



CITY OF BELFAST

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MANAGER'S REPORT

Belfast City Council Meeting
Tuesday, February 20, 2024

5:30 p.m. Request to go into an Executive Session on a Legal Matter with the City Attorney pursuant to 1 M.R.S.A. 405 (6) E.

7:00 p.m. Regular Council Meeting

Public Hearing #1

Pursuant to the Special Amusement Ordinance of the City of Belfast and the provision of Title 28-A Section 1054 MRSA a public hearing will be held in the Council Chambers of Belfast City Hall on February 20th, 2024, at 7:00 p.m. or as soon as possible thereafter on a new application for a Special Amusement Permit for 15 Front Street LLC d/b/s Belfast Yacht Club & Event Center for Live Music, DJ, Karaoke, all Live Entertainment, and dancing at 15 Front Street, Belfast, Maine, interior only.

Public Hearing #2

In accordance with Title 28A Section 653 MRSA 1964 a public hearing will be held on February 20th, 2024, at 7:00 p.m. or as soon as possible thereafter in the Council Chambers of Belfast City

Hall to hear an application by 15 Front Street LLC d/b/a Belfast Yacht Club & Event Center located at 15 Front Street, Belfast, Maine for a new Malt, Spirituous, and Vinous liquor license.

Public Hearing #3

In accordance with Title 28A Section MRSA 1964 a public hearing will be held on February 20th, 2024, at 7:00 p.m. or as soon as possible thereafter in the Council Chambers of Belfast City

Hall to hear an application by Anthony Frank d/b/a Belfast Bay Taxi, 230 Searsport Ave., Belfast, Maine for a Certificate of Public Convenience and Necessity to operate 1 taxicab in the City of Belfast under the trade name Belfast Bay Taxi.

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

FROM: Erin Herbig, City Manager

DATE: Thursday, February 15, 2024

Agenda Items:

10-A Discussion and possible action regarding restructuring the Parks and Recreation Commission and the Harbor Walk and Rail Trail Committee.

In 2023, City Staff presented a recommended reorganization to the existing citizen committee structure to increase efficiency and produce better outcomes. The goal of this restructuring was also included the benefits of enhancing communication between the City Council, City Committees, and City Staff; to better align committee work with the Council's policy priorities, which includes addressing housing issues identified in the 2021 Community Revitalization Plan by creating a new committee; providing better City staff support to City Policy Committees; standardizing the committee process and its interactions with the City Council and City staff; standardizing membership terms for committee members; and encouraging citizen participation and harnessing their enthusiasm and passion for committee work.

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

On June 20, 2023, the City Council approved the Phase One of the restructuring with the exception of the creation of the Parks, Trails, and Recreation Committee, which would have combined the Parks and Recreation Commission and the Harbor Walk and Rail Trail Committee. A merger of these two committees would require an Ordinance Amendment as the Parks and Recreation Commission is outlined within the City Ordinance under Chapter 38 Parks and Recreation, Article II Parks and Recreation Commission. The Council decided not to merge these two committees at that time and to revisit the topic in the future.

The City Council revisited this at the January 16, 2024, Regular Council Meeting. At that meeting the Council requested that the item be placed on an upcoming Council Meeting and to invite the Parks and Recreation Commission and the Rail Trail and Harbor Walk Committee to participate in the discussion and provide feedback to the Council on the proposal. This is an opportunity for the Council to discuss the proposed merger and for possible action.

10-B Request to authorize funding to repair City infrastructure damaged during the January 10th storm.

Immediately following the storms, City staff worked quickly to get quotes from contractors in order to submit to our insurance company regarding storm damage estimates. This information must be declined by our insurance provider prior to a willingness from FEMA to begin discussions regarding reimbursement. This information was also shared with Waldo County, MEMA, and the SBA for the purposes of determining if a Disaster Declaration will be determined by the Federal Government. A Disaster Declaration triggers available funding for

damage reimbursement through FEMA. This has not yet occurred for the January storms, but we anticipate that it will.

Our insurance provider visited the Harbor Office last week for an insurance damage assessment. This is encouraging because it may indicate that our insurance will cover an aspect or all of the damage to the Harbor Office. All other damage as a result of January's storm has been declined by our insurance company. This is typically the case and was also the case for many businesses in Belfast as much of the damage was caused by wave activity. What this means is that the City of Belfast will have to incur most of the cost associated with storms, there is still the potential to be reimbursed by FEMA, but even if this happened it could take several years to receive that monetary assistance.

Currently, we have projected a total of \$574,789 in damage. \$256,455 of this total accounts for the planked section of the Harbor Walk and \$318,325 of this total accounts for all other repairs. We will break this down for you and get into more detail at the February 20th Council Meeting.

Our Harbor is a large revenue generator for the City, and we are striving to have everything up and running as it would have been but for the January storm damage. In order to do this, I am requesting authorization from the City Council to move forward with the work that is time-sensitive and must be completed as soon as possible as well as the funding needed to accomplish this work.

If approved by the City Council, City staff request that a motion be to authorize funding of up to \$400,000.00 from the Undesignated Fund Balance for the purpose of addressing these storm damage repairs prior to anticipated reimbursement. The Undesignated Fund Balance has a current balance of \$3,233,830.

Please see the attached chart outlining the damages and projects costs associated with repairs and quotes from contractors (10-B). Harbor Master Kathy Given, Director of Code and Planning Bub Fournier, Deputy Economic Development Director Joellyn Warren, Public Works Director Bob Richards Thatcher Silar of Farley Inc., and I will be available to present and answer any questions.

10-C Request to authorize funding to repair the retaining wall at Steamboat Landing Park.

Over the last year it has become apparent that the retaining wall at Steamboat Landing Park is deteriorating. City staff attempted to reach out to the original contractor to assess the wall but have been unsuccessful in getting on their schedule. When reaching out to Thatcher Silar of Farley Inc for storm erosion quotes, I requested that he look at the retaining wall and provide a proposal.

The scope of work would include mobilization, layout, erosion control and project supervision. The hope would be to salvage the existing fence, light poles, pole bases and trees. This project would include removing the existing sidewalk and curbing in order to excavate the rear of existing upper row of T-wall, remove and reset T-wall blocks, assuming there is an existing leveling pad and stems are in usable condition. Backfill blocks according to manufacturer's installation instructions and then reset curbing, trees, and fence. Following they will restore disturbed pavement roadway and sidewalk, add loam, seed and hay, and remove excess material from the site. The total proposal costs come to \$187,966.

A project of this nature will require a review by the City Engineer to assess the current state of the wall, a geotechnical survey, and an assessment of sub soils. City Engineer Mandy Olver also recommends including a 10% contingency should any unexpected expenses present themselves during construction. With this in mind, I recommend the City Council authorize to funding up to \$220,000 from the Undesignated Fund Balance for the purpose of completing the repairs needed to the retaining wall at Steamboat Landing Park, pending project review and approval by the City Engineer. The Undesignated Fund Balance has a current balance of \$3,233,830.

Please see the attached quote from Farley Inc. (10-C). Director of Code and Planning Bub Fournier, Public Works Director Bob Richards, Thatcher Silar of Farley Inc., and I will be available to present and answer any questions.

10-D Request from the Harbor Master to approve funding from the Harbor ENK Account for necessary harbor infrastructure items.

In the past the Harbor Master has spoken with the City Council at various times about our float replacement program and the fact that our City Landing infrastructure was aging and would gradually need more maintenance. This includes:

1. Floats: The Harbor still has about 12 floats, some over 25 years old, that have blue Styrofoam floatation billets. Typically, we will repair these floats until they no longer can stay together, but when we were hauling the floats out this fall for winter storage, two of the floats fell apart because many of the fastenings holding everything together had rusted through. Several of the float billets also broke when the framing around them came apart. These floats are beyond repair in the sense it would take too much time and material to make them safely usable. We also are trying to phase out our Styrofoam billet floats as quickly as possible and are replacing them with the plastic tub float design. These floats measure 6' x 20' and materials to build new floats this size are approximately \$5,000.00 each. Harbor staff may be able to build them for a little less money as we can use hardware such as cleats, connecting hinge plates, and bumper material that we have salvaged from floats we have taken apart to dispose of.
2. Shore Power Stations: Our shore power stations are basically specialized giant receptacles that are mounted to the floats so boaters can plug into them for electric power on their boats. Each station at the City Landing has two 30amp and one 50-amp receptacle, typically what is used by vessels up to 50' or so. Larger vessels generally want 100- or 200-amp power, but until we decide to upgrade our electrical service to the facility in general, it's difficult to supply that much power without popping breakers. If we do decide to upgrade, these 30- and 50-amp stations can continue to be used by the 'smaller' vessels. Currently we have a total of 7 shore power stations. Most of these stations were installed when the wharf was rebuilt in 1997. Although most are still

working, there are a couple that cannot be repaired anymore and should be replaced. The Harbor Master received a quote from Sea Technologies, the manufacturer of these stations for \$1,175.00 each, which includes a \$125.00 shipping cost per unit.

If approved by the City Council, the Harbor Master requests that a motion is made to approve to moving funds from the Harbor ENK Account to the operating budget to build two 6' x 20' tub billet floats, and to order two shore power stations for the City Landing, in the amount not to exceed \$12,350.00. This account has a current balance of \$204,821.00.

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

10-E Request from Planning and Codes Director to approve funding to install pedestrian crossing signalization at two locations on Lincolnton Avenue.

The Belfast City Council has supported installation of pedestrian crossing signalization, RRFB's or rectangular rapid flashing beacons, at various locations throughout the City to enhance safety at popular crossing locations. These installations feature flashing lights and signage to alert motorists of pedestrians in the crosswalk to enhance safety. The existing crosswalk located at the intersection of Miller and Lincolnton Ave., due to its lengthened diagonal layout, has been identified as a good location for such an installation. Additionally, the existing crosswalk located at the entrance to the shopping plaza where Hannaford and Ocean State Job Lot are located on Lincolnton Ave has been identified for these improvements due to significant pedestrian use.

These two installations would enhance pedestrian safety in the area near the City's largest grocery store and provide drivers with clear notification that pedestrians may be in the roadway. I reached out to Director of Public Works Bob Richards in December regarding a proposal for installing the same flashing signage as other locations and he suggested that the pricing would be

similar to the last quote he received for the crossing near the end of Church Street last year. The estimated cost for each location is \$11,700.00, for a total of \$23,400.00.

If approved by the City Council, Director of Code and Planning Bub Fournier requests that a motion is made to authorize funding of up to \$25,000.00 for installation of pedestrian crossing signalization at the two locations described above from account # 420-902 Sidewalk Reserve Account. This account has a current balance of \$49,100.

Please see the attached memo and map of the proposed locations (10-E) from the Director of Code and Planning Bub Fournier explaining the request in more detail. Director Fournier will be available at the meeting to present and answer any questions.

10-F Request to approve the Spring 2024 Curbside Belfast Program.

The Belfast City Council first approved the Curbside Belfast program in 2020 as a response to the Covid-19 pandemic. The program enables businesses in the City's downtown area to utilize City-owned outdoor space. The Planning and Codes Department, Public Works Department, City Manager's Office, Our Town Belfast, and various businesses have carried out the program, refining it to meet the needs of the community. The program has been a widely celebrated addition to our downtown. In 2024, there are no changes being proposed for the program from 2023. Draft program applications and other support materials are enclosed for City Council consideration.

Curbside Belfast 2024 is designed as an opportunity for restaurants to utilize approximately 2 parking spaces (400sqft) of City property for additional outdoor areas for their customers. The program retains the Use Permit, annual Curbside License, and an annual Curbside Lease Agreement with the City of Belfast. The program requires approval and signatures from a City Councilor, the City Manager, the City Clerk, and the Code Enforcement Officer.

The program runs from May 1st to October 31st, in keeping with the City's seasonal off-street parking schedule. The program only applies to extensions of use for City controlled on-street parking spots. In 2023, businesses utilizing the program were expected to be open 4 out of 7 days per week, adhere to basic design and life-safety requirements, and comply with accessibility requirements. The fee for the permit, license, and lease for the 6-month period in 2023 was \$250.

The Belfast Planning and Codes Department has facilitated permitting for the City's Curbside outdoor dining program since its inception in 2020. The program has been a great success and a welcome addition to the streetscape in Downtown Belfast.

If approved by the City Council, staff recommends that a motion is made to accept the 2024 Curbside Belfast program as presented and to direct staff to generate appropriate permitting documents to facilitate the program. If approved, staff expects to have applications available on the City website by March 1, 2024.

Please see the attached memo and draft application documents for the 2024 Curbside Belfast program (10-F) from Director of Code and Planning Bub Fournier explaining the request in more detail. Director Fournier will be available at the meeting to present and answer any questions.

10-G Request from the Deputy Economic Development Director for authorization to apply to Efficiency Maine for a retrofit rebate.

Efficiency Maine's Funding Opportunity Notice (FON-013) for municipalities with 5,000-10,000 residents is open to support municipal electrification retrofits. This initiative falls under Efficiency Maine's Commercial and Industrial Prescriptive Initiatives (CIPI). This FON offers higher incentives than typically provided under the CIPI initiatives, with the intent to accelerate the conversion to high-efficiency electric HVAC systems in municipal buildings across the state. The deadline to apply for this program is March 1, 2024.

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

10-H Presentation from the Economic Development Director regarding an application to the Community Development Block Grant Public Infrastructure Grant Program.

The City of Belfast has identified a need to improve the infrastructure in and on Congress Street, with a focus on the section of Congress Street located between Grove Street and Booth Drive. At this time, the City has developed a conceptual plan for this infrastructure improvement project. This infrastructure improvement project would include the following key additions/improvements within the project area:

- Installing approximately 1,000 linear feet of sanitary sewer line in Congress Street, to eliminate the remaining existing gap in this portion of the system, where the homes are using septic systems;
- Installing in-ground storm drains (approximately 3,000 linear feet) and catch basins (approximately 24 of them), to replace the current drainage swale system;
- Installing approximately 2,400 linear feet of sidewalk or multiuse pathway, on either the west or east side of Congress Street, which would connect the existing sidewalk on Congress Street ending at Grove Street with the multiuse path that is being constructed for Wight Street in 2024;
- Installing approximately 4,000 linear feet of curbing, on both the west and east sides of Congress Street, to support the additions of the sidewalk/multiuse pathway and the catch basins; and
- Installing approximately 2 pedestrian crossings (pedestrian activated signals and crosswalks, possibly with speed tables); to improve pedestrian safety and to calm vehicular traffic (locations to be determined).

