



# CITY OF BELFAST

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**Erin Herbig**  
City Manager

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## **MANAGER'S REPORT**

Belfast City Council Meeting  
Tuesday, May 16, 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, May 11, 2023**

### **Agenda Items:**

**10-A Request from the Fire Chief to confirm David Walsh as a full-time Paramedic/Firefighter for the Belfast Fire and Ambulance Department.**

David Walsh joined our ranks three years ago as a part-time paramedic and has filled various shifts when available. He has thirteen years of experience as an EMT and eight years of

experience as a paramedic. Mr. Walsh has proven to be competent, compassionate, and brings a level of energy to the department that his coworkers enjoy. He will fill the final full-time position that was vacated last November.

If approved by the City Council, City staff request that a motion is made to confirm David Walsh as a full-time Paramedic/Firefighter for the Belfast Fire and Ambulance Department. If appointed by the City Council, Mr. Walsh will be sworn in at the meeting by Interim City Clerk Angie Crosby.

Please see the attached memo and resume (10-A) from Fire Chief Patrick Richards detailing the request. Chief Richards and Mr. Walsh will be at the meeting to present and answer any questions.

**10-B Request from the Director of Code and Planning to appoint Allison Naumann as the Administrative Assistant for the Belfast Code and Planning Department.**

Allison Naumann is a resident of Belfast and is currently serving as the Administrative Operations Lead at Seaport Community Health Center where she has honed her skills as a multi-tasker and a creative problem solver in a fast-paced office setting.

Ms. Naumann is looking forward to joining the City of Belfast team where she will be providing support for day-to-day operations of the Code and Planning Department as well as customer service to the public seeking information regarding development projects and permits.

If approved by the City Council, City staff requests that a motion is made to appoint Allison Naumann as the Administrative Assistant for the Belfast Code and Planning Department. If

appointed by the City Council, Ms. Naumann will be sworn in at the meeting by Interim City Clerk Angie Crosby.

Please see the attached memo, job description and application (10-B) from Director of Code and Planning Bub Fournier explaining the request. Director Fournier will be at the meeting to present, introduce Ms. Naumann to the community, and answer any questions.

**10-C Request from the Director of Code and Planning to appoint Jennifer Cormier as the Coordinator for the Belfast Code and Planning Department.**

Jennifer Cormier is a resident of Belfast and has been working as the Community Food and CACFP Coordinator for Waldo County Action Partners since relocating back to the area last spring where she has been responsible for planning, coordinating, and implementing the agencies' program initiatives to address food insecurities in Waldo County.

Mrs. Cormier is looking forward to joining the City of Belfast team where she will be responsible for supporting day-to-day operations of the Code and Planning Department as well as facilitating permit processing, routine inspection support, and assisting applicants with guidance on the permitting of their projects.

If approved by the City Council, City staff request that a motion is made to appoint Jennifer Cormier as the Coordinator for the Belfast Code and Planning Department. If appointed by the City Council, Mrs. Cormier will be sworn in at the meeting by Interim City Clerk Angie Crosby.

Please see the attached memo, job description and application (10-C) from the Director of Code and Planning Bub Fournier explaining the request. Director Fournier will be at the meeting to present, introduce Mrs. Cormier to the community, and answer any questions.

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

The City's current IT Services contract with Comdoctor.net, Inc. expires on June 30, 2023. The City of Belfast has been happy with the services that Comdoctor.net has provided over the last three years as our contracted IT service provider. To prepare for next year's budget, I requested that Comdoctor.net provide the City with a one-year extension agreement for consideration. After a careful audit of the City's Microsoft Licensing, Comdoctor.net, Inc. proposes an increase of the monthly service contract fees from \$7,822.40 per month to \$7,908.20 per month. This is an increase of \$85.80 per month to address licensing that has been added or missed over the last few years.

If approved by the City Council, City staff request a motion is made to authorize the City Manager to enter into a one-year contract extension with Comdoctor.net, Inc. to provide information technology services to the City of Belfast for the period of July 1st, 2023 to June 30th, 2024; to authorize the City Manager to sign any documents related and necessary to the execution of the contract extension with Comdoctor.net, Inc.; and authorize funding in the amount of \$7,908.20 per month to pay for Comdoctor.net, Inc. estimated service costs for the period of July 1st, 2023 to June 30th, 2024, this is a total of \$94,898.40, which will be included in the FY23-24 City budget proposal account #110-834 City Administration IT services.

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

**10-E Request to accept and award the bids for the Wight Street Infrastructure Improvement Project.**

The City of Belfast, with assistance from Olver Associates Inc., solicited bids for the Wight Street Infrastructure Improvement Project. The bid opening was held on April 11, 2023, in the Council Chambers of Belfast City Hall. The City received three bids from Nitram Excavation, Ranger Construction, and Lou Silver Inc.

The low bidder is Nitram Excavation of Benton, Maine at an amount of \$2,062,000.00 for the base bid work. Their alternate bid for extension of sanitary sewer on Congress Street was \$64,280.00. Both are fair market value for the project and are what had been estimated for expected project cost.

Olver Associates Inc. has worked with Nitram before on projects and are confident in their ability to successfully complete this project and have no concerns with their performance. Additionally, we have reached out to additional references who had road-related project work with Nitram and all provided a positive recommendation.

Once awarded, Olver Associates Inc. will work with Nitram to solidify the schedule. This information will be shared with residents, City staff and the City Council once the schedule is finalized. We are hopeful that they will be able to start on the drainage work this season and road work will occur in 2024. The schedule will be dependent on the availability of materials and weather conditions.

If approved by the City Council, City staff recommends that a motion is made to accept the bids as presented and to award the bid for the Wight Street Infrastructure Improvements Project to Nitram Excavation for the scope of work including the alternate bid at a total contract amount of \$2,126,280.00, with funding to come from account #730- Wight Street Infrastructure Improvements Project.

Please see the attached memo (10-E) from Mandy Holway P.E., Vice President, Construction Services Manager of Olver Associates Inc. explaining the request in more detail. Ms. Holway will be at the meeting to present and answer any questions.

**10-F Request from the Wastewater Superintendent to transfer \$18,190.00 from the Wastewater Capital Reserve to the operating budget to purchase flowmeters and variable frequency drives for the Wastewater Treatment Plant.**

Wastewater Superintendent Travis Jones requests to transfer up to \$18,190.00 from the Wastewater Capital Reserve Account into the Wastewater operating budget account # 990-613 Wastewater Outside Services to pay for the equipment and work outlined in the quotes from M C Electric Co., Inc., and Penta Corp. for the replacement of the return sludge pump flowmeters and variable frequency drives (VFDs) at the Wastewater Treatment Plant.

The drives are responsible for controlling when and at what speed the pumps run. The flowmeters provide data on volumes critical to process control at the facility. Currently, the Wastewater Treatment Plant has been forced to use parts from both existing flowmeters units to make a single functioning one. There is presently only one functioning VFD. This equipment has outlived its life expectancy, at over 20 years old. The replacement of both sets of equipment is important to ensure that both treatment tanks can be brought back into full operation when the fine bubble aeration upgrade of treatment tank #2 is completed this summer.

If approved by the City Council, City staff requests that a motion be made to transfer \$18,190, to be allocated from the Wastewater Department's Capital Reserves Account into the Wastewater Outside Services account #990-613 to pay for the equipment and work outlined in the quotes received from M C Electric Co., Inc. and Penta Corp. for the replacement of the return sludge pump flowmeters and variable frequency drives (VFDs) at the Wastewater Treatment Plant.

Please see the attached memo (10-F) from Wastewater Superintendent Travis Jones explaining the request in further detail. Superintendent Jones will be at the meeting to present and answer any questions.

**10-G Presentation from the Economic Development Director regarding the submission of an application to the Community Development Block Grant Public Service Grant Program on behalf of Penobscot Community Health Center.**

Penobscot Community Health Center, the largest federally qualified health center in Maine and northern New England, and the recent purchaser of the STAG campus in Belfast, requests funding through the Community Development Block Grant Public Service Grant Program.

This program can award grants of up to \$50,000, which can be used for activities including but not limited to, operating and programming material expenses for the purpose of providing workforce training and skills development, childcare, health care, recreation programs, education programs, public safety services, fair housing activities, senior citizen services, homeless services, or drug abuse/mental health counseling and treatment.

While this program does not require any matching funds and does not require the creation of new jobs, it does require that at least 51% of the people receiving benefit from Public Service Grant-funded activities must be of low- to moderate-income.

Penobscot Community Health Center requests the maximum grant amount of \$50,000, which if awarded, will be used to purchase furniture, fixtures, and equipment needed to open a dental practice in Belfast. This dental practice would be co-located with Penobscot Community Health Center's soon-to-be expanded primary care practice, Seaport Community Health Center.

The deadline for submission of this application is May 26th. The City would hope to be notified sometime in late June regarding whether its application was funded.

The required public hearing regarding the application for this grant will immediately follow.

No City Council action need be taken for this agenda item. This is solely a presentation by Economic Development Director Thomas Kittredge.

Please see the attached memo (10-G) from Economic Development Director Thomas Kittredge explaining the request in more detail. Director Kittredge will be at the meeting to present.

**10-H Public Hearing regarding the submission of an application to the Community Development Block Grant Public Service Grant Program on behalf of Penobscot Community Health Center.**

**PUBLIC HEARING NOTICE**

**THE CITY OF BELFAST**

The City of Belfast will hold a Public Hearing on Tuesday, May 16th, 2023, as part of its regularly scheduled City Council meeting, which begins at 7:00pm on that date, at Belfast City Hall, 131 Church Street, Belfast, Maine, to discuss an application being submitted to the State of Maine CDBG program for a Public Service Program Grant. The purpose of the grant application is to provide financial assistance to the Penobscot Community Health Center to allow them to purchase furniture, fixtures, and/or equipment for a new dental clinic in Belfast. Public comments will be solicited at this Hearing and will be submitted as part of the application. All persons wishing to make comments or ask questions about the grant application are invited to attend this Public Hearing.

Comments may be submitted in writing to: Thomas Kittredge, Economic Development Director for the City of Belfast, Belfast City Hall, 131 Church Street, Belfast Maine, 04915; or via email to: [economicdevelopment@cityofbelfast.org](mailto:economicdevelopment@cityofbelfast.org) at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the City of Belfast's programs or services, please contact Thomas Kittredge at (207) 338-3370, extension 116, so that accommodations can be made.

All interested persons are invited to participate in the Public Hearing and will be given an opportunity to be heard at this time. If any written or emailed comments have been submitted prior to the public hearing as referenced in the notice, the Economic Development Director will present them at this time.

Please see the attached memo (10- H) from Economic Development Director Thomas Kittredge providing further detail.

**10-I Discussion and possible vote regarding the submission of an application to the Community Development Block Grant Public Service Grant Program on behalf of Penobscot Community Health Center.**

As presented in a previous agenda item, Penobscot Community Health Center seeks to have the City of Belfast apply on their behalf to the Community Development Block Grant Public Service Grant Program for \$50,000 in funding, if awarded, to be used to purchase furniture, fixtures, equipment needed to open a dental practice in Belfast.

If approved by the City Council, City staff requests that a motion be made to authorize the submission of an application to the Community Development Block Grant Public Service Program on behalf of Penobscot Community Health Center; and authorize the City Manager to sign any documents related and necessary to the submission of the application.

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

**10-J Presentation from the Economic Development Director regarding the termination of the Congress Street Affordable Housing Development and Tax Increment Financing District.**

On August 8<sup>th</sup>, 2020, the City of Belfast designated an affordable housing development and tax increment financing district, called the Congress Street Affordable Housing Development and Tax Increment Financing District, and approved a Development Program for that District, which were then approved by MaineHousing on September 17<sup>th</sup>, 2020.

The primary impetus for the establishment of the District was the opportunity to assist Developers Collaborative in securing tax credits that are allocated periodically by MaineHousing, to be used to construct workforce and market rate rental housing at 115 Congress Street. The District consisted solely of a single property at 115 Congress Street, an estimated

4.50 acres. The District would last 30 years and would capture 100% of both real and personal property incremental assessed value.

However, the housing project described above did not proceed as originally anticipated, the Credit Enhancement Agreement was never signed, and no increment was added between the District's creation and the present time, meaning that three of the thirty allowable tax years have lapsed with no revenue being generated. The City now has the opportunity to terminate the District and its Development Program. If they are terminated, the City can designate a new affordable housing development and tax increment financing district and a development program upon the same parcel at 115 Congress Street for a period of up to 30 years.

The required public hearing regarding the termination of the Congress Street Affordable Housing Development and Tax Increment Financing District and its Development Program will immediately follow.

No City Council action need be taken for this agenda item. This is solely a presentation by Economic Development Director Thomas Kittredge.

Please see the attached memo (10-J) from Economic Development Director Thomas Kittredge explaining the request in more detail. Director Kittredge will be at the meeting to present.

**10-K Public hearing regarding the termination of the Congress Street Affordable Housing Development and Tax Increment Financing District and its Development Program.**

CITY OF BELFAST  
NOTICE OF PUBLIC HEARING

regarding

The Termination of an Existing Affordable Housing Development and Tax Increment Financing District Known as the "Congress Street Affordable Housing Development and Tax Increment Financing District" and its Development Program:

Notice is hereby given that the Belfast City Council will hold a public hearing on Tuesday, May 16th, 2023, as part of its regularly scheduled City Council meeting, which begins at 7:00 PM. The purpose of the public hearing is to receive public comments on: 1) the termination of an existing affordable housing development and tax increment financing district called the Congress Street Affordable Housing Development and Tax Increment Financing District, consisting of one parcel located on the western side of Congress Street in Belfast, Maine with an estimated area of 4.22 acres; and 2) the termination of the existing development program therefor, all in accordance with Title 30-A, Part 2, Subpart 8, Chapter 206, Subchapter 3, Sections §5245-§5250-G of the Maine Revised Statutes, as amended.

Persons may also submit comments at any time up until 3:00 PM on Tuesday, May 16th, 2023, either in writing to: Thomas Kittredge, Economic Development Director for the City of Belfast, Belfast City Hall, 131 Church Street, Belfast, Maine, 04915; or via email to: [economicdevelopment@cityofbelfast.org](mailto:economicdevelopment@cityofbelfast.org). All interested persons are invited to participate in the public hearing and will be given an opportunity to be heard at that time.

All interested persons are invited to participate in the Public Hearing and will be given an opportunity to be heard at this time. If any written or emailed comments have been submitted prior to the public hearing as referenced in the notice, the Economic Development Director will present them at this time.

Please see the attached memo (10- K) from Economic Development Director Thomas Kittredge providing further detail.

**10-L Discussion and consideration regarding the termination of the Congress Street Affordable Housing Development and Tax Increment Financing District.**

The termination of an affordable housing development and tax increment financing district and the development program for the district requires a public hearing that immediately preceded this agenda item and a vote of the City Council to approve a resolution that would then be submitted to MaineHousing.

If approved by the City Council, City staff requests that a motion be made to approve the termination of Congress Street Affordable Housing Development and Tax Increment Financing District and the Development Program for the District; sign the supplied City Council resolution

and authorize the City Clerk to certify it; and authorize the Economic Development Director to submit the signed and certified resolution to MaineHousing.

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

**10-M Presentation from the Economic Development Director regarding the designation of the 115 Congress Street Affordable Housing Development and Tax Increment Financing District, the adoption of a Development Program for the District, the authorization of a Credit Enhancement Agreement with DC 115 Congress LP, and the authorization of a Credit Enhancement Agreement with DC 115A Congress LLC.**

The primary impetus for the establishment of this new Tax Increment Financing (TIF) district, which would be called the 115 Congress Street Affordable Housing Development and Tax Increment Financing District, was the opportunity to financially assist Developers Collaborative's two affordable housing projects to be located within the District, 36 units of affordable rental housing targeted to households with incomes at or below 60% of the area median income; and 12 units of affordable rental housing targeted to households with incomes at or below 80% of the area median income. This proposed TIF district would consist solely of a single property located at 115 Congress Street and having an estimated area of 4.22 acres. The district would last 30 years and would capture 100% of both real and personal property incremental assessed value.

The specific type of TIF being considered is referred to in state statute as an affordable housing development district. The City had previously established affordable housing development districts for two parcels on Wight Street to support the development of new affordable senior housing, and one parcel on School Street to support the preservation and rehabilitation of existing affordable senior housing.

The funds generated by this TIF district would be used in the following four ways: a credit enhancement agreement with DC 115 Congress LP, which will refund 50% of the incremental real and personal property taxes, each year, for a period of thirty years; a credit enhancement agreement with DC 115A Congress LLC, which will refund 50% of the incremental real and personal property taxes, each year, for a period of thirty years; to financially assist the construction, alteration, or expansion of facilities, infrastructure, and/or improvements which are not located within the District to financially assist with public safety improvements made necessary by the establishment of the District; and funding a permanent housing development revolving loan fund or investment fund, to be used to assist the development of affordable housing in Belfast.

One of the primary benefits to a municipality utilizing a TIF district is that it can shelter the increased property tax valuations generated from the new developments within it, allowing the municipality to avoid an increase in costs or a reduction in revenue for the various budgets and revenue programs that it participates in, primarily state aid to education, the county budget, and state municipal revenue sharing.

The required public hearing regarding the designation of the 115 Congress Street Affordable Housing Development and Tax Increment Financing District, the adoption of a Development Program for the District, the authorization of a Credit Enhancement Agreement with DC 115 Congress LP, and the authorization of a Credit Enhancement Agreement with DC 115A Congress LLC will immediately follow.

No City Council action need be taken for this agenda item. This is solely a presentation by Economic Development Director Thomas Kittredge.

Please see the attached memo (10-M) from Economic Development Director Thomas Kittredge explaining the request in more detail. Director Kittredge will be at the meeting to present.

**10-N Public hearing regarding the designation of the 115 Congress Street Affordable Housing Development and Tax Increment Financing District, the adoption of a Development Program for the District, the authorization of a Credit Enhancement Agreement with DC 115 Congress LP, and the authorization of a Credit Enhancement Agreement with DC 115A Congress LLC.**

CITY OF BELFAST  
NOTICE OF PUBLIC HEARING

regarding

The Designation of an Affordable Housing Development and Tax Increment Financing District to Be Known as the “115 Congress Street Affordable Housing Development and Tax Increment Financing District” and the Adoption of a Development Program:

Notice is hereby given that the Belfast City Council will hold a public hearing on Tuesday, May 16<sup>th</sup>, 2023, as part of its regularly scheduled City Council meeting, which begins at 7:00 PM. The purpose of the public hearing is to receive public comments on: 1) the designation of a new affordable housing development and tax increment financing district called the 115 Congress Street Affordable Housing Development and Tax Increment Financing District, consisting of one parcel located on the western side of Congress Street in Belfast, Maine with an estimated area of 4.22 acres; and: 2) the adoption of a development program therefor, all in accordance with Title 30-A, Part 2, Subpart 8, Chapter 206, Subchapter 3, Sections §5245-§5250-G of the Maine Revised Statutes, as amended. Such development program will also include the authorizing of credit enhancement agreements with developers and owners of affordable housing projects located within the district.

