



# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

**Erin Herbig**  
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**MANAGER'S REPORT**  
Belfast City Council Meeting  
Tuesday, June 20, 2023

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

**6:30PM** Budget Hearings

**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, June 15, 2023**

**Agenda Items:**

**10-A Request to appoint Zachary Dozier of Searsport as the new Parks and Recreation Director for the City of Belfast.**

The City is preparing for the vacancy of Parks and Recreation Director as the current Parks and Recreation Director, Norm Poirier, is retiring this June following almost 10 years of service.

**Agenda Items:**

**10-A Request to appoint Zachary Dozier of Searsport as the new Parks and Recreation Director for the City of Belfast.**

The City is preparing for the vacancy of Parks and Recreation Director as the current Parks and Recreation Director, Norm Poirier, is retiring this June following almost 10 years of service. Belfast's Parks are among the best municipally owned parks in the State, and that is thanks Director Poirier for his leadership and commitment to the City and the Parks and Recreation Department to ensure that both residents and visitors have only the nicest things to say about our beautiful parks and recreational areas.

Following Director Poirier's retirement announcement at the April 4<sup>th</sup> Regular City Council Meeting, the City of Belfast listed the employment opportunity for the Parks and Recreation Director position starting on April 6, 2023. This position is responsible for the maintenance and care of the City's Parks, Park facilities and for maintaining, developing, and supervising approved recreational programs for the City of Belfast. Applications were due on May 1st. The City of Belfast received 17 complete applications.

The Parks and Recreation Director Hiring Committee, which was composed of Councilor Mary Mortier, Councilor Neal Harkness, Parks and Recreation Commission members Cathy Gleeson and Carol Good, HR Administrator Nancy Driscoll, long time Parks and Recreation employee Scott LaRue, and City Manager Erin Herbig, held first round interviews with 8 well-qualified candidates on Thursday, June 1<sup>st</sup> and Wednesday, June 7<sup>th</sup>. On Thursday, June 8<sup>th</sup>, the hiring committee, with the addition of Director Poirier, held a second round of interviews with 2 candidates. The committee recommends the final candidate, Zachary Dozier, for your consideration and appointment.

Mr. Dozier has a bachelor's degree in Recreation and Tourism Management with a concentration in Park Interpretation from the University of Maine Machias. After graduating, Mr. Dozier

worked for the Mount Rainer National Park in Longmire, Washington before returning to Maine. Since his return, he has worked for Acadia National Park, the Maine State Museum, and the Camden Hills State Park. Although big shoes to fill, the City of Belfast is fortunate to have Mr. Dozier stepping in and bringing with him educational and work experience to our team and our community.

If approved by the City Council, the Parks and Recreation Director Hiring Committee requests a motion is made to appoint Zachary Dozier of Searsport as the new Parks and Recreation Director for the City of Belfast. Once approved, Mr. Dozier is expected to start on July 5<sup>th</sup>, 2023. It is worth noting that Director Poirier has offered his part-time service to the City to aid in the transition. If appointed by the City Council, Mr. Dozier will be sworn in at the meeting by City Clerk Angie Crosby.

Please see the attached employment advertisement, job description, and employment application (10-A) providing further information. Members of the Parks and Recreation Director Hiring Committee and I will be at the meeting to present, introduce Mr. Dozier to the community, and answer any questions.

#### **10-B Discussion regarding addressing accessibility within the City of Belfast.**

Belfast residents Neva Allen and Aynne Ames addressed the Council during Open to the Public to express their concerns regarding accessibility within the City of Belfast at the November 1, 2022, Regular City Council Meeting. They came back to discuss their proposal in further detail with the City Council at the December 6, 2022, Regular City Council Meeting.

At that meeting, it was recommended that Aynne Ames and Neva Allen form the Accessibility Working Group to work with interested citizens to finalize a list of proposed handicap accessibility projects, much like the Pedestrian Biking and Hiking Committee does each year, by February 1, 2023, ahead of FY23-24 budget discussions so that the City could consider what projects to address in the upcoming year. Ms. Allen and Ms. Ames provided a financial figure of

\$25,000.00 requested in the FY23-24 budget that would be allocated to fund these proposed projects.

Please see the attached memo (10-B) from Neva Allen and Aynne Ames outlining their proposed projects. Ms. Allen and Ms. Ames will be at the meeting to present and answer any questions.

### **10-C Discussion and action on restructuring City Committees.**

At the March 21st Regular City Council Meeting, City Staff presented a recommended reorganization to the existing citizen committee structure to increase efficiency and produce better outcomes. The goal of this restructuring would also include the benefits of enhancing communication between the City Council, City Committees, and City Staff; to better align committee work with the Council's policy priorities, which includes addressing housing issues identified in the 2021 Community Revitalization Plan by creating a new committee; providing better City staff support to City Policy Committees; standardizing the committee process and its interactions with the City Council and City staff; standardizing membership terms for committee members; and encouraging citizen participation and harnessing their enthusiasm and passion for committee work.

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

All current committee members will retain their committee posts after the restructuring, if so desired by existing committee members. After an obligatory transitional period, which will not extend past 2026, each City Policy Committee will be comprised of nine members, and it is recommended that one or two of those membership slots be occupied by City Councilors. Each

City Policy Committee will also have the authority to have up to three alternates, and to appoint non-voting student members. One City staff member will be assigned to each City Policy Committee. City staff assignments to support City Policy Committees will be based on vocational background/experience, interest, workload, and assigned by the City Manager.

Following the presentation and discussion on March 21st, the City Council requested that the proposed survey be sent to impacted committee members and staff for additional feedback before finalizing the restructuring. These surveys were provided to the City Council prior to the start of the April 4th Council Meeting along with information regarding current committee membership and terms.

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

At the June 6<sup>th</sup> Council Meeting, the City Council again tabled the discussion until tonight's meeting to allow time to review the updated, condensed information attached (10-C). Additionally, per the City Council's request, the City Manager's Office reached out to the impacted committees to share this information with them and to invite them to attend the June 20<sup>th</sup> City Council Meeting.

Economic Development Director Thomas Kittredge, Director of Code and Planning Bub Fournier, Parks and Recreation Director Norm Poirier and I will be at the meeting to answer any questions.

**10-D Update from the Communications Assistant on various openings on City Committees and Boards.**

The City Communications Assistant Mackenzie Barnhart manages the filling of vacancies on these committees and boards. As is standard procedure for addressing committee vacancies and terms due to expire, Assistant Barnhart sent an email containing notice letters for each committee member whose term is expiring on July 1, 2023, thanking them for their service, and notifying them of their upcoming expiration as well as attaching a blank committee application form to return if wanting to reapply.

Additionally, the following Committee Openings ad ran in the local paper for two weeks, as well as on the City of Belfast website, and social media pages:

“City of Belfast  
Public Notice for  
Committee Openings

The City of Belfast has openings on the following committees that serve various functions within the City of Belfast:

Airport Advisory Committee  
Board of Assessment Review  
Broadband Committee  
Cemetery Trustees  
Climate Crisis Committee  
Energy Committee  
Harbor Advisory  
Library Board of Trustees  
Parks and Recreation Commission  
Pedestrian, Biking and Hiking Committee  
Planning Board  
Water District Trustees  
Zoning Board of Appeals  
Rail Trail and Harbor Walk Committee

A full list of City Committees is available on the City of Belfast web site at  
[www.cityofbelfast.org](http://www.cityofbelfast.org)

Anyone interested in serving on these or any other city committees should obtain an application from the City of Belfast web site at [www.cityofbelfast.org](http://www.cityofbelfast.org) - committee page or from the City Manager’s office at City Hall 131 Church Street, Belfast, Maine 04915.

Positions remain open until filled. All Applicants must be a Belfast resident and at least 18 years of age. The Belfast City Council will review all applications and make appointments for current openings at a duly called council meeting.

Please submit all applications to the City Manager's office by mail, in person or via email no later than June 16th, 2023.

If you have any questions, please feel free to contact the Communications Assistant at 338-3370 ext. 119, Monday through Thursday, 7a.m. to 6p.m.”

All persons wishing to reapply or apply for a vacancy are to have their application submitted to the Office of the City Manager by Friday, June 16th. As applications are due after the Council Packets are completed, we will update the City Council on Tuesday, June 20, 2023, ahead of the Council meeting, who has applied for reappointment and who has applied for appointment. We will seek Council input at the Regular Meeting of June 20th regarding an interview schedule with these candidates, particularly the new ones, and what dates and times you would like City staff to schedule the interviews.

Communications Assistant Mackenzie Barnhart and I will be at the meeting to present and answer any questions.

**10-E Request to authorize City staff to apply to the Municipal Partnership Initiative grant program for the Route 1 and Route 52 intersection improvement project and to commit required local matching funds.**

The Municipal Partnership Initiative (MPI) program was created to address transportation infrastructure issues on state and state-aid highways, encourage economic opportunities, increase the useful life of critical infrastructure, and/or correct safety deficiencies. Eligible projects include without limitation road surface treatments, road reconstruction, drainage improvements, and intersection improvements on state and state-aid highways that have a useful life of at least

ten years. The MPI program currently awards approximately \$7 million per year. The program is administered by the Maine Department of Transportation (MDOT), who reviews applications to the program, which are accepted on a rolling basis, and selects projects for MPI funding, usually occurring during the first quarter of the calendar year, based on how the project addresses existing safety concerns; provides an infrastructure benefit, such as improving ride quality and mobility; ranks in the corridor priority system; reduces frequency of maintenance/repairs; improves roads that are currently in poor condition; is leveraged with local matching funds; is supported by the community; aligns with the timing of necessary underground utility upgrades; and promotes economic development and job creation. Belfast's valuation would classify it as a Tier 3 community for this program, meaning that MDOT's maximum cost share would be 50%, with a maximum grant size of \$625,000.00.

