Maine 04915

E-mail: communications@cityofbelfast.org

Tel: (207) 338-3370

Fax: (207) 338-6222

Committee Application

(Must be 18 years of age or older and a registered voter of Belfast)

Date of Application: April 3, 2023 Date received: 4/27/23

Name: Deneen Stambone

Street Address: _____ Belfast, Maine 04915

Mailing Address: _____

Phone #: 703 Email: _____

Committee interested in: Housing and Development

City Committee's currently on: n/a

Please list any skills or qualifications you feel would be beneficial if you were to serve on this committee.

While I don't have specific qualifications in housing, I worked for a professional association for 15 years in Washington, DC, and I worked in public education as an English Language Arts teacher, special educator, and reading specialist for 16 years. My time working for the association taught me how to work with a volunteer board of directors and within a committee structure to accomplish our goals. Both jobs required good listening and communication skills, diplomacy, cooperation, and ability to work toward fair and equitable solutions that appealed to all concerned.

Please state any views you might have about the committee's mission and the reason you are interested in serving on this committee.

As a fairly recent transplant to Belfast -- two years this upcoming June -- I have been impressed with its sense of community and vibrancy. Everyone seems willing to step up, chip in, and make it work, and from my perspective, it works well. In my short time here, I have been working to reestablish myself professionally and find an outlet that would allow me to give back and really become part of the community. Last spring, I completed training to become a real estate agent (working with Dwelling in Maine in Camden) and, even given my short time here, the need for creative housing solutions has been apparent, and only amplified by my immersion in my new field. I have been impressed with the panelized construction of the Shelter Institute and somewhat saddened to see so many buildings that were once beautiful, but which have since languished with no interest or perhaps ability to revitalize them. I am by no means an expert, but I am interested, creative, and smart. Hopefully, you will find these qualities beneficial to this new committee. Thank you for your consideration,

If you need additional space, please continue on the back or a separate sheet of paper and attach it to this application.

Application signature: D. Stambone

Return to the attention of: Office of the City Manager or email: communications@cityofbelfast.org



CITY OF BELFAST

131 Church St.
Belfast, Maine 04915

E-mail: communications@cityofbelfast.org

Tel: (207) 338-3370

Fax: (207) 338-6222

Committee Application

(Must be 18 years of age or older and a registered voter of Belfast)

Date of Application: April 12, 2023 Date received: 4/12/23

Name: Anna Frenette

Street Address: _____ Belfast, Maine 04915

Mailing Address: same

Phone #: 802-... Email: _____

Committee interested in: Housing and Property Development

City Committee's currently on: N/A

Please list any skills or qualifications you feel would be beneficial if you were to serve on this committee.

I'm in my mid 30s and looking to purchase property in town in Belfast. I've lived in town for 8 years and think that I could bring an interesting perspective as a prospective buyer to meetings. I have a BA in political science and am a manager at Athenahealth.

Please state any views you might have about the committee's mission and the reason you are interested in serving on this committee.

I'm interested in sharing my perspective on affordable housing solutions, short term rentals, and the current housing market from the perspective of a younger person getting into first-time home ownership

If you need additional space, please continue on the back or a separate sheet of paper and attach it to this application.

Application signature: [Signature]

Return to the attention of: Office of the City Manager or email: communications@cityofbelfast.org



CITY OF BELFAST

131 Church St.
Belfast, Maine 04915

E-mail: communications@cityofbelfast.org

Tel: (207) 338-3370

Fax: (207) 338-6222

Committee Application

(Must be 18 years of age or older and a registered voter of Belfast)

Date of Application: April 4, 2023

Date received: 4/4/23

Name: Kristine Wentworth

Street Address: _____ Belfast, Maine 04915

Mailing Address: _____ Belfast ME 04915

Phone #: 207- _____ Email: _____

Committee interested in: Housing and Property Development Committee

City Committee's currently on: None

Please list any skills or qualifications you feel would be beneficial if you were to serve on this committee.