A copy of the proposed development program and related materials will be on file at the Planning & Codes Department, top floor, Belfast City Hall, 131 Church Street, Belfast, Maine, and may be reviewed there during the hours of 8:00 AM and 6:00 PM, Monday through Thursday. Persons may also submit comments at any time up until 3:00 PM on Tuesday, May 16<sup>th</sup>, 2023, either in writing to: Thomas Kittredge, Economic Development Director for the City of Belfast, Belfast City Hall, 131 Church Street, Belfast, Maine, 04915; or via email to: [economicdevelopment@cityofbelfast.org](mailto:economicdevelopment@cityofbelfast.org). All interested persons are invited to participate in the public hearing and will be given an opportunity to be heard at that time.

All interested persons are invited to participate in the Public Hearing and will be given an opportunity to be heard at this time. If any written or emailed comments have been submitted prior to the public hearing as referenced in the notice, the Economic Development Director will present them at this time.

Please see the attached memo (10- N) from Economic Development Director Thomas Kittredge providing further detail.

**10-O Discussion and consideration regarding the designation of the 115 Congress Street Affordable Housing Development and Tax Increment Financing District, the adoption of a Development Program for the District, the authorization of a Credit Enhancement Agreement with DC 115 Congress LP, and the authorization of a Credit Enhancement Agreement with DC 115A Congress LLC.**

In its application form, the Maine State Housing Authority instructs municipal legislative bodies, before designating a district or adopting a development program, that they must consider the following at the required public hearing: whether the district and development program will contribute to the expansion of affordable housing or the betterment of the health, welfare or safety of the residents; and any claim by a party that the district or development program will be detrimental to that party's property interests for which substantial evidence is produced, and whether any adverse economic effect is outweighed by the availability of affordable housing or the betterment of resident health, welfare, or safety.

If approved by the City Council, City staff requests that a motion be made to approve the designation of the 115 Congress Street Affordable Housing Development and Tax Increment Financing District and the adoption of a Development Program for the District; sign the supplied City Council resolution and have it certified by the City Clerk; authorize the City Manager to sign the affordable housing development and tax increment financing district application; approve the Credit Enhancement Agreement with DC 115 Congress LP, and authorize the City Manager to sign any documents related to or necessary for the Agreement; and approve the Credit Enhancement Agreement with DC 115A Congress LLC, and authorize the City Manager to sign any documents related to or necessary for the Agreement; and authorize the Economic Development Director to submit the signed affordable housing development and tax increment

financing district application, the approved Credit Enhancement Agreements, and all related and necessary documents to MaineHousing.

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

**10-P Discussion and possible vote regarding the submission of an application to the Northern Border Regional Commission Catalyst Program and the commitment of matching funds for that application.**

The Northern Border Regional Commission (NBRC), a partnership established in 2008 between the states of Maine, New Hampshire, New York, Vermont, and the Federal Government, administers grant programs that fund certain community economic development projects in designated counties, including Waldo County. One of the grant programs administered by NBRC is entitled the Catalyst 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. The amount of available funding for the Catalyst Program's 2023 funding cycle is approximately \$11 million per state.

For the current grant cycle, Waldo County was determined to be a transitional county, which is defined as a county that has recently suffered high rates of poverty, unemployment, outmigration, or are economically distressed and underdeveloped. The maximum amount of grant funding that NBRC will provide for a project located in a transitional county is 50% of the project cost, and all federal funding involved in the project, including NBRC funds, cannot exceed 80% of the total project cost.

If an applicant includes matching funds and/or cost share in their application, those funds must be committed by September 30<sup>th</sup>, 2024, for a grant award made during this current cycle.

On April 21<sup>st</sup>, the Deputy Economic Development Director submitted a Letter of Interest to this program, requesting grant funding in the amount of \$2,121,212, to be matched with \$2,121,212 in applicant funding. The total amount, \$4,242,424, was intended to be sufficient to fund an infrastructure project consisting of improvements to sections of two intersecting streets, Congress Street and Salmond Street, approximately 2,400 linear feet and 1,600 linear feet, respectively. The specific improvements would include installing approximately 1,000 linear feet of sewer line; approximately 5,600 linear feet of concrete curbing; approximately 3,000 linear feet of in-ground storm drains; 24 catch basins; approximately 4,000 linear feet of sidewalks; and a pedestrian-activated crosswalk with signal. In addition, the project budget included costs for reconstructing the road bases in these street sections.

The City was notified on May 5<sup>th</sup> that it had been invited to submit a full application to the program. The submission deadline for the application is June 2<sup>nd</sup>, and grant decisions will be provided to applicants by August 31<sup>st</sup>.

The City may elect to submit a grant application to this program for this project and to commit matching funds in the amount of \$2,121,212 as previously proposed in the Letter of Interest; however, this amount of matching funds would be a greater amount than what is currently projected to be generated for the City's share of revenues from the Congress Street Affordable Housing Development and Tax Increment Financing District during its 30-year life.

It is also possible that Waldo County will change for the next grant cycle in 2024 from being a transitional county to a distressed county, which would likely mean that a grant application submitted in 2024 would qualify for a higher grant/match split.

The Economic Development Director may also identify additional options for submitting this grant application, that he will present at your meeting for your consideration.

If approved by the City Council, City staff requests that a motion is made to decide whether or not to submit an application to the Northern Border Regional Commission Catalyst Program during the current cycle (due on June 2<sup>nd</sup>); commit matching funds; authorize the City Manager to sign the supplied resolution empowering her to act on behalf of the City of Belfast as the Authorized Official; and authorize the City Manager to sign any and all documents related and necessary to the submission of the application.

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

**10-Q Request from the Harbor Master and Economic Development Director to apply for the Maine DMR Shore and Harbor Grant for funding to administer a sedimentation study for the Breakwater Project.**

The Maine Department of Marine Resources Maine Coastal Program Shore and Harbor Planning Grant Program provides resources on a competitive basis for shoreline access planning, waterfront and harbor planning, identification and resolution of waterfront use conflicts, and planning, feasibility, and design efforts for resilient waterfront infrastructure.

The minimum and maximum grant awards under this program are \$5,000 and \$50,000, respectively. Previously the City has successfully secured funding from this program, which was used to hire WSP US Environment & Infrastructure to develop a report on an evaluation of options for improvements to the City Breakwater.

At this time, the City would like to apply for the maximum grant award of \$50,000.00. If awarded, these funds would be used to undertake a sedimentation study for a portion of Belfast Bay, in support of a future reconstruction/improvement of the City Breakwater.

Typically, a non-federal match equal to 25% of the total grant request is required under this program. However, municipalities such as Belfast, who are experiencing high social vulnerability are eligible for a reduced match of 10% of the total grant request. Therefore, an application for the maximum grant amount of \$50,000.00 will require a match of only \$5,000.00. This project match may include cash and/or the documented value of in-kind services. The most appropriate account from which to take these matching funds would be the ENK Fund, which as of January 2023 had a balance of approximately \$160,000.00. Two other accounts that could be potential sources for the required matching funds include the Harbor Diesel Account, which has

a current balance of approximately \$112,000.00 and the Harbor Gasoline Account, which has a current balance of approximately \$86,000.00.

The deadline for submission of this application is June 2nd. Grants are anticipated to be awarded in late June of 2023, with an expected project start date on or after August 15th, 2023. Projects must be completed, and deliverables received by the Maine Department of Marine Resources, by December 31st, 2024.

If approved by the City Council, City staff requests that a motion is made to authorize the submission of an application to the Shore and Harbor Planning Grant program for \$50,000.00, authorize matching funds in the amount of \$5,000.00, to be taken from the ENK Fund; and authorize the City Manager to sign any documents related and necessary to the submission of the application.

Please see the attached memo (10-Q) from the Harbor Master and Economic Development Director providing further detail. Harbor Master Given and Director Kittredge will be at the meeting to present and answer any questions.

**10-R Request from the Harbor Master to apply for the 2023-2024 Harbor Management Access Grant for funding to build floats.**

The Harbor Management Access (HMA) Grant is administered by the Maine Bureau of Parks and Lands, Submerged Lands Program to help aid in creating or maintaining public access to the State's waters. The City of Belfast Harbor Department has been awarded funding from this grant program in the past, most recently last year for building floats, and a few years ago for paving the launch ramp at the City Landing.

The maximum amount that may be awarded with the HMA grant is \$15,000.00, and a minimum 25% match is required, which can be cash, in-kind, or federal or state monies. Matches over 25%

do help the approval scoring. This is a reimbursement grant and cash match funding may be used from our Harbor Department ENK Fund or fuel accounts.

Harbor Master Kathy Given would like to apply for HMA funding again this year to build floats. The City of Belfast recently was impacted by two storms, in December and May, that severely impacted the condition of our older floats.

Harbor Master Given is proposing the following application for funding:

\$17,147.32 estimated total cost to build 3) 6' x 20' floats

\$3,642.00 in-kind match in labor to build floats in-house (DOT standard rate \$24.28/hr x 50 hrs per float)

\$300.00 in-kind match for Public Works to move floats

\$1,000.00 cash match from ENK Fund

\$12,205.32 – expected reimbursement from State

As outlined above the City's total match in-kind and cash match of \$4,942.00 would be just shy of 29% of the total cost. Harbor Master Given is recommending that the \$1,000.00 cash match be allocated from the Harbor ENK fund, which as of January 2023 had a balance of approximately \$160,000.

Applications must be received by the State Submerged Lands Department no later than 5:00pm, May 19, 2023. Awards will be announced in June. As materials are still expected to take time to arrive, the expectation is that if awarded, floats would be built this coming winter.

If approved by the City Council, City staff requests that a motion is made to authorize City staff to apply for the 2023-2024 HMA grant; authorizing the cash match in the amount of \$1,000.00 to be allocated from the Harbor ENK Fund; and authorize the City Manager to sign any documents required for this application.

Please see the attached memo (10-R) from the Harbor Master providing further detail. Harbor Master Given will be at the meeting to present and answer any questions.

### **10-S Request to accept the 2023 Project Canopy Assistance Grant.**

In March 2023 Councilor Hurley along with assistance from City staff applied for a Project Canopy Planting and Maintenance Grant for \$10,000 with a 50/50 match from the City with the plan, if awarded, to plant new tree canopies along the City of Belfast Rail Trail and in Downtown Belfast.

At the November 1, 2022, City Council Meeting the City Council authorized the expenditure of \$5,000.00 for the purchase of new trees along outer High Street where the Belfast Rail Trail is adjacent and exposed to the road. By implementing this new canopy, the City hopes to add protection to pedestrians who are utilizing the Trail, as well as to help insulate the trail from vehicles, noise, salt and plowing, making the Trail safer and more user friendly. Although the trees were purchased outside of the grant contract window, the project was placed on hold until the Spring of 2023 due to the need for additional resources and planning that would need to be required for a successful project.

Additionally, the City has also identified 7 locations in our downtown area where trees need to be replaced or the addition of a canopy would be beneficial. These new trees will make a direct and positive impact on the community and visitors alike, adding diverse tree canopies within our City's recreational area and streets and public spaces.

This project is an integral component in the City's decades-long program of community forestry that has encouraged Belfast to plant and protect as many trees as possible alongside streets, in parks, at schools, throughout the downtown area, and along major roads.

Last week the City of Belfast was notified that they have been awarded \$10,000 under the Project Canopy Assistance Program through the U.S.D.A. Forest Service Urban and Community Forestry Program for a Street Tree Inventory and Care Project.

If approved by the City Council, the City will be required to provide a local match of at least \$10,000, which can include in-kind services. At this time City staff is requesting a motion to accept the Project Canopy Planting and Maintenance Grant for \$10,000 with a 50/50 match from the City, to plant new tree canopies along the City of Belfast Rail Trail and in Downtown Belfast and to authorize the City Manager to sign the agreement and general assurances with the Maine Forest Services.

Please see the attached copy of the award letter (10-S) for your consideration. The City is expected to receive the agreement, and general assurances via email soon. Once signed the City will be able to proceed with work on the project. Assistant to the City Manager Manda Cushman will be present and answer any questions.

**10-T Request from David Hurley for funding of up to \$1,000.00 to create and install a display panel next to the Harborwalk regarding the Sturgeon Mural Project.**

David Hurley of Swanville is requesting funding from the City of Belfast of up to \$1,000.00 to create and install a display panel next to the Harborwalk on the left-hand corner of Heritage Park. The panel will correlate with the 32-foot mural of a sturgeon that Mr. Hurley is painting along Belfast's Harbor Walk on the front the former Consumer Fuel building now owned by Paul Narron. The panel will include scientific information about sturgeons, which is the common name for the 28 species of fish belonging to the family Acipenseridae, as well as cultural information about the name Passagassawakeag, which is a Maliseet word meaning "place for spearing sturgeon by torchlight," and will include a link for more information and history about the Penobscot nation.

The \$1,000.00 being requested will cover the panel cost which includes graphic design, materials, and installation. This request was not budgeted in this year's budget, thus if approved by the Council, I would recommend that funding come from the Undesignated Fund Balance.

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

**10-U Request from the Parks and Recreation Director to approve a new Facility Use Request by the Belfast Area Chamber of Commerce to utilize Steamboat Landing Park on Thursday, June 22, 2023, at 5:30 p.m. for a “Thank You” concert.**

Dorothy Havey representing the Belfast Area Chamber of Commerce is requesting to utilize Steamboat Landing Park on Thursday, June 22, 2023, for a free public “Thank You” concert. Although open to all, the concert is to recognize all the people who keep Belfast moving, from municipal workers, public safety, and hospital employees.

The band performing will be Anni and the Rainmakers. The Chamber is encouraging attendees to bring chairs, blankets, and bags to carry in and out trash.

If approved, Parks and Recreation Director Norm Poirier requests that a motion be made to approve the new Facility Use Request by the Belfast Area Chamber of Commerce to utilize Steamboat Landing Park on Thursday, June 22, 2023, at 5:30 p.m. for a “Thank You” concert.

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

**10-V Discussion on Housing and Property Development Committee priorities.**

On April 25, 2023, the City Council interviewed candidates for the newly created City Housing and Property Development Committee. At the May 2, 2023, Regular City Council Meeting the Council appointed Dorothy Havey, Nathaniel Clifford, David Aguiar, Joellyn Warren, Donna

Kelley, Anna Frenette, Kristine Wentworth, Mike Oneglia, Caleb Elwell, and Councilor Mike Hurley to the committee.

At this time, the Council will discuss committee priorities and membership terms.

**10-W Request to approve a CMP pole permit for one new pole located on Congress Street.**

Please see the attached (10-W) CMP pole permit application for one new pole on Congress Street. City Code Enforcement Officer Steve Wilson and Director of Public Works Bob Richards have reviewed the request and recommend the Council approve this pole permit.

If approved by the City Council, City staff requests that a motion is made to authorize City staff to approve the CMP pole permit for one new pole located on Congress Street. I will be at the meeting to present and answer any questions.

**10-X Request to approve a pole permit by Cipp's Power Line Construction for one new pole located on Pitcher Road.**

Please see the attached (10-X) pole permit application by Cipp's Power Line Construction for one new pole on Pitcher Road. This request is to extend the line to serve a new home currently being constructed at 77 Pitcher Road. City Code Enforcement Officer Steve Wilson and Director of Public Works Bob Richards have reviewed the request and recommend the Council approve this pole permit.

If approved by the City Council, City staff requests that a motion is made to authorize City staff to approve Cipp's Power Line Construction pole permit for one new pole located on Pitcher Road. I will be at the meeting to present and answer any questions.

**10-Y** Request to go into Executive Session on a Real Estate matter pursuant to 1 M.R.S.A. 405 (6) C.

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

Street Maintenance is an important priority of our City and our residents. The City of Belfast Public Works Crew works hard and diligently to ensure that our streets are well maintained for our residents to utilize for travel by automobile, cycle, and foot. The importance of road paving and sidewalks is not something that most of us often think about when we go about our daily lives to work, school, or travel, but proper street maintenance is a critical factor in our quality of everyday life.

Here in the City of Belfast, we are lucky to have an incredible team who perform the maintenance of our roads and sidewalks so very well.

Since May 3rd, 2023, the Public Works Crew has been working to pave and resurface roads around our City. Streets that have been chosen for repair this year include Anderson, Allyn, Bridge, Cedar, Charles, Condon, Cottage, Fahey, Huntress, Park, Union, and Waldo Ave, and Fairview, Footbridge, Mitchell, and Old Rt. 1 on the East side of Belfast.

The Public Works Department anticipates that this paving project will be completed in the next several weeks, weather permitting.

The Public Works Director Bob Richards put out a notice that the public should anticipate some minor detours and delays throughout the duration of the project. There will be flaggers, one lane

roads, and grooved pavement on some of these streets which will include some bumps. The Public Works crew will try to keep bumps visibly marked with warning cones.

Please proceed with extreme caution and be mindful that our Public Works Department workers will be out on the roads working to improve the quality of everyday life in our City.

**City of Belfast  
Consent Agenda  
Tuesday, May 16, 2023  
Meeting #22**

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 from the Fire Chief to confirm John Heald as a part-time EMT for the Belfast Ambulance Department.**

Motion to confirm John Heald as a part-time EMT for the Belfast Ambulance Department.

**B. Request from the Fire Chief to confirm Bobby Banks as a part-time EMS driver for the Belfast Ambulance Department.**

Motion to confirm Bobby Banks as a part-time EMS driver for the Belfast Ambulance Department.

**C. Request from the Fire Chief to confirm Kayden Richards as a part-time EMS driver for the Belfast Ambulance Department.**

Motion to confirm Kayden Richards as a part-time EMS driver for the Belfast Ambulance Department.

**D. Request from the Fire Chief to confirm Oli Tarbox as a part-time EMS driver for the Belfast Ambulance Department.**

Motion to confirm Oli Tarbox as a part-time EMS driver for the Belfast Ambulance Department.

- E. Request to approve a Facility Use Request application by Waterfall Arts for use of Steamboat Landing Park for the annual Funny HAHA event on Saturday, August 12<sup>th</sup> from 2:00 p.m. to 4:00 p.m.**

Motion to approve a Facility Use Request application by Waterfall Arts for use of Steamboat Landing Park for the annual Funny HAHA event on Saturday, August 12<sup>th</sup> from 2:00 p.m. to 4:00 p.m.

- F. Request to approve a Facility Use Request application by Our Town Belfast for use of Steamboat Landing Park for the annual Outdoor Movie Series on the following Friday evenings July 14<sup>th</sup>, July 28<sup>th</sup>, August 4<sup>th</sup>, and August 25<sup>th</sup>.**

Motion to approve a Facility Use Request application by Our Town Belfast for use of Steamboat Landing Park for the annual Outdoor Movie Series on the following Friday evenings July 14<sup>th</sup>, July 28<sup>th</sup>, August 4<sup>th</sup>, and August 25<sup>th</sup>.

- G. Request to approve a Lunch Wagon License Permit for Douglas Hufnagel d/b/a Coffeeman located at 3 Main Street, Belfast, Maine.**

Motion to approve a Lunch Wagon License Permit for Douglas Hufnagel d/b/a Coffeeman located at 3 Main Street, Belfast Maine.

- H. Request to approve a Lunch Wagon License Permit for Jennifer Stewart d/b/a JC's On-A-Roll located at 15 Front Street, Belfast, Maine.**

Motion to approve a Lunch Wagon License Permit for Jennifer Stewart d/b/a JC's On-A-Roll located at 15 Front Street, Belfast, Maine.