At this time, the City of Belfast is interested in applying for MPI funding in order to make improvements to the southern portion of the intersection of US Route 1 and State Route 52. The primary improvement to this intersection that would be potentially funded by MPI would be the addition of a left-turn lane to the State Route 52 approach.

This very same intersection has already been slated to receive other improvements that are being funded through a BUILD Transportation Discretionary Grant previously awarded to MDOT. The types of improvements that will be made to this intersection funded by BUILD are anticipated to include total traffic signal replacement including infrared detection, new advanced traffic controller and cabinet, new signal head and wiring; pre-emption for emergency vehicles; adding back-plates with 3-inch-wide reflective striping; adding accessible pedestrian signals, including pedestrian countdown heads; and Americans with Disabilities Act improvements at pedestrian crossings. This BUILD-funded work is expected to take place between November 1<sup>st</sup>, 2023, and October 1<sup>st</sup>, 2024, meaning that this work will almost assuredly be completed before the City's MPI-funded project could take place. In its conversations with MDOT representatives regarding the BUILD-funded project and the City's proposed project, it was anticipated that the work of the latter project would not undo any of the work of the former project.

MDOT advised the City, in support of submitting an application to the MPI program with a more correct/accurate budget, to develop a scope of work and an opinion of probable cost for the proposed project. The City recently engaged Brett Hart, Senior Vice President at the James W.

Sewall Company, to perform the following: "Sewall will conceptually design a left turn lane on Route 52. This work will be performed utilizing publicly available data. The design will include a conceptual plan view of the proposed left turn lane improvements on an aerial background. Once the conceptual design is complete, Sewall will calculate approximate quantities of construction items such as pavement, aggregates, curbing, etc. We will then assign unit prices to the construction items, based upon recent available MDOT bid results as well as engineering judgement, to develop an opinion of probable construction cost to complete the project. Sewall will coordinate with the City to determine potential inflation factors for performing the work in future years. Based on the conceptual nature of the design, no right of way determination, permitting, utility coordination, or other related design tasks are included in our scope of work." Mr. Hart's estimate will include any costs of modifying the signal system as necessary.

The City expects to have received this conceptual design and the opinion of construction costs prior to the City Council's meeting on June 20<sup>th</sup>, where City staff will share and discuss it with the City Council. The City Council can then decide whether or not it wishes to authorize the submission of an application to the MPI program, and to determine the amount of matching funds that are required to be committed.

If the City applies to the MPI program and is selected for funding, an MPI agreement must be signed by the municipality and MDOT no later than three months from the approval notification date, then the construction of the project must commence within eighteen months, and the project must be certified complete within thirty-six months.

If approved by the Council, Economic Development Director Thomas Kittredge requests a motion is made to authorize the submission of an application to the MPI grant program, requesting an amount of funding to be determined; commit required matching funds for this application, in an amount to be determined; and authorize the City Manager to sign any and all documents necessary for the submission of this application.

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

**10-F Request to authorize the enrollment of the City of Belfast into the Community Resilience Partnership, and to authorize City staff to apply to the Partnership for a Community Action Grant.**

The City of Belfast is interested in enrolling in the Governor's Office of Policy Innovation and the Future's Community Resilience Partnership. In order to enroll in the Partnership, the City of Belfast is required to complete two self-assessments - the Community Resilience Self-Evaluation and the List of Community Actions; these were completed by the City of Belfast Economic Development Director, the City of Belfast Director of the Planning and Codes Department, and by the City of Belfast Climate Crisis Committee; hold a public workshop to review the results of the Community Resilience Self-Evaluation and the List of Community Actions, and also to prioritize projects for implementation through the development of a priority action list; this public workshop was held as part of a joint work session on June 6th, 2023, between the City Council and the City of Belfast Climate Crisis Committee, to which the public was also invited to attend and participate; adopt a municipal resolution in support of enrolling in the Community Resilience Partnership; and submit these materials generated by the above activities to the Governor's Office of Policy Innovation and the Future to complete the enrollment process.

Once enrolled, a community is eligible to apply for Community Action Grants, which are offered twice a year, to be able to undertake additional planning efforts or to implement the priorities that were identified during the enrollment process. The minimum and maximum amounts for these grants are \$5,000.00 and \$50,000.00, respectively. Grant applications in support of an activity, program, or project identified in the aforementioned List of Community Actions require no matching funds from the community (though they may require utilizing/incorporating incentives from other related programs). The next application deadline for this program is July 7th, 2023.

At the aforementioned public workshop, the top three priorities that were identified included: conducting a feasibility study of City buildings for the installation of heat pumps; developing a detailed model of present electrical demand in Belfast as a critical tool for planning; and developing criteria and procedures for permits and strategies for shoreline protection, including

the breakwater. The City of Belfast would like to submit an application for a Community Action Grant; the scope of this application would be the evaluation of one or more City-owned buildings regarding their suitability for the installation of heat pumps, and to also purchase and install heat pumps in one or more of these City-owned buildings.

If approved by the Council, Economic Development Director Thomas Kittredge requests a motion is made to sign the supplied resolution in support of the City of Belfast enrolling in the Community Resilience Partnership; authorize the submission of materials to the Governor's Office of Policy Innovation and the Future in order to enroll the City of Belfast in the Community Resilience Partnership; authorize the submission of an application to the Community Resilience Partnership for a Community Action Grant, for up to the maximum allowable amount of \$50,000.00; authorize the solicitation of one or more Letters of Support in support of, and to be included with this application; and authorize the City Manager to sign any and all documents necessary for the submission of this application.

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

**10-G Request by Airport Manager Kenn Ortmann to sign the Project Contract Modification #1 with Airport engineering consultant McFarland Johnson for "Procurement Assistance and Construction Services for Design, Bidding, and Construction Phase Services for Crack Seal Runway 15-33 and Other Airfield Pavements at Belfast Municipal Airport".**

The City advertised the bidding opportunity and almost a dozen companies requested copies of the bid documents. Despite the initial interest no bids were submitted.

City of Belfast engaged in discussions with McFarland Johnson to explore options to move this project forward. The discussions resulted in a strategy we hope will make the project more attractive to prospective bidders, including adding flexibility in project duration and the

commencement date. This process requires additional staffing resources, and McFarland Johnson has provided a proposed modification to their contract. Following negotiations to eliminate a duplicative line item and anticipating some additional project monitoring by the Airport Manager, City staff is satisfied with the modification fee estimate of \$10,750.00 and the Airport Manager is recommending it for approval by the City Council.

The City has already committed to having McFarland Johnson do the FAA grant-writing associated work, and, while that is a just a portion of the total estimated FAA project cost, the City needs to understand that were the City to only do this FAA grant-writing associated work, but not go through with the entire project, then it would have to pay 100% of those incurred engineering costs and not just 5%.

The current estimated total cost for the FAA supported portion of the crack sealing project remains \$222,000.00, so there is no change to the City's expected 5% local match of \$11,100.00.

If approved by the Council, Airport Manager Kenn Ortmann requests a motion is made to authorize the City Manager to sign Project Contract Modification #1 with airport engineering consultant McFarland Johnson, in the amount of \$10,750.00, for "Procurement Assistance and Construction Services for Design, Bidding, and Construction Phase Services for Crack Seal Runway 15-33 and Other Airfield Pavements at Belfast Municipal Airport".

Please see the attached memo (10-F) from Airport Manager Kenn Ortmann providing further information. Airport Manager Ortmann will be at the meeting to present and answer any questions.

#### **10-H Request to remove 5 City Street trees.**

Public Works Director and Tree Warden Bob Richards has been contacted regarding tree removal requests for the following locations. Each tree has been referenced to the 2021 City of Belfast Street Tree Inventory which provides conditions of City street trees based on an informal scale of 1-5; with 1 generally indicating the lowest level of health and a 5 representing a tree

with no outward appearance of decline. Not all addresses were listed in the inventory. We have provided the inventory list for reference.

124 Congress Street – Address not listed in inventory. Mrs. Dutch would like it removed. Limbs will drop during a storm and there is some rot going on and some hollow spots within the two leaders. She is concerned about the safety of her property and tenants.

50 Salmond Street – Condition 5. Homeowners would like some trees removed for a renovation project. See attached memo by Thomas Fowler.

1 Alto Street – Address not listed in inventory. Mrs. Hutchins would like it removed. There are some rot and hollow spots in the tree. The City has trimmed this tree two times in the past. She is concerned about the safety of her property and herself.

61 Wight Street – Address not listed in inventory. Mr. King would like it removed. He is concerned about safety. See attached memo from Arbortech regarding this tree.

16 Church Street – Condition 5. Mr. Adler would like it removed. There are dead limbs on the tree again. This has been trimmed three times in the past and came before the Council for removal consideration 2 years ago.

Per the City Tree Ordinance these trees have been tagged, notifying the public of the requested removal and contact information for the City Manager's Office to report any questions or concerns regarding the request. As required, they must be posted at least two weeks before being brought before the City Council for discussion and consideration, these trees were posted on Tuesday, May 30th. As of Thursday, June 15<sup>th</sup> the City Manager's Office has not received any comments. We will update at the meeting with any comments that come in before the meeting on Tuesday.

