



# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

**Erin Herbig**  
City Manager

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**MANAGER'S REPORT**  
Belfast City Council Meeting  
Tuesday, February 6, 2024

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

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

**FROM: Erin Herbig, City Manager**

**DATE: Thursday, February 1, 2024**

**Agenda Items:**

**10-A Request to approve an application for Certificate of Public Convenience and Necessity by Anthony Frank d/b/a Belfast Bay Taxi to operate a taxicab in the City of Belfast.**

This is an exciting moment for the City of Belfast, as it has been some time since we have had a taxicab service available to the public. Since this process is new or unfamiliar to many, I thought that it was important to include this on the regular Council Agenda as a way to explain what the City process is to operate a taxicab business and to introduce the owner to the City Council and public.

The guidelines and process for taxicab operation within the City of Belfast are outlined within the City's Ordinances under Chapter 14 Businesses, Article V Taxicabs. The first step in the process is what is being requested tonight. Application for a Certificate of Public Convenience and Necessity under this article is obtained from the City Clerk and must be approved by the City Council. The application shall, among other things, set forth:

- (1) The name and address of the applicant;
- (2) The number of taxicabs actually owned and the number of taxicabs actually operated in the City by such owner on the date of application, if any;
- (3) The number of taxicabs for which a certificate of public convenience and necessity is desired;
- (4) A description of the color scheme, insignia, or other identifying design for the applicant's proposed taxicabs, including a lighted roof sign identifying each vehicle as a taxicab;
- (5) Such other information as the City council may, in its discretion, require; and
- (6) A nonrefundable fee as established by the City council.

Following an approval, the City Council will then conduct a Public Hearing within 30 days of receipt by the City Clerk of the completed Application for a Certificate of Public Convenience and Necessity. This Public Hearing will take place at the Regular City Council Meeting of February 20, 2024. If approved by the City Council, the Certificate of Public Convenience and Necessity issued shall be effective for five years.

Upon the granting of a certificate of public convenience and necessity, a taxicab license may be issued by the City Clerk for each taxicab in accordance with the following requirements:

- (1) Application forms for a taxicab license are available from the City Clerk. The applicant must complete the application and file it with the City Clerk.
- (2) Each initial application for a taxicab license must be accompanied by written statements from:

a. The director of public safety or his designee stating that an inspection has been made of the taxicab for which the taxicab license is sought, and that such taxicab has been found to be safe and suitable for taxicab service in accordance with section 14-252.

b. A licensed insurance agency providing written documentation that the taxicab for which the taxicab license is sought is insured in accordance with section 14-253.

(3) Each renewal application for a taxicab license must be accompanied by written documentation from a licensed insurance agency stating that the taxicab for which the taxicab license is sought is insured in accordance with section 14-253. A statement of inspection from the director of public safety or his designee is not required for a renewal license.

(4) Each initial or renewal application for a taxicab license must be accompanied by an annual taxicab license fee as established by the City Council.

Taxicab drivers' licenses will be effective for two years after the date of issuance. The City Council may, after notice to the licensee and public hearing, suspend for a period of not more than 90 days, or revoke, the taxicab driver's license of such licensee if the City Council finds that:

(1) The licensee has been convicted of a moving violation while operating a taxicab containing a passenger; or

(2) The licensee has consistently failed to display his identification card as required by section 14-275.

Please see the attached Application for Certificate of Public Convenience and Necessity by Anthony Frank d/b/a Belfast Bay Taxi to operate a taxicab in the City of Belfast and copy of the City of Belfast Ordinances, Chapter 14, Businesses, Article V, Taxicabs (10-A) providing further detail. City Clerk Angie Crosby and applicant Anthony Frank will be available at the meeting to answer any questions.

**10-B Request to approve a Facility Use Application by Our Town Belfast for the Annual Ice Festival and Ice Carving Championship.**

Our Town Belfast is preparing to host the fourth Annual Ice Festival and Ice Carving Championship on February 23, 24, and 25, 2024. They are expecting between 15 to 20 ice sculptures that will be on display from Post Office Square to the waterfront, and along High Street and Front Street. Additionally, many restaurants will be offering “Ice Bars” with food and drink specials throughout the weekend.

Friday evening, the event will host a “Magical Luminary” walk along the Belfast Rail Trail from 5:00 PM to 8:00 PM. Saturday will be filled with free family friendly activities including live ice carvings and carriage rides. Sunday will be an opportunity for the public to walk around to view and enjoy the ice sculptures and local restaurants.

Although this request is typically placed on the Consent Agenda, this year Our Town Belfast’s request also includes the closure of Main Street from Washington to Front Street, on Saturday, February 24<sup>th</sup> between 8:00AM – 4:00PM, which must be authorized by the City Council. The purpose of the closure is to allow for an expanded State of Maine Ice Carving Championship, with 10 additional sculptures and to create a safe space for the public to enjoy the sculptures and participating restaurants. If approved, City staff will work with Our Town Belfast to coordinate the street closure and re-routing of traffic with the Belfast Police Department and Public Works Department.

Please see the attached Facility Use Application (10-B) from Our Town Belfast Executive Director Amanda Cunningham explaining the request in more detail. Director Cunningham will be available at the meeting to answer any questions.

**10-C Request from the Fire Chief to accept a \$1,000.00 donation to the Belfast Fire Department.**

The City of Belfast Fire Department received a donation of \$1,000.00 from the Reny's Foundation.

Fire Chief Patrick Richards requests that, if approved by the City Council, a motion is made to accept the funds of \$1,000.00 and to place these funds into the Department's Jaws of Life account #1-2100-00 to apply towards the future purchase of rescue equipment. This account has a current balance of \$ 6,313.42.

Please see the attached memo (10-C) from Fire Chief Patrick Richards providing further detail. I will be at the meeting to present and answer any questions.

**10-D Request from the Cemetery Superintendent to use Capital Reserve Funds to purchase a new engine for the Cemetery Department's 1999 Chevy pickup truck.**

After having the Cemetery's 1999 Chevy looked at by the City's in-house mechanic, it was determined that it needed a new engine. A quote from NAPA for a new engine came in at \$3,311.00. This truck is essential to the day-to-day operations of the Cemetery Department as it is utilized for all heavy work, burials, and spring clean up of brush and road repairs. Cemetery Superintendent Leigh Wilcox hopes to get the truck operational before they reopen in April.

If approved by the City Council, Cemetery Superintendent Leigh Wilcox requests that a motion is made to expend \$3,500.00 from the Cemetery Department's Capital Reserve Account # 630-537 to purchase a new engine for the Cemetery Department's 1999 Chevy pickup truck. This Reserve Account has a current balance of \$ 60,636.67.

Please see the attached memo (10-D) from Cemetery Superintendent Leigh Wilcox providing further detail. Superintendent Wilcox will be at the meeting to present and answer any questions.

**10-E Request from the Wastewater Treatment Superintendent to use Capital Reserve Funds to purchase a replacement aeration blower for the Wastewater Treatment Facility.**

The #1 aeration blower is one of three blowers responsible for supplying air to the Wastewater Facility's aeration tanks. This air is required by the biological process that treats our wastewater. Blower #1 experienced a failure and was sent to the factory to determine if it could be refurbished. Unfortunately, after inspection, it was determined that it required to be replaced. The new blower will be a bolt-in-place replacement, and not require any modification to the existing setup. The failed blower has been in operation since 1996, making it 28 years old. The City continues to maintain and operate the other two blowers of the same age, but eventually they will also require replacement. This replacement is needed to ensure against a future issue as the plant requires two functional blowers to be on-line at all times.

If approved by the City Council, Wastewater Superintendent Travis Jones requests that a motion is made to transfer \$26,834.65 from the Wastewater Department's Capital Reserve Account to the Department's operating budget line Equipment and Parts Account #990-611 to purchase a replacement aeration blower from Excelsior Blower Systems for the Wastewater Treatment Facility. This Reserve Account has a current balance of \$151,275.36.

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

**10-F Request from the Wastewater Treatment Superintendent to award the bid for the Phase 1 CSO Reduction Project.**

Olver and Associates conducted a bid opening for the Phase 1 CSO Reduction project on January 11, 2024. Only one bid was received from Nitram Excavation of Benton, Maine at a total bid amount of \$2,944,586. The base bid is higher than the final design engineering estimate for this project of \$2,500,000. However, this is not surprising as all bids that Olver and Associates are seeing appear to be coming in higher than their estimates due to inflation, a busy construction

climate, and a decline in available contractors. They have found that bids are coming in at an average of 20% to 25% higher than their engineering estimates.

After reviewing Nitram's bid, considering the scope of this project and the current bidding climate, Olver and Associates believes the bid represents a current fair market value. If approved by the City Council, Olver and Associates recommends that a motion be made to accept the one bid and to award the bid for the Phase 1 CSO Reduction Project to Nitram Excavation of Benton, Maine for \$2,944,586.

Please see the attached memo and bid tabulation (10-F) from Wastewater Superintendent Annaleis Hafford providing further detail. Superintendent Hafford will be at the meeting to present and answer any questions.

**10-G Request by the Director of Planning and Codes to utilize Capital Improvement Project Funding to address property maintenance issues at 55 Londonderry Lane in Belfast.**

The Planning and Codes Director requests authorization to utilize Capital Improvement Project funds to address public safety concerns at 55 Londonderry Lane Map 2 Lot 19-I. This property was included in the Proposals for Boarding posted on the City website on November 29, 2023, and quotes were received by the deadline December 7, 2023. Due to recent suspicious activity and the overall insanitary condition of the property, it is recommended that City staff work to have the building secured immediately. A lien will be placed on the property to recover this expense.

If approved by the City Council, the Director of Planning and Codes requests that a motion is made to expend up to \$3,850.00 from Capital Improvement Project Account #720-918 to address property maintenance issues at 55 Londonderry Lane. This account has a current balance of \$9,373.45.

Please see the attached memo (10-G) from Director of Planning and Codes Bub Fournier providing further detail. Director Fournier will be available to present and answer any questions.

**10-H Request by the Deputy Economic Development Director to submit a Request for Flood Mitigation Assistance Grant Funding to hire a consultant to support the City of Belfast Hazard Mitigation Plan.**

The City of Belfast has applied to Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure and Communities (BRIC) for grant funding to hire a consultant to support the creation of a City specific Hazard Mitigation Plan. State officials with the Maine Emergency Management Agency (MEMA) have encouraged the City to apply for grant funding from FEMA's Flood Mitigation Assistance (FMA) fund in the unlikely event that BRIC funds are not awarded. Both support the creation of hazard mitigation plans, the first step to getting mitigation projects funded.

FMA competitive selections focus on reducing or eliminating the risk of repetitive flood damage to buildings and structures insured by the National Flood Insurance Program (NFIP) and with NFIP-participating communities.

State MEMA staff is assisting City staff in the development of the FMA grant which is due February 29, 2024. Applying to both grant programs does not create a conflict with FEMA BRIC but rather protects the City's chances for receiving funding for this planning. If the City is awarded BRIC funds, the City Council can decide to decline FMA grant funds or vice versa. The timeline for awards is the same. Awards are anticipated to be announced late summer/early fall 2024. The amount of the FMA grant request is the same as the BRIC request, \$30,000 with a City in-kind match of \$10,000 of staff and committee time.

If approved by the City Council, the Economic Development Deputy Director requests that a motion be made to authorize the submission of a grant application to FEMA's Flood Mitigation Assistance fund to hire a consultant to assist the City of Belfast with the creation of a City

specific Hazard Mitigation Plan in the amount of \$30,000 with a City match in the amount of \$10,000 in the form of in-kind staff and committee time.

Please see the attached memo (10-H) from Deputy Economic Development Director Joellyn Warren providing further detail. Deputy Director Warren will be available to present and answer any questions.