The City anticipates that all of these additions/improvements could be made/located within its existing 66-foot-wide right-of-way.

Olver Associates has recently updated the budget for this proposed project, and has estimated it to be \$3,020,000, assuming a 2025 construction date. The City has already secured some of the funding that would be needed for this project, in the form of a \$1,000,000 Northern Border Regional Commission Catalyst Program Award, and the City will begin receiving 40% of the property tax revenue that will be generated by the 115 Congress Street Affordable Housing Development and Tax Increment Financing District, which it can allocate towards this project. However, these two funding sources are not sufficient to fund this project at the current estimated cost of \$3,020,000, and an additional source of funding is needed to close this gap.

One such potential additional source of funding is the Community Development Block Grant Public Infrastructure Grant Program, which can award grants of up to \$990,000 for projects such as the one being proposed, provided that the project meets the national objective of predominantly benefitting low- and moderate-income persons. At its meeting of January 2nd, 2024, the City Council authorized the submission of a letter of intent to this program. This letter of intent was accepted, and the City of Belfast has been invited to submit a full application to this program, which is due on March 1st, 2024.

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

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

10-I Public Hearing for an Application to the Community Development Block Grant Public Infrastructure Grant Program.

PUBLIC HEARING NOTICE

THE CITY OF BELFAST

The City of Belfast will hold a Public Hearing on Tuesday, February 20th, 2024, as part of its regularly scheduled City Council meeting, which begins at 7:00 pm on that date, at Belfast City Hall, 131 Church Street, Belfast, Maine, to discuss an application being submitted to the State of Maine CDBG program for a Public Infrastructure Program Grant. The purpose of the grant application is to fund infrastructure improvements for the section of Congress Street that is located between Grove Street and Booth Drive. Public comments will be solicited at this Hearing and will be submitted as part of the application. All persons wishing to make comments or ask questions about the grant application are invited to attend this Public Hearing. Comments may be submitted in writing to: Thomas Kittredge, Economic Development Director for the City of Belfast, Belfast City Hall, 131 Church Street, Belfast Maine, 04915; or via email to: economicdevelopment@cityofbelfast.org 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. Attached (10-I) is a copy of the Public Hearing notice.

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

10-J Request by the Economic Development Director to commit matching funds for and authorize submission of an application to the Community Development Block Grant Public Infrastructure Grant Program.

The two preceding agenda items concerned the presentation of an application to the Community Development Block Grant (CDBG) Public Infrastructure Grant Program, and the conducting of the required public hearing for that application.

The CDBG Public Infrastructure Grant Program application requires letters of commitment for all funding sources that are indicated in the application's matching funds table. With a current total estimated project cost of \$3,020,000, and after subtracting the \$1,000,000 Northern Border Regional Commission Catalyst Program Award and the potential \$990,000 CDBG Public Infrastructure Grant, a deficit/gap of \$1,030,000 remains that needs to be addressed with City funds, at least at the time of application submission.

The City's commitment of the remaining needed funds could take the form of it loaning \$1,030,000 in funds from its Undesignated Fund Balance to a project account, to be repaid back to the Undesignated Fund Balance over time, with the City's revenues from the 115 Congress Street Affordable Housing Development and Tax Increment Financing (TIF) District. (This is the mechanism/process by which the City currently plans to fund its portion of costs for the 2024 Wight Street infrastructure improvement project.) The current estimate for the City's share of revenues from this district over its remaining life of 30 years is \$1,397,223; \$1,030,000 would be equivalent to approximately 22 years' worth of the City's estimated revenues from this district.

It should be noted that the City, even if it chooses to make such a funding commitment at this time, will have multiple future decision points/opportunities/options where the amount of its funds being committed can be amended, or the commitment can be entirely released/revoked. These opportunities/options include: not being awarded a CDBG Public Infrastructure Program Grant; returning an awarded \$990,000 CDBG Public Infrastructure Program Grant; refusing to accept a CDBG Public Infrastructure Program Grant that is less than \$990,000; the City securing grant funding from an additional source, such as the Maine Department of Transportation Bicycle and Pedestrian Program, allowing it to reduce its amount of needed matching funds; the City successfully expanding the size of the 115 Congress Street Affordable Housing and Development Tax Increment Financing District to encompass the entire area of proposed project, allowing for financing costs to also be paid for with TIF revenues; the project budget being updated/revised as

part of the CDBG Public Infrastructure Program grant's project development phase; the project scope being updated/revised as part of the CDBG Public Infrastructure Program grant's project development phase; and/or the actual project cost being determined through a bidding process.

Additionally, it should be noted that the City has made recent previous commitments of matching funds that have been subsequently reduced in their amount, potentially freeing up additional matching fund commitment capacity, in the case of: a potential reduction of \$691,480 in committed matching funds for the City's Northern Border Regional Commission Catalyst Program Award (initial matching fund commitment was \$701,480, which will be reduced to \$10,000 if the City secures the \$990,000 CDBG Public Infrastructure Grant Program grant; and an actual reduction of \$955,720 in committed matching funds for the City's 2022 CDBG Public Infrastructure Grant Program grant (initial matching fund commitment was \$1,760,000, which will be reduced to \$804,280, based on the project's bid price).

The City Council had previously authorized the submission of a letter of intent to this program, which was accepted, and the City of Belfast was invited to submit a full application to this program, the deadline for which is March 1st, 2024. The City of Belfast would expect to learn whether or not it had been selected for a grant during June of 2024, and the funds would be made available in July of 2024.

While a complete grant application package does not require the inclusion of/reference to a formal City Council vote, it would only be advantageous for the grant application if the City Council demonstrated support for it through holding such a vote in addition to authorizing the City Manager to sign any documents related and necessary to the submission of the application.

If approved by the City Council, the Economic Development Director requests that the City Council make a motion to commit matching funds in the amount of \$1,030,000 to an application to the Community Development Block Grant Public Infrastructure Grant Program, in the form of a letter of commitment to be drafted by the Economic Development Director and signed by the City Manager, specifying the intended source/mechanism of funding to be utilized; authorize the submission of the application to the Community Development Block Grant Public Infrastructure

Grant Program; and authorize the City Manager to sign any documents related and necessary to the submission of the application.

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

10-K Request by the Economic Development Director to authorize the submission of an application to the Assistance to Firefighters Grant Program and to commit matching funds.

The Assistance to Firefighters Grant Program is one of three grant programs that constitute the Department of Homeland Security, Federal Emergency Management Agency's focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. This program provides financial assistance directly to eligible fire departments, nonaffiliated emergency medical service organizations, and State Fire Training Academies for critical training and equipment. This program has awarded approximately \$8.4 billion in grant funding to provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience. \$324 million in funding is available under this program in their current grant competition, with 2,000 awards expected to be made. The City of Belfast has previously, in 2022 and 2023, submitted applications to this program, but unfortunately, has not yet been awarded a grant.

Eligible applicants include fire departments operating in any of the 50 states, as well as fire departments in the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico, or any federally recognized Indian tribe or tribal organization. A fire department is an agency or organization having a formally recognized arrangement with a state, local, tribal or territorial

authority (city, county, parish, fire district, township, town or other governing body) to provide fire suppression to a population within a geographically fixed primary first due response area.

The Assistance to Firefighters Grant Program has three separate activity categories: Operations and Safety; Vehicle Acquisition; and Regional Projects. The Belfast Fire and Ambulance Department seeks to have the City of Belfast submit one application to this program, under the Operations and Safety activity category, for the following items: 20 self-contained breathing apparatus (SCBA) units; 1 rapid intervention team (RIT) pack; 1 fit testing machine; and 3 power lift systems. The current total estimated cost for these items is \$348,780.00.

The maximum amount of grant funding that an individual fire department serving 100,000 or fewer people can receive under this program is \$1,000,000. There is a required cash match for these grants. For fire departments serving a jurisdiction of 20,000 residents or fewer, the required cash match is equal to not less than 5% of the grant award amount; for a total project cost of \$348,780.00, this would require a cash match in the amount of \$16,608.58. A potential source of these required matching funds could be the Fire Equipment Capital Reserve Account, which has a current balance of \$373,941.26.

The application deadline for this grant program is March 8th, 2024. Grant awards would be awarded no earlier than April 30th, 2024, and no later than September 30th, 2024. The period of performance for this grant program is 24 months.

If approved by the City Council, the Economic Development Director requests that the City Council make a motion to authorize the submission of a grant application to the Assistance to Firefighters Grant Program; authorize matching funds in the amount of \$16,508.58, moving them from the Fire Equipment Capital Reserve Account to the Fire Purchase of Equipment Account # 210-535; and authorize the City Manager to sign any and all documents necessary for the submission of this grant application. The reserve account has a current balance of \$373,941 and the equipment account has a current balance of \$8,468.

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 Airport Manager to authorize the submission of a grant application to the Federal Aviation Administration (FAA) for assistance in updating the City's Airport Layout Plan.

This project will focus on pertinent questions about the future of the Belfast Municipal Airport. This Airport Layout Plan Update and accompanying Narrative Report will serve as a planning document for BST, the FAA, and the Maine Department of Transportation.

The goals of the project include:

- Determining the appropriate runway length
- Identifying areas for future aviation and aviation-related development to support the anticipated growth of BST in the short term, including, at least:
 - Hangars
 - Itinerant and based aircraft parking
 - Aircraft and automobile electric charging stations
 - General aviation terminal facilities
- Identifying areas for future non-aeronautical revenue development.
- Alternative to show a full parallel taxiway
- Provide recommendations to address areas of the airfield that do not comply with current FAA geometry standards.
- Identifying aeronautical opportunities for economic sustainability at the Airport as required by grant assurances.

As part of this process the Airport Manager plans to conduct multiple meetings with airport neighbors and abutters, to ensure their thoughts, ideas, issues, and concerns are incorporated into this update.

The Airport Manager is working with the planning consulting firm to determine the total cost for the proposed scope of work and expects this project to be funded through a multi-year Airport Improvement Program funding process with the total cost not exceeding \$300,000. This cost

will also be reviewed by an Independent Fee Estimator to ensure it is reasonable. Additionally, the Airport Manager will be coming back to the City Council to request authorization to contract with McFarland Johnson, contingent upon FAA funding, once the full contract amount has been determined.

If approved by the City Council, the Airport Manager Kenn Ortmann requests that a motion is made to authorize the submission of an application, by March 1, 2024, to the FAA for 2024 Airport Improvement Program federal funding assistance in the amount of \$150,000 for the project entitled Airport Layout Plan Update, including authorizing the City Manager to sign any necessary documents as part of that submission.

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

10-M Request to approve a CMP pole permit for three new poles located on Swan Lake Ave.

Please see the attached CMP pole permit application (10-M) for three new poles on Swan Lake Ave. City Code Enforcement Officer Steve Wilson and Director of Public Works Bob Richards recommend the Council approve this pole permit.

10-N Discussion with the City Finance Director regarding 2021 Tax Lien Foreclosures.

The 2021 tax lien foreclosures mature at the end of business day on Tuesday, February 20, 2024. Currently, there are 12 real estate tax liens outstanding and in risk of foreclosure if not paid on or before the 20th.

City Finance Director/ Treasurer Amy Bradford has been in contact with the taxpayers since January 13th, 2024, to arrange for payment.

Director Bradford has requested this placeholder on the February 20, 2024, Council Meeting Agenda. A list of outstanding accounts will be provided prior to the Tuesday evening meeting. If all accounts are paid prior to the meeting, we will request that this item be moved from the agenda.

Please see the attached memo (10-N) from Finance Director Amy Bradford explaining the request in more detail. Director Bradford and I will be available at the meeting to present and answer any questions.

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

10-P Signing of Council Orders

Presidents' Day is on Monday, February 19th, 2024, this year. This is a federal holiday, originally established in 1885 in recognition of President George Washington.

This holiday became known as Presidents' Day after the date was changed to the third Monday of February each year, as part of the Uniform Monday Holiday Act signed in 1968 by President

Lyndon B. Johnson. The Uniform Holiday Bill mandated that three holidays, including Presidents Day, occur on Mondays to prevent midweek shutdowns and add long weekends to the federal calendar.

Presidents' Day has served as a time of patriotic celebration and remembrance. This holiday gained special meaning during the difficulties of the Great Depression, when portraits of George Washington often graced the front pages of newspapers and magazines every February 22. In 1932, the date was used to reinstate the Purple Heart and in 1938 approximately 5,000 people attended mass at Saint Patrick's Cathedral in New York City in honor of President Washington.

Presidents' Day is additionally viewed as a day to celebrate all U.S. presidents, past and present. Public schools often spend the days leading up to Presidents' Day teaching students about the accomplishments of these leaders.

Presidents' Day is an opportunity to reflect on the impact of leaders on our values, security and wellbeing, and our government institutions. It is also a time to think about what we might expect of future leaders. On Presidents' Day this year, I ask that you consider how leaders have molded our history, and the role we all play in the shape it takes moving forward.

**City of Belfast
Consent Agenda
Tuesday, February 20, 2024
Meeting #16**

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 new application for a Special Amusement Permit for 15 Front Street LLC d/b/s Belfast Yacht Club & Event Center for Live Music, DJ, Karaoke, all Live Entertainment, and dancing at 15 Front Street, Belfast, Maine, interior only.**

Motion to approve a new application for a Special Amusement Permit for 15 Front Street LLC d/b/s Belfast Yacht Club & Event Center for Live Music, DJ, Karaoke, all Live Entertainment, and dancing at 15 Front Street, Belfast, Maine, interior only.

- B. Request to approve an application by 15 Front Street LLC d/b/a Belfast Yacht Club & Event Center located at 15 Front Street, Belfast, Maine for a new Malt, Spirituous, and Vinous liquor license.**

Motion to approve an application by 15 Front Street LLC d/b/a Belfast Yacht Club & Event Center located at 15 Front Street, Belfast, Maine for a new Malt, Spirituous, and Vinous liquor license.