- I. Request to approve an application by Nautilus Seafood & Grill LLC d/b/a Nautilus Seafood & Grill located at 3 Main Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous Restaurant (Class I, II, III, IV) liquor license.

Motion to approve an application by Nautilus Seafood & Grill LLC d/b/a Nautilus Seafood & Grill located at 3 Main Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous Restaurant (Class I, II, III, IV) liquor license.

- J. Request to approve an application by Rice & Noodle Thai Restaurant LLC d/b/a Rice & Noodle Thai Restaurant located at 160 Searsport Ave., Belfast, Maine for a renewal Malt and Vinous Restaurant (Class I, II, III, IV) liquor license.

Motion to approve an application by Rice & Noodle Thai Restaurant LLC d/b/a Rice & Noodle Thai Restaurant located at 160 Searsport Ave., Belfast, Maine for a renewal Malt and Vinous Restaurant (Class I, II, III, IV) liquor license.

- K. Request to approve the following Belfast Victualer License renewals, due to expire May 31, 2024.

Theodore Rakis	d/b/a Alexia's Pizza
Paul Dyer	d/b/a Allyplay Bowling Center LLC
Carlos Laurel	d/b/a Bay Wrap
Douglas Johnson	d/b/a Belfast Community Co-op
Belfast Curling Club	d/b/a Belfast Curling Club
WDQ Inc.	d/b/a Belfast Dairy Queen
Boiler Day INC	d/b/a Belfast Variety
Joseph Benjamin	d/b/a Belfast Variety Rt 52
Jojo Oliphant	d/b/a Bell The Cat
CN Brown Company	d/b/a Big Apple Belfast #1037
Bridget & Michael Bowen	d/b/a Bowen's Tavern
Zai Yong Zhu	d/b/a China One
David Crabel	d/b/a Chocolate Drop Candy Shop
Mac's Convenience Stores	d/b/a Circle K #4707104
Mac's Convenience Stores	d/b/a Circle K #4707011
Jennifer Whitson	d/b/a Crumb Provision's
Courtney Sanders	d/b/a Daily Soup
Anthony Jacovino	d/b/a Delvino's Grill & Pasta House
Lisa Mosher	d/b/a Dockside Family Restaurant

Nathaniel Baer	d/b/a Downshift Coffee LLC
Danny Costa	d/b/a Dunkin Donuts (Belmont Ave)
Danny Costa	d/b/a Dunkin Donuts (Starrett Drive)
Cory Chase	d/b/a Darby's Restaurant
Daniel Rock	d/b/a Fon's Kitchen
Frank D Hazeltine	d/b/a Frank D Hazeltine American Legion Post 43
Crusty Crab	d/b/a Front Street Pub
Hannaford Bros. Co, LLC	d/b/a Hannaford Supermarket & Pharm #8241
Kevin Barrett	d/b/a Jack's Grocery
Daniel Jones	d/b/a Laan Xang Café`
Moonbat LLC	d/b/a Marshall Wharf Brewing Co.
Napoli PSC Series LLC	d/b/a Mcdonalds Restaurant #2501
Michelle Berry	d/b/a Moonbat City Baking Co.
Rosamond Peters	d/b/a Nautilus Seafood & Grill
Unidine Corporation	d/b/a Penobscot Shores
GEL Enterprises LLC	d/b/a Perry's Nut House
Connie Bragdon	d/b/a Randall Collins VFW Post 3108
Nutjarin Sukkasemsri	d/b/a Rice & Noodle Thai Restaurant
The Otis Group	d/b/a Rollie's Bar & Grill
Wind Tracy	d/b/a Satori Belfast
Under Main LLC	d/b/a Sophia
B & F Footlong	d/b/a Subway #10145
Douglas Frost	d/b/a Tarratine Tribe #13 IORM
Lexa & Nat Clifford	d/b/a The Alden House Inn
Cathy Heffentrager	d/b/a The Jeweled Turret Inn
Raymelle Moody-Guthrie	d/b/a The Moody Dog
Maikirk INC.	d/b/a Traci's Diner
Michael Casby	d/b/a Trillium Events, INC.
Waldo County Shrine	d/b/a Waldo County Shrine Club
Dennis Fuller	d/b/a Wasses Hot Dogs
Amjosa Enterprises Inc	d/b/a Wentworth Family Qwik Stop
Ryan Cowan	d/b/a Wild Cow Creamery
Raymond Young	d/b/a Young's Lobster Pond

Motion to approve the following Belfast Victualer License renewals, due to expire May 31, 2024.

Theodore Rakis	d/b/a Alexia's Pizza
Paul Dyer	d/b/a Allyplay Bowling Center LLC
Carlos Laurel	d/b/a Bay Wrap
Douglas Johnson	d/b/a Belfast Community Co-op
Belfast Curling Club	d/b/a Belfast Curling Club
WDQ Inc.	d/b/a Belfast Dairy Queen
Boiler Day INC	d/b/a Belfast Variety
Joseph Benjamin	d/b/a Belfast Variety Rt 52

Jojo Oliphant	d/b/a Bell The Cat
CN Brown Company	d/b/a Big Apple Belfast #1037
Bridget & Michael Bowen	d/b/a Bowen's Tavern
Zai Yong Zhu	d/b/a China One
David Crabiel	d/b/a Chocolate Drop Candy Shop
Mac's Convenience Stores	d/b/a Circle K #4707104
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Jennifer Whitson	d/b/a Crumb Provision's
Courtney Sanders	d/b/a Daily Soup
Anthony Jacovino	d/b/a Delvino's Grill & Pasta House
Lisa Mosher	d/b/a Dockside Family Restaurant
Nathaniel Baer	d/b/a Downshift Coffee LLC
Danny Costa	d/b/a Dunkin Donuts (Belmont Ave)
Danny Costa	d/b/a Dunkin Donuts (Starrett Drive)
Cory Chase	d/b/a Darby's Restaurant
Daniel Rock	d/b/a Fon's Kitchen
Frank D Hazeltine	d/b/a Frank D Hazeltine American Legion Post 43
Crusty Crab	d/b/a Front Street Pub
Hannaford Bros. Co, LLC	d/b/a Hannaford Supermarket & Pharm #8241
Kevin Barrett	d/b/a Jack's Grocery
Daniel Jones	d/b/a Laan Xang Café`
Moonbat LLC	d/b/a Marshall Wharf Brewing Co.
Napoli PSC Series LLC	d/b/a Mcdonalds Restaurant #2501
Michelle Berry	d/b/a Moonbat City Baking Co.
Rosamond Peters	d/b/a Nautilus Seafood & Grill
Unidine Corporation	d/b/a Penobscot Shores
GEL Enterprises LLC	d/b/a Perry's Nut House
Connie Bragdon	d/b/a Randall Collins VFW Post 3108
Nutjarin Sukkasemsri	d/b/a Rice & Noodle Thai Restaurant
The Otis Group	d/b/a Rollie's Bar & Grill
Wind Tracy	d/b/a Satori Belfast
Under Main LLC	d/b/a Sophia
B & F Footlong	d/b/a Subway #10145
Douglas Frost	d/b/a Tarratine Tribe #13 IORM
Lexa & Nat Clifford	d/b/a The Alden House Inn
Cathy Heffentrager	d/b/a The Jeweled Turret Inn
Raymelle Moody-Guthrie	d/b/a The Moody Dog
Maikirk INC.	d/b/a Traci's Diner
Michael Casby	d/b/a Trillium Events, INC.
Waldo County Shrine	d/b/a Waldo County Shrine Club
Dennis Fuller	d/b/a Wasses Hot Dogs
Amjosa Enterprises Inc	d/b/a Wentworth Family Qwik Stop
Ryan Cowan	d/b/a Wild Cow Creamery
Raymond Young	d/b/a Young's Lobster Pond

**L. Request to approve the following renewal Belfast Bed & Breakfast License, for a B&B Class 1 or 2 licenses, due to expire May 31, 2024.**

**Alexia & Nathaniel Clifford  
Cathy Heffentrager**

**d/b/a The Alden House  
d/b/a The Jeweled Turret Inn**

Motion to approve the following renewal Belfast Bed & Breakfast License, for a B&B Class 1 or 2 licenses, due to expire May 31, 2024.

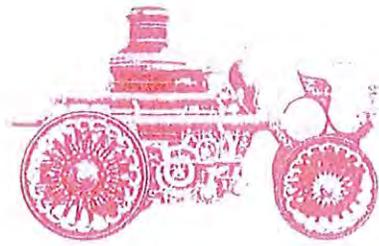
Alexia & Nathaniel Clifford  
Cathy Heffentrager

d/b/a The Alden House  
d/b/a The Jeweled Turret Inn

**M. Request to appoint Mackenzie Barnhart as a Deputy Clerk/Deputy Tax Collector for the City Clerk Department.**

Motion to appoint Mackenzie Barnhart as a Deputy Clerk/Deputy Tax Collector for the City Clerk Department.

9. A, B, C + D



*Belfast Fire & Ambulance Department*

*131 Church Street • Belfast, Maine 04015*

*Phone 538-3302*

May 8, 2023

Honorable Mayor Sanders

Belfast City Councilors

City Mgr. Herbig

Re; Part time EMT John Heald, Part time EMS drivers Bobby Banks, Kayden Richards and Oli Tarbox

I submit for your confirmation the names of Robert (Bobby) Banks, Kayden Richards and Oliver (Oli) Tarbox to be added to the EMS roster as Firefighter/Ambulance drivers. All three of these young men had joined our ranks as Jr Firefighters and have progressed on to firefighters when they turned 18. They have all completed a 16-hour emergency vehicle operations program and are currently training in house on various apparatus.

I submit for your confirmation the name of John Heald for the position of Part time EMT. Mr. Heald has recently acquired his EMT license and is seeking further training and advancement with a busy service possibly leading to a career.

Thank you for these considerations,

Patrick Richards

Fire Chief/Ambulance Director

9.E

## MEMORANDUM

May 8, 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 – Waterfall Arts Funny HAHA event

The City of Belfast has received a Facility Use application from Bridget Matros representing Waterfall Arts for use of Steamboat Landing Park on Saturday, August 12<sup>th</sup> event from 2:00 – 4:00 p.m. with a rain date of August 13<sup>th</sup>. The event, Funny HAHA is sponsored by Waterfall Art's AAAH program with young adults performing Open Mic comedy, art activities and music in the gazebo. This event is open and suited for families of all ages. Families are encouraged to bring a blanket, chairs, picnic and enjoy the festivities.

The City staff have no issues with this request and there are no conflicts with the Boathouse schedule. Recommending approval of this event

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

**EVENT: AAAH: FUNNY HAHA**

**DATES:AUGUST 12 2023**

**EVENT REPRESENTATIVE:Bridget Matros**

**PROPOSED LOCATION/AREA TO BE USED:Steamboat Landing 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? \_\_\_\_\_

Bridget Matros. Waterfall Arts. 617 448 0614. [bridget@waterfallarts.org](mailto:bridget@waterfallarts.org)

2) Describe in detail the nature of this event (What are you planning on?): Repeat of prior years. Free family event using stage for a comedy open mic for kids, with art activities and music. Families may bring picnics, seating is blankets on the grass

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.

Use of Gazebo, power, field, access for loading/unloading through gate.

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

SATURDAY AUGUST 12 RAINDATE AUGUST 13 2-4PM

5) Are you asking to close off any City Streets? (Which ones, what dates, for how long a period of time each day?) NO

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? 50-100

8) Will you be selling things at this event? What and by who if not you? NO

Revised May 2016 NEMcG

9) Will any alcohol be served or consumed at this event? (If yes provide details) 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? NO

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

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?

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Revised May 2016 NEMcG

15) Noise: What kind of noise do you expect to generate at this event and during which specific period of time? **Amplified jokes, laughter, rim shots, singing.**

16) How do you propose to handle garbage removal? None

17) How do you propose to handle parking? Every man for himself

18) How do you propose to handle security? No one will mess with me/911

19) How do you propose to handle the need for restrooms? Point folks toward the closest.

20) What is your plan/need for electricity or water? Power from gazebo/switch on the boathouse.

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?

Bridget 617 448 0614

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

Revised May 2016 NEMcG

**Department Service Requested**

City Manager

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Police

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Fire/ Ambulance

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Parks

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Public Works

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Harbor

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Other?

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**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: \_\_\_\_\_

**ADMINISTRATIVE COMMENTS**  
**(Internal City use only)**

City Manager's Office

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Police Department

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Fire/Ambulance Department

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Parks Department

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Public Works Department

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Harbor Master

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Boat House Rental Agent

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Other Notes:

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9.F

## MEMORANDUM

May 8, 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 - Outdoor Movie Series Proposal

Cc: Amanda Cunningham, Executive Director, Our Town Belfast

The City of Belfast has received a request for use of Steamboat Landing Park on the following Friday evenings July 14<sup>th</sup> and 28<sup>th</sup> as well as August 4<sup>th</sup> and 25<sup>th</sup> for a public outdoor movie experience. The dates and times are listed on the proposal submitted by Our Town Belfast. The Parks and Recreation Department in collaboration with Our Town Belfast will assist with the inflatable screen for use in the outdoor movie series.

Our Town Belfast is extremely excited to offer this opportunity for neighbors, families and the community.



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

**EVENT:** Outdoor Summer Movies at Steamboat Landing

**DATES:** July 14, July 28, August 4, August 25

**EVENT REPRESENTATIVE:** Amanda Cunningham, Executive Director, Our Town Belfast

**PROPOSED LOCATION/AREA TO BE USED:** Steamboat 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?

- Amanda Cunningham, Executive Director, Our Town Belfast
- 207.218.1158
- [director@ourtownbelfast.org](mailto:director@ourtownbelfast.org)

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

3) Free, family-friendly, outdoor movies in Steamboat Landing. Attendee's will bring their own chairs and blankets to enjoy the show. 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 Park

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

- Friday evenings of July 14, July 28, August 4, and August 25. Each movie will begin at dusk. Rain dates will be the following Wednesday.

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

- No, we do not need any streets closed.

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, we do not need any other than the use of Steamboat Landing Park.

7) How many people do you expect?

- 75 - 100

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)

- No

Where? - Attach MAP n/a

By Whom: Name and Phone contact number: n/a

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 not be any open fire.

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

If yes where do you propose they set up? (MAP Location) n/a

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?

- Allen Insurance and Financial

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

- Movie sound through speakers. Minimal people talking before and after the movie.

16) How do you propose to handle garbage removal?

- Attendees will use public garbage bins.

17) How do you propose to handle parking?

- Use of the public parking lots and on street parking.

18) How do you propose to handle security?

- Will not have security

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

- Attendees will use the public porta-potties at the Boathouse

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

- We will receive power from the gazebo. Water is not needed.

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

- Neighbors will not be affected by the sound.

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?

- Amanda Cunningham  
207.218.1158 office  
207.939.5638 mobile  
director@ourtownbelfast.org

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

- We are not requesting any services from the City.

Department Service Requested City Manager \_\_\_\_\_

Police \_\_\_\_\_

Fire/ Ambulance \_\_\_\_\_

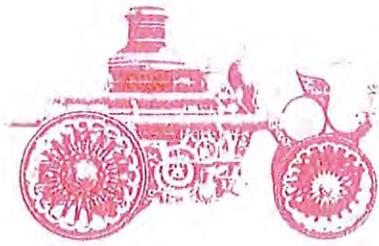
Parks \_\_\_\_\_

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.



*Belfast Fire & Ambulance Department*  
*131 Church Street • Belfast, Maine 04015*  
*Phone 338-3302*

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May 8, 2023

Honorable Mayor Sanders

Belfast City Councilors

City Mgr. Herbig

Re; Full time Paramedic/Firefighter David Walsh

I submit for your confirmation the name of David Walsh as a Full-time Paramedic/Firefighter. Paramedic Walsh joined our ranks three years ago as a Part time Paramedic and has filled various shifts when available. He has 13 years' experience as an EMT and 8 years as a Paramedic. Paramedic Walsh has proven to be competent and compassionate with his skills and brings a level of energy to the firehouse that his coworkers enjoy. He will fill the final full-time position that was vacated last November. I recommend that Paramedic Walsh start at Pay Range 9, step 6 (26.18).

Thank you for these considerations,

Patrick Richards

Fire Chief/Ambulance Director

# DAVID WALSH

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Chief Patrick Richards  
Belfast Fire Department  
45 Belmont Avenue  
Belfast, Maine 04915

## DEAR CHIEF RICHARDS,

My name is David Walsh, and I believe I would be an excellent asset as a Firefighter/Paramedic to the City of Belfast as posted on the City of Belfast Website. I have been employed and am currently employed as a paramedic or AEMT since 2011.

I have worked for Searsport Ambulance, Sterling Ambulance, Delta Ambulance and United Ambulance as an Advanced EMT, and Searsport Ambulance, Belfast Fire/Rescue and Delta Ambulance as a Nationally Registered Paramedic. I have also previously served the Town of Albion as a Firefighter/Advanced EMT.

As you may know, I have worked full time for the City of Belfast full time from 2020-2022 and remained per diem until 2023. I then left my position with the City of Belfast for a period of 6 months to pursue other career opportunities including Assistant Manager at Family Dollar, a Grade 1-3 Pipefitter at Bath Ironworks, and an Urgent Care Technician at ConvenientMD. During that time, I realized that my true passion is serving in the capacity Fire and EMS. I re-applied to the City of Belfast; as I have deep ties with the residents we serve, as well as my co-workers.

Belfast Fire has been an incredible service to work for in the past and continues to be progressive. Belfast Fire, with our new administration; promises to be a thriving department of which I would be ecstatic to work for in a full time capacity. It is currently an honor to work under Chief Richards, Deputy Chief Kulbe, Assistant Chief's Bob Richards and Keith Pooler, as well as QA/QI Coordinator Debby Heath.

I maintain a current Maine and National Registry Paramedic license; and possess current ACLS and PHTLS certifications, and possess a valid driver's license. I am also currently attending Basic Fire School hosted by Liberty Fire, and plan to continue to Fire I and II as time allows. In addition to EMS, I have also served as the Town of Searsport's Recreation Director, General Assistance Administrator, and still currently serve as the town's Public Health Officer.

Thank you for reviewing my resume, and for your time and consideration. I look forward to speaking with you soon and serving our citizens to the best of my capacity.

Respectfully,

David M. Walsh

# DAVID WALSH

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My objective is to find a position within a reputable and professional service that would benefit from a hard-working individual willing to learn who also strives to excel in all aspects of any career.

## EXPERIENCE

MARCH 2012 – MAY 2022

**AEMT/PARAMEDIC**, DELTA AMBULANCE

Provided high quality patient care during critical care ground and air transports. Performed assessment, triage, and treatment utilizing guidelines. Prioritize care needed for the safe transport of patients. Safely utilized critical care protocols from initial contact until patient release.

JULY 2020 – PRESENT

**PARAMEDIC**, BELFAST FIRE DEPARTMENT

FEBRUARY 2011 – PRESENT

**PARAMEDIC**, TOWN OF SEARSPORT

JUNE 2009 – AUGUST 2010

**INTERNATIONAL MOVE COORDINATOR**, PARSIFAL CORPORATION

Coordinated International Corporate residential relocations for fortune 500 company executives. Work with freight forwarders, van lines, air transport, and customs to meet and exceed customer satisfaction as well as special requests from initial review of the customer's house and items to full turnkey ready to move in.