Qualifications: I am a Real Estate Sales Agent. I am a landlord for both commercial and residential. I own a property management company that manages over 20 rental units that range from short term to long term leases.

Skills: Meeting Management or facilitation, innovative, critical thinker, strong interpersonal skills

Please state any views you might have about the committee's mission and the reason you are interested in serving on this committee.

Being a Belfast native, I have watched the City grow and change into what it is today.

I would like to see the City continue to thrive and to be able to provide great opportunities to families that want to make their lives here. In order to attract and or retain new families we will need to ensure that there are housing opportunities for all economic situations. We need houses for folks to buy, but also need more rental options as many boomers and millenials are looking at renting as their long term living situation.

If you need additional space, please continue on the back or a separate sheet of paper and attach it to this application.

Application signature: Kristine Wentworth

Return to the attention of: Office of the City Manager or email: communications@cityofbelfast.org



CITY OF BELFAST

131 Church St.
Belfast, Maine 04915

E-mail: communications@cityofbelfast.org

Tel: (207) 338-3370

Fax: (207) 338-6222

Committee Application

(Must be 18 years of age or older and a registered voter of Belfast)

Date of Application: 04/10/2023

Date received: 4/10/23

Name: Michael Oneglia

Street Address: _____ Belfast, Maine 04915

Mailing Address: _____ Belfast, ME 04915

Phone #: (860) _____ Email: _____

Committee interested in: Housing & Property Development

City Committee's currently on: None

Please list any skills or qualifications you feel would be beneficial if you were to serve on this committee.

I have been a land owner in Belfast for many years. I own and operate two manufactured home communities. My background is in civil heavy highway construction management. I'm well versed in construction methods, challenges, land development, planning and zoning processes, and many other aspects of planning, financing, and building a project of any type. My primary business now is providing affordable and work-force housing in the City of Belfast. My understanding of construction, municipal processes, and financing will be beneficial to this committee.

Please state any views you might have about the committee's mission and the reason you are interested in serving on this committee.

As a local landlord and provider of low-cost housing, I know first-hand the challenges facing developers in the post-COVID world. My experience in business has taught me that with each new challenge, there is a new solution. I think that by combining the experiences of the selected committee members, we can figure out actionable solutions to make Belfast the most attractive choice for housing developers of all sizes, who can offer a variety of housing types for residents of all economic means.

If you need additional space, please continue on the back or a separate sheet of paper and attach it to this application.

Application signature: M. Oneglia

Return to the attention of: Office of the City Manager or email communications@cityofbelfast.org



CITY OF BELFAST

131 Church St.
Belfast, Maine 04915

E-mail: communications@cityofbelfast.org

Tel: (207) 338-3370

Fax: (207) 338-6222

Committee Application

(Must be 18 years of age or older and a registered voter of Belfast)

Date of Application: 4/13/23

Date received: 4/13/23

Name: David August

Street Address: _____ Belfast, Maine 04915

Mailing Address: _____

Phone #: 207- _____ Email: _____

Committee interested in: Housing and Property Development Committee

City Committee's currently on: none

Please list any skills or qualifications you feel would be beneficial if you were to serve on this committee.

been
I have working in the housing field on a full-time basis since 2007 as a residential property manager. I also own three residential rental properties, with all units rented on a long-term basis (affordably!). I feel that I am well-attuned to what does and what does not work when it comes to residential properties. I am also licensed and insured to install and work on heat pumps and gas appliances in residences.

Please state any views you might have about the committee's mission and the reason you are interested in serving on this committee.

I strongly believe that the best of intentions have killed housing opportunities at the local level, in terms of communities such as Belfast having adopted an approach of piling on well-meaning but ~~overdone~~ regulations - whose goals do not get fulfilled because unnecessary obstacles, costs and planning requirements are added to the process of development and reuse. I would like the opportunity to begin looking at ordinances and recommending fact-based changes that have worked in other communities.

If you need additional space, please continue on the back or a separate sheet of paper and attach it to this application.