Please see the attachments(10-G) including photos of each of the tree locations, excerpts from the 2021 City of Belfast Tree Inventory and memos from Mr. Fowler regarding Salmond Street and Arbortech regarding Wight Street. A copy of the 2021 City of Belfast Tree Inventory has also been included in your packet for reference.

City staff are looking for direction from the City Council regarding these citizen's request. Public Works Director Bob Richards is not able to attend the meeting. I will be present if there are any questions.

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

On Tuesday, June 13th the Belfast City Clerk's Office and Tax Office were closed to allow staff to work the RSU #71 School Budget Election. Although our staff are very well seasoned at this point, I think it is important to note that this was City Clerk Angie Crosby's first election since being appointed City Clerk after serving as the Deputy Clerk for the last eight years. And just as expected, she took over the roles and responsibilities of this position seamlessly.

If you voted on Tuesday, it is always a great opportunity to be reminded of all the hours City Election workers put in to plan for an election and all the challenges they are faced with no matter how big or how small the election turn-out is. And yet, they all continue to have a smile on their face and a deep pride in the work that they do.

The City of Belfast owes a debt of gratitude to these election workers. Too often we take their efforts for granted. On behalf of the City of Belfast I want to say thank you to Belfast City Clerk Angie Crosby and her team in the Clerk's Office, Brittany Harris, Katina Cassidy, and Kristi Osgood, along with all our election workers on another successful election.

**City of Belfast  
Consent Agenda  
Tuesday, June 20, 2023  
Meeting #24**

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

**9) Permits, Petitions and Licenses - Consent Agenda**

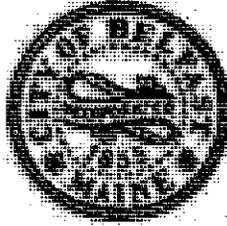
- A. Request to approve an Incorporated Civic Organization License for the Belfast Area Chamber of Commerce for the annual Arts in the Park event on June 24 & 25, 2023, from 10:00 a.m. to 7:00 p.m. located at 34 Commercial Street, Belfast, Maine.**

Motion to approve an Incorporated Civic Organization License for the Belfast Area Chamber of Commerce for the annual Arts in the Park event on June 24 & 25, 2023, from 10:00 a.m. to 7:00 p.m. located at 34 Commercial Street, Belfast, Maine.

- B. Request to approve a catering permit for The Otis Group d/b/a Rollie's Bar & Grill for the Midcoast Board of Realtors event on June 15, 2023, from 4:00 p.m. to 8:00 p.m. located at the Belfast Boathouse, 34 Commercial Street, Belfast, Maine.**

Motion to approve a catering permit for The Otis Group d/b/a Rollie's Bar & Grill for the Midcoast Board of Realtors event on June 15, 2023, from 4:00 p.m. to 8:00 p.m. located at the Belfast Boathouse, 34 Commercial Street, Belfast, Maine.

10.A



**City of Belfast  
Employment Opportunity  
Parks and Recreation Director**

The City of Belfast, a vibrant, development-focused community of 7,000 located in midcoast Maine, seeks a full-time Parks and Recreation Director. This position performs a variety of complex professional and administrative work in planning, developing, scheduling, directing, and implementing a year-round, city-wide parks and recreation department, including being responsible for maintenance and care of the City's Parks, City Range Ways, and grounds.

The successful applicant must have knowledge of the principles and practices of modern parks and recreation administration, understanding of equipment and facilities required in a comprehensive park and recreation program including the maintenance, construction, and use of public buildings and park facilities and a sense of community recreation needs and resources. The salary range for this position is \$58,600 to \$71,700 in addition to a competitive benefits package. The schedule for this position is a 4-day work week, Monday through Thursday, but will require some weekend and evenings depending on event schedules.

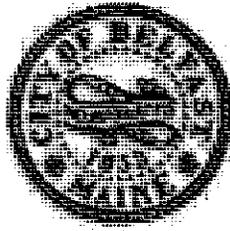
Applicants must be US Citizens. Minimum of a college or university with a bachelor's degree in recreation and parks management or related field. Five years of progressively responsible experience in parks and recreation programs, or any equivalent combination of education and experience. Must have a valid State of Maine driver's license or ability to obtain one.

All applications are to be submitted in confidence and should include a letter of introduction, a completed Belfast Employment Application form (found on web site under Job Openings) and a resume which must be received at the City Manager's Office, 131 Church St. Belfast, Maine 04915 no later than Monday, May 1, 2023. E-mailed submissions will be considered if scanned and signed with originals sent via regular mail post-marked before the application deadline.

Applications should be in a sealed envelope and addressed to:

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

The City of Belfast is an equal opportunity employer.



## **Parks and Recreation Director Job Description**

### **Nature of this Position:**

This position performs a variety of complex professional and administrative work in planning, developing, scheduling, directing, and implementing a year-round, city-wide parks and recreation department, including being responsible for maintenance and care of the City's Parks, City Range Ways, and grounds.

The person in this position is also responsible for fostering active communication and coordination with local organizations and individuals to aid in implementing public and private events on City property. Additionally, this position includes performing rental agent duties for the City owned Belfast Boathouse.

The position is under the direct supervision of the Belfast City Manager and will work with the City's Parks, Trails, and Recreation Committee to assist them with their responsibilities. This position is responsible for the administrative direction over the Recreation and Parks Foreman, City Park Pool Manager and other department support staff, part-time, contracted or seasonal personnel.

### **Typical Duties and Responsibilities:**

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Develops short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates with other departments and agencies as needed to implement.

Works collaboratively with the City Manager, Department Heads, and city staff as well as State, local, and other public officials.

Makes presentations to the City Council, boards, committees, civic groups, and the public as needed.

Active role with the Parks, Trails, and Recreation Committee, expected to attend all committee meetings as the City staff liaison.

Communicates official plans, policies, and procedures to staff and the public.

Prepares and administers department budget, assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, assigns duties, and expedites workflow of all department staff, including written and oral instructions; and examines work for quality assurance and will perform or assists subordinates in performing duties.

Resolves grievances; adjusts errors and address public complaints.

Coordinates community wide events with organizations, such as Our Town Belfast, the Chamber of Commerce, and various community-based organizations (ie: Celtic Committee) as well as private and City events.

Reviews program areas, implements changes or new programs to meet recreational needs of the community; develops, maintains, and implements a current parks and recreation master plan.

Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of department operations. Assures compliance with established policies, procedures and safety standards.

Supervises the control of, and is responsible for, all materials and supplies used in the maintenance, construction, and repair of City parks and grounds, City Pool, City Range Ways, and Belfast Boathouse.

Prepares cost estimates to plan and provide for improvements in park facilities and swimming pool; oversees projects and improvements.

Administers procedures in applying for grants and other sources of funding for project development.

Answers letters of inquiry and talks with visitors; addresses public and civic organizations which will inform the public of policies, procedures and the availability of facilities and program offerings for public use.

Supervises and manages the planning of new parks, playgrounds and all the amenities that would be necessary for the proper construction and maintenance of these facilities.

Performs a variety of miscellaneous duties such as answering phones, ordering, and picking up supplies needed for the parks, preparing contracts for rental and use of the Boathouse and other facilities such as the pavilion and/or parks.

### **Knowledge, Skills, and Abilities:**

Thorough knowledge of the principles and practices of modern parks and recreation administration.

Understanding of equipment and facilities required in a comprehensive park and recreation program

including the maintenance, construction, and use of public buildings and park facilities.

Sense of community recreation needs and resources.

Experience with the principles and practices of office management, work organization and supervision.

Skilled in the operation of tools and equipment.

Capability to plan, organize, coordinate, and implement a comprehensive community park and recreation program.

Ability to coordinate, analyze, and utilize a variety of reports and records and to communicate effectively, verbally and in writing.

Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.

#### **Work Environment and physical demands:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **Educational Background and/or Work Experience:**

Minimum of a college or university with a bachelor's degree in recreation and parks management or related field. Five years of progressively responsible experience in parks and recreation programs, or any equivalent combination of education and experience.

#### **Requirements:**

Required to have a valid State of Maine driver's license or ability to obtain one.

Dear Hiring Manager,

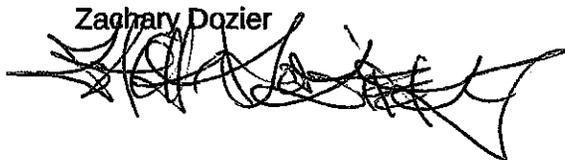
I have lived in the Belfast area for many years and have developed a deep knowledge of, and connection to, the area's people and geography. One of the things that makes this such a wonderful city to live in is the many parks and recreation facilities available to residents and visitors alike. My passion is stewarding recreation resources which are owned by everybody to the best of my ability. It is with this in mind that I wish to be considered for the position of Parks and Recreation Director with the City of Belfast.

I am currently a Park Ranger at Camden Hills State Park, a position which has allowed me to hone a wide range of skills including equipment use and maintenance, public service, scheduling, and supervisory duties. I have worked in the park and recreation field almost continually since receiving my degree in Park and Recreation Management.

I believe that my knowledge of the area combined with my extensive background in the field make me the best candidate for this position. I hope to get a chance to speak with you in person about this opportunity in the near future.