- C. Request to approve an application by Anthony Frank d/b/a Belfast Bay Taxi, 230 Searsport Ave., Belfast, Maine for a Certificate of Public Convenience and Necessity to operate 1 taxicab in the City of Belfast under the trade name Belfast Bay Taxi.**

Motion to approve an application by Anthony Frank d/b/a Belfast Bay Taxi, 230 Searsport Ave., Belfast, Maine for a Certificate of Public Convenience and Necessity to operate 1 taxicab in the City of Belfast under the trade name Belfast Bay Taxi.

<u>Parks and Recreation Commission</u>				
Larry Theye	July	2025 (3 Year)	Member	ldtheye@gmail.com
Gabriel Cohen	July	2026 (3 Year)	Secretary	gabecohen33@gmail.com
Cathy Gleeson	July	2025 (3 Year)	Chair	cathygleeson12@gmail.com
Molly Miller	July	2024 (3 Year)	Member	mollyhoytmiller@gmail.com
Vacancy	July	2025 (3 Year)	Member	
David Aguiar	July	2026 (3 Year)	Member	davidaguiar8@comcast.net
Vacancy	July	2024 (3 Year)	Member	
Vacancy	July	2024 (3 Year)	Alternate	
XXXXXXX	n/a	n/a	City Staff Liaison	parksandrec@cityofbelfast.org

7 Members: 3-Year Terms

Meetings held 2nd Thursday of the month at 4:00PM in Conference Room A, City Hall

<u>Harbor Walk and Rail Trail Committee</u>				
Jack Shaida	n/a	n/a	Member	jacks@coastalmountains.org
Joseph Slocum	n/a	n/a	Member	jslocum39@gmail.com
Bob Richards	n/a	n/a	City Staff Liaison	publicworks@cityofbelfast.org
XXXXXXX	n/a	n/a	City Staff Liaison	parksandrec@cityofbelfast.org
Michael Hurley	n/a	n/a	Member	mike@pilut.com
<i>No specifications on file at this time</i>				

ARTICLE II
Parks and Recreation Commission

Sec. 38-31. Established. [Ord. No. 21-1996, art. I, § 1, 2-6-1996]

There shall be a City parks and recreation commission.

Sec. 38-32. Purpose. [Ord. No. 21-1996, art. II, § 1, 2-6-1996 ; Amd. of 1-2-2013]

The parks and recreation committee, under the general direction of the City council, shall advise the City manager and the parks and recreation director as to the custody, care and management of the parks and their facilities, not inconsistent with the duties of the parks and recreation director.

The object of the parks and recreation commission is to:

- (1) Advise the City council, City manager, and parks and recreation director as to the establishment, maintenance and improvement of City parks and open areas, including range ways and right-of-ways to the water, and as to the recreational needs of the community.
- (2) Provide volunteer support for the City parks and for City-sponsored recreational activities.
- (3) To serve as a liaison between the public and City government in matters pertaining to the parks.
- (4) To work with outside individuals, groups, and other local recreational resources and entities to foster quality activity in the parks and to coordinate local recreational programming in the City.

Sec. 38-33. Membership; appointment and term of members; vacancies. [Ord. No. 21-1996, art. III, §§ 1-5, 2-6-1996 ; Ord. No. 26-2008, 1-2-2008 ; Amd. of 1-2-2013]

- (a) The membership of the parks and recreation commission shall be seven members. All members shall be residents of the City.
- (b) The term of office shall be three years.
- (c) Each year, the City council shall meet and appoint a new member for the term of three years to succeed the outgoing member. Such member will take office when appointed.
- (d) In the event of the resignation of any parks and recreation commission member, or their death, inability to serve, or absence without acceptable reasons from three regular consecutive meetings, the City council shall appoint a member to finish any unexpired term that might remain.

Sec. 38-34. Compensation of members. [Ord. No. 21-1996, art. VIII, § 3, 2-6-1996]

All members of the parks and recreation commission shall serve without remuneration.

Sec. 38-35. Meetings. [Ord. No. 21-1996, art. IV, §§ 1-9, 2-6-1996 ; Amd. of 9-6-2011 (1); Amd. of 1-2-2013]

- (a) Regular meetings of the parks and recreation commission shall be held the second Thursday of each month during the year, unless an alternative schedule is approved by the commission and posted and noticed on the City website.
- (b) The parks and recreation director will make an effort to be at the monthly meetings of the commission.
- (c) All regular meetings are to be held at City hall.
- (d) Special meetings shall be called by the chair or upon the written request of at least two members.
- (e) The regular meeting held in September of each year shall be known as the organization meeting. The purpose of this meeting shall be the writing of the annual report, and other business that may need to come before such meeting.
- (f) The purpose of the regular December meeting shall be the election and installation of officers, namely the chair and the secretary.
- (g) (Reserved)
- (h) Four voting members constitute a quorum at any regular or special meeting. Four votes, present at the meeting, will be needed to pass any motion of the committee.
- (i) All meetings shall be open to the public.

Sec. 38-36. Officers. [Ord. No. 21-1996, art. V, §§ 1, 2, 2-6-1996 ; Amd. of 1-2-2013]

- (a) The officers of the parks and recreation commission shall be a chair and a secretary, who shall be elected at the December meeting to serve for one year or until a successor shall be elected and qualified.

Sec. 38-37. (Reserved)¹

Sec. 38-38. Duties of chair. [Ord. No. 21-1996, art. VI, § 1, 2-6-1996 ; Amd. of 1-2-2013]

The chair shall preside at all meetings of the parks and recreation commission, and shall assume or delegate to another commission member, the responsibility for communicating commission perspective, recommendations or decisions to the City council, City manager or City parks and recreation director.

Sec. 38-39. Duties of secretary. [Ord. No. 21-1996, art. VI, § 3, 2-6-1996 ; Amd. of 1-2-2013]

The secretary shall keep a record of the proceedings of the parks and recreation commission. Once approved, minutes of meetings should be filed with the City Clerk for recording and distribution.

Sec. 38-40. (Reserved)²

1. Editor's Note: Former Section 38-37, adopted 2-6-1996 by Ord. No. 21-1996, which contained provisions on election of officers, was repealed 1-2-2013.

Sec. 38-41. Duties. [Ord. No. 21-1996, art. VIII, §§ 1, 2, 2-6-1996 ; Ord. No. 36-2005, 4-5-2005 ; Amd. of 1-2-2013]

- (a) The parks and recreation commission, under the general direction of the City council, shall advise and make recommendations to the council, City manager and parks and recreation director as to the custody, care and management of the City parks and parks facilities.

Specifically the commission will provide advice and give recommendations on:

- (1) Annual budget expenditures.
- (2) Rules and regulations in the parks.
- (3) Establishing multi-year capital project plans and in setting priorities for capital project work.
- (4) Establishing policies for uses of the parks.
- (5) Recreational program-related matters.
- (6) Gifts of money, equipment or property to the City for the parks.

The commission will not be involved in the day to day operation of the parks nor in the direction or management of any City employee.

Sec. 38-42. Committees. [Ord. No. 21-1996, art. IX, § 1, 2-6-1996 ; Amd. of 1-2-2013]

Special subcommittees may be appointed by order of the parks and recreation commission as needs may arise. Such committees shall not necessarily be restricted to members of the present commission.

Sec. 38-43. (Reserved)³

Sec. 38-44. through Sec. 38-70. (Reserved)

2. Editor's Note: Former Section 38-40, which contained provisions on authority to inspect recreational facilities, was repealed 1-2-2013.

3. Editor's Note: Former Section 38-43, adopted 2-6-1996 by Ord. No. 21-1996, which contained provisions on amendments to rules, was repealed 1-2-2013.

Belfast Coastal Storm Overview
Date of Storm - 1/10/2023

10.B

Department	Type	Description	Amount
Harbor	Contractor - Materials and Labor	Gas pumps, valves, hoses	\$ 35,397.29
Harbor	Contractor - Materials and Labor	Hydraulic pump for Lobster Hoist, dock box and life rings	\$ 7,000.00
Harbor	Contractor - Materials and Labor	Rebuild and replace town, fisherman & dinghy docks	\$ 25,000.00
Harbor	Contractor - Materials and Labor	Repair broken pipes and wires harbor walk and Thompson Wharf	\$ 28,000.00
Harbor	Contractor - Materials and Labor	Repair broken pipes, wires, and electric to gas pump, ice chest, hydraulic lift, dock power	\$ 85,000.00
Harbor	Contractor - Materials and Labor	Replace landing at public pier, replace cupola on public restrooms	\$ 13,471.06
Public Works	Contractor - Materials and Labor	Footbridge road stabilization	\$ 47,744.00
Public Works/Maintenance	Contractor - Materials and Labor	Repair Belfast Boat House	\$ 80,966.23
		Sub-Total	\$ 322,578.58
Public Works	Contractor - Materials and Labor	Repair bulk head at Boat House	TBD
Public Works	Contractor - Materials and Labor	Repair Robins Road	TBD
		Projected Total*	\$ 400,000

Amounts listed are based on estimates provided to city departments from contractors for budgeting purposes.
 *Projected total does not include staff time/vehicle hours, debris removal, and misc (benches, planters, signs, etc)

Islesboro Marine Enterprises,
 127 Marshall Cove Road
 Islesboro, ME 04848



Name / Address
City of Belfast 131 Church St. Belfast, ME 04915

Estimate

Date
1/26/2024

Estimate
280

Project
Storm Repair

Description	Qty	Rate	Total
City of Belfast - harbor storm repair: Town Dock: Rebuild deck above fuel docks Replace 2 pilings Re-mount hinges for gangway		25,000.00	25,000.00
Fisherman Dock Replace 1 piling			
Dinghy Docks Replace 1 piling			
Total			\$25,000.00



Keith S. Lindstrom DBA Linco Petroleum Services

173 Robinson Hill Rd
 Oxford, ME 04270
 207-515-3278
 lincoservices@roadrunner.com

Estimate

Date	Estimate #
1/30/2024	202458

Name / Address
City of Belfast 131 Church St. Belfast, Me 04915

Item	Description	Qty	Rate	Total
DWG6201P27AG...	Wayne Single Suction Pump W/Light & Solenoid valves	2	9,528.675	19,057.35
EB664-302-01	PRESSURE REG VLV/ MALE ADAPTER	2	1,279.775	2,559.55
HY6066-25-26-RT	SS Bevel-gear Manual rewind reel for 1 1/4" x 150' hose	2	2,171.25	4,342.50
1 1/4" 150' Fuel H...	1 1/4" 150' Fuel Hose	1	1,264.20	1,264.20
1 1/4" 150' Fuel H...	1 1/4" 150' Fuel Hose Gas Hose	1	1,904.08	1,904.08
1 1/4" 150' Fuel H...	1 1/4" 20' Fuel Hose	1	198.53	198.53
1 1/4" 150' Fuel H...	1 1/4" 20' Fuel Hose Gas Hose	1	223.41	223.41
Misc pipe fittings	PIPE FITTINGS ball Valves and hardware.	1	1,375.00	1,375.00
Fm100DAU13	FLI. RITE 1 in AUTOMATIC SHUTOFF NOZZLE	1	210.58	210.58
OP45-5075	1 IN HOSE END SWIVEL	1	95.39	95.39
OP11BP-0400	3/4 in Unleaded Nozzle	1	111.33	111.33
OP45-5060	3/4 IN HOSE SWIVEL	1	49.58	49.58
OP45-5075	1 IN HOSE END SWIVEL	1	95.39	95.39
Labor	Labor and Travel: Remove old pumps, valves and hose reels. Install new Pressure Reg Valves, pumps, hose reels, hoses and nozzles. Start up pumps purge and test.		3,600.00	3,600.00
Mileage	TRAVEL MILEAGE	388	0.80	310.40

Any unforeseen issues that arise will be billed on a time and material basis.

Customer is responsible for any permits and fees that may be necessary.

50% deposit will be required before materials will be ordered.

Any Electrical work is not included.

Thank you for your business.

Total	\$35,397.29
--------------	-------------

Doak's Machine Shop
338-1048
83 Doak Road
Belmont, Maine 04915

City of Belfast

S
O
L
D

T
O

CASH SALE

Date *1-24*

2024

QUAN.	DESCRIPTION	AMOUNT
	<i>Quote to replace hydraulic pump system for lobster boat</i>	
	<i>includes: Electric hydraulic pump filters, oil gauges lines to operate boat.</i>	
	<i>Installation</i>	
		<i>5746.20</i>
	SALES TAX	
	TOTAL	<i>5746.20</i>

TERMS:
Pay Upon
Receipt

RECEIVED BY



15 Evergreen Ridge Road • Belfast, ME 04915 • Phone: 207-338-3112

Pat Richards
Phone: 2073236164

Belfast, ME 04915

Job Address:

34 Commercial St
Belfast, ME 04915

Print Date: 1-31-2024

Proposal for City of Belfast Flood/Storm Damage (1)

WORK LOCATION: The location of the work described will be: Public boat dock on Belfast harbor and public restrooms

ESTIMATE: It is our privilege to provide you with a free estimate for what your project will cost. It is important to note that this is **only an estimate** and should not be misconstrued as a fixed price contract. All work will be done on a time and material basis.