## EDUCATION

DECEMBER 2014

**ADVANCED EMERGENCY CARE (PARAMEDIC)**, KVCC

AUGUST 2005 – JUNE 2009

**COLLEGE PREP, LAWRENCE HIGH SCHOOL**

## **SKILLS**

- Strong skills performing in adverse working environments and ability to be flexible as well as self-motivated to start new tasks.
- Strong problem solving and communication skills including fast solutions to logistical issues.
- Strong ability to learn new skills and perform all work in a safe and effective manner with personal and co-worker safety a priority.
- Ability to efficiently work with other coworkers, management, and vendors.
- Strong ability to recognize changes in a situation and adapt to changes in an effective and timely manner, while maintaining the highest customer satisfaction possible.

## **ACTIVITIES**

In the past 6 years, I have been very involved in communities serving as the Parks and Recreation Director for the Town of Searsport, have served on the Board of Directors for the Maine Ocean School, KINDNESS Programs, and RSU #20 School board.

I also have spent many hours volunteering coaching tee-ball, soccer, and basketball; as well as filling the role of General Assistance Administrator for the Town of Searsport. I have also spent time volunteering for the Maine Ocean School in assistance with their annual summer camp, as well as at the local food bank in the Town of Searsport and Town of Unity.

## MEMORANDUM

DATE: May 9, 2023

TO: Belfast Mayor and City Council

FROM: Bub Fournier, Director of Planning and Codes Department

RE: Hiring new staff at the Planning and Codes Department

**Background Information:**

In January, I submitted the Department's FY2024 budget including a wages and salary proposal that included a new position for the Planning and Codes Department, a Planning and Codes Coordinator. The Department also recently posted an employment opportunity for a new Administrative Assistant. The City Council and the City Manager supported hiring for both these positions when a deep pool of applicants responded to the Administrative Assistant position.

In the interest of continuing to increase the level of service the Planning and Codes Department brings to the community; I am asking that the City Council consider confirming Allie Naumann for the Administrative Assistant position and Jennifer Cormier for the Planning and Codes Coordinator position.

I am enclosing job descriptions for both these positions. After conducting 15 interviews and reviewing approx. 25 applications, I am very pleased to have selected these two Belfast residents. Ms. Naumann has been an integral part of her work teams at Waldo County General Hospital and Seaport, which will serve her well in the Admin. Asst role. Ms. Cormier has previously provided support for Waldo CAP and Franklin Pierce School of Law, where she provided excellent customer service and staff coordination.

Both positions will come with a learning curve as both new staff members are brought up to speed on protocols for the administrative tasks in the Department. The Coordinator will also work toward facilitating better customer service for individual projects as she becomes more comfortable with the details of the City Ordinance and other applicable codes. Both individuals will provide benefit for the community by aiding with navigating the various permitting paths for a project as well as providing better coverage for the necessary administrative tasks.

**Requested Action:** I request that the City Council confirm the hiring of Allie Naumann for the open Administrative Assistant position and Jennifer Cormier for the new Planning and Codes Coordinator position.

Job Title: Planning and Codes Administrative Assistant

Department: Planning and Codes Department

Reports To: Director, Planning and Codes

The Planning and Codes Administrative Assistant provides support for day to day operations of the Planning and Codes Department. The position includes providing high-quality customer service to the public and providing administrative support to the Department at City Hall. This position is often the first point of contact for community members seeking information regarding development projects and permits from the Department, and excellent customer service is essential.

#### Key Responsibilities

The following duties are normal for this position, and they are not to be considered exclusive or all-inclusive as other duties may be required or assigned:

- Provides excellent customer service in helping community members at the front counter, answering and re-directing phone calls and responding to electronic communications regarding construction and development projects, permitting, property maintenance, and code enforcement.
- Receives electronic, cash and check payments for permits and fees assessed by the Department and assists City Treasurer and Department Director with processing and accounting for Department finances.
- Maintains, edits and files permits, findings, site plans and other documents with accuracy in an efficient systematic way. The City is currently utilizing iWorQ, a web based permitting platform, along with hard copy file management.
- Assists in maintaining the Belfast Planning and Codes webpage and other relevant pages with accurate and informative data including permit application materials, educational materials, agendas, meeting minutes, etc.
- Communicates with Applicants and City staff/officials regarding the City ordinance and ongoing development reviews by both the CEO and Planning Board.
- Coordinates scheduling inspections and meetings with other Planning and Codes staff and committees.
- Performs various office tasks involving the Department's PC's, printers and copiers, and large filing system.
- Orders and stocks office supplies.
- facilitates mailings, public notices, and delivery of Planning Board documents.

### Desired Skills and Qualifications

- Background in municipal government in a small, vibrant community experiencing growth
- Background in construction, development, planning and/or permitting.
- Background in providing assistance to the public.
- Positive attitude with community service, equality, efficiency, and teamwork as priorities.

### Requirements

- Must have effective communication skills in person and in writing.
- Must be able to organize data and possess good record keeping skills.
- Must be able to collect and account for money accurately.
- Must enjoy working on a variety of tasks with the public including homeowners, contractors, developers, real estate agents and various City staff/officials.
- Must possess basic computer skills for performing typical administration tasks. Experience with Outlook, excel, Word and Adobe software and other internet applications desired.
- Must be comfortable working in a dynamic small office environment and be proficient at diplomatic public interactions. Typical schedule is M-Th 7am-6pm with one hour lunch break.

### WORKING CONDITIONS

Physical Demands - The Administrative Assistant will have to sit and use office equipment and computers and may also have to do some light lifting of files, supplies and materials from time to time.

Environmental Conditions - The Administrative Assistant may find the environment to be busy and will need excellent organizational and time management skills to complete the required tasks. The Planning and Codes Department office may be busy and ability to multi-task is essential.

Other Demands-The Administrative Assistant will have to manage a number of requests and situations at one time, sometimes with tight deadlines. After hours work may be required approx. twice a month on average to attend meetings. Delivery of documents ahead of meetings is also a regular occurring task.

11

March 23, 2008

Dear Hiring Manager.

In the interest of exploring employment opportunities within the City of Belfast, I have attached a copy of my resume for you to review. I am seeking the position of full time Planning and codes Administrative Assistant, posted on the City of Belfast Website. Where my broad skills and good Communication skills will be a benefit. I believe my resume reflects my ability to interface effectively and Efficiently with all levels of management, employees, codes staff, city departments, city committees and Distinct situations that involve them.

I am motivated, self-starting, goal oriented and organized. Since working as an Administrative Assistant at Seaport Community Health Center I have developed in different areas of administration. I am a creative problem-solver and work well under pressure. I'm able to multitask and can accept constructive Criticism.

I would Love to have the opportunity to join the team and use my skills to create an efficient and Stress-free office environment. I believe I can meet and exceed the expectations that you have for this Role. I look forward to speaking more with you about my candidacy. Feel free to contact me at any time.

Sincerely,

Allison Naumann

# ALLISON NAUMANN

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## WORK EXPERIENCE

### **Admin Operations Lead /Lead PSR Seaport Community Health Center**

**Belfast, ME**  
*November 2022- present*

- Assist with Patient Complaints
- Cover for any PSR/MSA that is out of office if staffing is short
- Facilitate with patient portal issues as needed
- Aid with PCC calls as necessary when in MSA office
  - Assist with Voicemails in the queue as necessary
- Update OneNote as needed
  
- Count the Money Box and have a second verifier sign the sheet
- Check for personal flags and documents in Athena Practice
- Co-Pay Reports (Weekly)
  - Track and break down Missed Copay Rates per PSR for goal tracking (Spreadsheet in the OneNote)
  - Send out insurance updates for each PSR for corrections (further education/training)
  - Send the PAS the completed Copay Report
- Patient Paperwork Audits
  
- Assist with staffing interviews as needed
- Assist PAS with any additional tasks that may come up

### **Seaport Community Health center Patient Service Rep**

**Belfast, ME**  
*January 2022- present*

- Provides high quality customer Service to our patients by demonstrating kindness, effective communication and follow-through.
- Acts as first point of contact for matters pertaining to our patient care and schedule.
- Has good relationships between patient and clinical team making sure communication is clear, accurate and timely insuring the patient feels respected and heard.
- Accurately schedules appointments following protocol and guidelines provided.
- Completes registration process for check-in and checkout making sure all patient demographics, insurances and forms are updated.
- Is welcoming and helpful presence to patients in person and on the phone.

### **Waldo County General Hospital**

**Belfast, ME**

#### *Certified Central Sterile Technician*

*2010 –2022*

- Responsible for the sterilization process in the OR from opening to closing.
- Decontaminate, package, sterilize and transport surgical instruments to the OR.
- Support the OR by doing daily inventory of all surgical instruments.
- Support off-site affiliates by decontaminating, packaging and sterilizing their surgical instruments.

- Per Diem CNA on the ambulatory care unit.
- Lead tech

**Bay Wrap, Inc.**

*Store Manager*

**Belfast, ME**

2007 – 2010

- Responsible for revenue growth by leading a team of prep cooks and employees.
- Manage and oversee prep cooks, cashiers, and maintain a level of order from opening to closing with minimal owner supervision.
- Assisted in designing, developing and implementing a weekly work schedule, and contingency plans.

**Kimball Farms Independent Living**

*Dietary Aide*

**Lenox, MA**

2006 – 2007

- Responsible for preparing meals for elderly residents, on a monthly, weekly, daily basis.
- Interacted with residents to provide the highest quality customer service.

**EDUCATION**

**CBSPD Certification**

- Certified Central Sterile Technician

**Manchester, NH**

2011

**Waldo County Vocational School**

- Certified Nursing Assistant

**Belfast, ME**

2009

**Belfast High School**

- High School Diploma  
2004

**Belfast, ME**

2002 –

**SKILLS & EXPERTISE**

- Exceptional verbal, organization and communication skills.
- Committed, motivated, versatile.
- Team-oriented, detail-oriented and goal-oriented.
- Ability to work with minimal supervision.
- Proficient in keyboarding, MS Word, MS Excel, MS PowerPoint.

Job Title: Planning and Codes Coordinator

Department: Planning and Codes Department

Reports To: Director, Planning and Codes

The Planning and Codes Coordinator is responsible for supporting day to day operations of the Planning and Codes Department reporting directly to both the Code Enforcement Officer and City Planner. The position ultimately reports to the Director of the Department. The position includes performing various tasks as assigned by the CEO and Planner facilitating permit processing, routine inspection support and assisting applicants at the City Hall Planning and Codes Department. This is a new position that would provide backup support for both the Admin. Asst., CEO and City Planner as the City experiences growing demand for these services.

#### Key Responsibilities

The following duties are normal for this position, and they are not to be considered exclusive or all-inclusive as other duties may be required or assigned:

- Receives and responds to various inquiries regarding construction and development projects, permitting, property maintenance, and code enforcement.
- Provides potential Applicants with guidance on permitting their projects.
- Maintains, edits and files permits, findings, site plans and other documents with accuracy in an efficient systematic way. The City is currently utilizing iWorQ, a web based permitting platform, along with hard copy file management.
- Assists in maintaining the Belfast Planning and Codes webpage and other relevant pages with accurate and informative data including permit application materials, educational materials, agendas etc.
- Communicates with Applicants and City staff/officials regarding the City ordinance and ongoing development reviews by both the CEO and Planning Board.
- Provides routine technical assistance for building, plumbing, and electrical projects to ensure compliant installations.
- Performs inspections on existing and new construction projects.
- Enforces the City Ordinances.
- Performs various office tasks involving the Department's PC's, printers and copiers, and large filing system.
- Represents the City of Belfast in interpreting, enforcing and administering the City Ordinance in a fair and equitable manner while in the office at City Hall and in the field.

### Desired Skills and Qualifications

- Background in municipal government in a small, vibrant community experiencing growth
- Background in construction, development, planning and/or permitting.
- Background in providing assistance to the public in the office and in the field.
- Knowledge of Building, Plumbing, and Electrical codes as well as the City Ordinance and permitting policies.
- Positive attitude with community service, equality, efficiency, and teamwork as priorities.

### Requirements

- Must have a valid driver's license and have the physical ability to make site visits for inspections on construction sites which may include loud noises, dust, and dirt as well as all hazards associated with construction activities.
- Must obtain Code Enforcement Officer certification within 1 year of hire
- Must enjoy working on a variety of tasks with the public including homeowners, contractors, developers, real estate agents and various City staff/officials.
- Must possess basic computer skills for performing typical administration tasks.
- Must be comfortable working in a dynamic office environment as well as in the field. Typical schedule is M-Th 7am-6pm with one hour lunch break.

## JENNIFER CURTIS CORMIER

April 7, 2023

City of Belfast  
City Planning and Codes Administrative Assistant Search  
c/o Director of Code and Planning  
131 Church Street  
Belfast, ME 04915

Dear Mr. Fournier,

I'm very excited to apply for the position of Administrative Assistant at the Planning and Codes Department for the City of Belfast and believe I have the necessary skills, motivation, and integrity to be an excellent member of your team. This position really appeals to me because I think it's an ideal opportunity to combine my strong administrative and analytical skills with my desire to help others in a positive, team-oriented setting.

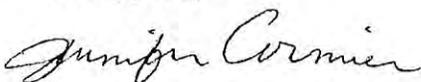
As a seasoned administrative professional, my current role at WCAP requires me to perform many office functions similar to those outlined in your position description, particularly processing detailed, confidential paperwork, and providing excellent customer service to a variety of individuals with differing needs. Additionally, previous administrative positions in the non-profit and corporate sectors have given me experience with a wide range of responsibilities that would be beneficial in the Administrative Assistant role such as:

- coordinating and managing the daily functions of a federally funded service program for adults
- maintaining an executive calendar, answering phones, prioritizing mail, preparing forms
- preparing reports and presentations within aggressive deadlines
- planning and coordinating meetings and special events
- performing budget analysis and tracking financial and social impact data
- receiving and processing payments
- creating correspondence, program materials, and newsletters
- managing highly confidential files and sensitive information with absolute discretion
- overseeing the recruitment, placement, and training needs of 200 adult volunteers
- identifying and establishing relationships with internal and external stakeholders
- learning new databases and software programs as necessary

Overall, each position I've held has required attention to detail, a high level of organization and discretion, and the ability to manage multiple concurrent priorities while working hard to provide excellent customer service in a fast-paced environment. I believe my unique combination of skills and experience as a Program Coordinator and Administrative Assistant combined with a positive attitude make me an ideal fit for your team. My salary requirements are flexible at this time. In closing, I would really like the opportunity to meet with you to learn more about the Planning and Codes Administrative Assistant position and how my skills can support the City of Belfast.

Thank you for your consideration and I look forward to hearing from you soon!

Sincerely yours,



Jennifer Curtis Cormier

# JENNIFER CURTIS CORMIER

## **SUMMARY**

Administrative professional with 10+ years of proven experience in administrative, coordinator, community relations, and leadership roles. Motivated self-starter passionate about collaborating with diverse groups of people at all levels as well as working independently to meet long term goals and objectives. Utilizes communication and active listening skills to achieve win-win outcomes.

## **SKILLS**

Organization & Time Management  
Data Entry  
Customer Service  
Budget Analysis  
MS Office Suite

Outlook Calendar  
Relationship Development  
Volunteer Management  
Event Planning

## **WORK EXPERIENCE**

### **Community Food and CACFP Coordinator**

09/2022 to present

Waldo Community Action Partners  
Belfast, ME

- Responsible for agency and program initiatives responding to food insecurity in Waldo County
- Oversee administration of Child and Adult Care Food Program including provider reimbursements, technical assistance, provider recruitment and training
- Manage agency food pantry operations, placing food orders, stocking pantry and disbursing emergency food boxes
- Responsible for planning, coordinating and implementing the agency's Summer Food Service Program
- Track and manage program data and reporting for all food program initiatives
- Perform additional duties as needed to support agency functions

### **Administrative Assistant III & IP Center Coordinator**

06/2021 to 07/2022

UNH Franklin Pierce School of Law  
Concord, NH

- Manage daily calendar for Intellectual Property Center Executive Director
- Facilitate communications between IP Center Executive Director and Law School
- Manage daily administrative functions of the Faculty Support Office and IP Center including printing, reimbursements, grading sheets, class lists, operating budget, individual faculty accounts, faculty and staff mail distribution, and check processing
- Coordinate travel logistics for IP Center Executive Director and additional faculty as needed
- Work collaboratively with all levels of personnel across departments to plan and promote IP Center special events, including Deans, Faculty, Administrative Assistants, Staff and Students
- Oversee the organization and implementation of the Intellectual Property Summer Institute · Serve as business manager for publication of IDEA and Law Review journals
- Perform additional duties as needed to support overall functions of the Law School

### **Program Coordinator, Retired & Senior Volunteer Program**

09/2015 to 11/2019

The Friends Program  
Concord, NH

- Managed daily administrative, technical, and clerical needs of a federally funded National Service Program for senior adult volunteers in Merrimack and Belknap counties
- Oversaw recruitment, placement, and training needs for 200 volunteers

- Utilized proprietary database and MS Excel to track confidential volunteer information and produce community impact reports for management
- Prepared and maintained monthly volunteer time sheets and agency forms
- Answered phone calls and responded to agency wide and program specific related questions in a timely and professional manner
- Trained new and existing volunteers on office procedures, work tasks and workflow changes
- Organized, scheduled, and promoted volunteer enrichment and recognition events
- Created written documents including correspondence, program newsletters and marketing materials
- Designed, implemented, and promoted new community programs in designated focus areas that increased volunteer participation and met community needs

#### **Administrative Assistant**

11/2008 to 06/2015

Northern New England District Office, Unitarian Universalist Association  
Concord, NH

- Managed District contact database and assisted with general office work to support congregations in Maine, New Hampshire and Vermont
- Assisted with production of Annual District Directory
- Answered phone calls, processed daily mail, assisted with tracking and ordering office supplies
- Maintained highly confidential files in electronic and paper formats
- Administered Chalice Lighter fundraiser mailing and payments, lending library and ProPay payments
- Served as registrar and processed payments for Annual Conference as well as other program events using MS Office and Constant Contact software
- Assisted Office Administrator with scanning and electronic file conversion project in conjunction with closing of the New England District Office

#### **ACHIEVEMENTS**

The Backpack Program - Merrimack Valley School District (10/2015 - 11/2019)

*Founding member of program that provides nutritious meals for 100 food insecure students*

2018 Collaborator of the Year - Merrimack County Conservation District

*Increased organizational capacity to provide fresh fruits and vegetables for local food pantries*

#### **VOLUNTEER EXPERIENCE**

**Washington DC Fundraising Coordinator**

Epsom Central School

01/2015 - 12/2017, Epsom, NH

- Led teams that created and conducted community fundraising events. Oversaw financials, event planning, vendor relationships and recruiting of parent volunteers. Implemented two original fundraisers that increased giving by 25% over previous year.
- Staged a meeting with Boston Red Sox MVP David Ortiz and procured original signed replica jersey for special raffle ticket event.