Sincerely,

Zachary Dozier

A handwritten signature in black ink, appearing to read 'Zachary Dozier', written over a horizontal line.

# Zachary Dozier

## Experience

August 2021 - Present

### **Camden Hills State Park, Camden, ME – *Park Ranger***

- Perform duties to ensure the smooth operation of a popular park which includes miles of hiking trails, day use areas, and a 106 site campground with RV hook-ups and bath house facilities.
- Operate and maintain a variety of vehicles and equipment to perform park maintenance.
- Interact with visitors from all walks of life, enforcing rules, and dispensing information.
- Sell entrance passes and camping sites.
- Clean and maintain park facilities, campsites, and trails.
- Supervise and train park employees and volunteers
- Manage park operations in the absence of the Park Manager.

February 2016 - August 2021

### **Maine State Museum, Augusta, ME – *Education Specialist***

- Present and develop educational programs to teach natural and cultural history topics to diverse groups of children and adults.
- Serve as the first point of contact for visitors to the museum and capitol complex.
- Interpret the history of Maine while answering visitor questions.
- Sell entrance passes and orient visitors to the museum and surrounding area.
- Collect visitor use data and enter it into visitor use tracking software ARTIFAX.

June 2015- October 2015

### **Acadia National Park, Bar Harbor, ME – *Seasonal Park Ranger (Interpretation)***

- Operate a museum situated on a remote Island as the sole staff member.
- Sell concessions at a small museum store and collect and account for money and inventory.
- Interpret the area's history and answer questions from visitors from all over the world in both French and English.

May 2013 - May 2015

### **Belfast Co-Op Store, Belfast, ME – *Assistant Manager Meat and Cheese Department***

- Manage all aspects of the department's popular sausage manufacturing including supervising and training employees, inventory, filling special orders, and cost analysis.
- Perform all manual and clerical tasks necessary to run the department.
- Order product to be sold.

July 2012 - October 2012

**Mount Rainier National Park, Longmire, WA - *Seasonal Park Ranger (Backcountry)***

- Execute all aspects of opening and closing a ranger station visited by thousands of people from all over the world, answering their questions and orienting them.
- Sell backcountry camping permits and climbing passes and assist in trip planning both in person and over the phone.
- Perform backcountry patrols enforcing park rules and assist in search and rescue operations.

April 2010 - January 2012

**Kidspace New England, Ellsworth, ME - *Childcare Worker II***

- Provide one on one care to children with Autism Spectrum Disorder
- Assist in developing and implementing Individual Treatment Plans.
- Manage crisis safely utilizing the SCM physical restraint system.
- Dispense medication and first aid.

June 2009 - February 2010

**Claude Moore Colonial Farm, McClean, VA - *Interpreter and Farm Skills Coordinator***

- Interpret life on a small farm in Virginia in the year 1771 wearing period clothing.
- Manage volunteer staff recruitment, scheduling, and marketing of a hands on rural skills educational program attended by area school groups.
- Supervise school-aged farm site volunteer interpreters.

## Education

Received May 2009

**University of Maine Machias, Machias, ME - *BS Recreation and Tourism Management***

- Concentration in park interpretation.
- GIS Coursework including an internship with a land trust digitizing property maps.

## Certifications

Received June 2022

**Certified Interpretive Guide - National Association of Interpretation**

Received July 2022

**Chainsaw Operator S-230 - National Interagency Fire Center**

# **City of Belfast**

## **Employment Application**

In compliance with Federal and State Equal Employment Opportunity laws, qualified applicants are considered for all positions applied for without regard to race, color, religion, sex, national origin, age, marital status or the presence of non-job related medical condition or handicap.

Due to Maine Laws, applications are not confidential.

(Answer all questions—please type or print in ink)

Date of Application: 4/27/23

Position(s) applied for: Park and Recreation Director

Referral Source:  Advertisement  Friend  Relative  
 Job Service  Other

Name: Dozier Zachary Todd  
Last First Middle

Social Security Number: \_\_\_\_\_

Residence Address: \_\_\_\_\_  
Street City State Zip Code

Mailing Address: Same

Phone Number: \_\_\_\_\_

Are you known to schools/references by some other name? NO

If so, what name: N/A

Have you filed an application or been employed here before? NO

If yes, date(s): N/A

(2)

Give name, address and phone number of three references not related to you:

David Hunt  
Wanda Marin  
Daniel Keebler

**Employment Experience:**

List each job held. Start with your present or last job. Include military service assignments and volunteer activities.

1. Employer Camden Hills State Park 2. Employer Maine State Museum  
 From 8/2021 to present From 2/2016 to 8/2021  
 Address 280 Belfast Rd. Camden, ME Address 230 State St. Augusta, ME  
 Type of Work Park Ranger Type of Work Museum Educator  
 Reason for Leaving present Reason for Leaving Accepted another job.

If you need additional space, please continue on a separate sheet of paper and attach.

Summarize special skills and qualifications acquired from employment or other experiences.

Supervisory, public speaking, equipment operation, public service, clerical skills.

**Education:**

Level	Name	Location	Years Completed
Elementary			4 5 6 7 8
High School			9 10 11 12
Undergraduate	<u>University of Maine at Machias</u>	<u>Machias, ME</u>	1 2 3 (4)
Graduate			1 2 3 4

(3)

Diploma: Academic Vocational

Degree(s) BS Park and Recreation Management  
Describe course of study, specialized training, apprenticeship, skills  
and extra-curricular activities: All aspects of running a park  
or recreation department from practical hands on  
skills to maintenance plans etc.

**AGREEMENT:**

I certify that the answers provided by me herein are true and complete to the best of my knowledge.

I authorize you to make such investigation and inquiries of my personal employment, and other related materials that may be necessary in arriving at an employment decision. I hereby release employers, schools, and person from all liability in responding to inquiries in connection with my application.

I understand that person(s) soliciting this application may base their selection of applicants to interview or hire on qualifications listed in the Administrative Personnel Code of the City of Belfast, and that I am not entitled to an interview simply by virtue of having applied for the position.

In the event of employment, I understand that false or misleading information provided in application or interview(s) may result in my discharge. I understand also, that I am required to abide by all the rules and regulations of the City.

Date: 4/27/23

  
Signature of Applicant

April 2, 2023

To: Honorable Mayor, Eric Sanders, City Manager and City Councilors of Belfast, Maine

From: Aynne Ames and Neva Allen, Citizens concerned with lack of access for mobility challenged people living, working and visiting in Belfast. Me

We appreciate you attending to this very important issue and want to especially thank Neal Harkness and Carole Good for their willingness to assist the project by transporting the recorder.

Although there are many areas of the city with access needs, we are specifically concentrating on the busy downtown area which is the heart of our community. Areas outside of this center also need attention but much of that is maintenance by a particular department of the city and to get too far afield of the central downtown area becomes an unwieldy project for us.

Attached, for your consideration, are numbered photos and attached comments regarding them. Aynne has walked the places pictured and as a minimally handicapped person still had major issues in trying to access much of the downtown area.

The major problems are two fold, the first being the most significant; that would be the lack of parking in the downtown. There is little point in cutouts if the person in need can't park anywhere near the cutouts. Just in the last month Aynne stopped behind an SUV which had parked IN the street on upper Main. As there is NO handicapped parking whatsoever on the top block of Main St. this car stopped, lights flashing, got out on the driver's side right in the traffic lane, walked around the vehicle, let someone out of the back seat, helped them to the curb, returned to the car and drove off. Of course that would all have to be repeated when the person is picked up. Meanwhile we had several cars backed up behind that car and the two who of course couldn't wait and went around the rest of us, into the other lane and to the light.

Now I don't expect this happens every day but it does point out the difficulty of anyone with mobility issues getting a parking place, or to even GET to a cut out.

The vertical parking is much easier and safer to deal with than is the horizontal parking but there isn't enough room for that on upper Main, unless it were only one side of the street, thus causing a loss of even more parking.. There again is the call for a need for more parking. Aynne would suggest a parking garage near lower Main, but that is a different issue.

Then of course there is the need for cut outs. They need to be wide enough and slopping enough to accommodate a cane walker, a wheel chair, a roller walker and a baby carriage. They should be made of concrete and have a railing on one side. That railing should be small enough and sturdy enough so that a person can fully grasp it and both steady themselves and pull themselves up if need be.

We understand that downtown exists, to a great extent, on a rather steep hill which complicates things. We also understand that we cannot do everything for everyone who needs access help and we cannot do it all at once. But, we can do better than what we presently have and we can do it soon, and correctly

the first time so that over the next several years such installations will only require occasional maintenance.

We have no doubt whatsoever that the council, mayor and city manager also want to do the right thing to allow all of our citizens to feel included in our community.

If you have any questions of us, please don't hesitate to contact us by phone or email.

Aynne will be present at the meeting when the agenda includes this issue and Neva will be present via Zoom.

Sincerely,

Aynne and Neva

**Breakdown of photos taken by Carol, notes by Aynne April , 2023**

General notes:

Congress and Pine: all too narrow, No sidewalks on Pine, Congress to Church, and no places to park, sidewalks are sketchy

Park to Union: no sidewalk

Grove, sketchy walking

Elm St. good

On High St. by Waterfall Arts, the cross walk goes directly in to bushes.

**Main: No HC parking whatever on upper block of Maine**

**Photos: Starting on Main**

#2 Looking up hill from Rollie's side of St.. No cuts. Pull in parking and vertical .Only one HC space which is down from Rollie's.