**10-I Presentation by the Economic Development Director regarding a Community Development Block Grant Public Service Program Grant.**

In June of 2023, the City of Belfast received notification that it had been awarded a \$50,000 Community Development Block Grant (CDBG) Public Service Program Grant, on behalf of the Penobscot Community Health Center.

The funding from this CDBG Public Service Program Grant will be used 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. This furniture, fixtures, and/or equipment would include but not be limited to dental chairs, stools, cabinets, x-ray equipment, sterilizers, washers, tools, and implements.

This project is required to meet a national objective of 51% or more of the persons that are receiving benefits from the Public Service Program Grant-funded activities to be low- to moderate-income; this can include persons of 62 years of age or older, a group that is presumed to meet this benefit requirement.

The required public hearing regarding the acceptance of this grant will immediately follow this presentation. No City Council action is necessary for this agenda item.

Please see the attached memo (10-I) from Economic Development Director Thomas Kittredge providing further detail. Director Kittredge will be available to present.

**10-J Public Hearing regarding the City of Belfast's acceptance of a Community Development Block Grant Public Service Grant.**

PUBLIC HEARING NOTICE

THE CITY OF BELFAST

The City of Belfast will hold a Public Hearing on Tuesday, February 6th, 2024, 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 the acceptance of a CDBG Public Service Program Grant. The purpose of this CDBG Public Service Program Grant 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 Project Development Phase. All persons wishing to make comments or ask questions about the acceptance of these funds 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.

This is an opportunity for the public to comment. No City Council action is necessary for this agenda item.

**10-K Request by the Economic Development Director to have the City Council authorize the acceptance of a Community Development Block Grant Public Service Program Grant.**

In June of 2023, the City of Belfast was awarded a \$50,000 Community Development Block Grant (CDBG) Public Service Program Grant on behalf of the Penobscot Community Health Center. Before these funds can be accessed and utilized by the Penobscot Community Health Center, the City must complete the project development phase for this grant. One of this phase's requirements is to secure approval from the relevant legislative body. In this case, the Belfast City Council through a resolution.

If approved by the City Council, the Economic Development Director requests that a motion be made to authorize the acceptance of the \$50,000 in CDBG Public Service Grant Program funds; approve and sign the supplied resolution; and authorize the City Manager to sign any and all documents necessary for the acceptance of these grant funds.

Please see the attached memo (10-K) from Economic Development Director Thomas Kittredge. Director Kittredge will be available to present and answer any questions.

**10-L Request by the Economic Development Director to authorize the execution of a contract with Street Plans for a City of Belfast Active Transportation and Accessibility Plan.**

The City of Belfast and its Pedestrian, Transportation and Accessibility Committee have been interested in creating a City of Belfast Active Transportation and Accessibility Plan. This would be a long-term plan for the development and management of facilities in the City of Belfast that would provide for safe and comfortable transportation for pedestrians and bicyclists within the entire City of Belfast. This would include special emphasis on Route 1 crossings, creating safe and accessible active transportation links between urban and rural areas, and expanding the active transportation network outward from the City's center.

The Pedestrian, Transportation and Accessibility Committee identified that the Maine Department of Transportation's Planning Partnership Initiative could be a potential funding source for 50% of costs of this project. The City of Belfast and its Pedestrian, Transportation and Accessibility Committee worked together to create and submit a Letter of Intent to the Maine Department of Transportation for funding on April 9th, 2023. The City Council then allocated \$30,000.00 in its 2023-2024 fiscal year budget in anticipation of serving as the required matching funds for a \$30,000.00 Planning Partnership Initiative grant. We were notified that the City had been selected for funding and began to work in collaboration with the Maine Department of Transportation on developing a Request for Proposals to identify a firm to carry out the desired work.

This Request for Proposals was issued on November 13th, 2023, with a submission deadline of December 21st, 2023. The City of Belfast received a total of six proposals in response to the request. A review group consisting of the entire membership of the Pedestrian, Transportation and Accessibility Committee, Director of Planning and Codes Bub Fournier, and Economic Development Director Thomas Kittredge reviewed and scored all six proposals. Based on the submitted proposals, the firm Street Plans was selected by this group as their preferred firm.

As a requirement of the Maine Department of Transportation, this Request for Proposals process was bifurcated, with a firm's technical proposal being kept separate from their cost proposal. Once a preferred firm was selected, their cost proposal was opened and reviewed. If their cost proposal was higher than the total project budget of \$60,000, negotiations would be carried out to revise their cost proposal downward to fit within that budget. Street Plans' initial submitted cost proposal was higher than \$60,000. Economic Development Director Thomas Kittredge worked with Street Plans to revise their cost proposal, which was ultimately revised downwards to \$59,999.99.

If approved by the City Council, the Economic Development Director requests that a motion be made to approve the review the Committee's recommendation to hire Street Plans to undertake a City of Belfast Active Transportation and Accessibility Plan; authorize the execution of a contract with Street Plans for this work; and authorize the City Manager to sign any and all documents necessary for the execution of this contract.

Please see the attached memo (10-L) from Economic Development Director Thomas Kittredge. Director Kittredge will be available to present and answer any questions.

**10-M Council approval of a Proclamation regarding the future of the Hutchinson Center.**

The Hutchinson Center Steering Committee is expecting to submit a Request for Proposals (RFP) to the University of Maine to secure the Hutchinson Center for the benefit of the Belfast and the Midcoast Maine community at large. As part of their proposal the City Council has provided a Council Proclamation regarding their support for the transfer and ownership of the Hutchinson Center from the University of Maine to the City of Belfast, working in partnership with the Future of the Hutchinson Center Steering Committee to develop a long-term 501(c)3 ownership and management structure.

As the RFPs were due to the University of Maine by Friday, February 2<sup>nd</sup>, 2024, this request is a retroactive formal approval of the proclamation that was provided to the University of Maine on January 30, 2024, to be included in their RFP. Please see the attached proclamation (10-M). I will be available to present and answer any questions.

**10-N Signing of Council Orders**

Winter appears to be finally settling in as we have recently seen colder temperatures and plowable snow. This can be a hard time of year for many as we all grapple with less daylight, frigid temperatures, and unpredictable weather.

While most of us certainly long for spring, it is important to remember how fortunate we are to live in a community that comes together and celebrates all our City has to offer even in the coldest of months.

This weekend, Saturday, February 3<sup>rd</sup> is the Annual Cabin Fever Reliever Sale. Many local businesses will be offering great deals on clothing, housewares, toys, books, crafts, specialty foods, and much more all day long. The event is a great opportunity to shop locally and support our downtown businesses which are owned by our neighbors and our friends.

After a day of shopping the Belfast Community Co-op will be hosting a free dance party on Saturday, February 3<sup>rd</sup> at the American Legion Post #43 starting at 7:00PM. There will be live music by the Sugar Snaps, a cash bar, free snacks, and door prizes which have been generously donated by several local businesses.

I highly recommend visiting our downtown on February 23<sup>rd</sup> through the 25<sup>th</sup> for the Annual Belfast Ice Festival and State of Maine Ice Carving Championship. This year is expected to be an even bigger event with ice sculptures located throughout downtown Belfast, lots of participating restaurants with ice bars, and family friendly activities. It is another wonderful opportunity to enjoy our community, no matter the weather.

Beyond these events, it is a great time of year to explore many of the natural resources, parks, and trails that our City has to offer. Go for a snowshoe walk on the Belfast Rail Trail, hike along the Little River Trail, or comb the beach along our Harbor. Our little City is certainly a winter wonderland.

**City of Belfast  
Consent Agenda  
Tuesday, February 6, 2024  
Meeting #15**

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

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

- A. Request to approve a Facility Use Application by Collin Brewster Cuning for the Cold Water Connections “Dip-A-Thon” fundraiser on Saturday, February 10<sup>th</sup> at 10:00 a.m. at the Belfast Boathouse Beach.**

Motion to approve a Facility Use Application by Collin Brewster Cuning for the Cold Water Connections “Dip-A-Thon” fundraiser on Saturday, February 10<sup>th</sup> at 10:00 a.m. at the Belfast Boathouse Beach.

- B. Request to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie’s Bar & Grill for the Burns Night fundraiser event on January 27, 2024 from 4:00 p.m. to 10:00 p.m. located at the Waldo County Shrine Club, 20 Northport Ave., Belfast, Maine.**

Motion to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie’s Bar & Grill for the Burns Night fundraiser event on January 27, 2024 from 4:00 p.m. to 10:00 p.m. located at the Waldo County Shrine Club, 20 Northport Ave., Belfast, Maine.

- C. Request to approve an application for a Special Amusement Permit Shawna Aitken d/b/a Nautilus Seafood and Grill for live entertainment, music, vocals – Karaoke, DJ and dancing located at 3 Main Street, Belfast, Maine, interior and exterior.**

Motion to approve an application for a Special Amusement Permit by Shawna Aitken d/b/a Nautilus Seafood and Grill for live entertainment, music, vocals – Karaoke, DJ and dancing located at 3 Main Street, Belfast, Maine, interior and exterior.

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

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



9.A

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

**EVENT:** COLD WATER CONNECTIONS

**DATES:** 02/10/2024 **EVENT REPRESENTATIVE:** COLLIN BREWSTER CUNNING

**PROPOSED LOCATION/AREA TO BE USED:** BELFAST BOATHOUSE BEACH

**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 simply 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?

COLLIN BREWSTER CUNNING, (207) 370-9102, cbcunning4@gmail.com  
REPRESENTING LOCAL COMMUNITY MEMBERS WHO WANT TO RAISE FUNDS FOR MAINE BASED REFUGEE PROGRAMS.

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

A "DIP"-A-THON. INDIVIDUALS WILL GO TO BEACH AND GO IN THE WATER. THEY HAVE SECURED PLEDGES FROM DONORS FOR EVERY MINUTE THEY REMAIN IN THE WATER. THERE IS A MAX. OF 15 MINUTES ALLOWED, WITH SUPPORT AND COMMUNITY MEMBERS ON THE BEACH CHEERING ALONG WITH BLANKETS AND HOT BEVERAGES AND TOWELS.

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

THE BEACH FRONT AT THE BELFAST BOAT HOUSE

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

FEBRUARY 10TH AT 10:00 AM

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

NOPE

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

N/A

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

NOPE

7) How many people do you expect?

15-30

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

NOPE.

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

Where? - Attach MAP NOPE

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?)

NOPE.

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?

NOPE.

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

N/A

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

LIGHT HOOTS AND HOLLARS AT 10 AM.

16) How do you propose to handle garbage removal?

ALL PARTICIPANTS WILL REMOVE THEIR OWN. COLLIN CUNNING  
WILL PICK UP ANY LEFT DETRITUS

17) How do you propose to handle parking?

PEOPLE WILL PARK IN AVAILABLE PUBLIC PARKING

18) How do you propose to handle security?

NONE EXPECTED TO BE NEEDED.

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

EVENT SHOULD ONLY LAST 30 MINUTES

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

NONE NEEDED

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

WILL DO SO UPON BEING GRANTED PERMISSION, IF CITY REQUIRES.

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?

COLIN BREWSTER CUNNING - (207) 370-9102 - CBCUNNING4@GMAIL.COM

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

NOPE.