Dock/Landing Replacement on City of Belfast Harborfront Public Pier

Cost to replace 8'6" x 12'6" marine treated timber dock/landing connected to seawall and integrated on pilings to public docks on Belfast harbor

Items	Description	Qty/Unit	Unit Price	Price
1001 - General Items - Material	8'6"x12'6" Dock landing platform built with marine treated 12"x12", 6"x12", 4"x8" and 4"x4" material and galvanized steel hardware	1	\$12,000.00	\$12,000.00

Dock/Landing Replacement on City of Belfast Harborfront Public Pier Total: \$12,000.00

Cupola Replacement On Public Restrooms

Cost to replace 24"x36" cupola on public restrooms at City of Belfast Harborfront

Items	Description	Qty/Unit	Unit Price	Price
1001 - General Items - Material	Replacement 24' x 36" cupola	1	\$951.06	\$951.06
1002 - General Items - Labor	Labor to install new cupola	8	\$65.00	\$520.00

Cupola Replacement On Public Restrooms Total: \$1,471.06

Reynolds Electric

119 Poors Mill Rd
Morrill ME 04952

Estimate

Date	Estimate #
1/25/2024	76

Name / Address
City Hall C/O Harbor Master 131 Church Street Belfast, Maine Belfast, ME 04915

			Project
Description	Qty	Rate	Total
ESTIMATE to Repair Broken Pipes, Wires, Gas pump wires and pipes. Ice Chest outlet, Hydraulic Lift power, Dock Power (power cables). **NOTE** Cost of the job may be re-evaluated dependent on what issues become exposed as the project progresses.		85,000.00	85,000.00
Total			\$85,000.00



Proposal: Footbridge Road Stabilization

January 24, 2024

211 WEST ST.
ROCKPORT, MAINE 04856
PHONE: 236-4787
FAX: 236-8453
tesilar@farleyandson.com

This is a bid. The total cost will not be exceeded unless additions are made. All prices are guaranteed for 30 days only . If you have any questions, please give us a call at 236- 4787. Farley & Son carries complete liability insurance and workman's compensation for your financial security.

SCOPE OF WORK

- MOB & INCIDENTALS
- RE-PERMIT STABILIZATION
- CONSTRUCT STABILIZATION PER PLANS PREPARED BY G&D INCLUDING BEHIND BULKHEAD
- LOAM, SEED & HAY
- REMOVE EXCESS MATERIAL FROM SITE

FOR THE SUM OF:

\$ 47,744

Excludes:

- Any work not expressed above
- Ledge removal
- In place testing / startup services
- Permits
- Winter conditions
- Lawn watering or maintenance
- Paver or landing restoration
- Drainage

Mobilization Note:

This estimate includes provisions for 1 mobilizations. Any additional mobilizations will result in additional charges.

Terms & Conditions:

20% Deposit due upon acceptance, remainder to be billed monthly by percent complete. 1.5% intrest charged monthly on all balances over 30 days.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial, workman like manner for the sum listed above.

Any alterations or deviation from the above specifications involving a cost change will be executed only upon written orders, and will become an extra charge over and in addition to the sum listed above.

T.E. Silar

Submitted By: Thatcher E. Silar

Accepted By: Duly Authorized

This Bid Sent To: [List Contractors' names here]

Bidder Initials: TES,tjf

Job # [Bid needs to be accepted to be given number]

Proposal: Footbridge Road Stabilizat

January 24, 2024

Tasks

Description	#	Unit	Unit Cost
MOB & INCIDENTALS			
RE-PERMIT STABILIZATION			
CONSTRUCT STABILIZATION PER PLANS PREPARED BY G&D INCLUDING BEHIND BULKHEAD			
LOAM, SEED & HAY			
REMOVE EXCESS MATERIAL FROM SITE			

LABOR MARK UP 1.500
MATERIAL MARK UP 1.20
SUB MARK UP 1.15

Total Cost	Mark Up	Unit Price	Total Price	Final Unit Price	Final Total Price	Material Source Used
------------	---------	------------	-------------	------------------	-------------------	----------------------

\$ 36,980

\$ 47,744

10.C



Proposal: City Park Wall Repair

February 1, 2024

211 WEST ST.
ROCKPORT, MAINE 04856
Office: (207) 236-4787
Cell: (207) 975-2892

This is a bid. The total cost will not be exceeded unless additions are made. All prices are guaranteed for 15 days only . If you have any questions, please give us a call at 236- 4787. Farley & Son carries complete liability insurance and workman's compensation for your financial security.

tesilar@farleyinc.com

SCOPE OF WORK

- MOBILIZATION, LAYOUT, EROSION CONTROL AND PROJECT SUPERVISION
- SALVAGE EXISTING FENCE, LIGHT POLES, POLE BASES AND TREES AS NEEDED TO ACCESS RETAINING WALL
- REMOVE EXISTING SIDEWALK & CURBING. SAVE CURBING FOR REUSE.
- EXCAVATE REAR OF EXISTING UPPER ROW OF T-WALL 10' TALL X 153' LONG
- REMOVE & RESET 153' OF T-WALL BLOCKS (assumes existing leveling pad & stems are in usable condition)
- BACKFILL BLOCKS ACCORDING TO MANUFACTURES INSTALLATION INSRUCTIONS
- RESET CURBING, TREES AND FENCE
- RESTOR DISTURBED PAVEMENT AREAS IN ROADWAY & SIDEWALK
- LOAM, SEED AND HAY DISTURBED LAWN AREAS
- REMOVE EXCESS MATERIAL FROM SITE

FOR THE SUM OF:

\$ 187,966

Excludes:

- Any work not expressed above
- Ledge removal
- In place testing / startup services
- Permits
- Winter conditions
- Lawn watering or maintenance
- Interior plumbing or connections

Mobilization Note:

This estimate includes provisions for 1 mobilizations. Any additional mobilizations will result in additional charges.

Terms & Conditions:

20% Deposit due upon acceptance, remainder to be billed monthly by percent complete. 1.5% intrest charged monthly on all balances over 30 days.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial, workman like manner for the sum listed above.

Any alterations or deviation from the above specifications involving a cost change will be executed only upon written orders, and will become an extra charge over and in addition to the sum listed above.

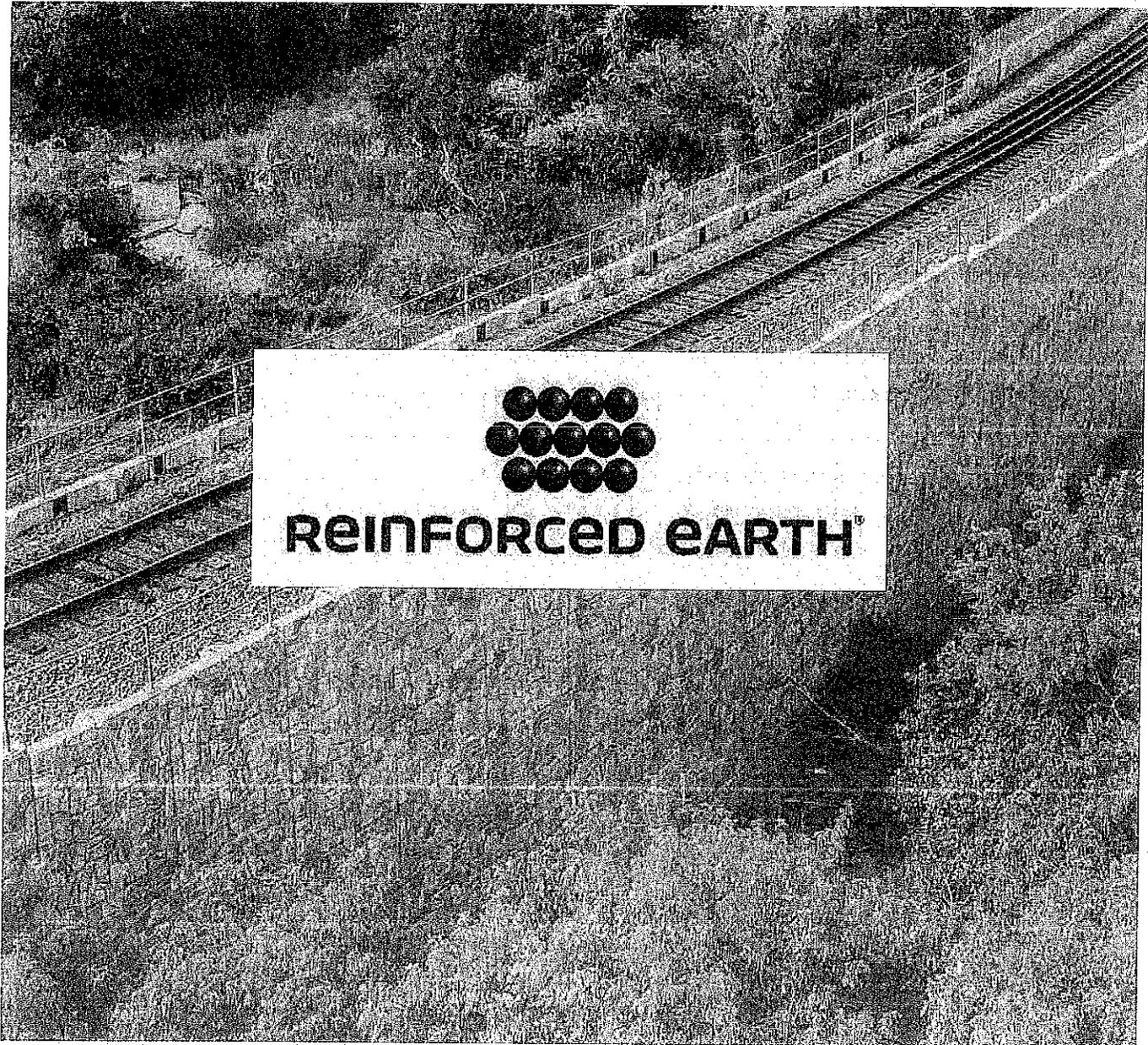
Paving Conditions As Applicable:

Due to current volatility of liquid asphalt pricing, this estimate will be based on MDOT Special Provision Section 108 with the following exception: The adjustment will be based on all tons, not only if the qty is over 500 tons. NE Selling Price: \$650.00 / Ton

T.E. Silar

Submitted By: Thatcher E. Silar

Accepted By: Duly Authorized



Construction and Quality Control Manual

T-WALL® Retaining Wall System

Version v2021.1

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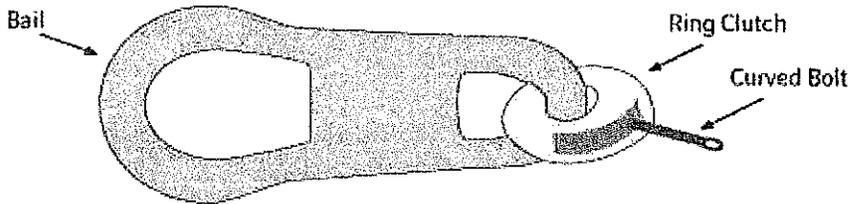
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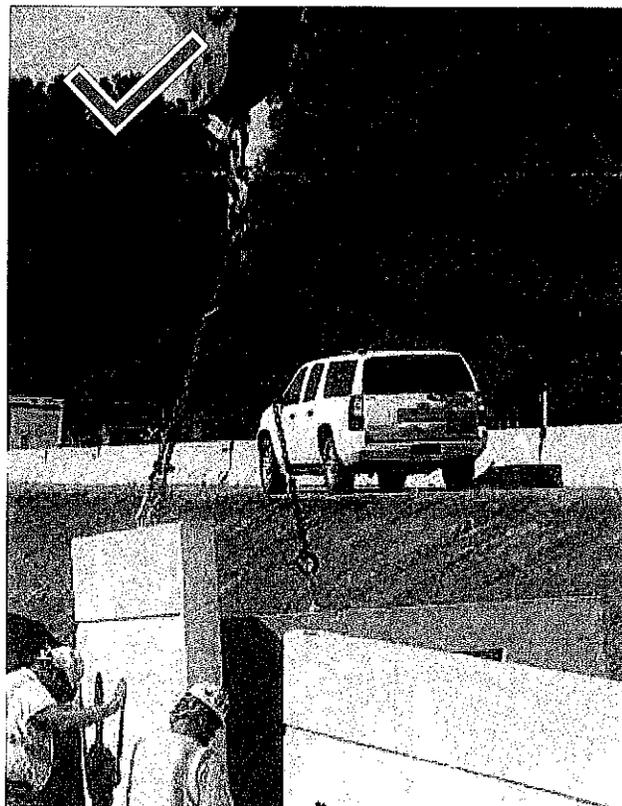
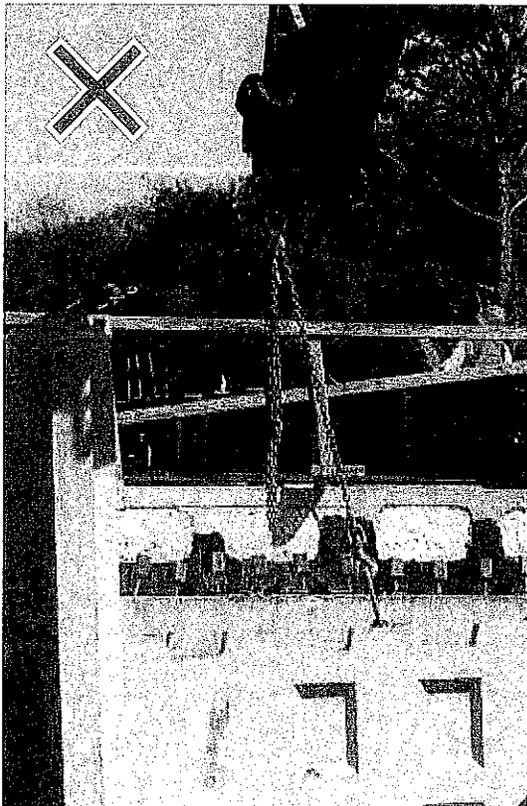
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Proper Positioning of Ring Clutch for Lifting T-WALL Units



To ensure that the ring clutch properly engages the anchor, position the ring clutch so that the bail is **ABOVE** the clutch. When lifting, ensure both anchors are **EQUALLY** loaded.



Safety Tips for Unloading T-WALL Units

1. Upon arrival of truck, examine the load for any shifting or unstable conditions prior to removing tie downs.
2. The truck should be on level ground when unloading. Unloading on unlevel ground could result in shifting of precast units or possibly precast units falling from trailer.
3. Lifting equipment (straps, cables, ring clutches, etc.) should be checked for excessive wear or cracking prior to unloading truck.
4. Do not move the tractor while the product is not tied down.
5. If drivers are required to remove chains or binders next to lane of moving traffic, cones and flagman should be used to direct traffic away from the trailer and driver
6. Drivers are not trained as riggers or swampers and should stay in cab or clear away from unloading operations. The drivers are acting in a delivery capacity only.
7. Personal protective equipment required by the general contractor on site should also be required of delivery drivers
8. Personnel should not be allowed under a suspended load.
9. Once removed from the trailer, precast units not placed directly on the wall should be stacked or secured on fl at ground to prevent tipping or falling.
10. Areas between the truck and crane should be restricted to personnel required to unload the trailer.
11. If any unsafe situations exist while loading or unloading RECo products, contact The Reinforced Earth Company immediately to eliminate any hazards or exposure to illness or injury.