Application signature: [Signature]

Return to the attention of: Office of the City Manager or email: communications@cityofbelfast.org



CITY OF BELFAST

131 Church St.
Belfast, Maine 04915

E-mail: communications@cityofbelfast.org

Tel: (207) 338-3370

Fax: (207) 338-6222

Committee Application

(Must be 18 years of age or older and a registered voter of Belfast)

Date of Application: 03/29/2023 Date received: 3/29/23

Name: Caleb Elwell

Street Address: _____ Belfast, Maine 04915

Mailing Address: _____ Belfast, ME 04915

Phone #: 207- _____ Email: _____

Committee interested in: Housing and Property Development Committee

City Committee's currently on: N/A

Please list any skills or qualifications you feel would be beneficial if you were to serve on this committee.

I am an attorney, licensed in Maine. I currently serve as an Assistant Attorney General for the Office of the Attorney General in the Natural Resource Protection Division. I would need to be sure to avoid any conflict or overlap in my role as AAG and as a volunteer on this committee, but I believe that could be accommodated as the two roles would not seem to involve significant overlap. In addition to my training as an attorney, I have a deep interest in public policy and housing supply issues and would be grateful for the opportunity to serve on the committee.

Please state any views you might have about the committee's mission and the reason you are interested in serving on this committee.

I grew up in Hartland, Maine and moved to Belfast several years ago. I have always had an interest in public policy, especially as it relates to issues of poverty. I have been looking for a way to get more involved in this community and hopefully find an opportunity to use what skills I may have picked up over the course of my education and career in a way that would have a positive impact. I believe serving on this committee would offer me that opportunity and I hope I could be of service in the important work the committee will be doing.

If you need additional space, please continue on the back or a separate sheet of paper and attach it to this application.

Application signature: Caleb Elwell

Return to the attention of: Office of the City Manager or email: communications@cityofbelfast.org

10.A

MEMORANDUM

April 24, 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 Application – Lobster Feast / Silent Auction

The City of Belfast has received a Facility Use application from Mike Hustus representing the VFW Auxiliary Post 3108 with a request to organize and conduct a Lobster Feast and Silent auction in City Park on July 8, 2023 from 11 a.m. – 3 p.m. The VFW Auxiliary will set-up on Friday July 7th for the event with clean-up by Sunday, July 9th.

The event and auction will help local veteran's in the Waldo County area.

The VFW has held other events in City Park and under Mike Hustus supervision has always done an outstanding job cleaning up after their events.

The Department is recommending approval of this request.



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

EVENT: Lobster Feast/Dinner And Silent Auction

DATES: 7/8/23 EVENT REPRESENTATIVE: Mike Hustus

PROPOSED LOCATION/AREA TO BE USED: AT The Pavilion 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?

Mike Hustus / 209-323-0081 / mhustus60@gmail.com
The V.F.W Auxiliary Post 3108
Belfast Me.

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

It's a 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 date 7/7/23, Function date 7/8/23
To Pick up + Clean up 7/9/23

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?

150 people

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

N/A

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?

We will take care of garbage

17) How do you propose to handle parking?

Parking on Existing Parking Lot and To
one side of Road.

18) How do you propose to handle security?

N/A

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

Use existing Restrooms

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

Water.

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?

Michael Hustus, 207-323-0081, mhustus60
@gmail.com

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

N/A

Policy No. NPP1569386G

Effective Date: 02/19/2023
12:01 STANDARD TIME

LIMITS OF INSURANCE

Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit (Any One Person/Organization)	\$1,000,000
Medical Expense (Any One Person)	\$5,000
Damages To Premises Rented To You (Any One Premises)	\$100,000
Products/Completed Operations Aggregate Limit	\$2,000,000
General Aggregate Limit	\$2,000,000