**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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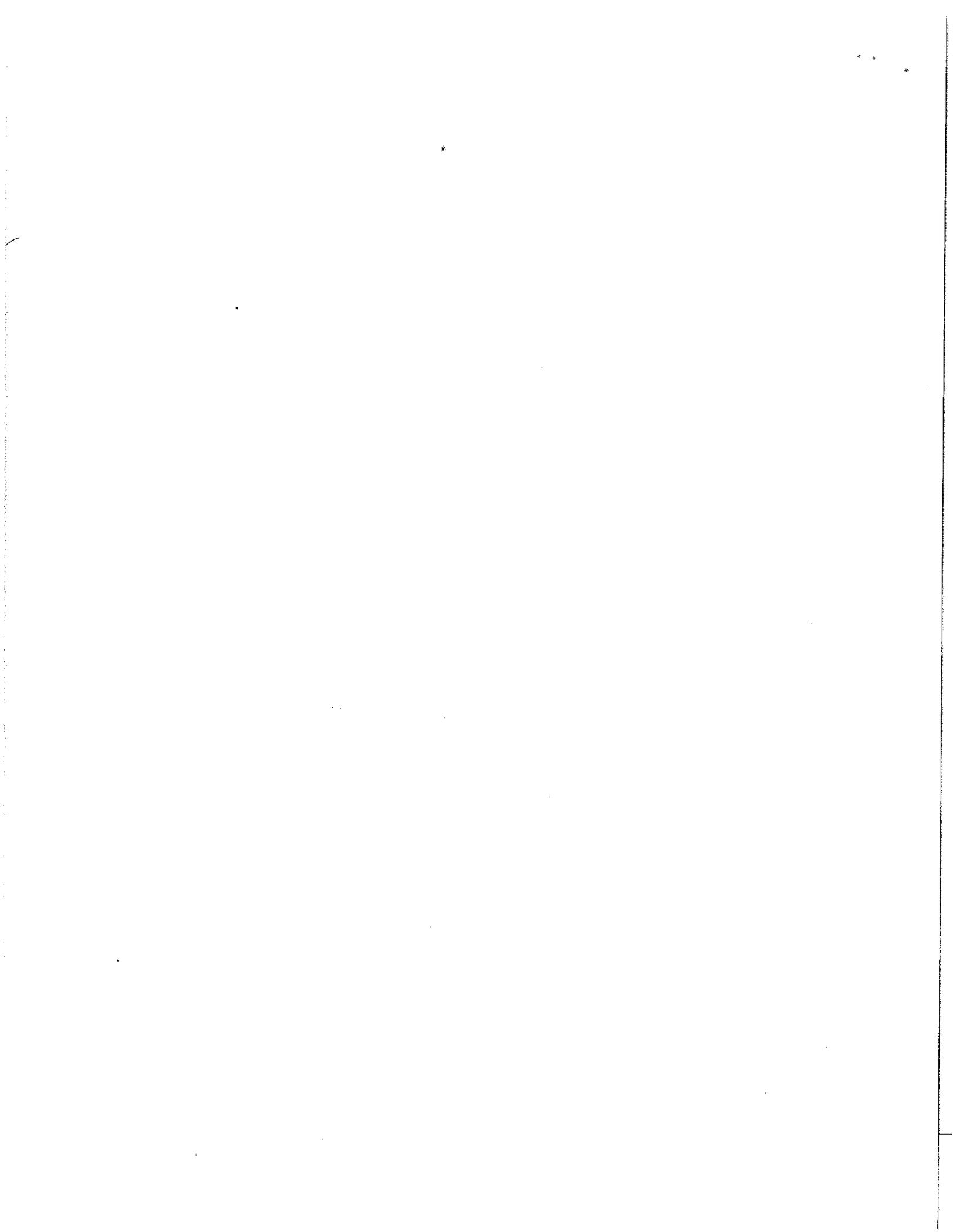
Boat House Rental Agent

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Other Notes:

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10.A

Application for Certificate of Public Convenience and Necessity

I, Anthony Frank of 196 Searsport Ave Belfast, ME 048  
Name Street Address

Belfast, Maine, do hereby apply for a Certificate of Public Convenience and Necessity to operate taxicabs from a taxi stand in the City of Belfast under the trade name of

Belfast Bay Taxi

Said taxi stand to be located at 230 Searsport Ave Belfast, ME

I desire to operate the following taxicabs from said stand:

	Make	Year	Model	Serial No.	Motor No.
1)	<del>Chrysler</del> Dodge	2014	Grand Caravan	2C4RDGBG8ER462186	
2)					
3)					
4)					
5)					
6)					

Firm Name: Anthony Frank  
Authorized Signature: [Signature]  
Date: 11/22/24

Certificate of Public Convenience and Necessity

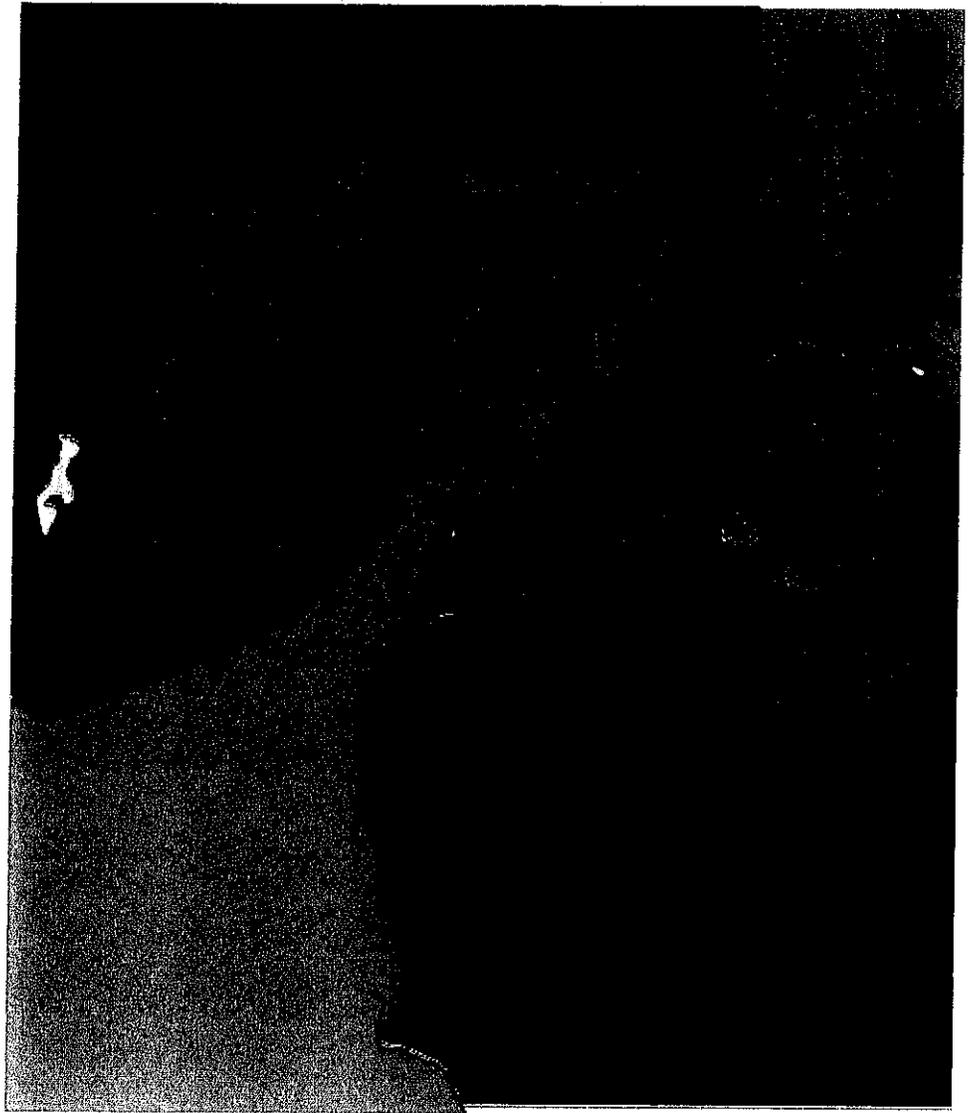
It appearing to the members of the City Council of the City of Belfast that public convenience and necessity requires the operation of taxicabs listed in application for this certificate at the stand specified in said application.

Anthony Frank, is hereby permitted to apply for license to operate each of these taxicabs in the City of Belfast.

Signed by the  
City Council  
Of Belfast, ME.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: 2/6/24



## Chapter 14. Businesses

### ARTICLE V. Taxicabs

#### DIVISION 1. Generally

##### Sec. 14-181. Definitions.

[Ord. of 6-3-1997, § 1]

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

##### **DRIVER**

Any person who is engaged in the driving of a taxicab for hire.

##### **OPERATE**

To drive or regularly to cause or induce another to drive a taxicab, whether or not such person acts in the capacity of an agent, servant, employee, lessee or independent contractor.

##### **OWNER**

Any person who has applied for a taxicab license or to whom a taxicab license has been issued.

##### **TAXICAB**

In conformity with 29-A M.R.S.A. § 101, a sedan, station wagon or minivan used for hire, with a driver, that has a seating capacity of fewer than five persons behind the driver.

##### **TAXICAB LICENSE YEAR**

The period of time commencing on May 1 of one year and expiring on April 30 of the following year.

##### Sec. 14-182. Penalty.

[Ord. of 6-3-1997, § 11]

Any person violating any of the provisions of this article shall be deemed guilty of a civil violation, and upon conviction thereof shall be fined not more than \$250. Any such fine may be in addition to the provisions of this article providing for the suspension or revocation of the certificate of public convenience and necessity, the taxicab license and the taxicab driver's license.

##### Sec. 14-183. Lights, color scheme and insignia.

[Ord. of 6-3-1997, § 6]

In addition to all outside lights required by law, each taxicab shall be equipped with an identity light attached to its top. Each taxicab shall bear such color scheme, insignia or other identifying design as described in the certificate of public convenience and necessity under which the taxicab is authorized.

## Sec. 14-184. Posting of rates of fare.

[Ord. of 6-3-1997, § 7]

All rates of fare shall be posted conspicuously within the taxicab and in the owner's office and shall be made available upon request. The posted rates of fare shall include a statement of the rate which will be charged for waiting time, additional passengers, and extra charges.

## Sec. 14-185. Charge for waiting time.

[Ord. of 6-3-1997, § 7.1]

A charge for waiting time may be made only for time waited at the express direction of the passenger after the trip has begun and for time waited before the trip has begun commencing five minutes after the time at which the passenger has requested the taxicab to call or five minutes after the taxicab actually calls, whichever is later.

## Sec. 14-186. Receipt for payment of fare.

[Ord. of 6-3-1997, § 10.2]

The driver of any taxicab shall, upon demand by the passenger, render to such passenger a receipt for the amount paid. Such receipt shall bear the name of the owner, the name of the driver, the date of transaction and the amount paid.

## Sec. 14-187. Additional passengers.

[Ord. of 6-3-1997, § 10.1]

No driver of a taxicab shall carry any person other than the passenger first engaging his taxicab, without the latter's consent. Any taxicab agent at any railroad, airport or motor bus terminal, before directing a second passenger to enter a taxicab already engaged, shall ask the first passenger engaging such taxicab if he consents to its use by another passenger.

## Sec. 14-188. Assignment of taxistands.

[Ord. of 6-3-1997, § 8]

The City Council, upon petition, is hereby empowered to assign to each and every licensed taxicab owner suitable taxistand space on public streets and ways.

## Sec. 14-189. (Reserved)

[1] *Editor's Note: Former Section 14-189, adopted 6-3-1997, § 8.1, which contained provisions on soliciting by taxicab drivers, was repealed 1-5-2010 by Ord. No. 25-2010.*

## Sec. 14-190. through Sec. 14-210. (Reserved)

## DIVISION 2. Certificate of Public Convenience and Necessity

## Sec. 14-211. Required.

[Ord. of 6-3-1997, § 3.1]

No taxicab license shall be issued unless and until the City Council has held a public hearing and granted a certificate stating that the public convenience and necessity requires the operation of such taxicab. Each certificate of public convenience and necessity shall indicate the number of taxicabs for which it is granted.

## Sec. 14-212. Application.

[Ord. of 6-3-1997, § 3.2]

Application for a certificate of public convenience and necessity under this article shall be made on forms obtainable from the City Clerk, approved by the City council. The application shall, among other things, set forth:

- (1) The name and address of the applicant;
- (2) The number of taxicabs actually owned and the number of taxicabs actually operated in the City by such owner on the date of application, if any;
- (3) The number of taxicabs for which a certificate of public convenience and necessity is desired;
- (4) A description of the color scheme, insignia, or other identifying design for the applicant's proposed taxicabs, including a lighted roof sign identifying each vehicle as a taxicab;
- (5) Such other information as the City council may, in its discretion, require; and
- (6) A nonrefundable fee as established by the City council.