#3 From Tracy's up Main. There is one hot top cut .one HC parking. No curb cuts.

#4 In front of Alexis and up toward P.O. NO HC WHATSOEVER ON EITHER SIDE OF UPPERMOST BLOCK ON Main.

#5 Going downhill on Main from Beaver. One hot top ramp. Beaver St. okay

#6 Main St. going downhill. One HC spot at top of High St.

#7. In front of Dockside to water. Wide open. No parking.

#8. Police station. Totally impossible to enter in front

#9. Left bank book store area sketchy unless one can go to end of block and walk that far.

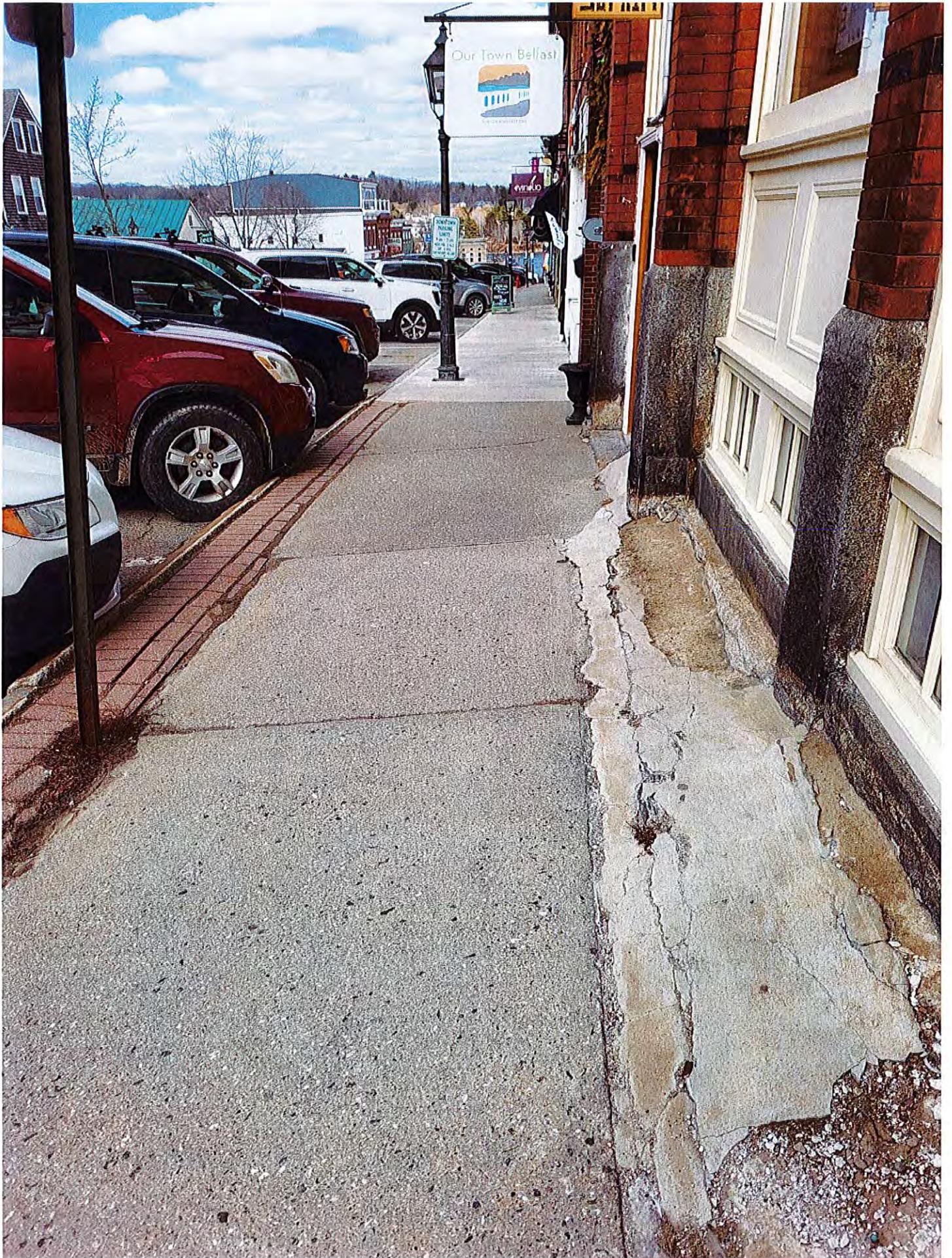
This is certainly not all inclusive of parking, walking issues even in the down town area but it is a beginning. We certainly can't do everything for everyone all at once but we can do several things, soon, properly and hit the most important areas which will make folks with mobility issues better able to access our businesses and their own needs. Once and right is the goal. And, the biggest issue still remains a solution for parking. I do have a suggestion for that but that can wait until another time.

Thank you.

Attached: Additional photos a letters from concerned citizens.







Our Town Belfast

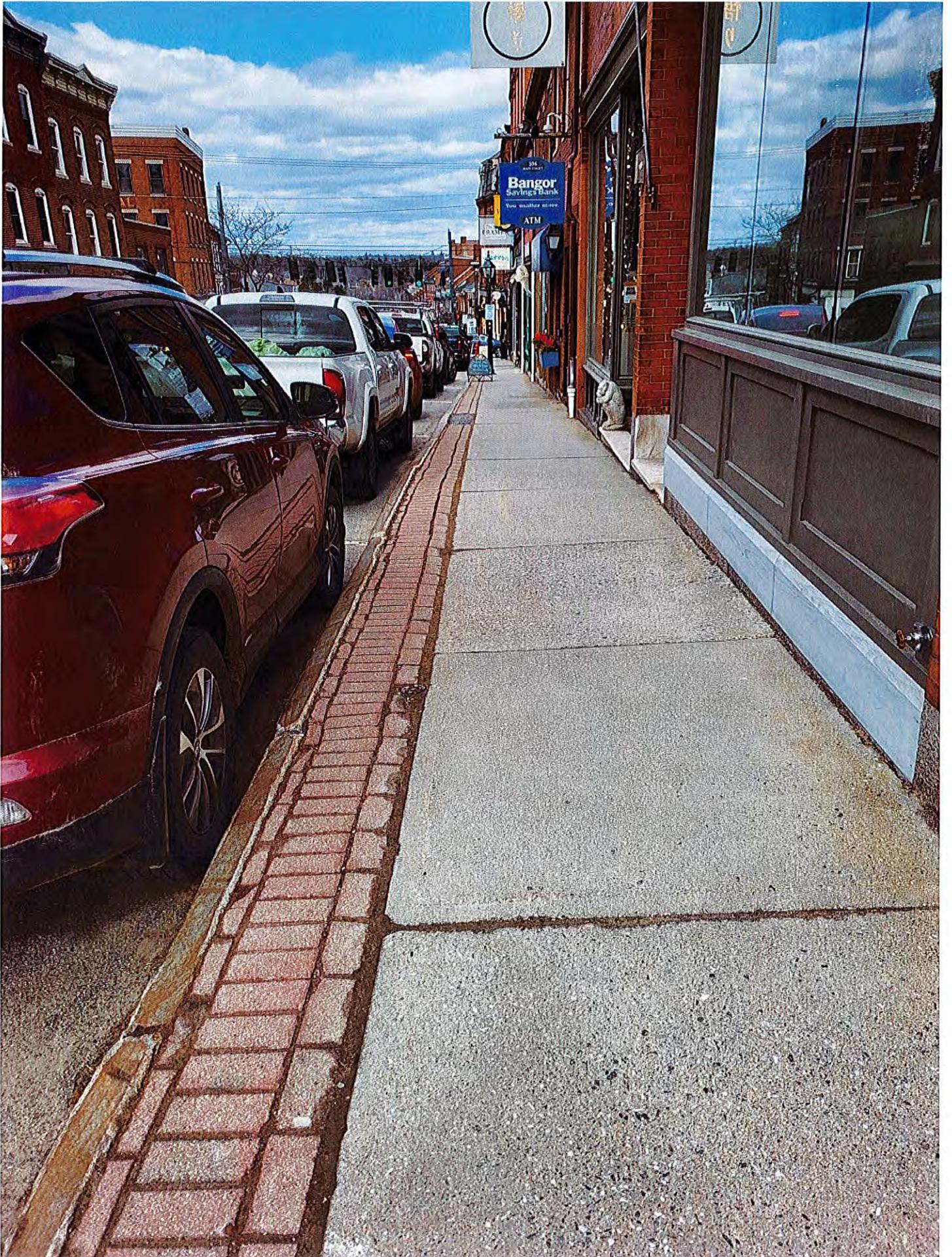


www.ourtownbelfast.com

NO PARKING  
ANY TIME  
ON THIS SIDE OF THE STREET















Ms.Harford,

Neva Allen and I are DEFINATELY at work on putting together a comprehensive plan to improve handicap access in Belfast.

Neal Harkness of the Council and Caol Good of Parks and Rec are aiding our efforts. Our report to the council is due June 1,2023. It takes this long as we cannot make much progress while,ice,snow,slush are still impeding sidewalk access.

Neva and I also have various physical challenges so understand of what you speak.

Thank you for being another voice to bring this serious issue to the attention of the council.

We will absolutely promise to follow through on this project.

Sincerely,

Aynne Ames

---

Hello Neva,

Thank you for reaching out. I have had concerns for some time now but because of my issues have been unable to address them to anyone, and don't know who that may be.