#### **EDUCATION**

**Colby College**

Bachelor's Degree

American Studies & African American Studies

Waterville, ME

09/1989 to 05/1993

## JENNIFER CURTIS CORMIER

### Employment Experience

- 1. Waldo Community Action Partners**      **09/2022 - present**  
9 Field Street, Belfast, ME  
Coordinator for Community Food Programs  
Growth opportunity and family schedule
- 2. UNH Franklin Pierce School of Law**      **06/2021 – 07/2022**  
2 White Street, Concord, NH  
Administrative Assistant & IP Center Coordinator  
Moving out of State for family opportunity
- 3. The Friends Program**      **09/2015 – 11/2019**  
130 Pembroke Road, Suite 200, Concord, NH  
Program Coordinator  
Seeking opportunity in Higher Education
- 4. Epsom Central School**      **2015 & 2017**  
282 Black Hall Road, Epsom, NH  
Volunteer, Washington DC Fundraising Coordinator  
Children graduated to high school
- 5. Northern New England District, Unitarian Universalist Association**      **11/2008 – 06/2015**  
24 Farnsworth Street, Boston, MA  
Administrative Assistant  
NH District office closing, position eliminated
- 6. Capitol Craftsman & Romance Jewelers**      **04/2004 – 12/2008**  
16 N. Main Street, Concord, NH  
Sales Associate  
Seeking opportunity compatible with family schedule
- 7. Zonta Club of Concord, NH**      **09/1998 – 09/2008**  
PO Box 1736, Concord, NH  
Community Service Organization,  
Volunteer Board Member, Treasurer, President  
Family schedule needs
- 8. NH Community Loan Fund**      **05/1998 – 11/2000**  
7 Wall Street, Concord, NH  
Loan Administrator  
Provide full-time childcare for my family
- 9. Chubb Life America Insurance**      **11/1993 – 04/1998**  
1 Granite Place, Concord, NH  
Customer Service Management Trainee and Business Analyst  
Seeking opportunity in non-profit administration



# COMDOCTOR.NET INC.

5 DR. MANN ROAD, CHELSEA, MAINE 04330  
(207) 621 - 0658  
[HTTP://WWW.COMDOCTOR.NET](http://www.comdoctor.net)

10.D

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

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

4/25/2023

Good day,

As per our discussion, Comdoctor.net, Inc. would be more than happy to extend our Service Contract for a 1 year term beginning July 1, 2023 and running through to June 30, 2024.

The rates remain the same and after a careful audit of the City's Microsoft Licensing, there are a few seats that we've added and missed over the last few years. This results in an increase of the monthly Service Contract Fees from the current \$7822.40 per month to \$7908.20 per month, and increase of \$85.80 monthly to cover all licenses.

I have attached a revised addendum 3.4(B) for year 4 that list the additions and rate change. This is not a rate increase, it simply reflects changed quantities of devices and licensing.

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

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

Sincerely,  
Bill Roy

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



# COMDOCTOR.NET INC.

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

## SERVICE CONTRACT – 1 YEAR RENEWAL

<b>City of Belfast Maine</b> <b>131 Church Street</b> <b>Belfast, ME 04915</b> <b>207-338-3370</b> hereinafter referred to as "Customer"	Contract Commencement Date: <b>7/1/2023</b>
	Contract to run for one year, from <b>7/1/2023 to 6/30/2024</b>
	Customer's Representative Contact Name: Erin Herbig
	Customer's Representative Contact Number: 207-338-3370
<b>Comdoctor.net, Inc.</b> <b>5 Dr. Mann Road</b> <b>Chelsea, ME 04330</b>  <b>207-621-0658</b> hereinafter referred to as "Comdoctor"	Comdoctor.net, Inc. Representative Contact Name: William Roy
	Comdoctor.net, Inc. Representative Contact Number: 207-621-0658

### WHEREAS

- A. Comdoctor offers to provide services to maintain and to provide technical support services for the Customer's IT equipment and software, subject to the terms and conditions of this Agreement and its Schedules and the Comdoctor General Conditions of Service and Maintenance, a copy of which is annexed hereto as **addendum 3.4(B) year 4** from the original proposal with omissions and clarifications attached as **addendum 3.4(B) year 4**.
- B. The Customer accepts the offer on the terms and conditions specified above

### NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

#### I. Scope of Services

Please refer to **addendum 3.4(B) year 4**

#### II. Fees and Payments

The fee covering the Services for **12 months** commencing on the date stated above shall be **\$ 7908.20 per month**, Due and Payable on the first of the month (the "Fee") and excludes any applicable goods, hardware, or any licensing that may come up that is not part of the original quote (addendum 3.4(B) or onsite support time over 40 hours per month. Detailed monthly service reports will be generated and any overages will be billed at the end of the monthly billing cycle for the previous month's overages, if any. Comdoctor.net, Inc. will be mindful to stay in support service contract agreed time frames and to minimize overages. Comdoctor.net, Inc. will contact the City's IT group if any anticipated overages in a given month are forthcoming, with reasonable care to stay on budget.

\* A. The Fee is payable in advance, and shall be paid in instalments of **\$ 7908.20**

[ X ] Monthly

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

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

#### IV. Termination of Contract

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

## Addendum 3.4(B) - Total Monthly Costs - Year 4

Service Required	Item	Quantity	Cost/Month/License	Total Cost/Month
2.1: Server Support	Intronis (offsite cloud backup)	4	\$12.00	\$48.00
	NinjaRMM (AV/AS, Monitoring/Alerting, Remote Management)	4	\$20.00	\$80.00
	Monthly Support Costs	4	\$50.00	\$200.00
	<b>Subtotal</b>			<b>\$328.00</b>
2.2: Network Support	Monthly Support Cost	1	\$500.00	\$500.00
	<b>Subtotal</b>			<b>\$500.00</b>
2.3: Workstation Support	Intronis (offsite cloud backup)	85	\$12.00	\$1,020.00
	NinjaRMM (AV/AS, Monitoring/Alerting, Remote Management)	85	\$20.00	\$1,700.00
	Microsoft Exchange Plan 2 - <b>up from 0</b>	2	\$9.60	\$19.20
	Microsoft Office 365 Business Essentials - <b>up from 38</b>	40	\$5.00	\$200.00
	Microsoft Office 365 Business - <b>up from 9</b>	22	\$8.50	\$187.00
	Microsoft Exchange Management - <b>up from 47</b>	62	\$2.00	\$124.00
	Monthly Support Costs	85	\$20.00	\$1,700.00
	<b>Subtotal</b>			<b>\$4,950.20</b>
2.4: Software and Application Support	Monthly Support Costs - <b>up from 85</b>	95	\$20.00	\$1,900.00
	<b>Subtotal</b>			<b>\$1,900.00</b>
2.5: VOIP Phone Support	Monthly Support Costs	46	\$5.00	\$230.00
	<b>Subtotal</b>			<b>\$230.00</b>
2.6: Onsite Support	Hours Up to 40	40	\$0.00	\$0.00
	Hours Over 40	VARIABLE	\$90.00 VARIABLE	
	<b>Subtotal</b>		<b>VARIABLE</b>	
<b>Total Monthly Costs</b>				<b>\$7,908.20</b>

10.E

**OLVER ASSOCIATES INC.**

ENVIRONMENTAL ENGINEERS

April 28, 2023

Ms. Erin Herbig, City Manager  
Belfast City Hall  
131 Church Street  
Belfast, Maine 04915

RE: Belfast Wight Street Infrastructure Improvements  
Bid Award Recommendation

Dear Erin:

As you know, bids were opened on April 11, 2023 for the Wight Street Infrastructure Improvements project. Three bids were received as follow:

CONTRACTOR	ADDRESS	BASE BID	ALTERNATE BID
Nitram Excavation	Benton, Maine	\$2,062,000	\$64,280
Ranger Construction	Fairfield, Maine	\$2,377,480	\$206,200
Lou Silver Inc.	Orono, Maine	\$3,044,900	\$99,800

The apparent low bidder is Nitram Excavation of Benton, Maine at an amount of \$2,062,000 for the Base Bid work. Their alternate bid for extension of sanitary sewer on Congress Street was \$64,280. These prices are both fair market value for the project and are what had been estimated for expected project cost.

We have worked with Nitram before on projects that were completed successfully with no concerns on their performance. Because the scope of those projects were utilities rather than road reconstruction, we requested road related project references from Nitram. The reference contact we were able to speak to had a positive experience with the firm and did not hesitate to recommend them.

A tabulation of the bids received is attached for your reference. We recommend that the City Council approve award of this project to Nitram Excavation for the scope of work including the alternate at a total contract amount of \$2,126,280.

**OLVER ASSOCIATES INC.**

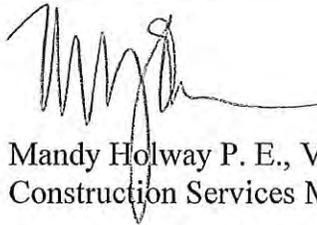
Ms. Erin Herbig, City Manager  
April 28, 2023  
Page 2

Once the award is official, we will work with Nitram to get more details on the expected schedule so that we can best inform the residents, City staff, and the Council regarding the work. It is our current understanding that Nitram would like to start the drainage work this season, and install as much of that as possible, and that the road work will occur in 2024. The actual schedule will depend on the availability of materials for the drainage installation as well as Fall weather conditions.

As always, if you have any questions or require any additional information at this time, please let us know.

Very truly yours,

OLVER ASSOCIATES INC.

A handwritten signature in black ink, appearing to read 'Mandy Holway', with a long horizontal flourish extending to the right.

Mandy Holway P. E., Vice-President  
Construction Services Manager

MHO/sb

2232/090

WIGHT STREET INFRASTRUCTURE IMPROVEMENTS

CITY OF BELFAST, MAINE  
 BID TABULATION  
 April 10, 2023

Item No.	Item Description	Est. QTY	Unit	Nitram Excavation & General Contractor Inc. Unit Price	Nitram Excavation & General Contractor Inc. Total Price	Ranger Construction Corp. Unit Price	Ranger Construction Corp. Total Price	Lou Silver Inc. Unit Price	Lou Silver Inc. Total Price
1	Traffic Control	1	LS	\$ 65,000.00	\$ 65,000.00	\$ 150,000.00	\$ 150,000.00	\$ 240,000.00	\$ 240,000.00
2	Mobilization/General Conditions	1	LS	\$ 100,000.00	\$ 100,000.00	\$ 243,000.00	\$ 243,000.00	\$ 150,000.00	\$ 150,000.00
3	Site Cleaning	1	EA	\$ 12,000.00	\$ 12,000.00	\$ 9,000.00	\$ 9,000.00	\$ 15,000.00	\$ 15,000.00
4	Test Pits	50	EA	\$ 700.00	\$ 35,000.00	\$ 1,080.00	\$ 54,000.00	\$ 1.00	\$ 50.00
5	Existing Stormwater System Removal	1	LS	\$ 3,500.00	\$ 3,500.00	\$ 46,770.00	\$ 46,770.00	\$ 50,000.00	\$ 50,000.00
6	Temporary Erosion Control	1	LS	\$ 20,450.00	\$ 20,450.00	\$ 10,000.00	\$ 10,000.00	\$ 105,000.00	\$ 105,000.00
7	Relocation of Mailbox	19	EA	\$ 350.00	\$ 6,650.00	\$ 300.00	\$ 5,700.00	\$ 300.00	\$ 5,700.00
8	Relocation of Fire Hydrant	2	EA	\$ 5,800.00	\$ 11,600.00	\$ 3,800.00	\$ 7,600.00	\$ 2,500.00	\$ 5,000.00
9	Tree Removal	17	EA	\$ 1,500.00	\$ 25,500.00	\$ 1,000.00	\$ 17,000.00	\$ 2,500.00	\$ 42,500.00
10	Tree Stump Removal	2	EA	\$ 1,000.00	\$ 2,000.00	\$ 250.00	\$ 500.00	\$ 1,000.00	\$ 2,000.00
11	Roadway/Sidewalk Excavation	5,600	CY	\$ 39.00	\$ 218,400.00	\$ 35.00	\$ 196,000.00	\$ 26.00	\$ 145,600.00
12	Ledge Excavation and Removal	100	CY	\$ 200.00	\$ 20,000.00	\$ 250.00	\$ 25,000.00	\$ 300.00	\$ 30,000.00
13	Excavation and Replacement of Unsuitable Fill	100	CY	\$ 40.00	\$ 4,000.00	\$ 28.95	\$ 2,895.00	\$ 50.00	\$ 5,000.00
14	Roadway Filter Fabric	6,800	SF	\$ 1.50	\$ 10,200.00	\$ 3.85	\$ 26,180.00	\$ 4.00	\$ 27,200.00
15	Roadway Aggregate Subbase	3,200	CY	\$ 41.00	\$ 131,200.00	\$ 58.00	\$ 185,600.00	\$ 40.00	\$ 128,000.00
16	Roadway Aggregate Base	1,200	CY	\$ 38.00	\$ 45,600.00	\$ 65.00	\$ 78,000.00	\$ 50.00	\$ 60,000.00
17	Sidewalk, Driveway, and Multi-Use Pathway Subbase	1,600	CY	\$ 38.00	\$ 60,800.00	\$ 55.00	\$ 88,000.00	\$ 100.00	\$ 160,000.00
18	Rip-Rap	100	CY	\$ 165.00	\$ 16,500.00	\$ 100.00	\$ 10,000.00	\$ 100.00	\$ 10,000.00
19	Roadway Pavement	1,400	Tons	\$ 155.00	\$ 217,000.00	\$ 169.00	\$ 236,600.00	\$ 225.00	\$ 315,000.00
20	Driveway, Sidewalk, Pathway & Trench Pavement	500	Tons	\$ 245.00	\$ 122,500.00	\$ 200.00	\$ 100,000.00	\$ 290.00	\$ 145,000.00
21	Slipform Concrete Curb	4,000	LF	\$ 11.00	\$ 44,000.00	\$ 14.00	\$ 56,000.00	\$ 20.00	\$ 80,000.00
22	4" Ø SICPE Drain Subs	160	LF	\$ 56.00	\$ 8,960.00	\$ 30.00	\$ 4,800.00	\$ 200.00	\$ 32,000.00
23	12" Ø SICPE Storm Drain	300	LF	\$ 123.00	\$ 36,900.00	\$ 150.00	\$ 45,000.00	\$ 250.00	\$ 75,000.00
24	15" Ø SICPE Storm Drain	30	LF	\$ 110.00	\$ 3,300.00	\$ 200.00	\$ 6,000.00	\$ 275.00	\$ 8,250.00
25	18" Ø Perf. SICPE Storm Drain	1,300	LF	\$ 110.00	\$ 143,000.00	\$ 150.00	\$ 195,000.00	\$ 300.00	\$ 390,000.00
26	24" Ø Perf. SICPE Storm Drain	1,000	LF	\$ 158.00	\$ 158,000.00	\$ 175.00	\$ 175,000.00	\$ 310.00	\$ 310,000.00
27	36" Ø SICPE Culvert	40	LF	\$ 298.00	\$ 11,920.00	\$ 300.00	\$ 12,000.00	\$ 350.00	\$ 14,000.00
28	38" x 24" Elliptical CMP Drain	180	LF	\$ 274.00	\$ 49,320.00	\$ 250.00	\$ 45,000.00	\$ 320.00	\$ 57,600.00
29	Replace Water Service	1	EA	\$ 6,420.00	\$ 6,420.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
30	At-Grade Water Line Relocation	1	EA	\$ 12,764.00	\$ 12,764.00	\$ 5,000.00	\$ 5,000.00	\$ 7,000.00	\$ 7,000.00
31	At-Grade Water Service Relocation	1	EA	\$ 6,420.00	\$ 6,420.00	\$ 5,000.00	\$ 5,000.00	\$ 1,000.00	\$ 1,000.00
32	4' Ø Precast Drain Manhole	2	EA	\$ 9,485.00	\$ 18,970.00	\$ 4,000.00	\$ 8,000.00	\$ 11,000.00	\$ 22,000.00
33	Type F Catch Basins	13	EA	\$ 4,800.00	\$ 62,400.00	\$ 3,000.00	\$ 39,000.00	\$ 5,000.00	\$ 65,000.00
34	6' Ø Precast Catch Basins	2	EA	\$ 9,747.00	\$ 19,494.00	\$ 8,500.00	\$ 17,000.00	\$ 17,000.00	\$ 34,000.00
35	4' Ø Precast Catch Basins	18	EA	\$ 6,796.00	\$ 122,328.00	\$ 3,500.00	\$ 63,000.00	\$ 9,500.00	\$ 171,000.00
36	2" Rigid Insulation	10,000	SF	\$ 4.00	\$ 40,000.00	\$ 5.00	\$ 50,000.00	\$ 4.00	\$ 40,000.00
37	Owner's Testing Allowance	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
38	Adjustment of Existing Manhole Frame and Cover	10	EA	\$ 1,700.00	\$ 17,000.00	\$ 1,400.00	\$ 14,000.00	\$ 2,000.00	\$ 20,000.00
39	Precast Concrete Steps	1	EA	\$ 9,704.00	\$ 9,704.00	\$ 15,335.00	\$ 15,335.00	\$ 12,000.00	\$ 12,000.00
40	Aluminum Railing	60	LF	\$ 250.00	\$ 15,000.00	\$ 100.00	\$ 6,000.00	\$ 150.00	\$ 9,000.00
41	Detectable Warning Plates/Strips	7	EA	\$ 2,200.00	\$ 15,400.00	\$ 2,000.00	\$ 14,000.00	\$ 3,000.00	\$ 21,000.00
42	Loam & Seeding	1	LS	\$ 59,000.00	\$ 59,000.00	\$ 65,000.00	\$ 65,000.00	\$ 55,000.00	\$ 55,000.00
43	Pavement Markings	1	LS	\$ 8,000.00	\$ 8,000.00	\$ 2,000.00	\$ 2,000.00	\$ 5,000.00	\$ 5,000.00
44	Stop Sign/Pedestrian Crossing Sign	6	EA	\$ 600.00	\$ 3,600.00	\$ 500.00	\$ 3,000.00	\$ 500.00	\$ 3,000.00
45	Rectangular Rapid Flash Beacon Sign	2	EA	\$ 11,600.00	\$ 23,200.00	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00	\$ 10,000.00
46	Shriner's Club Grading	1	LS	\$ 22,000.00	\$ 22,000.00	\$ 8,500.00	\$ 8,500.00	\$ 5,000.00	\$ 5,000.00
47	Shriner's Club Planting Allowance	1	LS	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
	TOTAL BASE BID			\$	\$ 2,062,000.00	\$	\$ 2,377,480.00	\$	\$ 3,044,900.00

WIGHT STREET INFRASTRUCTURE IMPROVEMENTS

CITY OF BELFAST, MAINE

BID TABULATION

April 10, 2023

II. ALTERNATE BID												
Item No.	Item Description-Congress St Sanitary Sewer	Est. QTY	Unit	Nitram Excavation & General Contractor Inc. Unit Price	Nitram Excavation & General Contractor Inc. Total Price	Ranger Construction Corp. Unit Price	Ranger Construction Corp. Total Price	Lou Silver Inc. Unit Price	Lou Silver Inc. Total Price			
1	Traffic Control	1	LS	\$ 9,140.00	\$ 9,140.00	\$ 75,000.00	\$ 75,000.00	\$ 7,500.00	\$ 7,500.00			
2	Temporary Erosion Control	1	LS	\$ 500.00	\$ 500.00	\$ 15,000.00	\$ 15,000.00	\$ 3,000.00	\$ 3,000.00			
3	Existing Manhole Modification	1	EA	\$ 3,000.00	\$ 3,000.00	\$ 25,000.00	\$ 25,000.00	\$ 2,000.00	\$ 2,000.00			
4	8"Ø PVC Sewer	160	LF	\$ 137.00	\$ 21,920.00	\$ 230.00	\$ 36,800.00	\$ 300.00	\$ 48,000.00			
5	6"Ø PVC Sewer Service	30	LF	\$ 132.00	\$ 3,960.00	\$ 220.00	\$ 6,600.00	\$ 250.00	\$ 7,500.00			
6	4"Ø PVC Sewer Service	30	LF	\$ 123.00	\$ 3,690.00	\$ 210.00	\$ 6,300.00	\$ 250.00	\$ 7,500.00			
7	4'Ø Precast Catch Sanitary Sewer Manhole	1	EA	\$ 7,400.00	\$ 7,400.00	\$ 6,500.00	\$ 6,500.00	\$ 11,000.00	\$ 11,000.00			
8	4" Rigid Insulation	200	SF	\$ 4.00	\$ 800.00	\$ 10.00	\$ 2,000.00	\$ 4.00	\$ 800.00			
9	Loam & Seeding	1	LS	\$ 2,030.00	\$ 2,030.00	\$ 25,000.00	\$ 25,000.00	\$ 3,500.00	\$ 3,500.00			
10	Trench Pavement	40	Tons	\$ 296.00	\$ 11,840.00	\$ 200.00	\$ 8,000.00	\$ 225.00	\$ 9,000.00			
	<b>TOTAL ALTERNATE BID</b>				\$ 64,280.00		\$ 206,200.00		\$ 99,800.00			

\*Bold number indicates mathematical error.