## Sec. 14-213. Hearing.

[Ord. of 6-3-1997, § 3.3]

The City council shall hold a public hearing within 30 days of receipt by the City Clerk of the completed application for a certificate of public convenience and necessity. The City Clerk shall cause written notice of the date, time and place of such public hearing to be given to the applicant and to be published in a newspaper of general circulation within the City at least one time prior to the public hearing, with the date of first publication to be at least seven days prior to such public hearing. The applicant shall pay the cost of the notice.

## Sec. 14-214. Standards for issuance.

[Ord. of 6-3-1997, § 3.4]

- (a) Required findings. No certificate of public convenience and necessity shall be granted under this article unless and until the City council determines that the public convenience and necessity requires new or additional taxicab service. Before making such a determination, the City council shall find that:
  - (1) There is a sufficient demand by the public for the proposed additional taxicab service;
  - (2) Existing mass transportation and taxicab services are inadequate to meet such demand;
  - (3) The benefits from such additional taxicab service outweigh potential adverse effects upon traffic conditions and parking;
  - (4) The financial responsibility, character, experience and ability of the applicant are sufficient to operate the proposed taxicab service; and

- (5) The proposed exterior color scheme, insignia, or other identifying design does not imitate or conflict with any color scheme, insignia, or other identifying design used on taxicabs already operating in the City, or in municipalities adjacent to the City, in such a manner as to be misleading to the general public.

(b) Burden of proof. The burden of establishing compliance with the standards provided in subsection (a) of this section shall be upon the applicant.

## Sec. 14-215. Term.

[Ord. of 6-3-1997, § 3.5]

A certificate of public convenience and necessity issued under this article shall be effective for five years, subject to the contingencies set out in section **14-216**.

## Sec. 14-216. Transfer; reduction in authorized number of taxicabs.

[Ord. of 6-3-1997, § 3.6]

No certificate of public convenience and necessity issued under this article may be sold, assigned, mortgaged or otherwise transferred. Upon the sale or other transfer of a portion of a taxicab service, the number of taxicabs authorized by the certificate of public convenience and necessity shall be immediately reduced by the number of taxicabs sold or otherwise transferred.

## Sec. 14-217. Revocation.

[Ord. of 6-3-1997, § 9.1]

The City council may, after notice to the owner and a public hearing, revoke a certificate of public convenience and necessity issued under this article if the City council finds that:

- (1) A taxicab was driven for hire by a driver not having a valid taxicab license, and the owner thereof had knowledge that such driver did not hold a valid taxicab driver's license;
- (2) The owner has consistently failed to have his vehicles inspected or to maintain insurance coverage as required under sections **14-252** and **14-253**; or
- (3) The taxicabs of the owner have consistently been operating in violation of sections **14-188** and 14-189 relating to taxistands and solicitation.

## Sec. 14-218. through Sec. 14-230. (Reserved)

# DIVISION 3. Licenses

### Subdivision I. In General

## Sec. 14-231. Required.

[Ord. of 6-3-1997, § 2.1]

Each taxicab operated upon the streets of the City and each driver who operates a taxicab for hire upon the streets of the City must be licensed in accordance with the provisions of subdivisions II and III of this division.

## Sec. 14-232. Operation without license.

[Ord. of 6-3-1997, §§ 2.2.1, 2.2.2]

- (a) Prohibited. It shall be unlawful for any owner to:
- (1) Operate or cause to be operated in the City any taxicab without having first obtained a taxicab license provided for in subdivision II of this division; or
  - (2) Permit any unlicensed driver to operate a taxicab upon the streets of the City.
- (b) Exception. A motor vehicle licensed by another municipality to operate as a taxicab need not be licensed by the City provided it does not pick up any passengers in the City whose destination also lies within the City.

## Sec. 14-233. through Sec. 14-250. (Reserved)

### Subdivision II. Taxicab License

## Sec. 14-251. Application; issuance.

[Ord. of 6-3-1997, § 4]

Upon the granting of a certificate of public convenience and necessity, a taxicab license may be issued by the City Clerk for each taxicab in accordance with the following requirements:

- (1) Application forms for a taxicab license are available from the City Clerk. The applicant must complete the application and file it with the City Clerk.
- (2) Each initial application for a taxicab license must be accompanied by written statements from:
  - a. The director of public safety or his designee stating that an inspection has been made of the taxicab for which the taxicab license is sought, and that such taxicab has been found to be safe and suitable for taxicab service in accordance with section **14-252**.
  - b. A licensed insurance agency providing written documentation that the taxicab for which the taxicab license is sought is insured in accordance with section **14-253**.
- (3) Each renewal application for a taxicab license must be accompanied by written documentation from a licensed insurance agency stating that the taxicab for which the taxicab license is sought is insured in accordance with section **14-253**. A statement of inspection from the director of public safety or his designee is not required for a renewal license.
- (4) Each initial or renewal application for a taxicab license must be accompanied by an annual taxicab license fee as established by the City council.

## Sec. 14-252. Inspection of vehicles.

[Ord. of 6-3-1997, § 4.1]

- (a) Initial inspection. At the time of licensing, the director of public safety or his designee shall inspect each taxicab to determine that such taxicab meets the following criteria:
- (1) The taxicab has a valid state motor vehicle registration.
  - (2) The taxicab has a current and valid official state inspection sticker placed in the lower lefthand corner of the windshield or in the center of the windshield in back of the rearview mirror or where required by state law.

(3) The taxicab meets the identifying lights and identifying design requirements of section **14-212(4)**.

(b) Periodic state inspections. Each taxicab must undergo an official state inspection every six months. Following each inspection, the taxicab must be brought within five days to City hall for the Clerk to verify that an official inspection sticker has been placed on the windshield of the vehicle.

## **Sec. 14-253. Insurance requirements.**

[Ord. of 6-3-1997, § 4.2]

Each taxicab shall be insured for the period over which the taxicab license is to remain in force, insuring persons and property for injuries and damages resulting from the use and operation of such taxicab. Such insurance policy or coverage shall be issued for a principal sum sufficient to satisfy state statutes or to provide \$300,000 single limit liability coverage, whichever is greater.

## **Sec. 14-254. Expiration; effect of termination of certificate of public convenience and necessity.**

[Ord. of 6-3-1997, § 4.3]

The expiration, termination, suspension or revocation of a certificate of public convenience and necessity shall cause the immediate termination of any and all taxicab licenses issued thereunder. Unless revoked or suspended under section **14-255**, each taxicab license shall expire on May 1 next after the date of issuance.

## **Sec. 14-255. Suspension or revocation.**

[Ord. of 6-3-1997, § 9.2]

The City council may, after notice to the owner and public hearing, suspend a taxicab license for a period of not more than 90 days or revoke the taxicab license of such licensee if the City council finds that:

- (1) The rate card or taxicab license has consistently not been on display as required by section **14-184**;  
or
- (2) Such licensed taxicab has consistently failed to meet the standards required under section **14-252**.

## **Sec. 14-256. through Sec. 14-270. (Reserved)**

### **Subdivision III. Taxicab Driver's License**

## **Sec. 14-271. Application; issuance.**

[Ord. of 6-3-1997, § 5.1; Amd. of 6-21-2011]

Applications for taxicab driver's licenses shall be made upon forms furnished by the City Clerk and shall require the applicant to set out such information as the City council may reasonably require. Before the City Clerk shall issue such license, the director of public safety or his designee must approve the application. To qualify, the applicant must:

- (1) Present a valid state driver's license;
- (2) Present a letter from a reputable physician dated not more than 30 days previous to submission stating that the applicant has no physical or mental condition, which would affect his ability to

function as a taxicab driver and thereby impair the safety of himself or that of his passengers;

- (3) Submit two passport-style photographs of self; and
- (4) Pay the annual license fee as established by the City council of \$10 for the two-year period.

## **Sec. 14-272. Ineligibility for license.**

[Ord. of 6-3-1997, §§ 5.2-5.6]

- (a) No person who has been convicted of a felony or class A, B, or C offense within five years prior to the application shall be issued a taxicab license.
- (b) No person shall be issued a license whose driver's license is revoked or has been revoked within three years prior to the application.
- (c) No person shall be issued a license who has been convicted of any of the following offenses within five years prior to the application:
  - (1) Homicide by means of motor vehicle;
  - (2) Driving under the influence of intoxicating liquor or drugs;
  - (3) Leaving the scene, bodily injury;
  - (4) Driving to endanger;
  - (5) Speeding in excess of 25 miles per hour over the posted speed limit; or
  - (6) Eluding an officer.
- (d) No person shall be issued a license who has been convicted of any of the following offenses within three years prior to the application:
  - (1) Leaving the scene, property damage;
  - (2) Taking a motor vehicle without consent;
  - (3) Operating after suspension or revocation;
  - (4) Loaning or altering license or permit;
  - (5) Passing a stopped school bus;
  - (6) Driving to endanger;
  - (7) Speeding in excess of 25 miles per hour over the posted speed limit; or
  - (8) Eluding an officer.
- (e) Repeated convictions of any motor vehicle violations shall be grounds for denial of a taxicab license.

## **Sec. 14-273. Record of denials.**

[Ord. of 6-3-1997, § 5.7]

The City Clerk shall make and keep a written record of every decision to deny an application for a taxicab driver's license in the manner required by 1 M.R.S.A. § 407.

## **Sec. 14-274. Appeal of denial.**

[Ord. of 6-3-1997, § 5.8]

Any applicant denied a taxicab driver's license by the City Clerk may appeal such denial to the City council by filing with the City Clerk a written notice of appeal. The City council shall hear the appeal within 30 days of its filing and shall afford the applicant an opportunity to testify as to why he should be granted a license in the face of the Clerk's reason for denial and to challenge the validity of the Clerk's action or the underlying basis for the denial.

## **Sec. 14-275. Signing and numbering of licenses; identification card.**

[Ord. of 6-3-1997, § 5.9]

A taxicab driver's license shall be signed by the City Clerk and shall be numbered in the order granted. Upon the issuance of the license, the City Clerk shall also deliver to the licensee an identification card bearing a recent photograph of the licensee, the number of the taxicab driver's license, the licensee's name, and the words "Licensed Taxicab Driver - City of Belfast, Maine." The identification card shall be conspicuously displayed in the taxicab.

## **Sec. 14-276. Term.**

[Ord. of 6-3-1997, § 5.10; Amd. of 6-21-2011]

Unless suspended or revoked under section **14-278**, all taxicab drivers' licenses will continue in force until two years after the date of issuance.

## **Sec. 14-277. Filing of list of drivers.**

[Ord. of 6-3-1997, § 5.11]

Every owner shall, on the first day of each calendar month, file with the director of public safety or his designee a current list of all taxicab drivers in his employ.

## **Sec. 14-278. Suspension or revocation.**

[Ord. of 6-3-1997, § 9.3]

The City Council may, after notice to the licensee and public hearing, suspend for a period of not more than 90 days, or revoke, the taxicab driver's license of such licensee if the City Council finds that:

- (1) The licensee has been convicted of a moving violation while operating a taxicab containing a passenger; or
- (2) The licensee has consistently failed to display his identification card as required by section **14-275**.