Preface

This Construction and Quality Control Procedures Manual has been prepared as a guide in building T-WALL structures.

Its contents should be thoroughly reviewed by the Contractor, the superintendent and the foreman responsible for construction prior to the delivery of T-WALL materials to the job site. The Reinforced Earth Company will provide construction advisors to assist the Contractor in the implementation of correct construction procedures. However, in the event of any conflict between the Plans, Specifications or Contract Documents and this Manual, the former will prevail. If there is any doubt with regard to any aspect of the T-WALL construction, contact The Reinforced Earth Company (RECo) before commencing or continuing work.

The Reinforced Earth Company supplies precast concrete units and accessories to be used in conjunction with other materials in the construction of T-WALL retaining walls detailed from the construction drawings. The construction and quality control procedures manual furnished by The Reinforced Earth Company is intended to provide a general explanation of the system. It is the Contractor's obligation to devise and execute a project specific erection sequence, panel unloading, handling system, and fall protection system. Compliance with the guidelines in this manual does not relieve the Contractor of its responsibility to adhere to the project plans, specifications and contract documents or compliance with all fall protection, safety laws, standards and procedures at the job site. Contractors should take special precautions to prevent the units from shifting or falling during the handling and erection processes.

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"T-WALL", and the Reinforced Earth logo are registered trademarks of The Reinforced Earth Company.

Non-Disclosure Notice and Disclaimer

1. This Document is the property of The Reinforced Earth Company, with headquarters at 45610 Woodland Road, Sterling, VA, 20166, and contains information, which is proprietary to The Reinforced Earth Company. This Document is being made available solely for use in connection with your interest or participation in the proposed T-WALL project, and for no other purpose.
2. Except as specified in the paragraph above you must not, without the prior express written consent of The Reinforced Earth Company, use any of the information contained in this Document whether to construct, design, manufacture, fabricate, assemble, produce or install, or otherwise utilize - or cause the same or any of them to be done - any elements of T-WALL (whether or not patented), or special forms of equipment unique to the production, manufacture, fabrication, assembly, installation, or utilization of T-WALL, or for any other purpose.
3. This Document and the information contained herein must not be copied or disclosed in any manner or form, in whole or in part, to any third party without the prior express written consent of The Reinforced Earth Company.
4. Receipt of Document gives no entitlement to any property right in the Document or in the information contained therein by virtue of the temporary supply of the Document in accordance herewith.
5. T-WALL structures designed by The Reinforced Earth Company comprise or are based solely upon:
 - a. The internal stability of the T-WALL structure based upon the design assumptions noted on all drawings provided by The Reinforced Earth Company relating to the structure and the external loads, surcharges and site geometries supplied by or on behalf of the Owner.
 - b. The layout and geometry of the structure based upon survey details, plans and drawings supplied by or on behalf of the Owner.
 - c. The Job Specifications.
6. The design does not include a check of the overall stability of the foundation soils below or behind the structure, nor a check of the stability of any permanent or temporary slopes above or below the wall, or temporary excavations. Based on the completeness and accuracy of the above information used or relied upon in designing the structure only.
7. Upon demand, the Document and all copies thereof must be immediately surrendered and returned to The Reinforced Earth Company

Part 1: Earthwork

The Structure Depends on It!

The concrete T-WALL units are one part of a two-part structure. The other part is the structural backfill. It is the combination of T-WALL units and specified granular backfill that produces a successful wall structure.

Important Earthwork Items

Foundation: The owner's engineer must inspect and approve the foundation before the CIP or precast leveling pads are placed. If the foundation is soft the wall will settle.

Granular Backfill Gradation: Proper backfill gradation is critical to the stability of the T-WALL structure. Backfill requirements are listed in the project specifications and may also be shown on the shop drawings for each project. It is important that gradation tests be performed throughout construction to ensure the backfill meets specifications. Granular backfill gradation affects wall stability, drainage, and settlement.

Compaction: Proper compaction of the backfill between and behind the stems is required to prevent settlement, which affects any paving, structure, or rail at the top of the wall. Details for proper compaction are found in Part 3.

Note: *Failure to follow the specifications and notes in the approved T-WALL shop drawings for the project may result in wall movement.*

Part 2: General Overview

Work to be Performed by the Contractor

- Site preparation, including excavation and compaction.
- Forming and placing of the cast-in-place (CIP) or precast leveling pads.
- Wall construction, including the process of placing and compacting backfill.
- Installation of fences, guardrails, barriers and/or other necessary items.

Typical Wall Erection Crew

- Four (4) to Five (5) people.
- One excavator/crane operator for setting units and placing backfill.
- One working foreman to check alignment.
- Two men for setting units, shear keys, and joint material.
- One front-end loader and operator to move backfill and T-WALL units.

Production Rates

Construction rates for T-WALL depend entirely upon site access and the rate at which backfill can be delivered, placed and compacted—plus time to install/uninstall any necessary shoring.

Basic Construction Procedures

- Prepare the site with any necessary excavation and compaction.
- Form and place CIP or precast concrete leveling pads.
- Compact fill between leveling pads.
- Set first course of units.
- Place vertical filter fabric.
- Place and compact granular backfill.
- Install rubber blocks and wrapped shear keys.
- Set second course of units and repeat cycle.
- Place horizontal filter fabric.
- Repeat courses as specified.

Equipment, Materials and Tools Supplied by the Contractor

- T-WALL unit lifting equipment: excavator or crane and correct lifting attachments.
- Equipment for hauling, dumping, and spreading backfill: dump trucks, front-end loaders, and dozers.
- Compaction equipment suitable to project accessibility: ride-on compactor, small walk-behind vibratory roller or trench roller type equipment.
- Tools:
 - Instrument level to check the grade of the leveling pad
 - Broom to sweep the leveling pad
 - Lifting beam

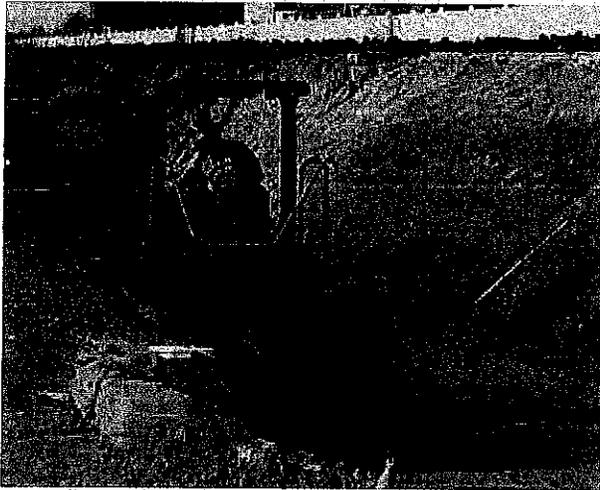
- Ring Clutches for connecting to inserts
- Chalk Line
- Shims
- Pinch bar
- Four foot level (minimum)
- Smooth, 18' long, 1/2" diameter steel rod (for gauging vertical joint widths)
- Crow bar
- Short ladder
- Construction adhesive with cartridges and gun(s)
- Hammer drill with 10" x 3/4" carbide bit (for drilling bolt holes in corner units-when required by design)

Materials and Services Supplied by RECo and/or the Precast Manufacturer

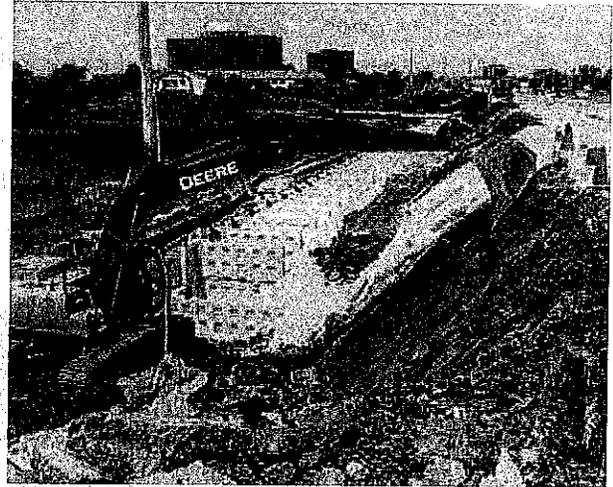
- On-site technical assistance
- Engineering and design of the structure
- Delivery of the following wall materials to the site:
 - Precast concrete T-WALL units
 - Shear keys and shear key wrap material
 - Rubber blocks for horizontal joints
 - Filter fabric for horizontal and vertical joints
 - Connection hardware (when required by design)

Part 3: Construction Procedures for Single Sided Structures

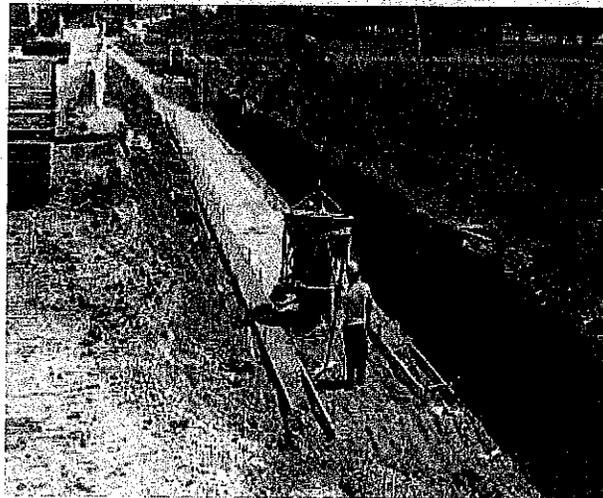
Note: For ease of understanding, the construction procedures described in this section focus on single-sided structures with front or back-of-wall access. Please refer to Parts 4 & 6 for more details on back-to-back structures and walls with limited access.



Excavated site



Incremental site excavation



Pouring of leveling pad

Site Preparation

- Excavate the site to the elevation shown on the contract plans for the entire footprint of the T-WALL structure (including the area covered by the granular backfill between the stems).
- All unsuitable materials below subgrade must be removed and replaced with compacted, granular backfill at the direction of the owner's engineer or designated representative.

- Compact the subgrade to 95% standard proctor and proof roll the foundation in accordance with the project specifications.
- The foundation is to be inspected and approved (in writing) by the owner/owner's designated representative for required bearing capacity as shown on the approved T-WALL drawings.
- Excavate for the leveling pads-5'-0" x 7'x6" units require both front and rear leveling pads.
- Where possible, the width of excavation should allow sufficient room to set the first course while still leaving access space behind the T-WALL stems for compaction equipment.
- Any under-drains, drainage piping, or drainage blankets should be installed at this time.

Leveling Pad Construction

- The leveling pads are 15 inches wide and a minimum of 6 inches deep, unless otherwise shown on the approved shop drawings.
- Form the leveling pads similar to forming a sidewalk. The edge forms are screed rail. They must be checked with a level to assure proper elevation and tolerance. Finished surface tolerance is 1/4" in any 10'-0" length with no more than 1/4" overall.
- Checking for alignment. The leading edge of the front pad should be about 3 1/2" outside the front face line of the wall.
- Check the project drawings for the location of the rear leveling pad.
- The leveling pads are for construction alignment only. The concrete may be low strength, minimum 2,500 psi, without rebar in the leveling pads.
- Check the leveling pad forms for line, grade, tolerances, and correct elevation with a level. If the forms are out of tolerance, make corrections at this time.
- Place the CIP or precast concrete leveling pads. The concrete surface finish must be smooth and flat. A steel trowel finish is desired. Leveling pads are to be checked with an instrument after removing forms. High spots must be corrected.
- Bring the subgrade to the top of the leveling pads and compact before setting units. *Units should not be placed for 24 hours after placing CIP concrete leveling pads.



Using steel trowel to finish leveling pad

Precast Leveling Pads

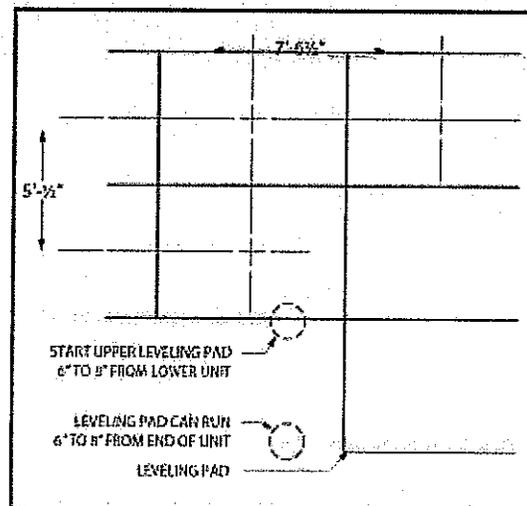
- Where necessary, precast leveling pads may be used if written approval is given by The Reinforced Earth Company.
- Precast leveling pads are cast with rebar and lifting inserts for ease of placement. Leveling pads must be of uniform thickness. Precast leveling pads must be 5,000psi.
- Compaction and grading under precast leveling pads are extremely important because any settlement or tilting will result in an unacceptable joint pattern or spalling of the concrete units.
- Precast leveling pads should be backfilled on both sides prior to setting T-WALL units on top.