## MEMO

**From:** Travis Jones, Olver Associates Inc.

**Cc:** City of Belfast

**Date:** May 8, 2023

**Re:** Use of Capital Reserves for Flowmeters & VFDs at WWTP

This memo is a request for \$18,190.00 be moved from Capital Reserves to Capital Reserves to Outside Services (Line Item: 990-613) for the equipment and work outlined in the quotes from M C Electric Co, Inc & Penta Corp. (attached). These are for the replacement of the Return Sludge Pump Flowmeters (2) and Variable Frequency Drives (VFDs) (2) at the Wastewater Treatment Plant. The drives are responsible for controlling when and at what speed the pumps run & the flowmeters provide data on volumes critical to process control at the facility. Currently, we have been forced to use parts from both existing flowmeters units to make a single functioning one. There is presently only one functioning VFD as well. This equipment has out lived its life expectancy, at over 20 years old. The replacement of both sets of equipment is important to ensure that both treatment tanks can be brought back into full operation when the upgrading of Treatment Tank #2 to fine bubble aeration is completed this summer.

We hereby submit this request for \$18,190.00 to be allocated from the Wastewater Department's Capital Reserves to budget line item; Outside Services (990-613) for the quotes from M C Electric Co, Inc. & Penta Corp. for the City Council's consideration and approval.

Thank you.

**M C Electric Co, Inc.**  
**Bangor, Maine 04401**  
**Phone (207) 852-9781**  
<<[meber@midmaine.com](mailto:meber@midmaine.com)>>

May 03, 2023

City of Belfast

**RE:** Return Pump Replacement Flowmeters and VFD (s)

Following is an our estimate for the replacement of existing ultrasonic flowmeters with 4" Mag Meter.  
Price Includes:

- Purchase and Electrical Installation of 4" Mag Tube (2)
- Purchase and Installation of Remote Mount Signal Converters (2)
- Flowmeter Electrode Cable
- New Conduit Run from Mag Tube to Signal Converter.
- Configuration, Setup, and Testing.
- Signal (4-20ma) interface with Control Rm. Chart Recorder

We were able to reduce the price by getting a more accurate measurement on the interface cable, and combining this order with other orders.

Return Pump Flowmeter Upgrade — ~~\$13,750.00~~ \$12,720.00

Please note, Mag Tube installation, and mechanical pipe modifications by others.

This equipment is currently in stock with about a 1 week lead time.

Also, here is pricing to replace Return Pump VFD(s):

One VFD (Toshiba 5 HP 460 Volt) Purchased, installed, configured, and tested. \$1,500.00  
Both VFD's Replaced at the same time ... \$2,620.00

Please feel free to contact us if you have any questions.

Sincerely,

Michael Eber  
M C Electric Co, Inc.

## Travis Jones

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**From:** Wastewater Treatment <wwtp@cityofbelfast.org>  
**Sent:** Friday, April 28, 2023 12:14 PM  
**To:** Travis Jones  
**Subject:** FW: piping for new meters

**From:** Wendall Harvey <wendell.harvey@pentacorp.us>  
**Sent:** Friday, April 28, 2023 11:57 AM  
**To:** Wastewater Treatment <wwtp@cityofbelfast.org>  
**Cc:** Carlin Berger <Carlin.Berger@pentacorp.us>  
**Subject:** piping for new meters

Ferny, here is Penta price for removing and replacement piping to install 4" flow meters

2 – 4"x 12" DIP spool pieces

2 - 4" vic flanges

Bolts, gaskets and accessories

Grooving machine

2- men , 1 day

Material = 1600.00

Labor = 1250.00

Total = 2850.00

10.G



# CITY OF BELFAST

City Hall  
131 Church Street  
Belfast, Maine 04915

Thomas Kittredge  
Economic Development Director

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

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

**To:** Mayor Eric Sanders, City Councilor 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 16<sup>th</sup>, 2023

**Regarding:** Presentation from the Economic Development Director regarding the submission of an application to the Community Development Block Grant Public Service Grant Program on behalf of Penobscot Community Health Center.

Penobscot Community Health Center, the largest federally-qualified health center in Maine and northern New England, and the recent purchaser of the STAG campus in Belfast, is requesting funding through the Community Development Block Grant Public Service Grant Program.

This program can award grants of up to \$50,000.00, which can be used for activities including but not limited to, operating and program material expenses for the purpose of providing workforce training and skills development, child care, health care, recreation programs, education programs, public safety services, fair housing activities, senior citizen services, homeless services, or drug abuse/mental health counseling and treatment.

While this program does not require any matching funds, and does not require the creation of new jobs, it does require that at least 51% of the persons receiving benefit from Public Service Grant-funded activities must be of low- to moderate-income.

Penobscot Community Health Center is requesting the maximum grant amount of \$50,000.00, which if awarded will be used to purchase furniture, fixtures, equipment needed to open a dental practice in Belfast, such as dental chairs, stools, cabinets, x-ray equipment, sterilizers, washers, and various tools implements. This dental practice would be co-located with Penobscot Community Health Center's soon-to-be expanded primary care practice, Seaport Community Health Center.

The deadline for submission of this application is May 26<sup>th</sup>. The City would hope to be notified sometime in late June regarding whether or not its application was funded.

The required public hearing regarding the application for this grant will immediately follow.

*No City Council actions need to be taken for this particular agenda item.*

10. H



**CITY OF BELFAST**  
City Hall  
131 Church Street  
Belfast, Maine 04915

Thomas Kittredge  
Economic Development Director

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

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

**To:** Mayor Eric Sanders, City Councilor 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 16<sup>th</sup>, 2023

**Regarding:** Public hearing regarding the submission of an application to the Community Development Block Grant Public Service Grant Program on behalf of Penobscot Community Health Center.

An advertised and documented public hearing to allow for comments must be held prior to applying for Community Development Block Grant (CDBG) funding, such as this CDBG Public Service Program Grant.

The following public hearing notice (which was published in the Thursday, May 4<sup>th</sup>, 2023 print edition of the Bangor Daily News will need to be read aloud for the record at this time:

-----[beginning of notice]-----

PUBLIC HEARING NOTICE  
THE CITY OF BELFAST

The City of Belfast will hold a Public Hearing on Tuesday, May 16<sup>th</sup>, 2023, as part of its regularly scheduled City Council meeting, which begins at 7:00pm on that date, at Belfast City Hall, 131 Church Street, Belfast, Maine, to discuss an application being submitted to the State of Maine CDBG program for a Public Service Program Grant. The purpose of the grant application is to provide financial assistance to the Penobscot Community Health Center to allow them to purchase furniture, fixtures, and/or equipment for a new dental clinic in Belfast. Public comments will be solicited at this Hearing and will be submitted as part of the application. All persons wishing to make comments or ask questions about the grant application are invited to attend this Public Hearing.

Comments may be submitted in writing to: Thomas Kittredge, Economic Development Director for the City of Belfast, Belfast City Hall, 131 Church Street, Belfast Maine, 04915; or via email to: [economicdevelopment@cityofbelfast.org](mailto:economicdevelopment@cityofbelfast.org) at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the City of Belfast's programs or services, please contact Thomas Kittredge at (207) 338-3370, extension 116, so that accommodations can be made.



City of Belfast, Maine

-----[end of notice]-----

If any written or emailed comments have been submitted prior to the public hearing as referenced in the notice, the Economic Development Director will present them at this time.

*No City Council actions need to be taken for this particular agenda item.*

10.I



**CITY OF BELFAST**  
City Hall  
131 Church Street  
Belfast, Maine 04915

Thomas Kittredge  
Economic Development Director

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

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

**To:** Mayor Eric Sanders, City Councilor 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 16<sup>th</sup>, 2023

**Regarding:** Discussion and possible vote regarding the submission of an application to the Community Development Block Grant Public Service Grant Program on behalf of Penobscot Community Health Center.

As presented in a previous agenda item, Penobscot Community Health Center wishes to have City of Belfast apply on their behalf to the Community Development Block Grant Public Service Grant Program for \$50,000.00 in funding, if awarded, to be used to purchase furniture, fixtures, equipment needed to open a dental practice in Belfast.

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

- 1) Authorize the submission of an application to the Community Development Block Grant Public Service Program on behalf of Penobscot Community Health Center; and
- 2) Authorize the City Manager to sign any documents related and necessary to the submission of the application.

10.J



## CITY OF BELFAST

City Hall  
131 Church Street  
Belfast, Maine 04915

Thomas Kittredge  
Economic Development Director

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

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

**To:** Mayor Eric Sanders, City Councilor 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 16<sup>th</sup>, 2023

**Regarding:** Presentation from the Economic Development Director regarding the termination of the Congress Street Affordable Housing Development and Tax Increment Financing District and its Development Program.

On August 8<sup>th</sup>, 2020, the City of Belfast designated an affordable housing development and tax increment financing district, called the *Congress Street Affordable Housing Development and Tax Increment Financing District*, and approved a Development Program for that District, which were then approved by MaineHousing on September 17<sup>th</sup>, 2020.

The primary impetus for the establishment of the District was the opportunity to assist Developers Collaborative in securing tax credits that are allocated periodically by MaineHousing, to be used to construct workforce and market rate rental housing at 115 Congress Street (the former site of the City's Public Works facility). The District consisted solely of the single property at 115 Congress Street, which had an estimated (at the time) of 4.50 acres. The District would last 30 years and would capture 100% of both real and personal property incremental (new) assessed value. The District's first tax year was to be April 1<sup>st</sup>, 2020 to March 31<sup>st</sup>, 2021, and its final tax year was to be April 1<sup>st</sup>, 2049 to March 31<sup>st</sup>, 2050.

The funds that were to be generated by the District were to be used in the following three ways: 1) a credit enhancement agreement with Developers Collaborative Predevelopment LLC (to be assigned to the real estate ownership entities at closing) which would refund 50% of the incremental (new) real and personal property taxes paid on both its workforce housing project and on its market rate housing project, each year, for a period of 30 years; 2) to pay for infrastructure improvements in the public rights-of-way that are located adjacent/connect to the District (Congress Street and Salmond Street); and 3) funding a permanent housing development revolving loan fund or investment fund, to be used to assist the development of affordable housing in Belfast.

However, the housing project described above did not proceed as originally anticipated, the Credit Enhancement Agreement was never signed, and no increment was added between the District's creation and the present time, meaning that 3 of the 30 allowable tax years have elapsed with no revenue being generated. The City now has the opportunity to terminate the District and its Development Program. If they are terminated, the City has the opportunity to designate a new affordable housing development and tax increment financing district and a development program upon the same parcel at 115 Congress Street for a period of up to 30 years.

The required public hearing regarding the termination of the Congress Street Affordable Housing Development and Tax Increment Financing District and its Development Program will immediately follow.

***No City Council actions need to be taken for this particular agenda item.***

10.K



**CITY OF BELFAST**

City Hall  
131 Church Street  
Belfast, Maine 04915

Thomas Kittredge  
Economic Development Director

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

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

**To:** Mayor Eric Sanders, City Councilor 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 16<sup>th</sup>, 2023

**Regarding:** Public hearing regarding the termination of the Congress Street Affordable Housing Development and Tax Increment Financing District and its Development Program.

Before terminating an affordable housing development and tax increment financing district and the development program for the district, the municipal legislative body (the Belfast City Council) must: (a) hold at least one public hearing; and (b) publish notice of the hearing at least 10 days before the date of the hearing in a newspaper of general circulation in the municipality.

The following public hearing notice (which was published in the Friday, May 5<sup>th</sup>, 2023 print edition of the Bangor Daily News) will need to be read aloud for the record at this time:

-----[beginning of notice]-----

**CITY OF BELFAST  
NOTICE OF PUBLIC HEARING**

regarding

**The Termination of an Existing Affordable Housing Development and Tax Increment Financing District Known as the "Congress Street Affordable Housing Development and Tax Increment Financing District" and its Development Program:**

Notice is hereby given that the Belfast City Council will hold a public hearing on Tuesday, May 16<sup>th</sup>, 2023, as part of its regularly scheduled City Council meeting, which begins at 7:00 PM. The purpose of the public hearing is to receive public comments on: 1) the termination of an existing affordable housing development and tax increment financing district called the Congress Street Affordable Housing Development and Tax Increment Financing District, consisting of one parcel located on the western side of Congress Street in Belfast, Maine with an estimated area of 4.22 acres; and 2) the termination of the existing development program therefor, all in accordance with Title 30-A, Part 2, Subpart 8, Chapter 206, Subchapter 3, Sections §5245-§5250-G of the Maine Revised Statutes, as amended.

Persons may also submit comments at any time up until 3:00 PM on Tuesday, May 16<sup>th</sup>, 2023, either in writing to: Thomas Kittredge, Economic Development Director for the City of Belfast, Belfast City Hall, 131 Church Street, Belfast, Maine, 04915; or via email to: [economicdevelopment@cityofbelfast.org](mailto:economicdevelopment@cityofbelfast.org). All interested persons are invited to participate in the public hearing and will be given an opportunity to be heard at that time.

-----[end of notice]-----

Any written comments received via the methods and by the deadline listed in the notice of public hearing will have been provided to the Mayor, City Councilors, and City Manager prior to the public hearing taking place.

*No City Council actions need to be taken for this particular agenda item.*

10.L



## CITY OF BELFAST

City Hall  
131 Church Street  
Belfast, Maine 04915

Thomas Kittredge  
Economic Development Director

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

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

**To:** Mayor Eric Sanders, City Councilor 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 16<sup>th</sup>, 2023

**Regarding:** Discussion and possible vote regarding the termination of the Congress Street Affordable Housing Development and Tax Increment Financing District and its Development Program.

The termination of an affordable housing development and tax increment financing district and the development program for the district requires a public hearing (which was the immediately preceding agenda item), and a vote of the City Council to approve a resolution that would then be submitted to MaineHousing.

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

- 1) Approve the termination of Congress Street Affordable Housing Development and Tax Increment Financing District and the Development Program for the District;
- 2) Sign the supplied City Council resolution and authorize the City Clerk to certify it; and
- 3) Authorize the Economic Development Director to submit the signed and certified resolution to MaineHousing.

10.M



# CITY OF BELFAST

City Hall  
131 Church Street  
Belfast, Maine 04915

Thomas Kittredge  
Economic Development Director

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

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

**To:** Mayor Eric Sanders, City Councilor 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 16<sup>th</sup>, 2023

**Regarding:** Presentation from the Economic Development Director regarding the designation of the 115 Congress Street Affordable Housing Development and Tax Increment Financing District, the adoption of a Development Program for the District, the authorization of a Credit Enhancement Agreement with DC 115 Congress LP, and the authorization of a Credit Enhancement Agreement with DC 115A Congress LLC.

The primary impetus for the establishment of this new Tax Increment Financing (TIF) district, which would be called the *115 Congress Street Affordable Housing Development and Tax Increment Financing District*, was the opportunity to financially assist Developers Collaborative's two affordable housing projects to be located within the District: 1) 36 units (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; and 2) 12 two-bedroom units of affordable rental housing targeted to households with incomes at or below 80% of the area median income. This proposed TIF district would consist solely of a single property located at 115 Congress Street (the former site of the City's Public Works facility), identified as tax map 35, lot 43, and having an estimated area of 4.22 acres. The district would last 30 years and would capture 100% of both real and personal property incremental (new) assessed value.

The specific type of TIF district that is being considered is referred to in statute as an affordable housing development district. The City had previously established affordable housing development districts for two parcels on Wight Street to support the development of new affordable senior housing, and one parcel on School Street to support the preservation and rehabilitation of existing affordable senior housing. While there are many similarities between affordable housing development districts and other types of TIF districts, there are a few noteworthy differences, such as: 1) revenues from an affordable housing development district can be used "to establish permanent housing development revolving loan funds or investment funds;" 2) the affordable housing development district must be primarily residential in nature; 3) at least 33% of all housing units within the affordable housing development district must remain affordable housing units; and 4) the City must submit annual reports regarding the status of the district.

The funds generated by this TIF district would be used in the following four ways: 1) a credit enhancement agreement with DC 115 Congress LP (the controlling entity for the 36 units of affordable rental housing targeted to households with incomes at or below 60% of the area median income), which will refund 50% of the incremental (new) real and personal property taxes, each year, for a period of thirty years; 2) a credit enhancement agreement with DC 115A Congress LLC (the controlling entity for the 12 units of affordable rental housing targeted to households with incomes at or below 80% of the area median income), which will refund 50% of the incremental (new) real and personal property taxes, each year, for a period of thirty years; 3) to financially assist the construction, alteration, or expansion of facilities, infrastructure, and/or improvements which are not located within the District, but which are directly related to or are made necessary by the establishment or the operation of the District, to financially assist with public safety improvements made necessary by the establishment of the District; and 4) funding a permanent housing development revolving loan fund or investment fund, to be used to assist the development of affordable housing in Belfast.

One of the primary benefits to a municipality of utilizing a TIF district is that it can shelter the increased property tax valuations generated from the new developments within it, allowing the municipality to avoid an increase in costs or a reduction in revenue for the various budgets and revenue programs that it participates in, primarily state aid to education, the county budget, and state municipal revenue sharing.

The required public hearing regarding the designation of the 115 Congress Street Affordable Housing Development and Tax Increment Financing District, the adoption of a Development Program for the District, the authorization of a Credit Enhancement Agreement with DC 115 Congress LP, and the authorization of a Credit Enhancement Agreement with DC 115A Congress LLC will immediately follow.