## **Sec. 14-279. through Sec. 14-300. (Reserved)**



10.B

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

**EVENT:** Annual Ice Festival and Ice Carving Championship

**DATES:** February 23, 24, and 25

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

**PROPOSED LOCATION/AREA TO BE USED:** See map.

**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?):

- 2024 marks the fourth year for the Belfast Ice Festival and third year for the State of Maine Ice Carving Championship. Beginning Friday, February 23, between 15 and 20 ice sculptures will be on display from Post Office Square to the waterfront, along High Street, and along Front Street. Many restaurants will offer outdoor "Ice Bars" with food and drink specials. Friday evening will have a "Magical Luminary" walk along the Belfast Rail Trail for participants to enjoy from 5:00 – 8:00 p.m.
- Saturday, February 24 will be filled with free, family friendly activities between 10:00 a.m. – 4:00 p.m. We will offer three (3) live ice carvings at various times/places throughout the day. Carriage rides will again be offered along Front Street. They will begin and end at the Belfast Area Chamber of Commerce (BACC) who will also have their office open as a warming station. The Park on Main will be filled with local organizations offering children activities. The State of Maine Ice Carving Championship will take place at the corner of Main and Cross Street in the afternoon. This competition will add up to 10 additional ice

sculptures for people to view and enjoy. Participating restaurants will again offer "Ice Bars" with food and drink specials.

- Sunday, February 25 will have participants exploring the ice sculptures around downtown while visiting the "Ice Bars" at local restaurants.

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.

Our Town Belfast is requesting the use of:

- Downtown sidewalks for the placement of ice sculptures from Post Office Square along Main Street to the waterfront as well as along High Street and Front Streets.
- Post Office Square for the placement of two (2) porta-potties, one will be handi-accessible.
- The Belfast Rail Trail on Friday evening for the "Magical Luminary Walk".
- The Park on Main for our free, children's activity area on Saturday.
- Main Street, from the corner of Washington to Front Street Saturday till 4:00 p.m.
- Federal Street to Front Street.

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

- Friday, February 23, Ice Sculptures will be placed on the sidewalks and the Porta Potties will be delivered. The "Magical Luminary Walk" will take place from 5:00 – 8:00 p.m.
- Saturday, February 24, all day use of the Park on Main and viewing of the Ice Sculptures placed on the sidewalks. Closure of Main Street from Washington to Front Street 8:00 a.m. – 4:00 p.m.
- Sunday, February 25, all day viewing of the Ice Sculptures on the sidewalks.

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

- Saturday, February 24, closure of Main Street from Washington to Front Street 8:00 a.m. – 4:00 p.m.
- Saturday, February 24 and Sunday, February 25 – Federal Street all day.

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

- Event volunteers.

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

- See Department/Service requested page.

7) How many people do you expect?

- 1,500 – 2,000 people

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

- A festival hat and cup.

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

- Yes, on private property at Rollie's Bar & Grill Ice Bar in their dirt parking area and any participating restaurant open for business.
- Yes, on city property, both Darby's Restaurant and Delvino's Restaurant will have an Ice Bar in front of their businesses and require two (2) city parking spots for set up.

Where? – See map

By Whom: Name and Phone contact number:

- Darby's Restaurant: Cory Chase. 338.2339
- Rollie's Bar and Grill: Ryan Otis, 469.5604
- Delvino's Restaurant: Tina Delsanto, 838.9753

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

- No

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

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

- Participants enjoying themselves while walking around. Ice carving equipment, i.e. chainsaws, in use Saturday from 1:00 – 3:00 p.m. for the 3<sup>rd</sup> Annual State of Maine Ice Carving Championship.

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?

- There will not be a need for additional security other than normal police presence.

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

- We will provide three (3) sets of two (2) porta-potties at Post Office Square, Rollie's Bar & Grill dirt lot, and Dockside Restaurant.

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

- Privately provided by businesses.

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

- Yes, the downtown business are aware of the event. They are excited for the influx of traffic to downtown during the shoulder season.

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](mailto:director@ourtownbelfast.org)

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

- Yes, please see below.

**Department**

**Service Requested**

City Manager: n/a \_\_\_\_\_

Police: Normal weekend event presence

Fire/ Ambulance: Normal weekend event presence

Parks:

Public Works:

- Barricades:
  - One (1) set in PO Square near Police Station
  - Two (2) sets corner of Main and Washington Streets
  - Two (2) sets corner of Main Street and the Park on Main by the Public Parking Lot entrance
  - Two (2) sets corner of Cross and Federal Streets
  - Two (2) set corner of Main and Front Streets
- Trash Cans:
  - Corner of Park on Main
  - Corner of Main and Front Streets near the Belfast Area Chamber of Commerce
  - Corner of Main and Cross Streets
- Orange Cones:
  - 15 placed at the Belfast Area Chamber of Commerce
  - Five (5) placed in Post Office Square
  - 10 placed at the traffic light at Main and High Streets
- If we have snow that can be moved, we request the Public Works places it on Federal Street to allow for sledding.

Harbor: n/a

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.

Solid circle = ice sculpture location  
 Empty circle = ice bar location  
 Solid line = road closure

Belfast Post Office

Rt 3 at Dairy Queen

Henys Shopping Plaza

City Hall

High St

THE Traffic Light

Belfast Co-op

Belfast Free Library

Eric O Memo Skate

United Farmers Market of Maine  
 Year-round  
 Saturday  
 9:00a-2:00p

Park on Main

Belfast Chamber of Commerce

Heritage Park

Belfast Harbor Walk

Marshall Wharf

Public

High St

Miller St

Beaver St

Spring St

Pendleton Ln

Cross St

Federal St

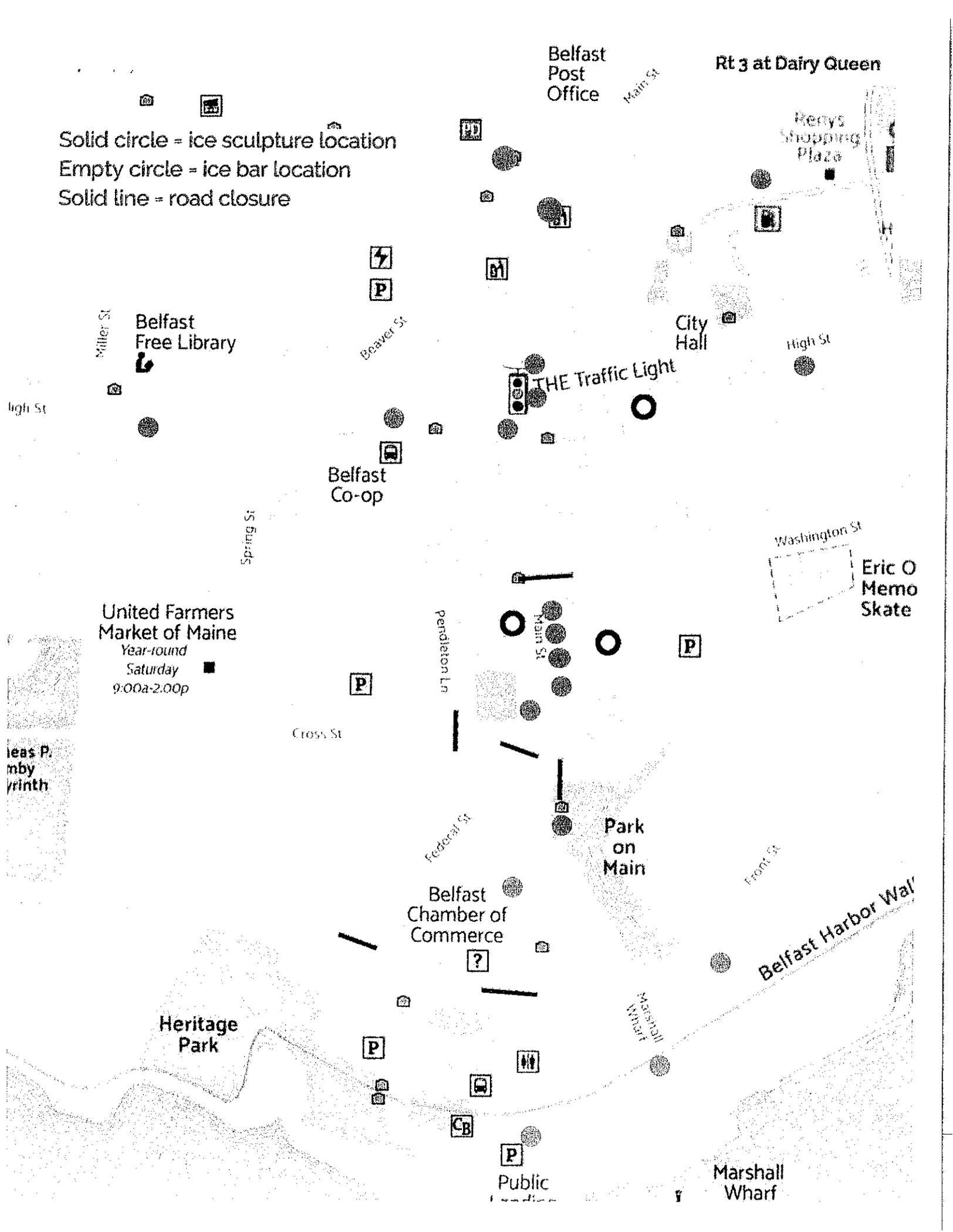
Front St

Main St

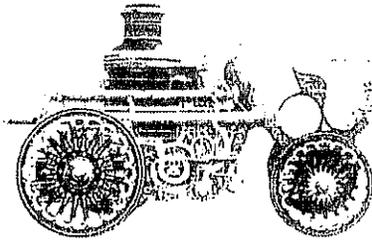
Main St

Marshall Wharf

leas P.  
 mby  
 yrinth



10.C



*Belfast Fire & Ambulance Department*  
*131 Church Street \* Belfast, Maine 04015*  
*Phone 538-3302*

January 13, 2024

Honorable Mayor Sanders  
Belfast City Councilors  
City Mgr. Herbig

Re; Acceptance of \$1,000.00 Donation to the Belfast Fire Department

The Reny's Foundation has graciously donated \$1,000.00 to the Belfast Fire Department. With your acceptance of this donation, I would recommend a deposit into the Jaws of Life account (1-2100-00) to apply towards the purchase of rescue equipment in the future.

Thank you to the Reny Charitable Foundation for this donation and support for the community.

Thank you,  
Patrick Richards  
Fire Chief/Ambulance Director

10.0



## CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

**Leigh Wilcox**  
Cemetery Superintendent

E-mail: cemetery@cityofbelfast.org  
Tel: (207) 338-2264

### **1999 chevy 1 ton new engine**

I am asking the council today to allow the Cemetery to take \$3,500 from our capital projects account which is the 537 line we currently have around 60,000.

The reason for the money is that the truck needs a new engine and i had Ben at public works get a quote from NAPA for the engine and it costs \$3,311.

My goal is to get this ordered and fixed before April when the cemetery opens back up. This truck is our most important truck as it does all the heavy work and is essential in burials, spring cleanup with sticks and loading gravel and fixing the roads.

Thank you Leigh Wilcox Cemetery Superintendent .

10.E

**OLVER ASSOCIATES INC.**

ENVIRONMENTAL ENGINEERS

---

**MEMO**

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

**Cc:** City of Belfast

**Date:** January 29, 2024

**Re:** Use of Capital Reserves for Aeration Blower at Wastewater Treatment Facility

This memo is a request for \$26,834.65 to be moved from Capital Reserves to Equipment & Parts (Line Item: 990-611) for the quote from Excelsior Blower Systems (attached). This is for the replacement of the #1 aeration blower at wastewater treatment facility. This is one of three blowers responsible for supplying air to the facilities aeration tanks. This air is required by the biological process that treats our wastewater. Blower #1 experienced a failure and was sent to the factory to determine if it could be refurbished. Unfortunately, after inspection, it was determined that it required replacement. The new blower will be a bolt-in-place replacement, and not require any modification to the existing setup. The failed blower has been in operation since 1996, making it 28 years old. We continue to maintain and operate the other two blowers of the same age, but eventually they will also require replacement. We need this replacement to ensure against a future issue as the plant requires two functional blowers to be on-line.