Lowering precast leveling pad

Steps in the Leveling Pads

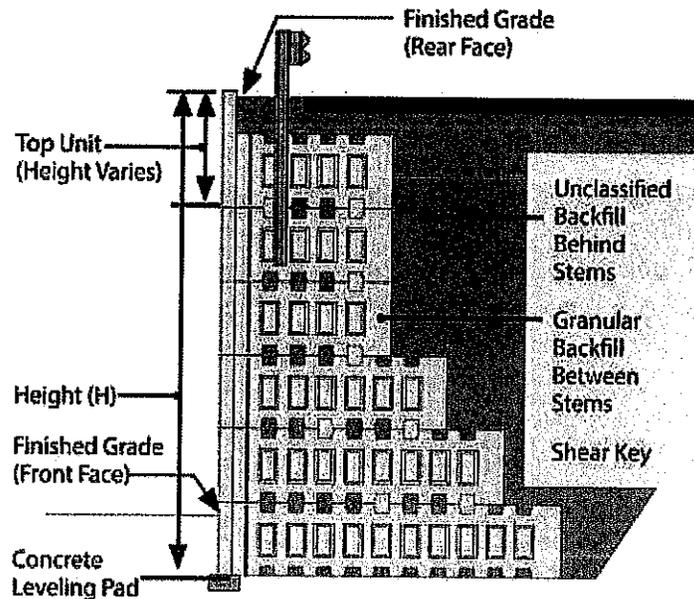
- Construct the lower leveling pads. Leave an 8-inch gap before constructing the higher pads. The gap will ensure that the higher pads do not interfere with the placement of the units on the lower pads.
- For a vertical wall, the typical step (change in elevation) is 2'-6 1/2" or 5'-1/2".



Front face of units on stepped leveling pads

Wall Alignment

- To establish wall alignment, snap a chalk line on the surface of the front leveling pad that marks the front face of the wall. The units should be centered on the leveling pad.
- Fill material should already be graded level with the pads for the entire stem length/area between the pads.



T-WALL typical section

T-WALL Unit Delivery

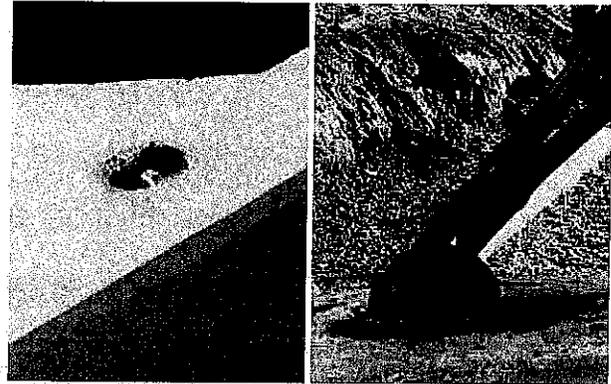
- Prior to the start of the construction, during the design phase, the contractor and the precast manufacturer should develop a schedule for material deliveries.
- This timetable will allow the producer to match unit production with the construction schedule.

Unloading the Units

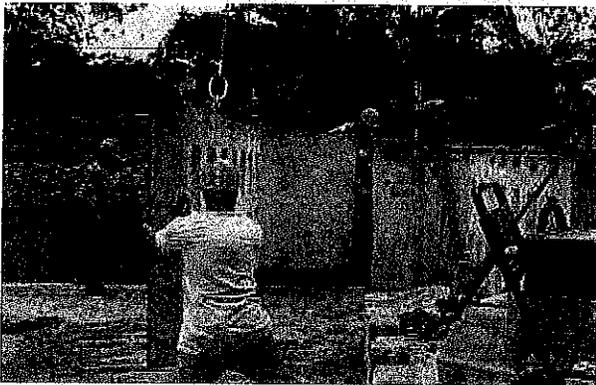
- Under normal circumstances a two-hour maximum unloading time is allowed for each delivery. During this period of time the units may be unloaded and stacked on the ground using the appropriate equipment and lifting device. If permitting and time allows, the units may be placed directly the wall structure.
- A typical truck load is 4 to 5 units.
- Care must be exercised during unloading to protect the units and joint materials from damage.
- Dunnage and plastic edge guards are the property of the precast manufacturer and must be collected and returned as soon as possible.



Units on a truck



Lifting insert and ring clutch



Lowering a unit into place



Setting a unit

Erection of the First Course

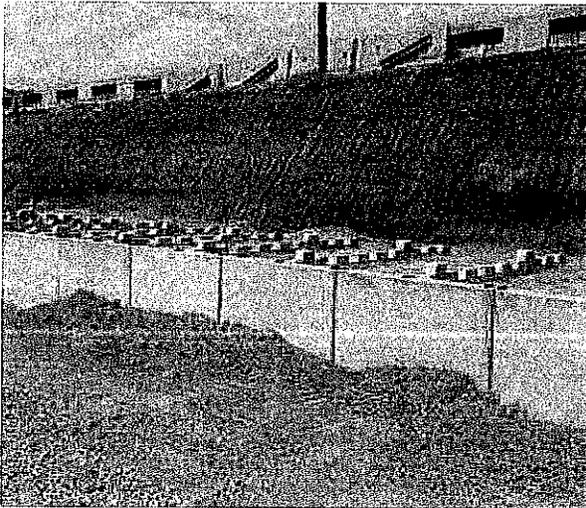
- Always begin erecting T-WALL at a fixed point such as a corner, step, or an existing structure tie-in point. If there is no fixed point, simply start on the lowest leveling pad. Using a smooth 1/2" diameter, 18" long steel rod, or 1/2" x 2" x 18" plywood, create a 1/2" vertical space between the units.

Note: Walls have a tendency to expand or shrink in length depending on the amount of care taken to properly layout and align the first course.

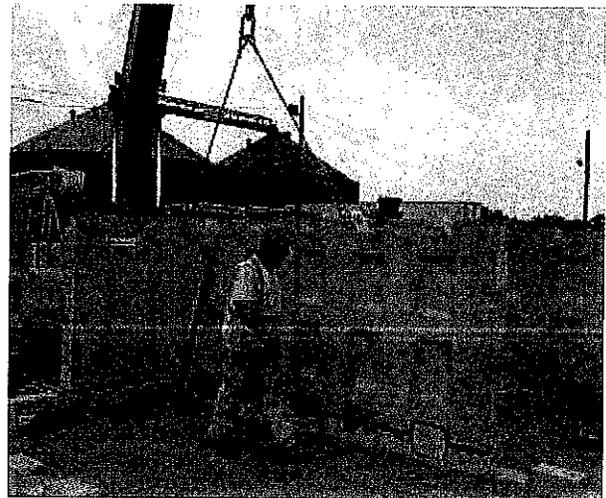
- No joint material is required between the leveling pad and the precast units.
- Set the first units on the leveling pads, aligning the front faces to the chalk line guide.
- Plumb the front faces of the units by adjusting the rear elevation of the stems.
- It may be necessary to plumb the units by placing shims between the rear stem ends. Shims may be pieces of standard asphalt shingles or plastic.
- If you encounter a unit that is out of square it is best to use the face as an alignment guide. Keep in mind that this is purely an aesthetic concern, not a

structural problem. Difficulties with plumbing and alignment should be reported to The Reinforced Earth Company.

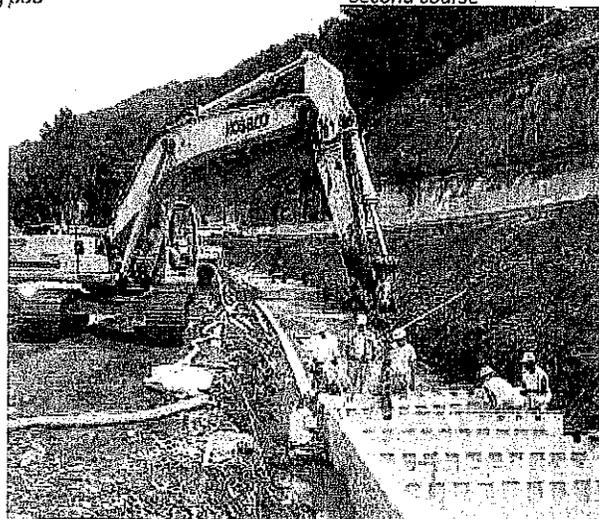
- After aligning the front faces, check the tops for correct level and height relative to other units in the course. If the top of a unit is irregular, place the level on the line where the top of the front face is chamfered. Shim as necessary. Continually check alignment, level, and plumb as one unit may be disturbed while adjusting others.
- Periodically, step back and sight down the tops of the units. This visual check allows you to fine tune the alignment.
- Every effort should be made to ensure that the first course of units is properly aligned and level.
- Construct the wall in horizontal lifts.



First course of units on leveling pad

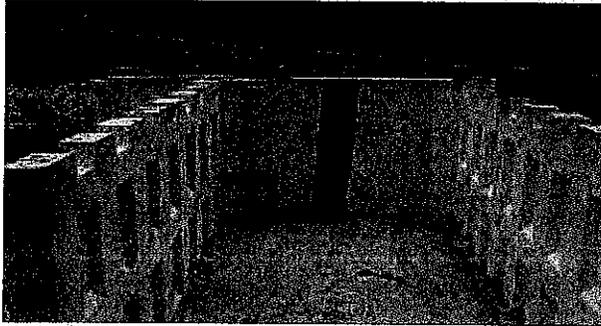


Second course

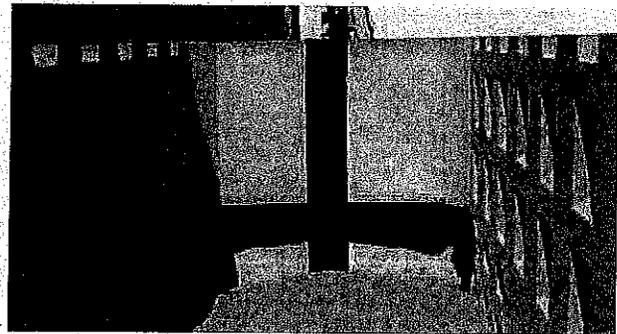


Placing units into position

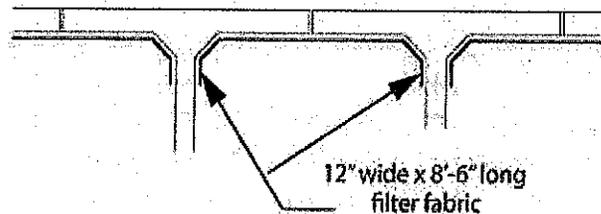
Filter Fabric and Joint Material



Filter fabric covering a vertical joint between two units



Filter fabric covering a horizontal joint between the first and second courses



Horizontal filter fabric layout

Vertical Filter Fabric

- Prior to the initial backfilling, cut the 12" wide filter fabric into lengths equal to the height of each vertical joint.
- Center the cut strips over the 1/2" vertical joints on the interior faces between the units. This procedure prevents migration of the backfill material through the vertical joints.
- Throw any excess filter fabric over the front face of the units during backfilling, then pull it back over the backfill during setting operations.

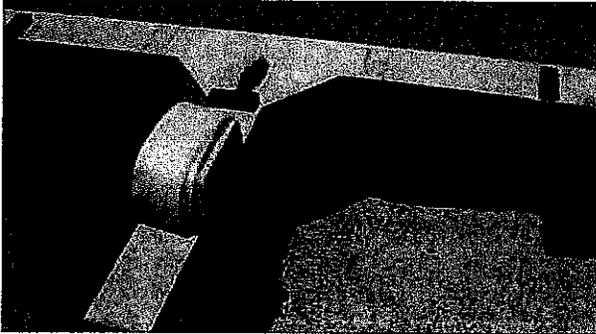
Horizontal Filter Fabric

- Cut 8'-6" lengths of fabric for each horizontal joint.
- Place this second strip of filter fabric over the horizontal joints between the stacked units on the interior face. Backfill material migration is now prevented through the horizontal joints as well.
- Adhesive may be placed in spots on the units to hold the fabric during backfilling.

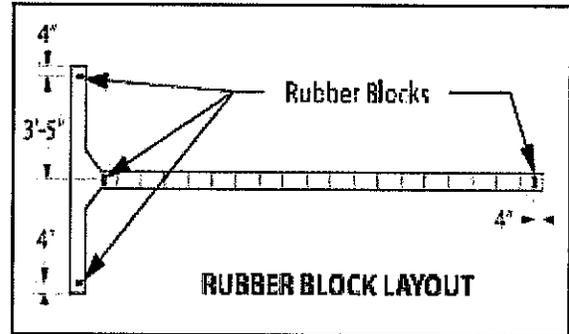
Horizontal Joint Material

- Four rubber blocks act as a cushion to prevent concrete-to-concrete contact.
- Place two of the four rubber blocks on each end of the horizontal joint between the unit faces, flush with the rear edge.

- Place two rubber blocks on the top of the stem, one at the front where it meets at the haunch and one at the rear where the stem from the unit above will end.



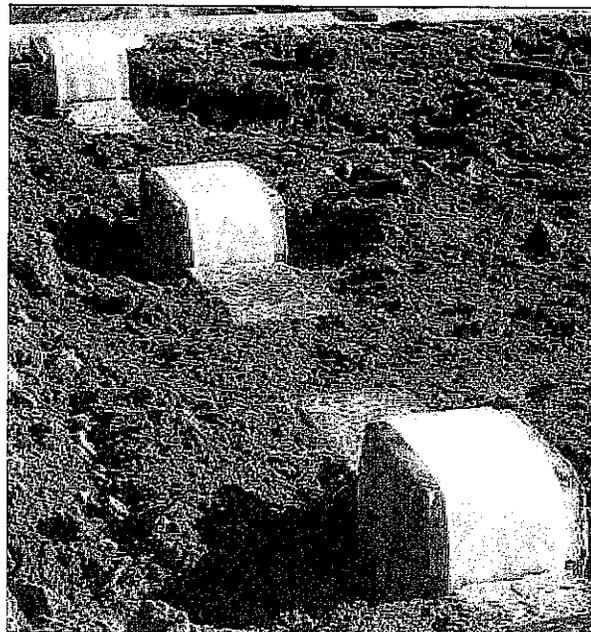
Rubber blocks



Rubber block layout

Shear Keys

- Shear keys, wrapped twice with the provided shear key wrap, should be placed stern notches where the unit above will meet the unit below.
- Approved, project specific T-WALL show drawings show section defining the required number and placement of keys per unit.
- The purpose of the shear keys are to:
 - Provide an alignment guide.
 - Prevent movement of the units during backfill placement and compaction.
 - Provide additional pullout resistance at the top of the wall.