*No City Council actions need to be taken for this particular agenda item.*

10.N



**CITY OF BELFAST**  
City Hall  
131 Church Street  
Belfast, Maine 04915

Thomas Kittredge  
Economic Development Director

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

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

**To:** Mayor Eric Sanders, City Councilor 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 16<sup>th</sup>, 2023

**Regarding:** Public hearing regarding the designation of the 115 Congress Street Affordable Housing Development and Tax Increment Financing District, the adoption of a Development Program for the District, the authorization of a Credit Enhancement Agreement with DC 115 Congress LP, and the authorization of a Credit Enhancement Agreement with DC 115A Congress LLC.

Before designating an affordable housing development and tax increment financing district or adopting a development program for the district, the municipal legislative body (the Belfast City Council) must: (a) hold at least one public hearing; and (b) publish notice of the hearing at least 10 days before the date of the hearing in a newspaper of general circulation in the municipality.

The following public hearing notice (which was published in the Friday, May 5<sup>th</sup>, 2023 print edition of the Bangor Daily News) will need to be read aloud for the record at this time:

-----[beginning of notice]-----

**CITY OF BELFAST  
NOTICE OF PUBLIC HEARING**

regarding

**The Designation of an Affordable Housing Development and Tax Increment Financing District to Be Known as the "115 Congress Street Affordable Housing Development and Tax Increment Financing District" and the Adoption of a Development Program:**

Notice is hereby given that the Belfast City Council will hold a public hearing on Tuesday, May 16<sup>th</sup>, 2023, as part of its regularly scheduled City Council meeting, which begins at 7:00 PM. The purpose of the public hearing is to receive public comments on: 1) the designation of a new affordable housing development and tax increment financing district called the 115 Congress Street Affordable Housing Development and Tax Increment Financing District, consisting of one parcel located on the western side of Congress Street in Belfast, Maine with an estimated area of 4.22 acres; and: 2) the adoption of a development program therefor, all in accordance with Title 30-A, Part 2, Subpart 8, Chapter 206, Subchapter 3, Sections §5245-§5250-G of the Maine Revised Statutes, as amended. Such development program will also include the authorizing of credit enhancement agreements with developers and owners of affordable housing projects located within the district.

A copy of the proposed development program and related materials will be on file at the Planning & Codes Department, top floor, Belfast City Hall, 131 Church Street, Belfast, Maine, and may be reviewed there during the hours of 8:00 AM and 6:00 PM, Monday through Thursday. Persons may also submit comments at any time up until 3:00 PM on Tuesday, May 16<sup>th</sup>, 2023, either in writing to: Thomas Kittredge, Economic Development Director for the City of Belfast, Belfast City Hall, 131 Church Street, Belfast, Maine, 04915; or via email to: [economicdevelopment@cityofbelfast.org](mailto:economicdevelopment@cityofbelfast.org). All interested persons are invited to participate in the public hearing and will be given an opportunity to be heard at that time.

-----[end of notice]-----

Any written comments received via the methods and by the deadline listed in the notice of public hearing will have been provided to the Mayor, City Councilors, and City Manager prior to the public hearing taking place.

*No City Council actions need to be taken for this particular agenda item.*



## CITY OF BELFAST

City Hall  
131 Church Street  
Belfast, Maine 04915

Thomas Kittredge  
Economic Development Director

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

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

**To:** Mayor Eric Sanders, City Councilor 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 16<sup>th</sup>, 2023

**Regarding:** Discussion and possible vote regarding the designation of the 115 Congress Street Affordable Housing Development and Tax Increment Financing District, the adoption of a Development Program for the District, the authorization of a Credit Enhancement Agreement with DC 115 Congress LP, and the authorization of a Credit Enhancement Agreement with DC 115A Congress LLC.

In its application form, the Maine State Housing Authority instructs municipal legislative bodies, before designating a district or adopting a development program, that they must consider the following at the required public hearing (which will have immediately preceded this agenda item):

- 1) whether the district and development program will contribute to the expansion of affordable housing or the betterment of the health, welfare or safety of the residents; and
- 2) any claim by a party that the district or development program will be detrimental to that party's property interests for which substantial evidence is produced, and whether any adverse economic effect is outweighed by the availability of affordable housing or the betterment of resident health, welfare or safety.

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

- 1) Approve the designation of the 115 Congress Street Affordable Housing Development and Tax Increment Financing District and the adoption of a Development Program for the District;
- 2) Sign the supplied City Council resolution and have it certified by the City Clerk;
- 3) Authorize the City Manager to sign the affordable housing development and tax increment financing district application;
- 4) Approve the Credit Enhancement Agreement with DC 115 Congress LP, and authorize the City Manager to sign any documents related to or necessary for the Agreement; and
- 5) Approve the Credit Enhancement Agreement with DC 115A Congress LLC, and authorize the City Manager to sign any documents related to or necessary for the Agreement; and
- 6) Authorize the Economic Development Director to submit the signed affordable housing development and tax increment financing district application, the approved Credit Enhancement Agreements, and all related and necessary documents to MaineHousing.

**CITY OF BELFAST  
CITY COUNCIL  
RESOLUTION**

**WHEREAS**, the City of Belfast (the “City”) is authorized pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended (“M.R.S.A.”), to designate a new affordable housing municipal development and tax increment financing district entitled the 115 Congress Street Affordable Housing Development and Tax Increment Financing District (the “District”) and adopt a development program (the “Development Program”) for the District; and

**WHEREAS**, there is a need for economic development and for the development of affordable, livable housing in the City, in the surrounding region, and in the State of Maine; and

**WHEREAS**, there is a need to improve and broaden the tax base of the City of Belfast; and to improve the general economy of the City of Belfast and the surrounding region; and

**WHEREAS**, implementation of the Development Program will help to improve and broaden the tax base in the City and improve the economy of the City and the region by attracting business development to and creating affordable housing in the area of the District; and

**WHEREAS**, it is expected that approval will be obtained from the Maine State Housing Authority (“MaineHousing”), approving the designation of the 115 Congress Street Affordable Housing Development and Tax Increment Financing District and the Development Program related thereto; and

**NOW, THEREFORE, BE IT ORDERED AS FOLLOWS:**

**Section 1.** The City of Belfast hereby adopts the 115 Congress Street Affordable Housing Development and Tax Increment Financing District and associated Development Program; described as more particularly set forth in the documents presented to the City Council in conjunction with this Order;

**Section 2.** The City Council hereby finds and determines that:

a. At least twenty-five percent (25%), by area, of the real property within the District, as hereinafter designated, is suitable for residential use, a blighted area, or is in need of rehabilitation or redevelopment; and

b. The total area of the District does not exceed two percent (2%) of the total acreage of the City, and the total area of all development districts within the City, and the total area of all development districts within the City does not exceed five percent (5%) of the total acreage of the City; and

c. The original assessed value of the District plus the original assessed value of all existing affordable housing development districts within the City does not exceed five percent (5%) of the total acreage of the City; and

d. The District and pursuit of the Development Program will contribute to the expansion of affordable housing opportunities within the municipality or to the betterment of the health, welfare, or safety of the inhabitants of the City. The City has considered all evidence, if any, presented to it with regard to any substantial detriment to another party's existing property interests in the City and has found and determined that any adverse economic effects against such interested party's property interests in the City are outweighed by the contribution made by the District or Development Program to the availability of affordable housing within the City or to the betterment of the health, welfare, or safety of the inhabitants of the City.

**Section 3.** Pursuant to the provisions of M.R.S.A. Title 30-A §5250-A, the percentage of increased assessed value to be retained as captured assessed value in accordance with the Development Program is hereby established as set forth in the Development Program.

**Section 4.** The designation of the District and pursuit of the Development Program will create affordable, livable housing within the City, and therefore constitutes a good and valid public purpose.

**Section 5.** The City Manager, or her duly appointed representative, is hereby authorized, empowered and directed to submit the proposed District and Development Program for the District to MaineHousing for review and approval pursuant to the requirements of M.R.S.A. Title 30-A, Chapter 206, Subchapter 3; and further is authorized and directed to execute credit enhancement agreements consistent with the provisions of the Development Program as presented and approved herein and to create the accounts and take all the actions described in such agreements, if and when the City Manager is presented with a written copy of the MaineHousing "Notice to Proceed" with respect to the Projects to be located in the District.

**Section 6.** The foregoing designation of the District and Development Program for the District shall automatically become final and shall take full force and effect upon receipt by the City of approval of the District by MaineHousing, without requirement of further action by the City, the City Council, or any other party.

**Section 7.** The City Manager, or her duly appointed representative, is hereby authorized and empowered, at her discretion, from time to time, to make such revisions to the District and Development Program for the District as the City Manager may deem reasonably necessary or convenient in order to facilitate the process for review and approval of the District by MaineHousing, or for any other reason, so long as such revisions are not inconsistent with these resolutions or the basic structure and intent of the Development Program.

**Section 8.** The City Manager is authorized to file, or designate the City's Economic Development Director to file, the yearly reports required by M.R.S.A. Title 30-A §5250-E and otherwise to take all lawful actions required in the administration of the District and Development Program.

*Signatures:*

Signature	Name and Title	Date
	Mary Mortier Ward 1 Councilor City of Belfast	
	Neal Harkness Ward 2 Councilor City of Belfast	
	Brenda Bonneville Ward 3 Councilor City of Belfast	
	Michael Hurley Ward 4 Councilor City of Belfast	
	Paul Dean Ward 5 Councilor City of Belfast	

10.P



## CITY OF BELFAST

City Hall  
131 Church Street  
Belfast, Maine 04915

Thomas Kittredge  
Economic Development Director

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

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

**To:** Mayor Eric Sanders, City Councilor 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 16<sup>th</sup>, 2023

**Regarding:** Discussion and possible vote regarding the submission of an application to the Northern Border Regional Commission Catalyst Program and the commitment of matching funds for that application.

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 (including Waldo County). One of the grant programs administered by NBRC is entitled the Catalyst Program (formerly known as 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 for the Catalyst Program's 2023 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.

For the current grant cycle, Waldo County was determined to be a transitional county, which is defined as a county that has recently suffered high rates of poverty, unemployment, outmigration, or are economically distressed and underdeveloped. The maximum amount of grant funding that NBRC will provide for a project located in a transitional county is 50% of the project cost (up to a maximum of \$3.0 million for multiple infrastructure type projects), and all federal funding involved in the project, including NBRC funds, cannot exceed 80% of the total project cost.

If an applicant includes matching funds and/or cost share in their application, those funds must be actually/truly committed by September 30<sup>th</sup> of the year following the award year, which would be September 30<sup>th</sup>, 2024 for a grant award made during this current cycle.

On April 21<sup>st</sup>, the Deputy Economic Development Director submitted a Letter of Interest to this program, requesting grant funding in the amount of \$2,121,212, to be matched with \$2,121,212 in applicant funding. The total amount, \$4,242,424, was intended to be sufficient to fund an infrastructure project consisting of improvements to sections of two intersecting streets, Congress Street and Salmond Street, approximately 2,400 linear feet and 1,600 linear feet, respectively. The specific improvements would include installing: 1) approximately 1,000 linear feet of sewer line; 2) approximately 5,600 linear feet of concrete curbing; 3) approximately 3,000 linear feet of in-ground storm drains; 4) 24 catch basins; 5) approximately 4,000 linear feet of sidewalks; and 6) a pedestrian-activated crosswalk with signal. In addition, the project budget included costs for reconstructing the road bases in these street sections.

The City was notified on May 5<sup>th</sup> that it had been invited to submit a full application to the program. The submission deadline for the application is June 2<sup>nd</sup>, and grant decisions will be provided to applicants by August 31<sup>st</sup>.

The City may elect to submit a grant application to this program for this project and to commit matching funds in the amount of \$2,121,212 as previously proposed in the Letter of Interest; however, this amount of matching funds would be a greater amount than what is currently projected to be generated for the City's share of revenues from the Congress Street Affordable Housing Development and Tax Increment Financing District during its 30-year life.

It is also possible that Waldo County will change for the next grant cycle in 2024 from being a transitional county to a distressed county, which would likely mean that a grant application submitted in 2024 would qualify for a higher grant/match split (instead of 50% grant/50% match for a transitional county, it would be an 80% grant/20% match split).

The Economic Development Director may also identify additional options (regarding funding amounts) for submitting this grant application, that he will present at your meeting for your consideration.

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

- 1) Decide whether or not to submit an application to the Northern Border Regional Commission Catalyst Program during the current cycle (due on June 2<sup>nd</sup>);
- 2) Commit matching funds (if electing to submit an application to the Northern Border Regional Commission Catalyst Program this cycle);
- 3) Authorize the City Manager to sign the supplied resolution empowering her to act on behalf of the City of Belfast as the Authorized Official (if electing to submit an application to the Northern Border Regional Commission Catalyst Program this cycle); and
- 4) Authorize the City Manager to sign any and all documents related and necessary to the submission of the application (if electing to submit an application to the Northern Border Regional Commission Catalyst Program this cycle).

10. Q



**CITY OF BELFAST**

City Hall  
131 Church Street  
Belfast, Maine 04915

Thomas Kittredge  
Economic Development Director

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

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

**To:** Mayor Eric Sanders, City Councilor 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 16<sup>th</sup>, 2023

**Regarding:** Request from the Harbor Master and Economic Development Director to submit an application to the Maine Department of Marine Resources Maine Coastal Program Shore and Harbor Planning Grant Program, and to commit matching funds for this application.

The Maine Department of Marine Resources Maine Coastal Program Shore and Harbor Planning Grant Program provides resources on a competitive basis for shoreline access planning, waterfront and harbor planning, identification and resolution of waterfront use conflicts, and planning, feasibility, and design efforts for resilient waterfront infrastructure. Eligible applicants include municipalities, unorganized townships, and Tribal Governments in Maine’s Coastal Zone, as well as coastal Regional Planning Commissions and coastal Councils of Government.

The minimum and maximum grant awards under this program are \$5,000 and \$50,000, respectively. Previously the City has successfully secured funding from this program, which was used to hire WSP US Environment & Infrastructure to develop a report on an evaluation of options for improvements to the City Breakwater. At this time, the City would like to apply for the maximum grant award of \$50,000.00. If awarded, these funds would be used to undertake a sedimentation study for a portion of Belfast Bay, in support of a future reconstruction/improvement of the City Breakwater.

Typically, a non-federal match equal to 25% of the total grant request is required under this program. However, municipalities such as Belfast, who are experiencing high social vulnerability (based on Maine’s Social Vulnerability Index) are eligible for a reduced match of 10% of the total grant request. Therefore, an application for the maximum grant amount of \$50,000.00 will require a match of only \$5,000.00. This project match may include cash and/or the documented value of in-kind services. The most appropriate account from which to take these matching funds would be the Enk Fund, which as of January 2023 had a balance of approximately \$160,000. Two other accounts that could be potential sources for the required matching funds include the diesel account (current balance of approximately \$112,000) and the gasoline account (current balance of approximately \$86,000).

The deadline for submission of this application is June 2<sup>nd</sup>. Grants are anticipated to be awarded in late June of 2023, with an expected project start date on or after August 15<sup>th</sup>, 2023. Projects must be completed, and deliverables received by the Maine Department of Marine Resources, by December 31<sup>st</sup>, 2024.

At this time, the Harbor Master and the Economic Development Director request that the City Council take the following actions:

- 1) Authorize the submission of an application to the Shore and Harbor Planning Grant program for \$50,000.00

2) Authorize matching funds in the amount of \$5,000.00, to be taken from the Enk Fund (or another account of the City Council's choosing); and

3) Authorize the City Manager to sign any documents related and necessary to the submission of the application.

10. R

May 9, 2022

Memo to Erin Herbig, Belfast City Manager

From Katherine Given, Belfast Harbor Master

Council agenda May 16, 2023

Request for approval from Belfast City Council for the following:

- 1) Apply for Maine Submerged Lands, Harbor Management Access Grant funding to build floats

### **HARBOR MANAGEMENT ACCESS (HMA) GRANT 2023-24**

This HMA grant is administered by the Maine Bureau of Parks and Lands, Submerged Lands Program to help provide assistance in creating or maintaining public access to the State's waters. The City of Belfast Harbor Department has been awarded funding from this grant program in the past, most recently last year for building floats, and a few years ago for paving the launch ramp at the City Landing.

I would like to apply for HMA funding again this year to build floats. The two storms we recently had in December and May were pretty rough on our older floats, and we've had much more float repair work this spring. The sooner we can replace our older floats, the better.

The maximum amount that may be awarded with the HMA grant is \$15,000.00, and a minimum 25% match is required, which can be cash, in-kind, or federal or state monies. Matches over 25% do help the approval scoring. This is a reimbursement grant and cash match funding may be used from our Harbor Department ENK Fund or fuel accounts.

I would like to propose the following application for funding:

- \$ 17,147.32 estimated total cost to build 3) 6' x 20' floats
- \$ 3,642.00 in-kind match in labor to build floats in-house (DOT standard rate \$24.28/hr x 50 hrs per float)
- \$ 300.00 in-kind match for Public Works to move floats
- \$ 1,000.00 cash match from ENK Fund
- \$ 12,205.32 – expected reimbursement from State

Our total match in-kind and cash match of \$4,942.00 would be just shy of 29% of the total cost.

Applications must be received by the State Submerged Lands Department no later than 5:00pm, May 19, 2023. Awards will be announced in June. Some float materials take a while to get, so floats will probably be built this coming winter.

I would like to request the following:

- Approval from the Belfast City Council to apply for the 2023-24 HMA grant.
- Approval for the cash match in the amount of \$1,000.00 to be allocated from the Harbor ENK Fund.
- Approval for the City Manager to sign any documents for this application

10.5



STATE OF MAINE  
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY  
MAINE FOREST SERVICE  
22 STATE HOUSE STATION  
AUGUSTA, MAINE 04333

JANET T. MILLS  
GOVERNOR

AMANDA E. BEAL  
COMMISSIONER

May 4, 2023

City of Belfast  
Manda Cushman  
131 Church Street  
Belfast, ME 04915

Dear Manda Cushman:

We are pleased to announce that you have been approved for a 2023 Project Canopy Assistance grant of \$10000 under the Project Canopy Assistance Program. Congratulations! This award is 100% of the requested amount. Project Canopy grants are made available through the U.S.D.A. Forest Service Urban and Community Forestry Program CFDA 10:675.

The grant award is contingent on the City of Belfast's ability to meet the following conditions:

- Ensure that Project Canopy, the USFS, and community forestry are promoted through signage, literature, and any media.

An award packet with the project agreement and the MFS general assurances will follow this notification and will be sent by Adobe Sign through e-mail. **Please digitally sign your contract. Once fully executed you will receive the signed copy from Adobe Sign.** Please also fill in the field with your organization's UEI number. If you do not have this or do not know it, the UEI can be obtained from SAM.gov. **No work may begin on the project until both the agreement and the general assurances have been signed by both parties.** Please retain copies of all documents for your records. Any questions regarding grant terms and conditions may be addressed by contacting Jan Ames Santerre at 207-287-4987.

We look forward to working closely with you. Please let us know if we can be of further assistance.