We hereby submit this request for \$26,834.65 to be allocated from the Wastewater Department's Capital Reserves to budget line item; Equipment & Parts (990-611) for the quote from Excelsior Blower Systems for the City Council's consideration and approval.

Thank you.



331 JUNE AVENUE  
BLANDON, PA 19510

PHONE: 610-921-9558 EXT 121  
FAX: 888-317-2461

# REPAIR ESTIMATE

Ref.#: 91768  
[dan.fulton@excelsiorblower.com](mailto:dan.fulton@excelsiorblower.com)

Contact: Travis Jones  
Customer: Belfast WWTP  
Blower Model: Sutorbilt 716-4500  
Serial #: U29665

Date: 1/8/24  
Phone:  
Fax:  
Email: [travis@olverassociatesinc.com](mailto:travis@olverassociatesinc.com)

CAUSE OF FAILURE:			
S/N DATES FROM 1995. UNIT EXPERIENCED A LOSS OF TIMING (SEE PHOTO). GEARS ARE MELTED. THIS ALLOWED THE ROTORS TO CONTACT ONE ANOTHER. RESULTING IN PROFILED DAMAGE, A BROKEN SHAFT AND A CRACKED DRIVE END HEADPLATE. SEE PHOTOS. THIS UNIT IS NOT ECONOMICAL TO REPAIR.			
THERE ARE SIX(6) PHOTOS ATTACHED TO THIS EMAIL			
PARTS REQUIRED:			
FACTORY OVERHAUL KIT GEAR SET SHAFT AND IMPELLER GROUP DRIVE END HEADPLATE			
MACHINE / EXTRA WORK REQUIRED:			
INCOMING FREIGHT FOR INSPECTION:			\$364.10
TOTAL REPAIR PRICE FOR PARTS, LABOR**:			EXCEEDS NEW
PRICE FOR NEW SUTORBILT 716-4500 BLOWER AND DELIVERY:			\$26,834.65

Terms and Conditions of Sale 1.2 apply  
Available at [www.excelsiorblower.com/terms-conditions/](http://www.excelsiorblower.com/terms-conditions/)

\*\* Prices include inspection. If the blower is not repaired or replaced by Excelsior, a  inspection charge will apply.

**We require a response within 30 days. After 30 days we will send one additional notice to obtain repair instructions. after 10 days we will scrap the unit at our facility.**

Please advise how to proceed by checking one of the following options and faxing to my attention at: 888-317-2461 or email to: [dan.fulton@excelsiorblower.com](mailto:dan.fulton@excelsiorblower.com).

Repair and Return     Scrap at Excelsior     Return Unrepaired     Replace with new unit

\_\_\_\_\_  
AUTHORIZED BY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
P.O. #

Thank you for allowing EXCELSIOR the opportunity to provide this estimate. Feel free to call me at: 610-921-9558, ext 121.

Best Regards,

**Dan Fulton**

10.F

**OLVER ASSOCIATES INC.**

**ENVIRONMENTAL ENGINEERS**

January 16, 2024

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

RE: Phase 1 CSO Reduction Project  
Bid Award Recommendation

Dear Erin:

As you know, the bid opening for the Phase 1 CSO Reduction Project was held on January 11, 2024. One bid was received as follows:

CONTRACTOR	ADDRESS	TOTAL BID
Nitram Excavation	Benton, Maine	\$2,944,586

The apparent low bidder is Nitram Excavation of Benton, Maine at a total bid amount of \$2,944,586. A bid tabulation is enclosed for your reference. The base bid is higher than the final design engineering estimate for this project of \$2,500,000. However, all bids currently appear to be coming in higher than our database due to inflation, busy construction climate and decline in available contractors. We are finding that the bids we are opening on average are about 20 to 25 percent higher than our typical already inflated engineering estimates. After reviewing the bid amount, the scope of this project and the current bidding climate, we believe that Nitram's bid represents a fair market value for this work.

Since the bidding resulted in what would be considered a fair price for the work and we consider Nitram to be a competent contractor, we recommend that the City Council approve award of this project to Nitram Excavation following funding agency approval for a total contract amount of \$2,944,586.

**OLVER ASSOCIATES INC.**

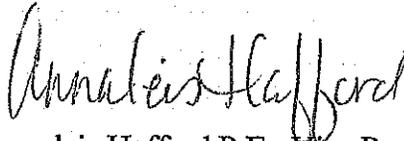
Ms. Erin Herbig, City Manager  
January 16, 2024  
Page 2

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.

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 cursive script that reads "Annaleis Hafford".

Annaleis Hafford P.E., Vice President  
Senior Process Engineer

AH/aes

2332/090

**CSO REDUCTION SEWER IMPROVEMENTS PHASE 2**  
**CITY OF BELFAST, MAINE**  
**BID TABULATION**  
**January 11, 2024**

Item No.	Item Description	Est. QTY	Unit	Nitram Excavation Unit Price	Nitram Excavation Total Price
1	Traffic Control	1	LS	\$ 165,000.00	\$ 165,000.00
2	Removal/Disposal of Asbestos Pipe	1	LF	\$ 7,500.00	\$ 7,500.00
3	Clearing and Grubbing	1	LS	\$ 76,000.00	\$ 76,000.00
4	Abandon/Remove Existing Pipes	1	LS	\$ 1,000.00	\$ 1,000.00
5	Remove/Abandon Manholes	16	EA	\$ 500.00	\$ 8,000.00
6	Manhole Rehabilitation	4	EA	\$ 4,680.00	\$ 18,720.00
7	Existing Manhole Modification	4	EA	\$ 2,000.00	\$ 8,000.00
8	Test Pits	146	EA	\$ 660.00	\$ 96,360.00
9	Ledge Excavation and Removal	150	CY	\$ 350.00	\$ 52,500.00
10	Excavation and Replacement of Unsuitable Fill	100	CY	\$ 45.00	\$ 4,500.00
11	Clay Dams	7	EA	\$ 11,658.00	\$ 81,606.00
12	Temporary Erosion Control	1	LS	\$ 13,500.00	\$ 13,500.00
13	At-Grade Water Service Relocation	3	EA	\$ 4,000.00	\$ 12,000.00
14	At-Grade Water Main Relocation	1	EA	\$ 19,500.00	\$ 19,500.00
15	Trench, Roadway, and Sidewalk Pavement	800	Tons	\$ 375.00	\$ 300,000.00
16	MDOT Trench Pavement	1200	Tons	\$ 375.00	\$ 450,000.00
17	Bituminous Curb	250	LF	\$ 45.00	\$ 11,250.00
18	Pavement Markings	1	LS	\$ 5,500.00	\$ 5,500.00
19	Remove and Reset Existing Granite Curb	350	LF	\$ 100.00	\$ 35,000.00
20	8" Ø PVC Sewer	4450	LF	\$ 178.00	\$ 792,100.00
21	Line 8" Ø Sewer	1450	LF	\$ 71.00	\$ 102,950.00
22	Sewer Pre-Lining Repair	7	EA	\$ 6,000.00	\$ 42,000.00
23	4" Ø PVC Building Sewer	1700	LF	\$ 128.00	\$ 217,600.00
24	6" Ø PVC Building Sewer	500	LF	\$ 129.00	\$ 64,500.00
25	2" Ø PE Force Main	10	LF	\$ 400.00	\$ 4,000.00
26	Vertical Sewer Cleanouts	1	EA	\$ 1,500.00	\$ 1,500.00
27	4' Ø Precast Sewer Manholes	27	EA	\$ 9,800.00	\$ 264,600.00
28	5' Ø Precast Sewer Drop Manholes	1	EA	\$ 15,000.00	\$ 15,000.00
29	Manhole Riser Reconstruction	4	VF	\$ 1,000.00	\$ 4,000.00
30	Remortar Existing Manhole Frame and Cover and Raise Manhole to Grade	4	EA	\$ 2,000.00	\$ 8,000.00
31	Loam & Seeding	1	LS	\$ 34,400.00	\$ 34,400.00
32	2" Rigid Insulation	5,000	SF	\$ 3.60	\$ 18,000.00
33	Owner's Testing Allowance	1	LS	\$ 10,000.00	\$ 10,000.00
<b>TOTAL BASE BID</b>					<b>\$ 2,944,586.00</b>

10.G



CITY OF BELFAST, MAINE 04915  
131 Church Street

PLANNING AND CODES DEPARTMENT

Phone: (207) 338-3370 ext. 125

Fax: (207) 338-2419

Email:

[planningandcodes@cityofbelfast.org](mailto:planningandcodes@cityofbelfast.org)

## MEMORANDUM

DATE: January 30<sup>th</sup>, 2024

TO: Belfast Mayor and City Council, City Manager Erin Herbig

FROM: Bub Fournier, Director of Code and Planning Department

RE: Request to utilize Capital Improvement project funds to address property maintenance issues at 55 Londonderry Lane in Belfast.

**Background Information:** The Planning and Codes Department is requesting authorization to utilize Capital Improvement Project funds (account #720—918) to address 55 Londonderry Lane Map 2 Lot 19-I as per the enclosed memorandum generated by Planning and Codes Coordinator Jen Cormier.

**Requested Action:** I request that the City Council consider “authorizing Planning and Codes staff to utilize Capital Improvement Project funds (account #720-918) to address property maintenance issues at 55 Londonderry Lane mentioned in the memo.” If the Council chooses to support this request, the Department would like to move quickly, as we have received a quote to do this work, and finding a contractor has been difficult. The total amount requested at this time is \$3,850.00. The account has \$9,373.45 including the most recently completed work authorized by the Council in December.

# MEMO

To: Bub Fournier

From: Jen Cormier

Date: January 30, 2024

RE: **Recommendation for Boarding of Property at 55 Londonderry Lane, Map 002, Lot 019-I**

---

Steve and I have been involved with a series of complaints about this property which sharply increased within this past week.

A code violation case was opened 10/27/22 for prior work without permits violations. Upon further investigation, Steve determined the structure was unsafe to occupy and posted a placard. Electricity was clipped at the pole per Steve's request. The interior of the structure is covered with black mold and there is extensive damage from a past burst pipe (see attached pictures from 9/12/23 inspection).

The owner put the house at 55 Londonderry Lane into a revocable trust along with the adjoining vacant lot back in 2014. The owner passed away in late 2022/early 2023. To our knowledge there is no heir, the estate is in probate according to Freddie Mac, however the owner's immediate family members have expressed no interest in the estate.