1) I can no longer walk very far and the walkways are all in terrible, dangerous, condition. Walking to my car is very stressful. The sidewalks in Belfast are uneven, pitted, slanted, and crumbly everywhere, and used by many people.

2)The street lights are non existent in some places, they go out and are not replaced. There are no lights on Church St, on the Western side- not sure of the eastern side, from the Police station to Miller Street, is very dark. My landlord will not put a light in the driveway, and the driveway is very dark, slanted and uneven. I cannot walk in the dark.

3)There are no railings, nothing you can pull yourself up on, anywhere. I use sign posts when available, to get onto curbs, into stores with slanted entry ways. More benches would provide a welcome resting place.

4) I can barely hear, but the snow plows are very loud. The one that clears Miller Street to the police station has a high plow shovel which he just drops to the ground without any attempt to do it in a quiet way at 3 o'clock in the AM, and does that about ten times

5) There is no one who knows who to go to about these problems, or who cares. I have talked to the police, they just shrug. There is a big aging population, these problems will just get worse. Sit in a car and just look at the people using the sidewalks. almost all of them are crooked, limping, using a cane(s), bent over and worse. Even young folk.

There are people with a total lack of understanding, and compassion who try to jump ahead of you or go around you fast and cut you off to save themselves 5 or 15 seconds !! I don't have a friend or family that lives with me and helps me on a regular basis so it's dicey. Very fortunately for me there are some people, total strangers, who take some time to help me when I most need it. They help me to my car, carry my groceries for me, or put them where it isn't difficult for me to take them in, or very often deliver to my car, or just ask if they can help! This kindness has been a huge help ! Thank You, many, many thanks.

Best,

Nancy Kline

207-701-8818

Hello,

What a great idea to ask for suggestions. Thank you!

I live in Belfast with a small dog. Because of mobility issues, I can not walk long distances. The current dog park on route 52 is located 1-2 blocks from its parking lot. It is too challenging for me to navigate. I would appreciate having a small space within the community with parking directly adjacent. Perhaps an area could be found within the city park or along the waterfront. There are many older residents in Belfast who have small dogs. I bet they too would appreciate having a convenient space to exercise their dog off leash in a more central location.

Again my thanks for offering a forum to express my concerns.

Pat Hagerty  
Belfast

Dear Mayor Eric Sanders,

My name is Brenda Harford ,I have MS and have trouble walking. My Mom and I went to Tracy's Restaurant on Monday Feb.6,2023. It was hard getting up the step but my Mom really wanted to talk me to eat there. When I came out of Tracy's I went backwards down the step cause it's easier. When I went to step down which was so hard to do, a lady also helped hold my other arm cause my Mom was holding on to me. When I stepped down my legs gave out and I fell because the step is way to high. Thankfully my Mom was in back of me to make sure I didn't hit my head, I have been in alot more pain in my back and the pain is going up my back, left leg is in alot of pain and numbness is alot more.

Why isn't downtown Belfast Handicapped accessible for all of us handicapped people. We like to shop downtown but can't because it's hard for us to get into the buildings. This must make it also hard for all the tourist when they come. I feel that no one care if we go into these stores because we are Handicapped. I thought every place was supposed to be Hannicapped accessible? Please look into this and the curbs are also to high. If there was more opening so we could get onto the side walks better. Most of the time the handicap parking is taken. It would make It so much easier for myself and other's if you would look into this and make it much easier for us to go to these store's. My Mom and I won't be going back to Tracy's or anywhere that's hard to get into. My Mom is 81 yrs. old and it's to much for her to get me in and out of these business's. I begged you please make changes to downtown.

Thank You for reading this letter.