LIABILITY DEDUCTIBLE

\$0

LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

Location	Address	Territory
1	34 Field Street, Belfast, ME 04915	001

PREMIUM COMPUTATION

Loc	Classification	Code No.	Premium Basis	Pr/Co	Rate		Advance Premium	
					All Other	Pr/Co	All Other	
1	Clubs - civic, service or social - having building or premises owned or leased -Not-For-Profit only	41668	2,000 Per 1,000 Total Area	0.000	121.424	\$0		\$25
1	Restaurant - with sale of alcoholic beverages that are 75% or more of the total annual food and liquor receipts of the restaurant - with tables - with a dance floor and no table service	16921	47,500 Per 1,000 Sales	0.278	9.400	\$13		\$446
1	Additional Insured - Club Members	49950	1 Flat	0.000	0.000	Included		Included
1	Blanket Additional Insured - Non-Profit Package	49950	1 Flat	0.000	100.000	\$0		\$100

MINIMUM PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$500

TOTAL PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$584

(This Premium may be subject to adjustment.) MP - minimum premium

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Form EOD (01/95)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

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 Michael H. Hustus Date: 3/22/23

Printed Name: Michael H. Hustus

10.B

MEMORANDUM

April 24, 2023

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

From: Norm Poirier, Belfast Parks and Recreation Department

Re: Bench Sponsoring Request

Attached please find a request from Patricia Hagerty, a Belfast resident, requesting to sponsor a bench along the Harbor Walk in honor of Bobby Gerrish, a Belfast native. Mr. Gerrish passed away on April 2, 2023 and was the father of Cassidy Gerrish who was a seasonal employee within the Parks Department for two years.

The City has some of the black iron style benches with a place for plaques but without any actual plaques. My suggestion and recommendation would be to ask the sponsor to contribute a portion of the bench cost and donate \$1,000 with the funds being placed in to an account for new benches. The City has about 4 of these benches without plaques and could consider doing the same with other requests of this nature. This would allow the City to establish an account to replace or add more benches when necessary.

Cc: Attachment – letter from Patricia Hagerty

Norm Poirier

From: PATRICIA HAGERTY <padi.roma@verizon.net>
Sent: Monday, April 17, 2023 6:51 PM
To: Norm Poirier
Subject: Sponsoring a park bench

Dear Mr. Poirier,

As I expressed to you in our conversation today, I am interested in sponsoring a memorial plaque on one of the black metal benches existing along the Belfast waterfront.

I would like to commemorate the life of Robert "Bobby" Gerrish, who recently passed away unexpectedly on April 2, 2023. Bobby was a kind and thoughtful man; a trusted friend to those who new him. He was a Belfast native and a true Mainer. Bobby liked to grab a sandwich and have it down near the water. I believe he needs to have a permanent spot where others may carry on the tradition.

If you could help arrange for this I would be most grateful.

Sincerely yours,
Pat Hagerty
36 Church St
Belfast
201-218-1408
Padi.roma@verizon.net

10.C

MEMORANDUM

April 7, 2023

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

From: Norm Poirier, Belfast Parks and Recreation Department

Re: Brown Tail Moth Update / Proposal

As you may recall in April, 2021 the City embarked on a BTM treatment program that consisted of spraying and tree injections in most of the high traffic areas for the public. These areas were mainly along the Harbor Walk, Harbor vicinity, entrance to the Rail Trail and public parks. The treatments seemed to be effective in reducing the BTM population but we are still a few years away from not being considered a "hot zone" by the State Department of Agriculture, Conservation and Forestry.

The estimate is designed to identify areas of concern, method of addressing the BTM issue and cost associated. The State through DACF is embarking on an educational program, "Knockout Brown Tail" with a series of educational sessions. A recent development is the ability for a municipality to apply for a Declaration of Public Health Nuisance through the State. This will not provide any additional funding but allows local tax payer monies to be expended on private property as well. Not my recommendation to pursue this avenue

The total cost of the plan in 2022 was around \$14,000, this included some clipping. This year's estimate will be approximately \$14,000. This does include clipping in areas able to reach (already completed).

I'd recommend contracting with Hawkes for spraying and tree injections again this year and to contract with For Tree Service, Didier Bonner-Ganter to perform the clipping process since he is local and can perform this at our request.

I have been informed by both professional licensed contractors that they are seeing evidence of progress with regards to the control of BTM on public property. The problems that we are noticing are either on commercial or private property at this point.