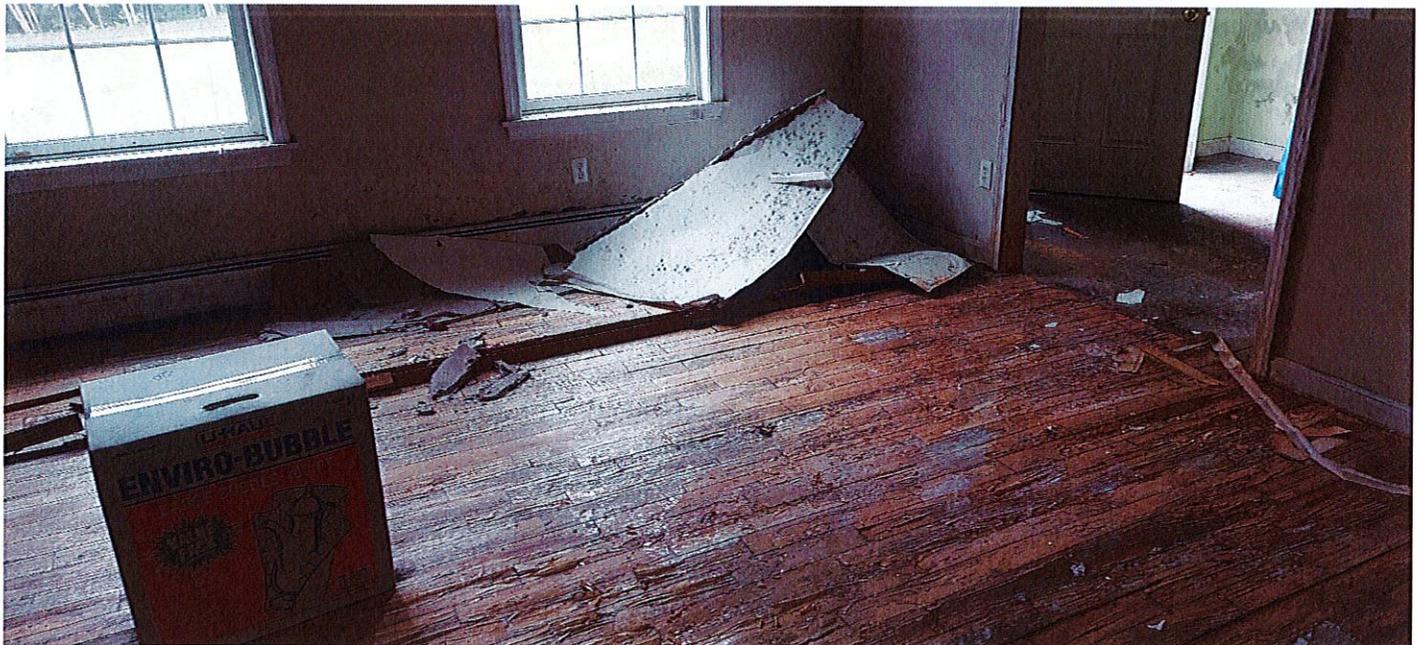
In a bizarre twist, someone claiming to be the successor trustee recorded deed documents on 1/22/24 and attempted to gain access to the property on 1/27/24. A concerned neighbor contacted Belfast PD to report suspicious activity at the house. The PD questioned the individual on the property and has had previous experience with this person. This person also attempted to list the property for sale with a realtor. Steve has notified the lender of the attempted real estate listing.

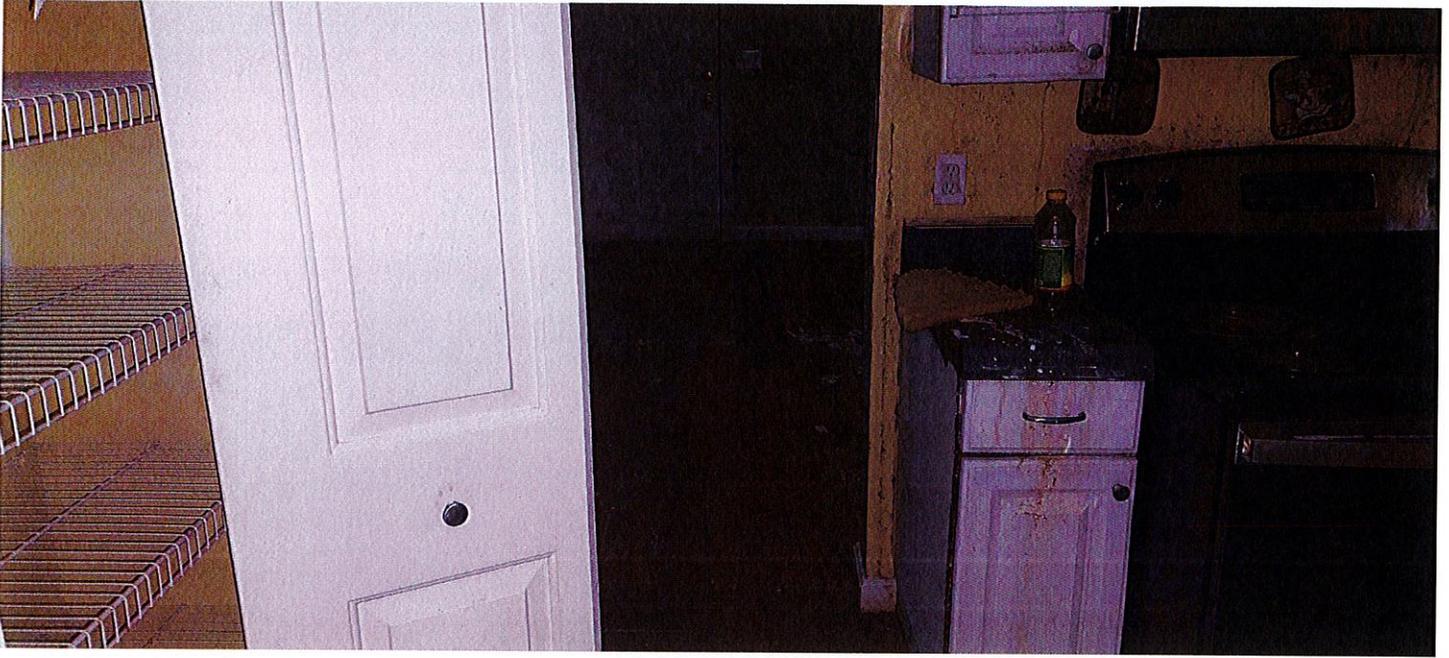
This property was included in the Proposals for Boarding posted on the City website on November 29, 2023 and quotes were received by the deadline December 7, 2023. Due to recent suspicious activity and the overall insanitary conditions of the property, it is recommended that Planning and Codes work to have the building secured immediately for the sum of \$3,850.00. A lien will be placed to recover this expense.

55 Londonderry Lane – Images from CEO inspection on 9/12/23

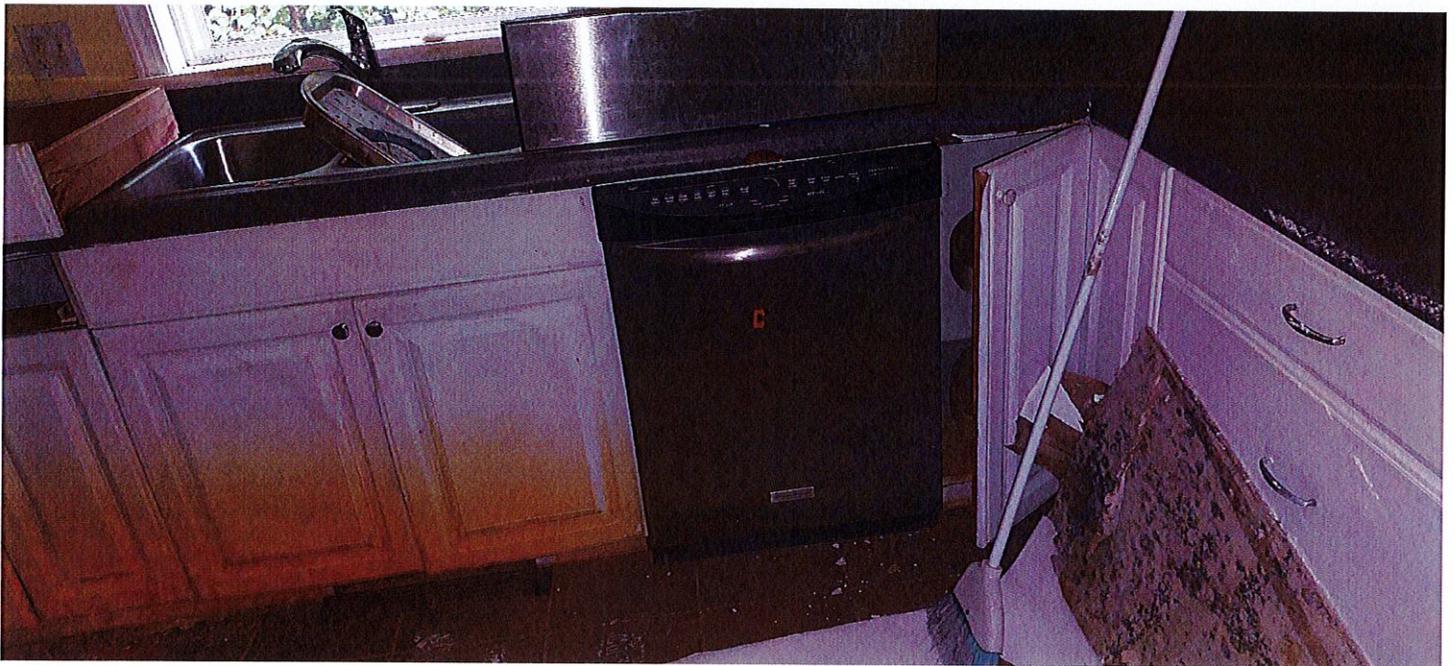


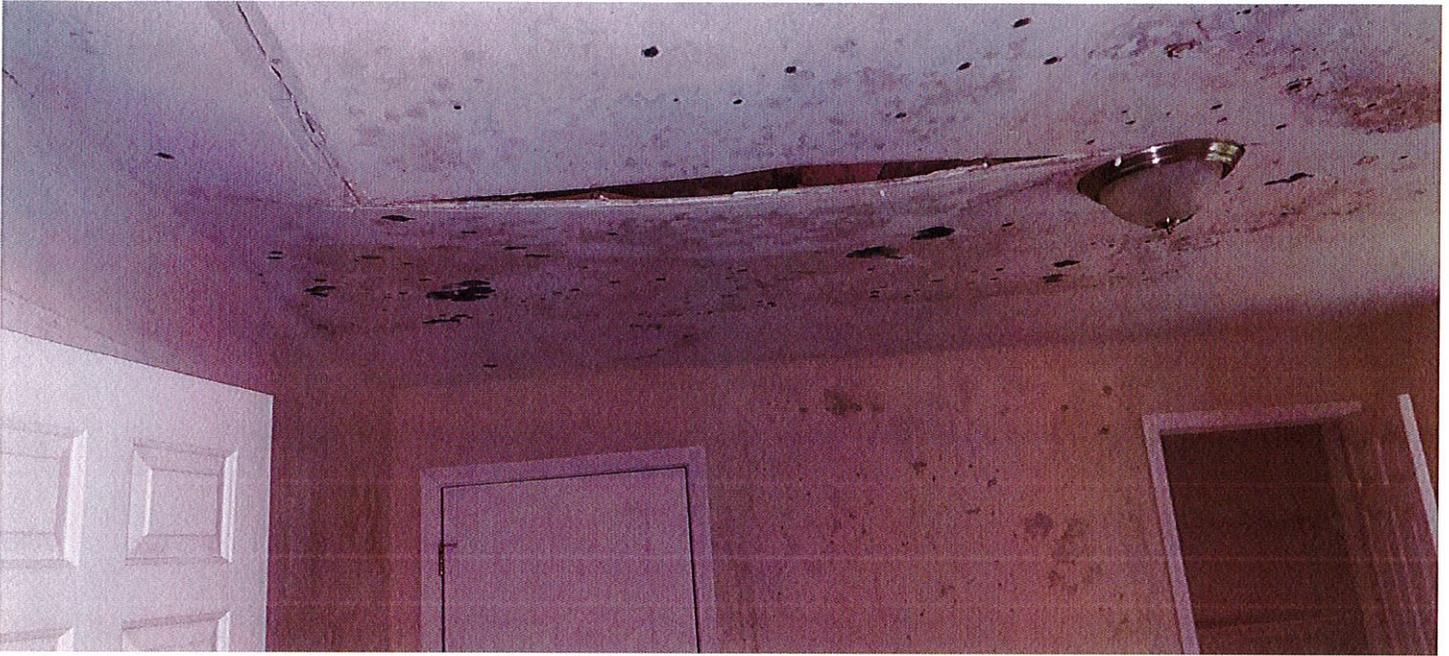
Severe water damage to floors, collapsed ceiling





Moldy kitchen, water damage





Moldy ceilings, severe water damage





10.4



## CITY OF BELFAST

City Hall  
131 Church Street  
Belfast, Maine 04915

Joellyn Warren  
Deputy Economic Development Director

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

TO: Honorable Mayor Eric Sanders, Belfast City Councilors, and City Manager Erin Herbig

FROM: Joellyn Warren, Deputy Economic Development Director

RE: Approval to submit request for Flood Mitigation Assistance grant funds to hire a consultant to support City of Belfast Hazard Mitigation Plan

The City of Belfast has applied to FEMA BRIC for grant funds to hire a consultant to support the creation of a city specific Hazard Mitigation Plan. State officials with the Maine Emergency Management Agency (MEMA) are encouraging the city to apply for grant funds from FEMA's Flood Mitigation Assistance fund in the unlikely event that BRIC funds are not awarded. Both support the creation of plans which is the first step to getting mitigation projects funded.