Sincerely,

Patty Cormier  
Director, Maine Forest Service

PATTY CORMIER, DIRECTOR  
MAINE FOREST SERVICE  
18 ELKINS LANE, HARLOW BUILDING



PHONE: (207) 287-2791

WWW.MAINEFORESTSERVICE.GOV

10.T

## Memorandum

April 25, 2023

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

From: Norm Poirier, Belfast Parks and Recreation Department

Re: Request for Display Panel – Sturgeon Mural Project

The City of Belfast has received a request from David Hurley in regards to the Sturgeon Project proposed for the Harbor Walk side of 15 Front Street (Paul Naron's property). The request is to place a display panel on the corner edge of Heritage Park which would be visible to the sturgeon panels and accessible from the Harbor Walk.

The display panel would include scientific information about sturgeons and cultural information as to the origin of the Passagassawakeag along with a link for more information and history about the Penobscot Nation.

David Hurley is requesting the ability to install the display panel on the corner of the park in addition to funding for the costs of materials, design and installation, \$1,000 is the amount requested.

Attached is the email request from David Hurley

## Norm Poirier

---

**From:** David Hurley <davidhurleyworld@gmail.com>  
**Sent:** Thursday, April 20, 2023 6:49 AM  
**To:** Norm Poirier  
**Subject:** Sturgeon Mural proposal near Belfast Harbor Walk

David Hurley  
1275 Upper Oak Hill Rd.  
Swanville, Maine  
04915

Request for funding to create and install display panel next to Harborwalk at the left hand corner of Heritage Park. The panel will include scientific information about sturgeons as well as cultural information about the name Passagassawakeag and include a link for more information and history about the Penobscot nation. This ties in with Belfast 's celebration of it's 250th anniversary as a city. The panel with include listing supporters of the Sturgeon mural project including: The City of Belfast, Belfast Parks and Recreation, , Waterfall Arts, The Belfast Chamber of Commerce, Our Town Belfast, and also include support businesses and individuals .

Requested amount for creating and installing signage includes graphic designer, panel cost, materials and installation  
\$1000.00

David Hurley

10. U

## Memorandum

May 8, 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 – Thank You Concert sponsored by Belfast Chamber

The City of Belfast has received a Facility Use application from Dorothy Havey representing the Belfast Area Chamber of Commerce for a free public concert on Thursday, June 22<sup>nd</sup> at 5:30 p.m. in Steamboat Landing Park. This “Thank You” Concert is open to all the people that keep Belfast moving – from Municipal workers to Public Safety and hospital employees.

The concert is open to all but will highlight the work of our First Responders and others. The band performing will be Anni and the Rainmakers starting at 5:30 p.m. We are encouraging people to bring their camp chairs, blankets and bags to carry in and out trash please.

City staff do not anticipate any issues with this request and support the Chamber in their efforts to thank all of the dedicated Public Safety and Municipal employees in addition to the Healthcare community.



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

EVENT: \_\_\_\_\_ **Thank You Belfast Concert** \_\_\_\_\_

DATES: **Thursday June 22, 2023** EVENT REPRESENTATIVE: **Belfast Chamber Dorothy Havey** \_\_\_\_\_

PROPOSED LOCATION/AREA TO BE USED: \_\_\_\_\_ **Steamboat 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?

\_\_\_\_ **Dorothy Havey, Executive Director Belfast Chamber of Commerce** 207-338-5900  
[director@belfastmaine.org](mailto:director@belfastmaine.org)

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

Free Public Concert provided by Anni and The Rainmakers to celebrate all the people that keeping Belfast moving, City workers, hospital, Parks & Rec, Snowplow drivers, police, fire, all first responders, teachers, etc. everyone that works to keep our City Great. We want to thank

them all with a free concert and to celebrate the 250 Anniversary of the Incorporation of the City of Belfast. People will be invited to bring a picnic and listen to the free music.

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

4) What **dates and times** do you wish to have this event? Thursday June 22, 2023 beginning at 5 pm for set up, concert at 5:30 to 7:30, clean up and end at 8 pm

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?

NO

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? Crowd size similar to Belfast Summer Night Concert,

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

Nothing will be sold at this event.

9) Will any alcohol be served or consumed at this event? **NO** (If yes provide details)

Where? - Attach MAP \_\_\_\_\_

By Whom: Name and Phone contact number: \_\_\_\_\_

N/A

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 \_\_\_\_\_ *N/A*

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

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

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

\_\_\_\_\_ N/A \_\_\_\_\_ *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? The Chamber carries this amount of insurance with Hanover Insurance Company

\_\_\_\_\_ *attached copy of policy* \_\_\_\_\_

14) Who is your insurance agent that will provide proof of this coverage to the City?  
Robina Lods Varney Agency in Searsport

15) Noise: What kind of noise do you expect to generate at this event and during which specific period of time? Noise from concert in similar to Summer Nights, ending at 8 pm

16) How do you propose to handle garbage removal?

\_\_\_\_\_ we are not producing any garbage, carry in, carry out picnic \_\_\_\_\_

17) How do you propose to handle parking?

\_\_\_\_\_ Local parking only \_\_\_\_\_

18) How do you propose to handle security?

\_\_\_\_\_ no security necessary \_\_\_\_\_

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

public bathrooms at harbor *master* + Steamboat Landing Park

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

Electricity from gazebo

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? Belfast Chamber of Commerce Dorothy Havey 505-2321

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

\_\_\_\_\_

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.**

In celebration of the 250<sup>th</sup> anniversary for Belfast, we may be serving birthday cake. The Chamber is currently working with Our Town Belfast to procur and serve birthday cake to the concert goers.



## 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 \_\_\_\_\_

*Dorothy Havey*

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

*4/27/2023*

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

Dorothy Havey

*Belfast chamber Executive Director*



BELFAST CHAMBER OF  
COMMERCE

ZHP 6139376 13

**VARNEY AGENCY- SEARSPORT**

**Commercial General Liability Coverage Part Declaration**

Audit Frequency:	Not Auditable	
<b>Limits of Insurance:</b>		
<b>General Aggregate Limit</b>		\$2,000,000
<b>Products-Completed Operations are Included in the General Aggregate Limit</b>		
<b>Each Occurrence Limit</b>		\$1,000,000
<b>Personal and Advertising Injury Limit</b>		\$1,000,000
<b>Damage to Premises Rented to You Limit</b>		\$100,000
<b>Medical Expense Limit, Any One Person</b>		\$10,000
<b>General Liability Deductible:</b>		
<b>Total Advance Commercial General Liability Premium</b>		\$679.00

**THIS POLICY CONTAINS AGGREGATE LIMITS; REFER TO SECTION III - LIMITS OF INSURANCE FOR DETAILS**

**Forms Applicable to General Liability Coverage Parts:**

<u>Form Number</u>	<u>Edition Date</u>	<u>Description</u>
421-0022	12/90	Asbestos Liability Exclusion
421-2915	06/15	Commercial General Liability Broadening Endorsement
421-2916	06/15	Commercial General Liability Enhancement Endorsement
CG 00 01	04/13	Commercial General Liability Coverage Form - Occurrence
CG 04 35	12/07	Employee Benefits Liability Coverage
CG 20 02	11/85	Additional Insured - Club Members
CG 20 26	04/13	Additional Insured - Designated Person or Organization
CG 21 06	05/14	Exclusion - Access or Disclosure of Confidential or Personal Information and Data-Related Liability - With Limited Bodily Injury Exception
CG 21 47	12/07	Employment - Related Practices Exclusion
CG 21 67	12/04	Fungi or Bacteria Exclusion
CG 21 70	01/15	Cap On Losses From Certified Acts of Terrorism
CG 21 76	01/15	Exclusion of Punitive Damages Related To A Certified Act Of Terrorism
CG 21 96	03/05	Silica or Silica-Related Dust Exclusion



ZHP 6139376 13

The Hanover Insurance Company (A Stock Company)  
 440 Lincoln Street, Worcester, MA 01653-0002  
 Commercial Line Policy  
 Common Declarations

AE

Policy Number	Policy Period		Coverage is Provided in the:	Agency Code
	From	To		
ZHP 6139376 13	10/23/2022	10/23/2023	The Hanover Insurance Company	3607531

**Named Insured and Address :**

**Agent :**

BELFAST CHAMBER OF COMMERCE PO BOX 58 BELFAST ME 04915	VARNEY AGENCY- SEARSPORT  32 OAK STREET BANGOR ME 04401
--	--

**Branch :** Portland Branch Office  
**Policy Period :** From 10/23/2022 To 10/23/2023  
 12:01 A.M. Standard Time at Your Mailing Address Shown Above.  
**Business Description:** Chamber of Commerce  
**Legal Entity:** Non Profit

In Consideration of the premium, insurance is provided the Named Insured with respect to those premises described in the attached schedule(s) for which a specific limit of insurance is shown. This is subject to all terms of this policy including Common Policy Conditions. Coverage Parts, Forms and Endorsements may be subject to adjustment and/or a policy minimum premium.

<b>Commercial Property Coverage</b>	\$236.00
<b>Commercial General Liability Coverage</b>	\$679.00
<b>Commercial Inland Marine Coverage</b>	Not Covered
<b>Commercial Crime Coverage</b>	Not Covered
<b>Commercial Auto Coverage</b>	Not Covered
<b>Total Surcharges Premium</b>	N/A
<b>Additional Premium For Policy Minimum</b>	N/A
<b>** Total</b>	<b>\$915.00</b>

\*\*INCLUDES PREMIUM, IF ANY, FOR TERRORISM; REFER TO DISCLOSURE NOTICE

Countersigned \_\_\_\_\_ By \_\_\_\_\_

Equal Monthly

Group Number ZJA

# THANK YOU BELFAST

AN ESSENTIAL CELEBRATION  
*STEAMBOAT LANDING PARK*

JUNE

22

5:30PM



A THANK YOU CONCERT  
FOR EVERYONE WHO  
KEEPS BELFAST MOVING

**\*\* FREE ADMISSION \*\***

**10.W**

**Central Maine Power  
Town Pole Permit  
Fax Cover Sheet**

**Date 04/26/23**

**Subject: Town Pole Permit**

**To: Town/City of Belfast 338-6222**

**Road: Congress St**

**CMP Job # 801000540662**

**From: Casey, CMP Line Clerk**

**E-mail [Lineclerknewservice@cmpco.com](mailto:Lineclerknewservice@cmpco.com)**

**Fax: 207-629-4752**

**Please sign attached and fax or e-mail back.**

**If you have any concerns or questions, please call me direct at 1-207-629-2527**

**Thank You**

Notification: 10300970936

Work Order: 801000540662

**CENTRAL MAINE POWER COMPANY**  
**APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION**

In the City/Town of: Belfast, Maine

To the:  City  
 Town

County of: Waldo, Maine

- Central Maine Power hereby applies for permission to:
  - Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.
  - Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below.

Central Maine Power Company and Consolidated Communications of Northern New England Company LLC jointly apply for permission to construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

1. Starting Point: INTERSECTION OF CONGRESS ST. AND SALMOND ST.

2. Road (State & CMP): CONGRESS ST. ( CONGRESS ST.)

3. Direction: WESTERLY

4. Distance: 54 feet

5. Number of Poles: 1

- Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code.
- Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

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

Public Notice of this application has been given by publishing the text of the same  Not Published

In: \_\_\_\_\_  
On: \_\_\_\_\_

CENTRAL MAINE POWER COMPANY

Consolidated Communications of Northern New England Company LLC

By: Wayne Cookson Date: Apr 21, 2023

By: Danielle Godin Date: 05/25/2023

For Stephen Polyot  
Right of Way Manager-Maine



### LOCATION PERMIT

Upon the Application of Center Maine Power Company and Consolidated Communications of Northern New England Company LLC

dated Apr 21, 2023, asking for permission, in accordance with law, to construct and

maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances

over, under, along or across certain highways and public roads in the location described in said application,

permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location,

said facilities and appurtenances in the City / Town of Belfast

approximately located as follows:

- 1. Starting Point: INTERSECTION OF CONGRESS ST. AND SALMOND ST.
- 2. Road (State & CMP): CONGRESS ST. ( CONGRESS ST.)
- 3. Direction: WESTERLY
- 4. Distance: 54 feet
- 5. Number of Poles: 1

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

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Municipal Officers

Office of the \_\_\_\_\_

Received and Recorded in Book \_\_\_\_\_, Page \_\_\_\_\_

Attest: \_\_\_\_\_

Clerk

10. X



# CITY OF BELFAST APPLICATION FOR NEW POLE PERMIT

Each application will be reviewed by the Department of Public Works and the Department of Code and Planning. The City of Belfast will issue a written approval or denial within 30 days of receipt of a complete application following action by the Belfast City Council.

ALL QUESTIONS MUST BE ANSWERED IN FULL

### APPLICANT/OWNER OF UTILITY POLE:

Name of Business: Matthew Glick

Address of Business: 30 Railroad St, Newport, ME 04953

Mailing Address of Business: Same

Name and Title of Contact Person: Matthew Glick

Business Phone and Cell Phone Numbers: 207-341-4410

Email Address: matt.jenny2016@gmail.com

### CONTRACTOR INSTALLING POLE:

Name of Business: Cipp's Power Line Construction

Address of Business: 74 Brighton Rd, Athens, ME 04912

Mailing Address of Business: Same

Name and Title of Contact Person: Anyone

Business Phone and Cell Phone Numbers: 207-654-2235

Email Address: slbmac@tds.net

**ATTACH SEPARATE POLE REQUESTS PER APPLICATION, USE ONE SHEET PER POLE:**

POLE REQUEST # 1 of # 1

**LOCATION OF PROPOSED UTILITY POLE:**

Street Address: 77 Pitcher Rd Map & Lot #: Map 2 Lot 64-E

GPS Coordinates/Latitude & Longitude: 44.4186016, -69.0699060

Circle One: Replacing Existing Pole (Pole ID # \_\_\_\_\_) Installation of New Pole

**PURPOSE AND USE OF NEW INSTALLATION:**

*Extending Line to serve new home to be constructed at 77 Pitcher Rd. This includes 221' From existing pole to new pole with a guy wire for support beyond it*

**CO-LOCATED UTILITIES ANTICIPATED, PLEASE DESCRIBE:**

*130' Service Line to corner of house at 77 Pitcher Rd*

**POLE INFORMATION – ONE POLE PER APPLICATION FORM:**

Minimum height of wires and other fixtures: 18'

Proposed Guy Wires or Anchors including their proposed location: 1-Line Guy 1-Service Guy  
*Line Guy - (44.4186136, -69.0698798) w/Ancor*

*Service Guy - (44.4186114, -69.0699228) w/Ancor*

Has the proposed location been properly marked in the field for review: Yes

Proposed date of installation: 5/20/23

**LOCATION SKETCH REQUIRED:**

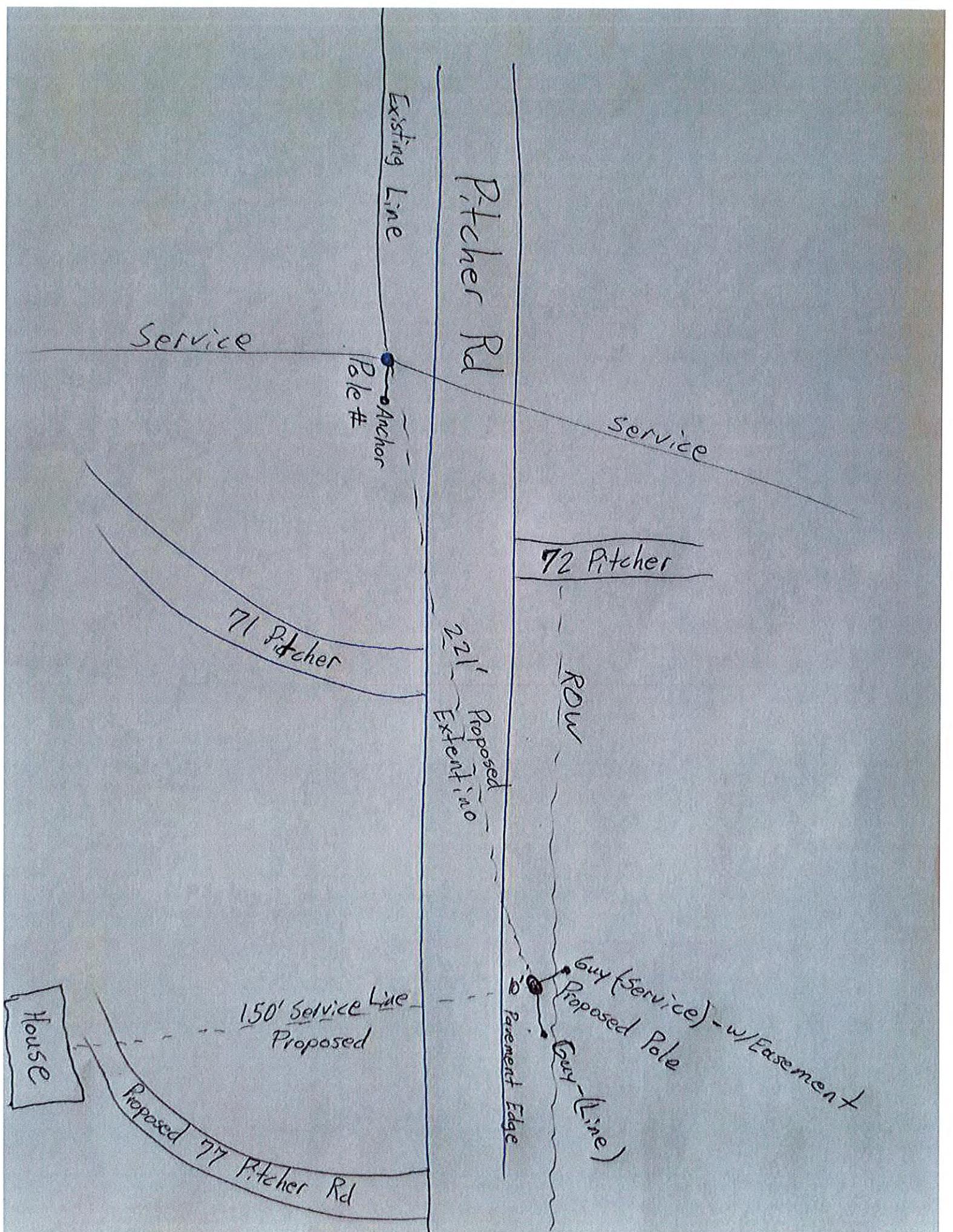
Application must include location sketch of the new installation with field-measured distances to key features such as curbs, catch basins, underground utilities, trees, buildings and sidewalk features, where applicable.

**SIGNATURE FOR SUBMISSION:**

*I hereby certify that, to the best of my knowledge, the information provided herein is accurate and true. I understand that the property owner is responsible for compliance with all applicable state statutes and city codes.*

Matthew D. Smith  
Signature of Applicant/Agent

4/28/23  
Date



Existing Line

Pitcher Rd

Service

Pole #  
Anchor

Service

72 Pitcher

71 Pitcher

221' Proposed Extension

RDW

House

150' Service Line Proposed

Guy (Service) - w/ Easement  
Proposed Pole  
Guy (Line)  
Parade Edge

Proposed 77 Pitcher Rd