Sincerely,

Brenda Harford







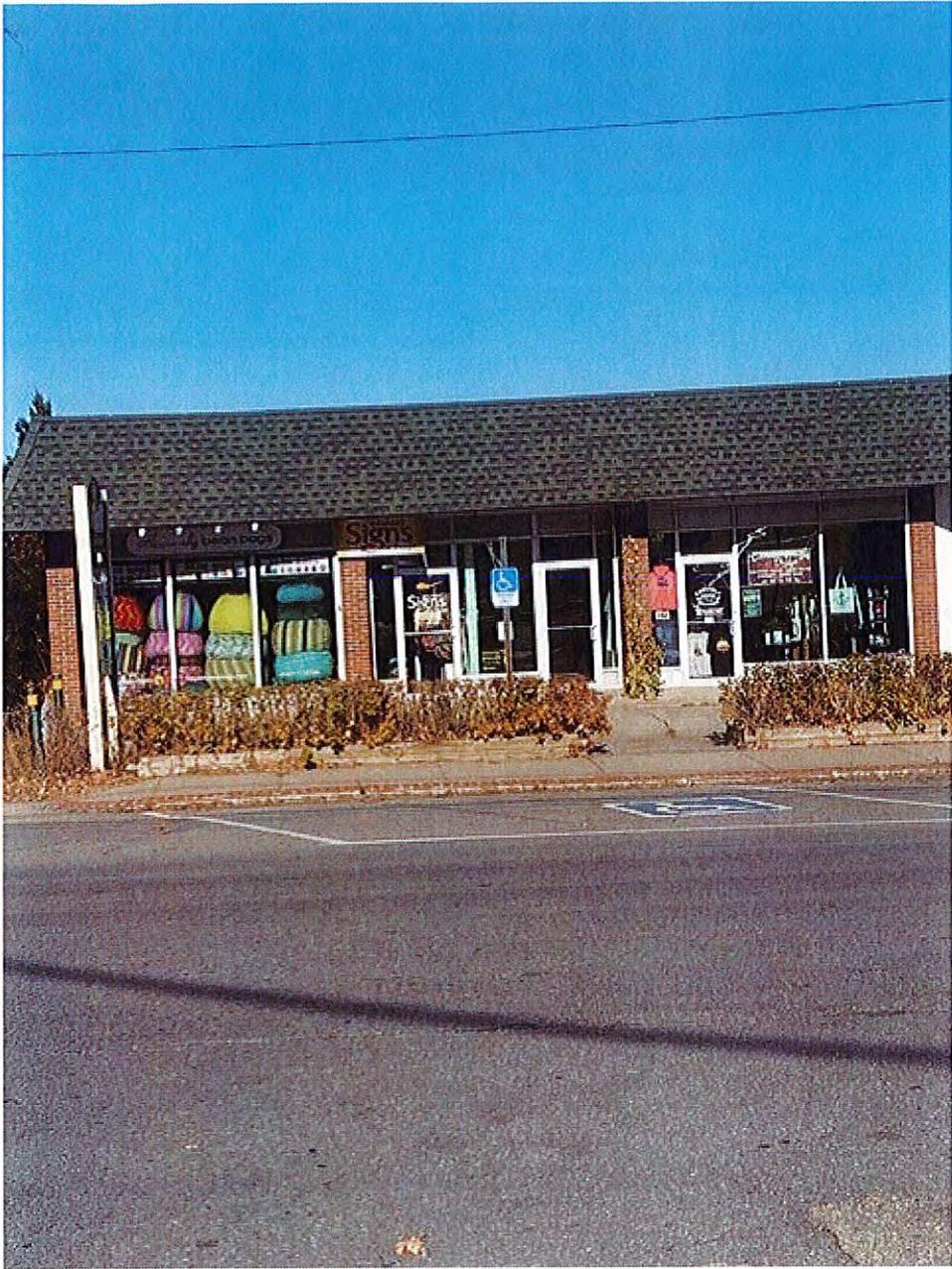












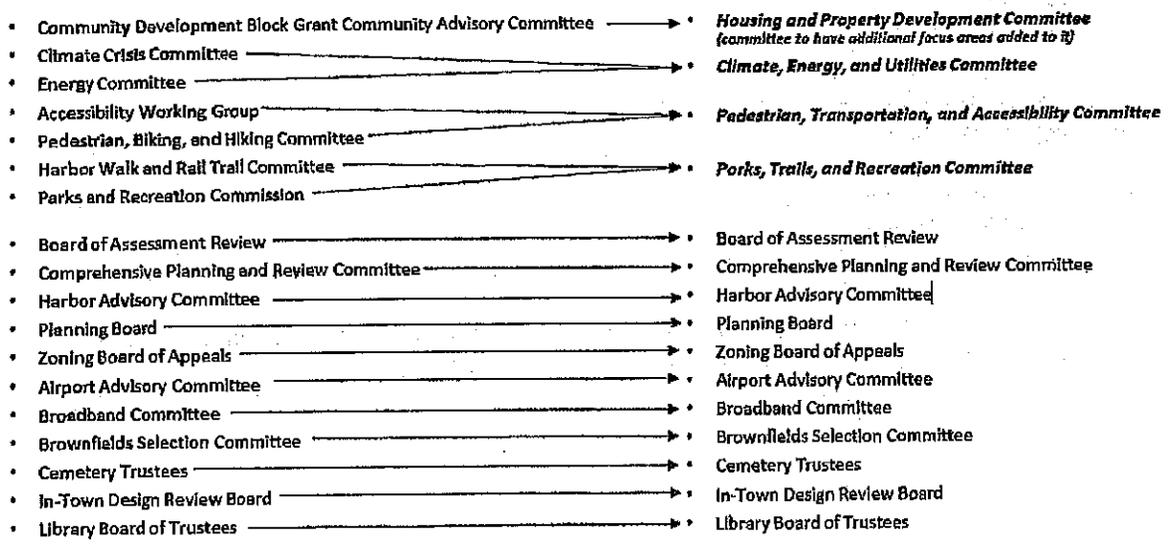


# City Committee Restructure Proposal

## Phase 1

### Current Committees (18)

### Committees after Phase 1 (15)



*New City Policy Committees Created through Phase 1 Restructuring*

### Standardization of membership and process for 4 City Policy Committees:

- 9 voting members, up to 3 non-voting alternate members, and up to 2 non-voting representatives from the City Council.
- Each member and alternate members serve a 3-year term.
- 3 voting members and 1 alternate expire in 2024, 3 voting members and 1 alternate expire in 2025, 3 voting members and 1 alternate expire in 2026 and continue in the same annual pattern, following the expiration of the current term of any current member.
- Alternate members will be ranked as first, second and third by the City Council and will fill any mid-term vacancies.
- Each Committee will conduct all business according to the Policy for Committees Regarding Filing of Agendas and Minutes; Updated April 4, 2023.
- Each Committee will select a set consistent day, time, and location for a consistent monthly meeting.
- Each Committee may schedule a special meeting or a sub-committee meeting outside the set schedule.
- All Committee members are encouraged to attend City Committee Training in September of each year.
- Each Committee will elect a Chair and Secretary at a meeting in September of each year.
- 1 City staff member will be assigned by the Manager to each Committee to attend meetings for consultation.
- The City Council will meet at least once a year in Work Session with each City Policy Committee.
- The City Council will review the subject matter jurisdiction of each City Policy Committee annually.
- The City Council may refer items from its Meeting Agenda to a specific Committee.

**HOUSING AND PROPERTY DEVELOPMENT COMMITTEE**

**Subject matter jurisdiction, but not limited to:**

- Housing development (affordable, workforce, and market rate)
- Housing preservation of existing inventory
- Land trust/land bank creation
- City-owned property use
- Abandoned property cleanup and re-use strategies
- Short-term rental registration, Long term rental inventory
- Accessory dwelling unit improvements
- Development activity/metric reporting
- Permitting process streamlining (in conjunction with the Planning Board)
- Below-market capital identification
- Affordable housing tax increment financing districts and credit enhancement agreements for affordable housing developments
- Community Development Block Grant (CDBG) Community Advisory Committee (for both CDBG Housing Assistance Grants and all other CDBG grants awarded to the City)

**Membership:**

9 current TBD members and 1 Councilor

Dorothy Havey	July	TBD Term	TBD Member
Nathaniel Clifford	July	TBD Term	TBD Member
David Aguiar	July	TBD Term	TBD Member
Joellyn Warren	July	TBD Term	TBD Member
Donna Kelley	July	TBD Term	TBD Member
Anna Frenette	July	TBD Term	TBD Member
Kristine Wentworth	July	TBD Term	TBD Member
Mike Oneglia	July	TBD Term	TBD Member
Caleb Elwell	July	TBD Term	TBD Member
Michael Hurley	n/a	n/a	City Councilor

## CLIMATE AND ENERGY COMMITTEE

### **Subject matter jurisdiction, but not limited to:**

- Energy development projects
- Local electrical grid/microgrid projects
- Public utility liaison activities
- Energy efficiency/weatherization improvements
- Electric vehicle purchases and electric vehicle charger installations
- Commercial Property Assessed Clean Energy (C-PACE) education/awareness efforts
- Emission reduction targeting
- Sea level rise projections and planning
- Riparian area protection planning
- Source water protection planning
- Storm debris management planning

### **Membership:**

8 current members, 1 alternate, Mayor and 1 Councilor

Fred Bowers	July	2023 (2 Year)	Chair
Barbara Bell	July	2023 (2 Year)	Secretary
Jonathan Beal	July	2024 (2 Year)	Member
Elizabeth Sterner	July	2024 (2 Year)	Member
Gerald Brand	July	2023 (2 Year)	Member
Bernard Baker	July	2024 (2 Year)	Alternate
Andrew Carpenter	n/a	n/a	Member
Jonathan Fulford	n/a	n/a	Member
Matt O'Malia	n/a	n/a	Member
Eric Sanders	n/a	n/a	Mayor
Michael Hurley	n/a	n/a	City Councilor

\*The City Council will consider current applications for the Climate Crisis Committee and the Energy Committee for appointment to the Climate and Energy Committee in July 2023 and term expiration date.

**PEDESTRIAN, TRANSPORTATION, AND ACCESSIBILITY COMMITTEE**

**Subject matter jurisdiction, but not limited to:**

- Comprehensive multimodal transportation master plan development
- Complete Streets policy development
- Sidewalk construction/improvement projects
- Road painting projects/bike lane additions recommendations
- Pedestrian and cyclist improvements and recommendations
- Parking adequacy assessments
- Curbside Belfast Program proposals
- Accessibility and safety improvements
- Public transportation alternatives/options
- City-wide transportation network connectivity studies/plans

**Membership:**

6 current members and 1 alternate

Bruce Snider	July	2023 (1 Year)	Chair
David Loxtercamp	July	2023 (2 Year)	Secretary
Glenn Montgomery	July	2024 (2 Year)	Member
Bill Durkin	July	2023 (1 Year)	Member
Cara Harshman	July	2023 (1 Year)	Alternate
Aynne Ames	n/a	n/a	Member
Neva Allen	n/a	n/a	Member

\*The City Council will consider current applications for the Pedestrian, Hiking, and Biking Committee and the Accessibility Working Group for appointment to the Pedestrian, Transportation, and Accessibility Committee in July 2023 and term expiration date.

**PARKS, TRAILS, AND RECREATION COMMITTEE**

**Subject matter jurisdiction, but not limited to:**

- City parks and greenspace maintenance/improvements
- Harbor Walk and Rail Trail maintenance/improvements
- Hiking trails
- Concession stand administration
- Skate park fundraiser requests
- Recreational facilities upgrades/renovations
- Recreational facilities rental guidelines
- Route 1 waterfront park project
- Little River trail system project
- Land conservation/greenspace planning

**Membership:**

8 current members and 1 Councilor

Larry Theye	July	2025 (3 Year)	Chair
Carol Rodgers Good	July	2023 (3 Year)	Member
Cathy Gleeson	July	2025 (3 Year)	Member
Molly Miller	July	2024 (3 Year)	Member
Rafe Blood	July	2025 (3 Year)	Member
Heather Hay Brackett	July	2023 (3 Year)	Member
Jack Shaida	n/a	n/a	Member
Joseph Slocum	n/a	n/a	Member
Michael Hurley	n/a	n/a	City Councilor

\*The City Council will consider current applications for the Parks and Recreation Commission and the Harbor Walk and Rail Trail Committee for appointment to the Parks, Trails, and Recreation Committee in July 2023 and term expiration date.

**Policy for Committees Regarding Filing of Agendas and Minutes.**  
**Dec. 21, 2004; Jan. 17, 2017; Updated April 4, 2023**

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

**Agendas:**

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

The agenda must include but shall not be limited to:

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

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

**Minutes:**

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

The minutes must include but shall not be limited to:

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

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

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

10.E



## 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 June 20<sup>th</sup>, 2023

**Regarding:** Request to have the City Council authorize City staff to apply to the Municipal Partnership Initiative grant program for the Route 1 and Route 52 intersection improvement project and to commit required local matching funds.

The Municipal Partnership Initiative (MPI) program was created to address transportation infrastructure issues on state and state-aid highways, encourage economic opportunities, increase the useful life of critical infrastructure, and/or correct safety deficiencies. Eligible projects include without limitation road surface treatments, road reconstruction, drainage improvements, and intersection improvements on state and state-aid highways that have a useful life of at least ten years. The MPI program currently awards approximately \$7 million per year. The program is administered by the Maine Department of Transportation (MDOT), who reviews applications to the program, which are accepted on a rolling basis, and selects projects for MPI funding, usually occurring during the first quarter of the calendar year, based on how the project: 1) addresses existing safety concerns; 2) provides an infrastructure benefit, such as improving ride quality and mobility; 3) ranks in the corridor priority system; 4) reduces frequency of maintenance/repairs; 5) improves roads that are currently in poor condition; 6) is leveraged with local matching funds; 7) is supported by the community; 8) aligns with the timing of necessary underground utility upgrades; and 9) promotes economic development and job creation. Belfast's valuation would classify it as a Tier 3 community for this program, meaning that MDOT's maximum cost share would be 50%, with a maximum grant size of \$625,000.

At this time, the City of Belfast is interested in applying for MPI funding in order to make improvements to the southern portion of the intersection of US Route 1 and State Route 52 (Lincolville Avenue). The primary improvement to this intersection that would be potentially funded by MPI would be the addition of a left-turn lane to the State Route 52 approach.

This very same intersection has already been slated to receive other improvements that are being funded through a BUILD Transportation Discretionary Grant previously awarded to MDOT. The types of improvements that will be made to this intersection funded by BUILD are anticipated to include: 1) total traffic signal replacement including infrared detection, new advanced traffic controller and cabinet, new signal head and wiring; 2) pre-emption for emergency vehicles; 3) adding back-plates with 3-inch wide reflective striping; 4) adding accessible pedestrian signals, including pedestrian countdown heads; and Americans with Disabilities Act improvements at pedestrian crossings. This BUILD-funded work is expected to take place between November 1<sup>st</sup>, 2023 and October 1<sup>st</sup>, 2024, meaning that this work will almost assuredly be completed before the City's MPI-funded project could take place. In its conversations with MDOT representatives regarding the BUILD-funded project and the City's proposed project, it was anticipated that the work of the latter project would not undo any of the work of the former project.