10.D



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

April 10, 2023

Lottie Rolfe

Transfer Station Manager

Honorable Mayor Sanders
Belfast City Councilors
City Manager Herbig

E-mail: transferstation@cityofbelfast.org

Tel: (207) 338-1817

Fax: (207) 338-2419

Reference: Transfer station rate increase

The rates have increased to dispose of waste. So, it is time to increase our rates.

DMJ Waste Disposal has increased 3 times in the last 9 months. WFT (Malcolm McGraw) has added a fuel charge for each load removed. BDS has increased the price from \$2.00 to \$3.00 per tire. So, it is inevitable that we increase our rates.

DMJ Waste went from \$80.00 per ton and a pickup fee of \$210.00 per container to \$100.00 per ton and a pickup fee of \$290.00 Per container.

I am suggesting .10 per pound or \$200.00 per ton.

WFT (Malcolm McGraw) Who hauls household garbage. Went from \$648.00 to \$705.00 per trip and a \$70.00 fuel charge.

I am suggesting an increase to \$4.00 a bag.

BDS (tire removal service) who remove tires went from \$2.00 to \$3.00 per car tire and went from \$15.00 to \$20.00 per truck tire.

I am suggesting \$4.00 per car tire and \$22.00 per truck tire.

There are things to consider keeping facility running such as, Maintenance on tractor and forklift.

Electric to have light and run compactors.

Fuel to run tractor and forklift.

Office supplies

Sincerely,

Lottie Rolfe



22 Wright Brothers Drive

Airport Manager
Kenn Ortmann

City of Belfast
Municipal Airport
131 Church Street
Belfast, Maine 04915

Phone: 207 338 3370 x 600

Email: airport2@cityofbelfast.org

Request by Airport Manager Kenn Ortmann and the Belfast Airport Advisory Committee (BAAC) for the City Council to authorize the submission of a grant application to the Federal Aviation Administration (FAA).

To assist individual airports to effectively maintain their pavement infrastructure and help improve airport pavement conditions statewide, the Maine Department of Transportation contracted with DuBois & King, Inc. in October 2018 to provide pavement evaluation surveys at local airports. The main goal was to identify pavements that will receive the most benefit from an optimally timed repair. By projecting the rate at which the pavement condition will deteriorate, the optimal time for applying treatments can be determined. Typically, the optimal repair time is the point at which a gradual rate of deterioration begins to increase to a much faster rate.

In 2018 the average inspected Pavement Condition Index (PCI) for all the airfield pavements at BST was 74. Runway 15-33 had an average inspected PCI of 75, which was above the minimum service level (MSL) of 70. Taxiways had an average inspected PCI of 84, taxi lanes had an average inspected PCI of 100, and aprons had an average inspected PCI of 65.

The Belfast runway was projected to deteriorate by 1.9 points per year due to climate distress. That means this year its PCI is $75 - 9.5 = 65.5$. This is well below the State's minimum service level (MSL) threshold of 70 and is one reason why this project is before you now. The other reason is the BIL funding received by the Airport is giving us the flexibility to accelerate the timing and comprehensiveness of this investment.

We solicited bids for this work and, while there was considerable interest, received no responses. We have discussed the situation with the FAA and they recommend submitting a grant application for the maximum amount we have available, and, using the FAA's small purchase procedures, continue working to secure bids for the project.

The grant application associated with this project needs to be submitted to the FAA by May 5, 2023.

The current estimated total cost for the crack sealing project is \$222,000 and is proposed to be funded from our Entitlement Grant funds. For the \$222,000 project cost, the City's expected 5% local match will amount to \$11,100 and most appropriately comes from account 640-595, Airport Runway Capital Reserve.

The Airport Manager and the BAAC are now requesting that the City Council vote in support of authorizing the following action:

- 1) Authorize the submission of an application to the FAA for Airport Improvement Program (AIP) funding assistance up to \$199,858 federal share for the project entitled CRACK SEAL RUNWAY 15-33 AND OTHER AIRFIELD PAVEMENTS, including authorizing the City Manager to sign any necessary documents as part of that submission.**

10. F



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 May 2nd, 2023

Regarding: Request to have the City Council authorize the execution of a contract with Summit Geoengineering Services to perform geotechnical engineering services, at a cost of \$12,000.00.