Flood Mitigation Assistance (FMA) competitive selections focus on reducing or eliminating the risk of repetitive flood damage to buildings and structures insured by the National Flood Insurance Program (NFIP), and with NFIP-participating communities.

State MEMA staff is assisting city staff in the development of the FMA grant which is due February 29, 2024. Applying to both grant programs does not create a conflict with FEMA but rather protects the City's chances for receiving funds. If the city is awarded BRIC funds, council can decide to decline FMA grant funds or vice versa. The timeline for awards is the same. Awards are anticipated to be announced late summer/early fall 2024. The amount of the FMA grant request is the same as the BRIC request. The grant amount is \$30,000 with a city in-kind match of \$10,000 of staff and committee time.

**At this time, the Economic Development Deputy Director requests the at the City Council take the following action at their meeting on February 6, 2024:**

Authorize the submission of a grant application to FEMA's Flood Mitigation Assistance fund to hire a consultant to assist the city with the creation of a city specific Hazard Mitigation Plan in the amount of \$30,000 with a city match in the amount of \$10,000 in the form of in-kind staff and committee time.

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 Christopher Bitely, City Councilor Brenda Bonneville, City Councilor Paul Dean, City Councilor Neal Harkness, City Councilor Mary Mortier, Deputy City Manager Manda Cushman, and City Manager Erin Herbig

**For:** Belfast City Council Meeting of Tuesday, February 6<sup>th</sup>, 2024

**Regarding:** Presentation by the Economic Development Director regarding a Community Development Block Grant Public Service Program Grant.

In June of 2023, the City of Belfast received notification that it has been awarded a \$50,000 Community Development Block Grant (CDBG) Public Service Program Grant, on behalf of the Penobscot Community Health Center.

The funds from this CDBG Public Service Program Grant will be used 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. This furniture, fixtures, and/or equipment would include but not be limited to: dental chairs, stools, cabinets, x-ray equipment, sterilizers, washers, tools, and implements.

This project is required to meet a national objective of 51% or more of the persons that are receiving benefits from the Public Service Program Grant-funded activities to be low- to moderate-income; this can include persons of 62 years of age or older, a group that is presumed to meet this benefit requirement.

The required public hearing regarding the acceptance of this grant will immediately follow.

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

10.5



# 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 Christopher Bitely, City Councilor Brenda Bonneville, City Councilor Paul Dean, City Councilor Neal Harkness, City Councilor Mary Mortier, Deputy City Manager Manda Cushman, and City Manager Erin Herbig

**For:** Belfast City Council Meeting of Tuesday, February 6<sup>th</sup>, 2024

**Regarding:** Conducting a Public Hearing regarding the City of Belfast's acceptance of a Community Development Block Grant Public Service Grant.

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

The following public hearing notice (which was published in the Thursday, January 25<sup>th</sup>, 2024 print edition of The Republican Journal) 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, February 6<sup>th</sup>, 2024, 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 the acceptance of a CDBG Public Service Program Grant. The purpose of this CDBG Public Service Program Grant 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 Project Development Phase. All persons wishing to make comments or ask questions about the acceptance of these funds 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.



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

If any written or emailed comments have been submitted prior to the Public Hearing as referenced in this 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.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 Christopher Bitely, City Councilor Brenda Bonneville, City Councilor Paul Dean, City Councilor Neal Harkness, City Councilor Mary Mortier, Deputy City Manager Manda Cushman, and City Manager Erin Herbig

**For:** Belfast City Council Meeting of Tuesday, February 6<sup>th</sup>, 2024

**Regarding:** Request by the Economic Development Director to have the City Council authorize the acceptance of a Community Development Block Grant Public Service Program Grant.

In June of 2023, the City of Belfast was awarded a \$50,000 Community Development Block Grant (CDBG) Public Service Program Grant on behalf of the Penobscot Community Health Center. Before these funds can be accessed and utilized by the Penobscot Community Health Center, the City must complete the project development phase (also known as phase 2) for this grant. One of this phase's requirements is to secure approval from the relevant legislative body (in this case, the Belfast City Council) through a resolution.

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

- 1) Authorize the acceptance of the \$50,000 in CDBG Public Service Grant Program funds;
- 2) Approve and sign the supplied resolution; and
- 3) Authorize the City Manager to sign any and all documents necessary for the acceptance of these grant funds.

# BELFAST CITY COUNCIL RESOLUTION

## STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

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**WHEREAS**, the City of Belfast wishes to apply to the Department of Economic and Community Development for a Community Development Block Grant to carry out a community development program; and

**WHEREAS**, the planning process required by Maine Law and the CDBG Program have been complied with, including participation in the planning process by low and moderate income families and individuals and **the community has conducted at least one duly advertised public hearing**; and

**WHEREAS**, the City of Belfast is cognizant of the requirement that should the intended National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program; and

**NOW THEREFORE**, be it resolved by the Council of the City of Belfast that the City Manager:

- 1) Is authorized and directed to submit an application for the following program and dollar amount within the State of Maine's CDBG Program:

Program: Public Service

Amount: \$50,000.00

To the Department of Economic and Community Development on behalf of the City of Belfast, substantially in the form presented to this council;

- 2) Is authorized to make assurances on behalf of the City of Belfast required as part of such applications, and
- 3) Is authorized and directed, upon acceptance of said funds to carry out the duties and responsibilities for implementing and said program(s), consistent with the Charter of the City of Belfast and the laws and regulations governing planning and implementation of community development programs in the State of Maine.

DATE ENACTED: February 6<sup>th</sup>, 2024

*Municipal Seal*

**AUTHORIZED SIGNATURES:**

<b>Signature</b>	<b>Name and Title</b>	<b>Date</b>
	Mary Mortier Ward 1 Councilor City of Belfast	February 6 <sup>th</sup> , 2024
	Neal Harkness Ward 2 Councilor City of Belfast	February 6 <sup>th</sup> , 2024
	Brenda Bonneville Ward 3 Councilor City of Belfast	February 6 <sup>th</sup> , 2024
	Christopher Bitely Ward 4 Councilor City of Belfast	February 6 <sup>th</sup> , 2024
	Paul Dean Ward 5 Councilor City of Belfast	February 6 <sup>th</sup> , 2024

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 Christopher Bitely, City Councilor Brenda Bonneville, City Councilor Paul Dean, City Councilor Neal Harkness, City Councilor Mary Mortier, Deputy City Manager Manda Cushman, and City Manager Erin Herbig

**For:** Belfast City Council Meeting of Tuesday, February 6<sup>th</sup>, 2024

**Regarding:** Request by the Economic Development Director to have the City Council approve the recommendation to hire and authorize the execution of a contract with the firm Street Plans, for the undertaking of a City of Belfast Active Transportation and Accessibility Plan.

The City of Belfast and its Pedestrian, Transportation & Accessibility Committee have been interested in creating a *City of Belfast Active Transportation and Accessibility Plan*. This would be a long-term (10+ years) plan for the development and management of facilities in the City of Belfast that would provide for safe and comfortable transportation of bicyclists and pedestrians within the entire City of Belfast, with special emphasis on Route 1 crossings, creating safe and accessible active transportation links between urban and rural areas of the City of Belfast, and expanding the active transportation network outward from the City of Belfast's center.

The Pedestrian, Transportation & Accessibility Committee identified a funding source that could potentially pay for 50% of this plan's costs, that being the Maine Department of Transportation's Planning Partnership Initiative. The City of Belfast and its Pedestrian, Transportation & Accessibility Committee worked together to create and submit a Letter of Intent to the Maine Department of Transportation for funding from this program on April 9<sup>th</sup>, 2023. The City of Belfast then allocated \$30,000.00 in its 2023-2024 fiscal year budget in anticipation of serving as the required matching funds for a \$30,000.00 Planning Partnership Initiative grant. The City of Belfast was notified that it had been selected for funding, and began to work in collaboration with the Maine Department of Transportation on developing a Request for Proposals to identify a firm to carry out the desired work.

This Request for Proposals was issued on November 13<sup>th</sup>, 2023, with a submission deadline of December 21<sup>st</sup>, 2023. This Request for Proposals was placed on the City of Belfast's website, as well as on the Maine Municipal Association's website, and was directly emailed to approximately 40 firms that were already prequalified to undertake work for the Maine Department of Transportation. The City of Belfast received a total of six proposals in response to the request. A review group consisting of the entire membership of the Pedestrian, Transportation, & Accessibility Committee, along with Director of Planning and Codes Bub Fournier and Economic Development Director Thomas Kittredge reviewed and scored all six proposals. Based on the submitted proposals, the firm *Street Plans* was selected by this group as their preferred firm.

As a requirement of the Maine Department of Transportation, this Request for Proposals process was bifurcated, with a firm's technical proposal being kept separate from their cost proposal. Once a preferred firm was selected, their cost proposal was opened and reviewed. If their cost proposal was higher than the total project budget (\$60,000.00), negotiations would be carried out in an attempt to revise their cost proposal downward to fit within that budget. Street Plans' initial submitted cost proposal was higher than \$60,000.00; Economic Development Director Thomas Kittredge worked with Street Plans to revise their cost proposal, which was ultimately revised downwards to \$59,999.99.

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

- 1) Approve the review group's recommendation to hire Street Plans to undertake a City of Belfast Active Transportation and Accessibility Plan;
- 2) Authorize the execution of a contract with Street Plans for this work; and
- 3) Authorize the City Manager to sign any and all documents necessary for the execution of this contract.

10.M



## PROCLAMATION

**WHEREAS**, the Hutchinson Center is a vital educational, cultural and civic center for Belfast and Midcoast Maine, built largely with community investments;

**WHEREAS**, the current owner, the University of Maine, has decided to close and divest its ownership of the facility; and

**WHEREAS**, a smooth and timely transition of ownership from the University of Maine is needed; and

**WHEREAS**, the City of Belfast is uniquely positioned to facilitate ownership transfer by taking ownership itself; and

**WHEREAS**, the City believes it is in the best interest of the City and the community for the long-term ownership and management responsibility to be held by a local 501(c)3 non-profit organization; and

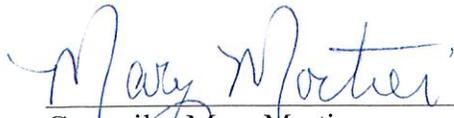
**WHEREAS**, the local Future of the Hutchinson Center Steering Committee is working to secure the Hutchinson Center for the benefit of the Belfast and Midcoast Maine community.

**NOW, THEREFORE**, the City of Belfast resolves to pursue the transfer of the Hutchinson Center from the University of Maine to the City of Belfast, working in partnership with the Future of the Hutchinson Center Steering Committee, to develop a long-term 501(c)3 ownership and management structure to best address the needs of the City and the community and further the success of the Center.

**IN WITNESS WHEREOF**, I hereunto set my hand and seal this 30th day of January 2024.

A handwritten signature in blue ink that reads "Eric F. Sanders". The signature is written in a cursive style.

Mayor Eric Sanders



Councilor Mary Mortier



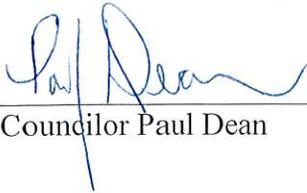
Councilor Neal Harkness



Councilor Brenda Bonneville



Councilor Chris Bitely



Councilor Paul Dean