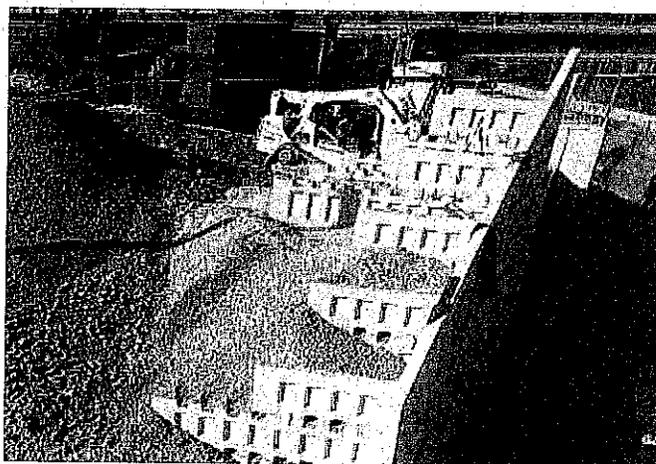
Shear keys wrapped in joint material

Backfill

- It is mandatory that the backfill material meets the gradation specification shown on the approved project drawings.
- Dump the granular backfill material directly on top of the stems. Dumping in this manner will fill both sides equally and prevent lateral movement of the unit.
- Backfill and compact each course of units completely before starting the next one. The loose lifts of backfill should not exceed 12" before compaction, or the maximum specified by the state DOT, appropriate local agency, or project specifications. Each lift must be thoroughly compacted before more fill is placed. Failure to adequately compact the backfill will jeopardize the stability of the wall.
- Backfill and compact the fill to the proposed finished grade in front of the wall as soon as possible. This procedure must be accomplished before the wall is 20'-0" high.
- At the minimum, select granular backfill material must be compacted to 95% of maximum density, per AASHTO T-99, methods C or D (with oversize correction as outlined in Note 7).
- If 30% of the select granular backfill material is greater than $\frac{3}{4}$ " in size, AASHTO T-99 is not acceptable. For such material, the acceptance criterion for compacting is either a minimum of 70% of the Relative Density of the material as determined by ASTM D-4254, or a method specification based on a test compaction section which defines the type of equipment, lift thickness, number of passes of the specified equipment, and placement moisture content.
- Moisture content of select granular backfill material during placement should be approximately 1% to 2% less than its optimum moisture content.
- At the end of each day's work, backfill must be graded to slope away from the back of the wall units in order to divert water runoff from the structure area.



Placing the backfill



Spreading the backfill

Staged Construction

- T-Wall should be constructed horizontally, one course at a time. However, there are some situations where staged construction may be necessary.
- Be aware that if the vertical height difference between adjacent columns is greater than one unit, the vertical joints will open due to the unbalanced earth pressure. Backfilling, handling, and compaction techniques may vary for staged projects and are detailed in Part 6.

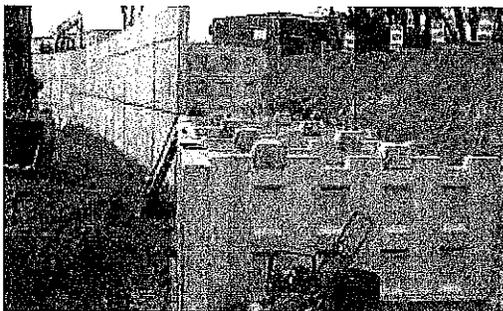


Staged construction

Note: To avoid problems with the wall alignment when planning for staged construction, contact *The Reinforced Earth Company* for project specific guidance.

Subsequent Courses

- Do not stack the units more than one unit high without backfilling, otherwise visibility of workers may be reduced and shifting of units can occur. In addition, it is unlikely that the subgrade will support the point load of the stem, causing the front face to be out of plumb by the time backfill is placed.
- Repeat the same steps followed when installing the first course when installing subsequent courses. Use the faces as a sight line. Continue the use of filter fabric, joint material, and shear keys. Per project specifications, shear keys may or may not be used at the top of the wall.
- Place units on top of the previous course by aligning the vertical center line of the new unit with the one below. The left and right vertical edges of the T-WALL face may vary SLIGHTLY with those of the unit below it.



Placing second course



Placing second course on completely filled first course

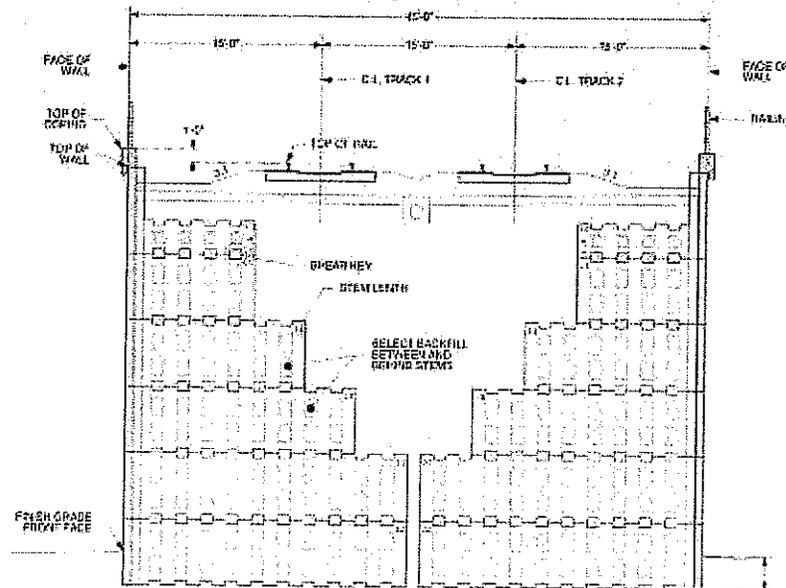
Part 4: Construction Procedures for Back-to-Back and Interlaced Structures

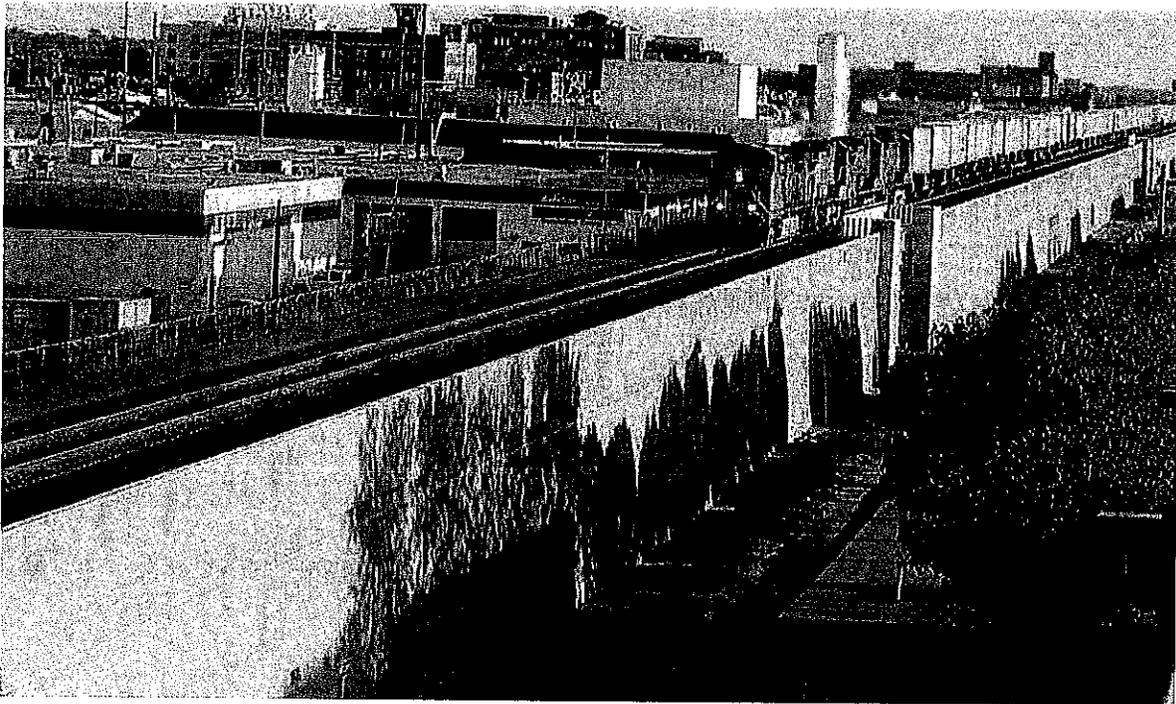
Construction procedures for back-to-back structures follow the same construction methodology as that defined for single-sided structures. Backfill, handling, and compaction techniques will vary from single-sided methods and are addressed in Part 6. The following are two examples of back-to-back and interlaced structures:

Example 1: Back-to-Back Elevated Rail Corridor

Back-to-back structures can be constructed in several ways:

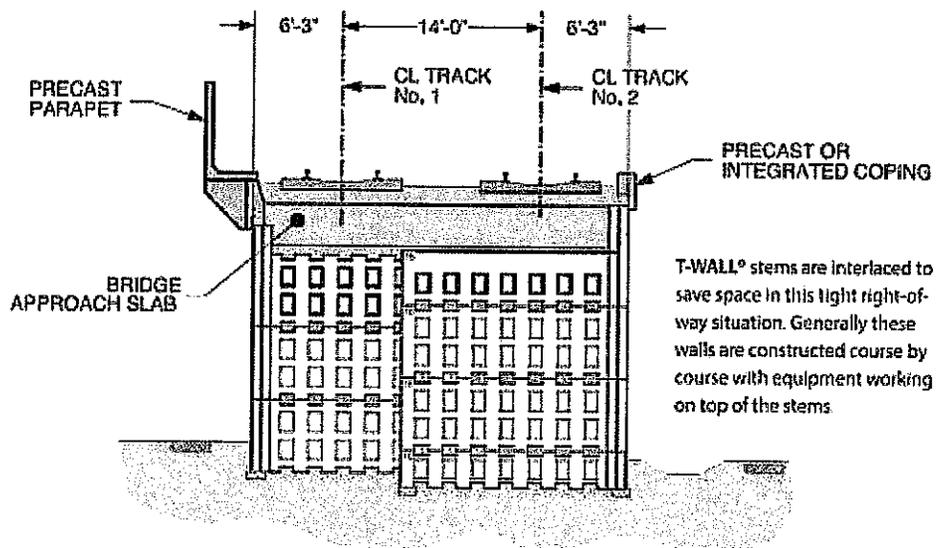
- Phased: one side at a time, working around/under or incorporating existing structures.
- Concurrently: equipment works between the walls as both sides are constructed.
- Simultaneously: course-by-course construction with equipment working on top of the stems.





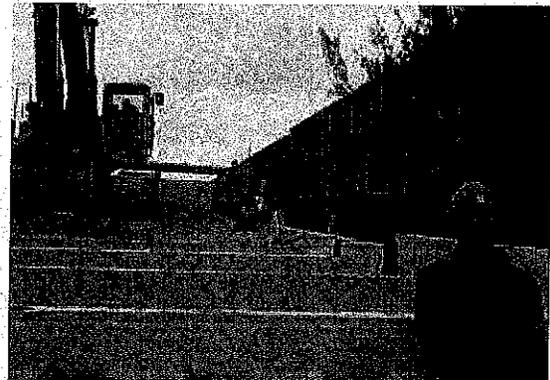
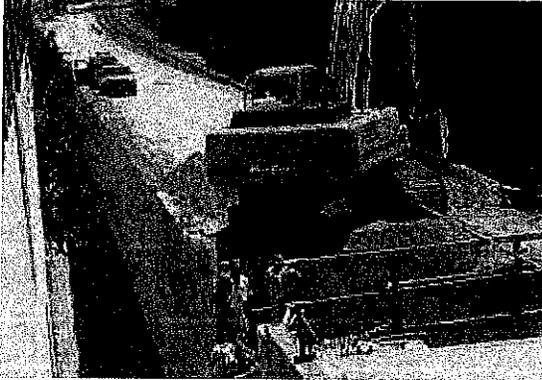
Wichita Central Rail Corridor Grade Separation

Example 2: Interlaced Bridge Approach

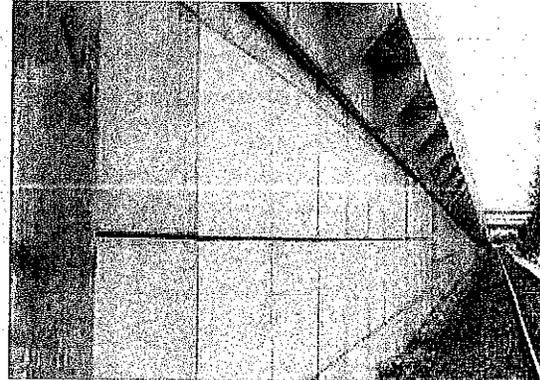
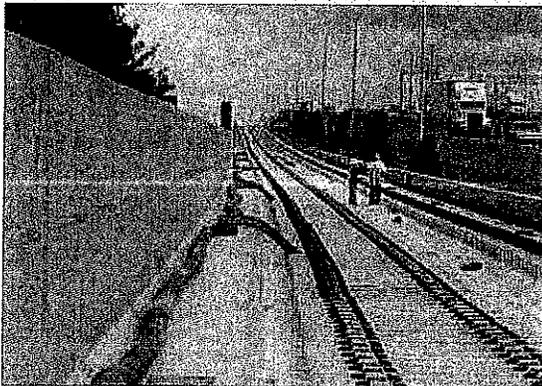


Interlaced bridge approach typical section

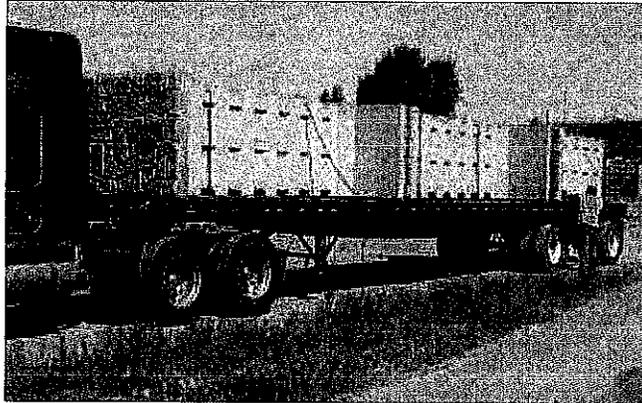
The T-WALL bridge approach for Tri-Rail New River Bridge has a live track on one side and a major highway on the other (Figures 29 and 30):