MDOT advised the City, in support of submitting an application to the MPI program with a more correct/accurate budget, to develop a scope of work and an opinion of probable cost for the proposed project. The City recently engaged Brett Hart, Senior Vice President at the James W. Sewall Company, to perform the following: "Sewall will conceptually design a left turn lane on Route 52. This work will be performed utilizing publicly available data. The design will include a conceptual plan view of the proposed left turn lane improvements on an aerial background. Once the conceptual design is complete, Sewall will calculate approximate quantities of construction items such as pavement, aggregates, curbing, etc. We will then assign unit prices to the construction items, based upon recent available MDOT bid results as well as engineering judgement, to develop an opinion of probable construction cost to complete the project. Sewall will coordinate with the City to determine potential inflation factors for performing the work in future years. Based on the conceptual nature of the design, no right of way determination, permitting, utility coordination, or other related design tasks are included in our scope of work." Mr. Hart's estimate will include any costs of modifying the signal system as necessary.

The City expects to have received this conceptual design and the opinion of construction costs prior to the City Council's meeting on June 20<sup>th</sup>, where City staff will share and discuss it with the City Council. The City Council can then decide whether or not it wishes to authorize the submission of an application to the MPI program, and to determine the amount of matching funds that are required to be committed.

If the City submits an application to the MPI program and is selected for funding, an MPI agreement must be signed by the municipality and MDOT no later than three months from the approval notification date, then the construction of the project must commence within eighteen months, and the project must be certified complete within thirty-six months.

**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 MPI grant program, requesting an amount of funding to be determined;**
- 2) Commit required matching funds for this application, in an amount to be determined; and**
- 3) Authorize the City Manager to sign any and all documents necessary for the submission of this application.**

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**CITY OF BELFAST**  
City Hall  
131 Church Street  
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Thomas Kittredge  
Economic Development Director

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Phone: (207) 338-3370, extension 116

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

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

**For:** Belfast City Council Meeting of June 20<sup>th</sup>, 2023

**Regarding:** Request to have the City Council authorize the enrollment of the City of Belfast into the Community Resilience Partnership, and to authorize City staff to apply to the Partnership for a Community Action Grant.

The City of Belfast is interested in enrolling in the Governor's Office of Policy Innovation and the Future's *Community Resilience Partnership*. In order to enroll in the Partnership, the City of Belfast is required to: 1) complete two self-assessments - the *Community Resilience Self-Evaluation* and the *List of Community Actions*; these were completed by the City of Belfast Economic Development Director, the City of Belfast Director of the Planning and Codes Department, and by the City of Belfast Climate Crisis Committee; 2) hold a public workshop to review the results of the *Community Resilience Self-Evaluation* and the *List of Community Actions*, and also to prioritize projects for implementation through the development of a priority action list; this public workshop was held as part of a joint work session on June 6<sup>th</sup>, 2023, between the City Council and the City of Belfast Climate Crisis Committee, to which the public was also invited to attend and participate; 3) adopt a municipal resolution in support of enrolling in the Community Resilience Partnership; and 4) submit these materials generated by the above activities to the Governor's Office of Policy Innovation and the Future to complete the enrollment process.

Once enrolled, a community is eligible to apply for *Community Action Grants*, which are offered twice a year, to be able to undertake additional planning efforts or to implement the priorities that were identified during the enrollment process. The minimum and maximum amounts for these grants are \$5,000 and \$50,000, respectively. Grant applications in support of an activity, program, or project identified in the aforementioned *List of Community Actions* require no matching funds from the community (though they may require utilizing/incorporating incentives from other related programs). The next application deadline for this program is July 7<sup>th</sup>, 2023.

At the aforementioned public workshop, the top three priorities that were identified included (not ranked): conducting a feasibility study of City buildings for the installation of heat pumps; developing a detailed model of present electrical demand in Belfast as a critical tool for planning; and developing criteria and procedures for permits and strategies for shoreline protection, including the breakwater. The City of Belfast would like to submit an application for a Community Action Grant; the scope of this application would be the evaluation of one or more City-owned buildings regarding their suitability for the installation of heat pumps, and to also purchase and install heat pumps in one or more of these City-owned buildings.

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

- 1) Sign the supplied resolution in support of the City of Belfast enrolling in the Community Resilience Partnership;
- 2) Authorize the submission of materials to the Governor's Office of Policy Innovation and the Future in order to enroll the City of Belfast in the Community Resilience Partnership;

- 3) Authorize the submission of an application to the Community Resilience Partnership for a Community Action Grant, for up to the maximum allowable amount of \$50,000;
- 4) Authorize the solicitation of one or more Letters of Support in support of, and to be included with this application; and
- 5) Authorize the City Manager to sign any and all documents necessary for the submission of this application.

## **City of Belfast** **City Council Resolution**

WHEREAS, the City of Belfast has completed the Community Resilience Partnership's Community Resilience Self-Assessment and List of Community Actions, and held a community workshop on June 6<sup>th</sup>, 2023, which prioritized the following action areas: conducting a feasibility study of City buildings for the installation of heat pumps; developing a detailed model of present electrical demand in Belfast as a critical tool for planning; and developing criteria and procedures for permits and strategies for shoreline protection, including the breakwater.

BE IT RESOLVED, the City of Belfast commits to participating in the Community Resilience Partnership, which supports community leadership in reducing greenhouse gas emissions and increasing resiliency to extreme weather and climate change impacts;

BE IT FURTHER RESOLVED, the City of Belfast designates the Climate Crisis Committee to coordinate planning, implementation, and monitoring of energy and resilience projects and to be the primary point of contact to the Community Resilience Partnership;

WHEREAS, planning for community and infrastructure resilience will protect people, preserve businesses and the local economy, and reduce the impact and costs of natural disasters;

WHEREAS, the City of Belfast is prepared to demonstrate leadership in reducing energy use and greenhouse gas emissions, and increasing the resilience of people, infrastructure, and businesses;

WHEREAS, addressing climate change will present economic opportunities for the City of Belfast as well as opportunities to invest in the public good and cost-saving practices;

WHEREAS, the State of Maine's four-year climate action plan, "Maine Won't Wait", seeks to put Maine on a trajectory to decrease greenhouse gas emissions 45% by 2030 and 80% by 2050, and achieve carbon neutrality by 2045;

WHEREAS, achieving these emissions and resilience goals will require Maine to act with urgency to slow the causes of climate change and prepare people, communities, and the environment for climate-related impacts to come; and

WHEREAS, the Community Resilience Partnership provides grants to municipalities and Tribal Governments for activities that lower energy expenses, reduce

greenhouse gas emissions, and increase community resilience in alignment with the state's climate action plan and goals;

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

**The Belfast City Council authorizes the enrolling of the City of Belfast into the Governor's Office of Policy Innovation and the Future's Community Resilience Partnership.**

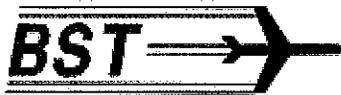
*Signatures:*

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	

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



22 Wright Brothers Drive

Airport Manager  
Kenn Ortmann

Phone: 207 338 3370 x 600

Email: [airport2@cityofbelfast.org](mailto:airport2@cityofbelfast.org)

Request by Airport Manager Kenn Ortmann and the Belfast Airport Advisory Committee (BAAC) to have the City Council authorize the City Manager to sign Project Contract Modification #1 with Airport engineering consultant McFarland Johnson for *"Procurement Assistance and Construction Services for Design, Bidding, and Construction Phase Services for Crack Seal Runway 15-33 and Other Airfield Pavements at Belfast Municipal Airport"*. McFarland Johnson provided original fee estimates for this scope of work and on March 21, 2023 the Belfast City Council authorized the City Manager to sign a Project Contract with airport engineering consultant McFarland Johnson.

The City advertised the bidding opportunity and almost a dozen companies requested copies of the bid documents. Despite the initial interest no bids were submitted.

City of Belfast engaged in discussions with McFarland Johnson to explore options to move this project forward. The discussions resulted in a strategy we hope will make the project more attractive to prospective bidders, including adding flexibility in project duration and the commencement date. This process is requiring additional staffing resources, and McFarland Johnson has provided a proposed modification to their contract. Following negotiations to eliminate a duplicative line item and anticipating some additional project monitoring by the Airport Manager, I am satisfied with the modification fee estimate of \$10,750.00 and am recommending it for approval by the City Council.

The City has already committed to having McFarland Johnson do the FAA grant-writing associated work, and, while that is a just a portion of the total estimated FAA project cost, the City needs to understand that were the City to only do this FAA grant-writing associated work, but not go through with the entire project, then it would have to pay 100% of those incurred engineering costs (and not just 5%).

The current estimated total cost for the FAA supported portion of the crack sealing project remains \$222,000, so there is no change to the City's expected 5% local match of \$11,100.

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

**Authorize the City Manager to sign Project Contract Modification #1 with airport engineering consultant McFarland Johnson, in the amount of \$10,750, for "Procurement Assistance and Construction Services for Design, Bidding, and Construction Phase Services for Crack Seal Runway 15-33 and Other Airfield Pavements at Belfast Municipal Airport".**