The City of Belfast has begun the process of evaluating the potential for the construction of a new Public Safety Building at the site of the City's current Fire Station (273 Main Street). One important component of this process is to determine how suitable the existing soils at that location are for construction.

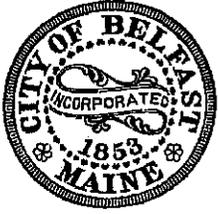
Summit Geoengineering Services (Summit) has provided a proposal for geotechnical engineering services to the City of Belfast. Summit Geoengineering Services would be conducting a preliminary geotechnical investigation and providing consideration for site redevelopment. More specifically, Summit proposes to make 4-8 test borings and 8-10 test pits. Test borings would be performed to a depth of 20 feet below ground surface or refusal, with additional boring depth being conducted as deemed appropriate by the field engineer. Test pits would be performed to a depth of 10 feet below ground surface or refusal. Explorations would be backfilled upon completion and logged by a field engineer using the Unified Soil Classification System. To determine index and physical properties of the soil, laboratory testing would be performed for select samples obtained from the explorations. Upon completion of the explorations and laboratory testing Summit would prepare a report presenting a summary of the subsurface conditions and preliminary recommendations for site development, which would contain the following: 1) location plan and logs of explorations; 2) results of laboratory testing; 3) description of subsurface conditions; 4) preliminary geotechnical design parameters (as applicable); and 5) preliminary earthwork considerations (as applicable).

The proposed total cost for these services is \$12,000.00, broken down by the following components: 1) private utility location: \$700.00; 2) test boring and test pit explorations: \$5,000.00; 3) coordination and fieldwork: \$3,500.00; and 4) laboratory testing and report generation: \$2,800.00.

Summit anticipates being able to mobilize to the site to perform the explorations within 2 to 3 weeks of contract authorization, and anticipates making the geotechnical report available 2 to 3 weeks upon completion of the explorations.

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

- 1) Authorize the execution of a contract with Summit Geoengineering Services to perform geotechnical engineering services; and**
- 2) Commit \$12,000.00 in funds from City Account 730-636 (Public Works Site Search Evaluation) to pay for these services.**

**CITY OF BELFAST**

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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 May 2nd, 2023

Regarding: Request by the Economic Development Director to have the City Council send City Staff to the upcoming National Brownfields Training Conference.

The National Brownfields Training Conference is held periodically (approximately every 12-24 months) at locations throughout the United States; this time it is being held at Huntington Place in Detroit, Michigan from August 8th-11th, 2023. This conference is the largest gathering of stakeholders focused on cleaning up and reusing formerly utilized commercial and industrial properties (brownfields). The conference consists of several days of educational sessions and workshops, with topic tracks including: brownfields financing; housing, equity, and minimizing displacement; climate change and resiliency; future economic trends and transformation; environmental justice and public participation; assessment and cleanup approaches; and forging effective relationships with tribal governments.

Communities that have familiarity and experience with the United States Environmental Protection Agency's (USEPA's) Brownfields Program, such as the City of Belfast, are encouraged to send their personnel to this conference.

The estimated cost to attend this conference is \$2,600.00 per person, which represents/accounts for the following expense types: conference registrations; mobile workshop registrations; air travel; air travel insurance; ground transportation; parking; mileage; tolls; lodging; internet; meals; snacks; and coffee. Each and every one of these types of expenses is 100% reimbursable from the City's current USEPA Brownfields Assessment Grant, meaning that there is no net cost to the City of Belfast to send staff to this conference.

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

1) authorize the Economic Development Director and the City Planner to attend the National Brownfields Training Conference and to have their eligible conference-related expenses covered/reimbursed by funds from the City's current USEPA Brownfields Assessment Grant, and not to exceed a total of \$5,200.00.