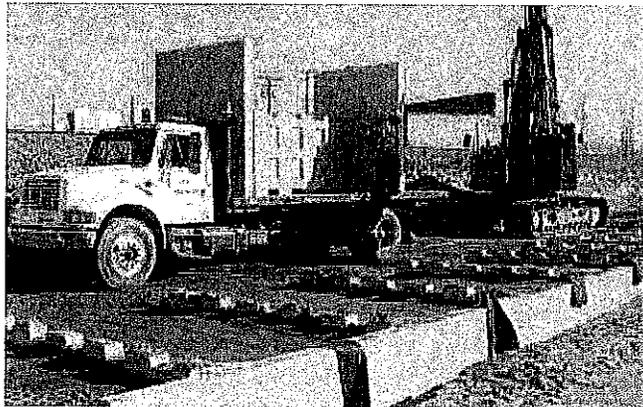
A cantilevered walkway was built on the field side of the approach to provide maintenance crews safe access to the new tracks (Figures 31 and 32):



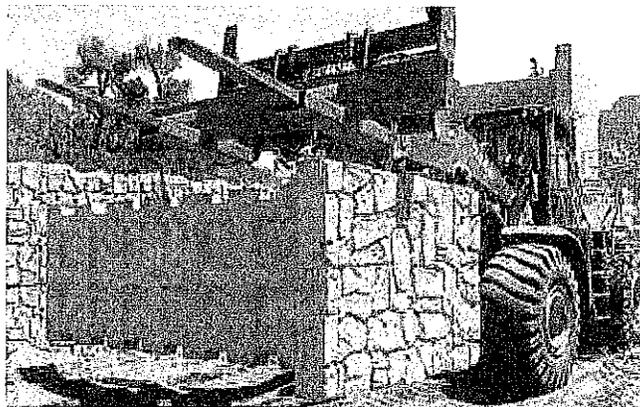
Part 5: Handling, Backfilling, and Compaction



Large flat-bed or step deck semi-truck averaging 4 to 5 units per load

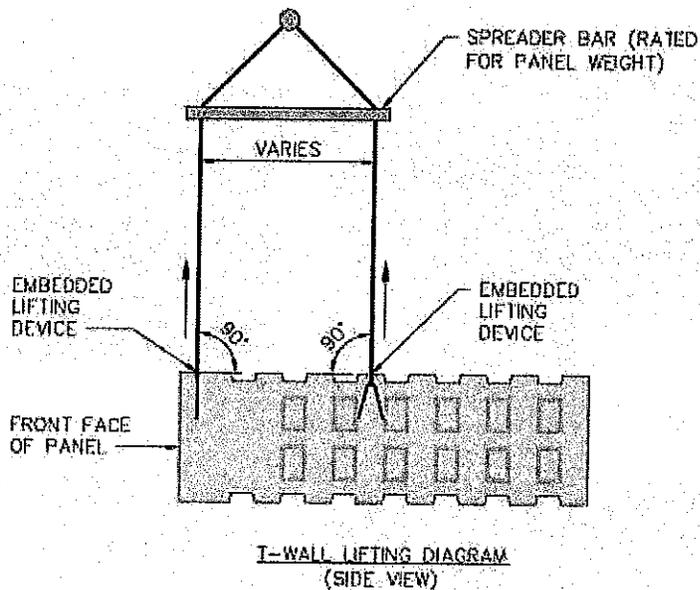


Small flat bed truck where access is restricted

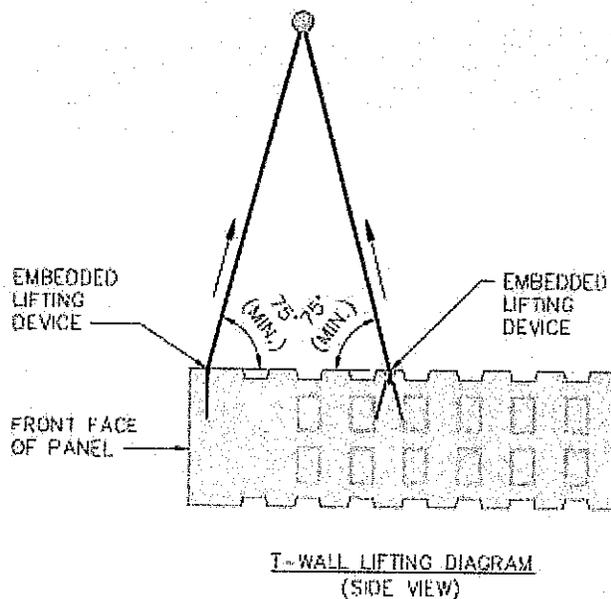


Front end loader where access is very restricted

Setting Units in Place: Lifting Details



PREFERRED LIFT OPTION – STANDARD UNIT



ALT. LIFT OPTION – STANDARD UNIT

Construction Alternatives by Access and Wall Type

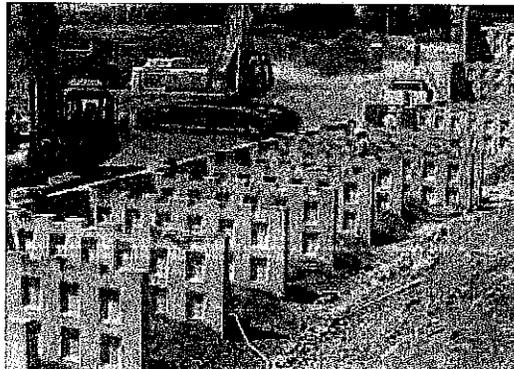
Setting Units

Rear Only
Access



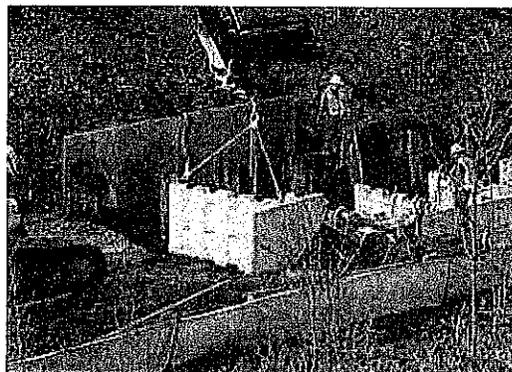
Offload units directly into wall from truck using a tracked excavator.

Front Only
Access



- Offload units into holding area
- Transport to excavator with front-end loader
- Set with excavator from in front of the wall

Top/Side
Only
Access

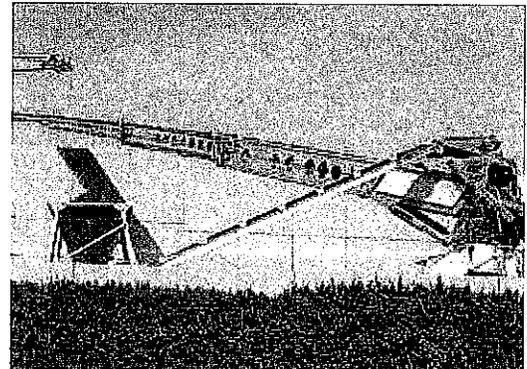


- Offload units into holding area
- Transport to excavator with front-end loader
- Set with excavator from the side/end or top of the wall

Placing Backfill



Front-end loader

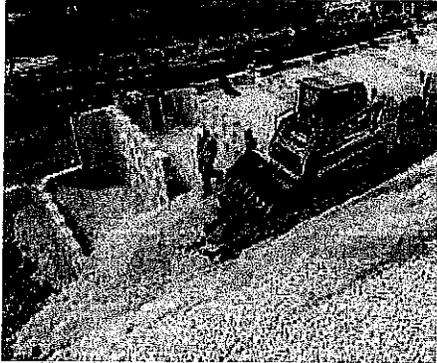


Telebelt trucks or towed conveyors. Excavators supply backfill to telebelts.



Telebelt trucks on backfilled T-WALL.

Compaction



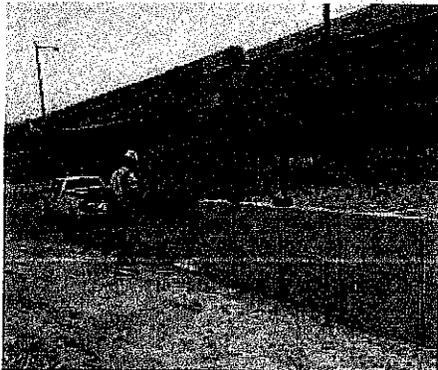
Skid Steer Loader



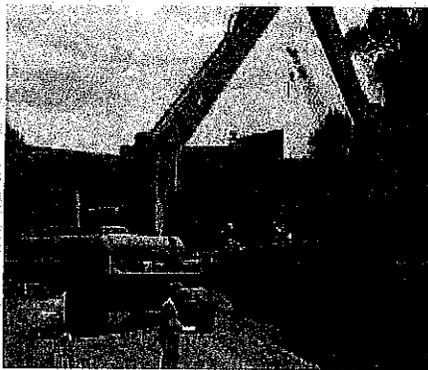
Excavator



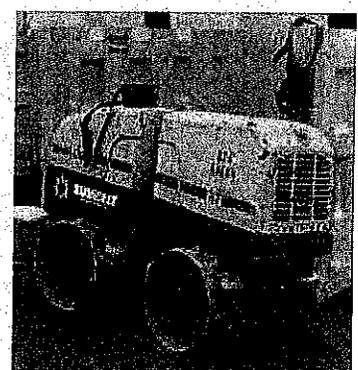
Ride-on compactor



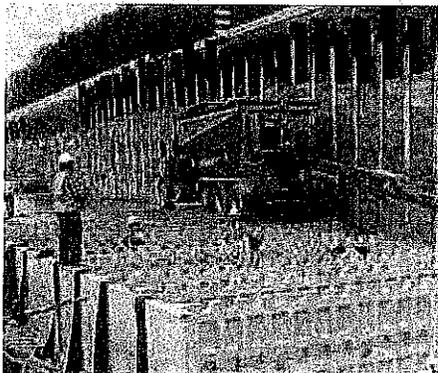
Slinger truck



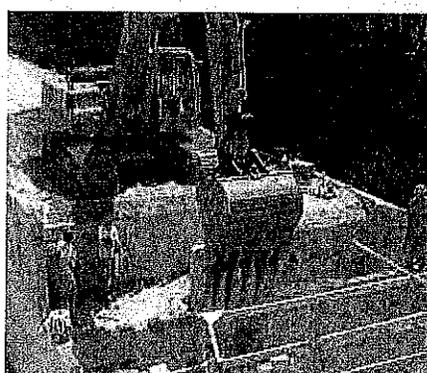
Long boom excavator



Walk-behind compactors
Remote compactors
Vibratory plates



Slinger truck on backfilled T-WALL. Note: equipment on top of stems should always be rolled over timbers or a layer of fill. Never directly on unit stems.



Excavator on backfilled T-WALL stems



Small compactors lifted over the T-WALL stems by on-site equipment

Compacting Lifts of Backfill: Equipment and Methods



Trench rollers are very maneuverable and effective



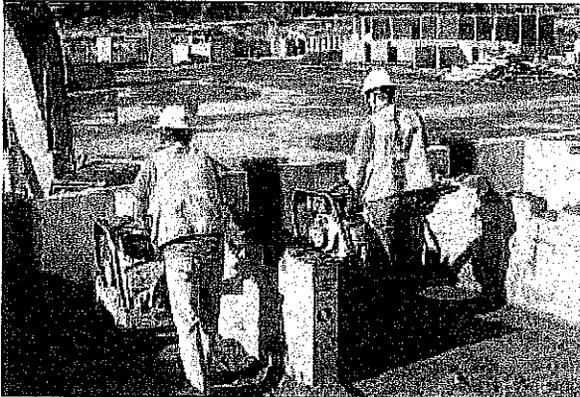
Operator driven smooth drum vibrating compactor working between the stems



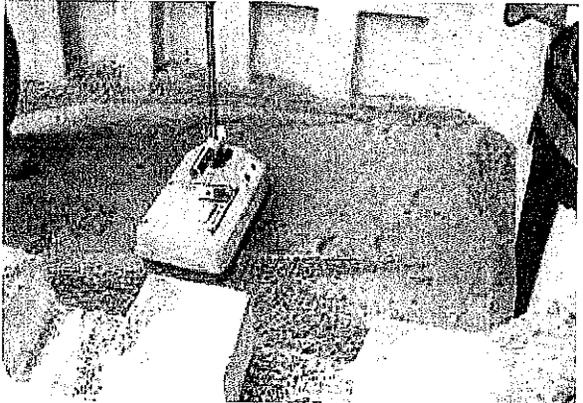
Compacting with vibrating plate compactors.
Note: water truck and hose for moisture



Small jumping jack type compactor



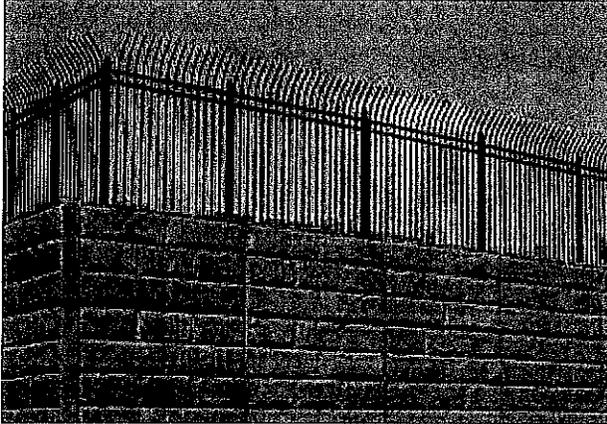
Close up of vibrating plate compactors working between stems



A nuclear density gauge is used to measure density and moisture of the compacted soil. Each lift should be tested

Part 6: Structural Details

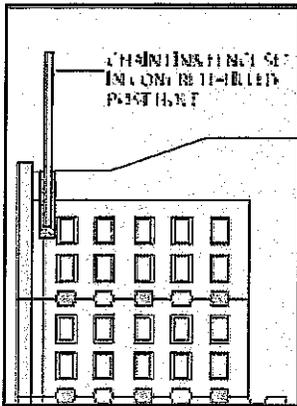
Fences and Railings



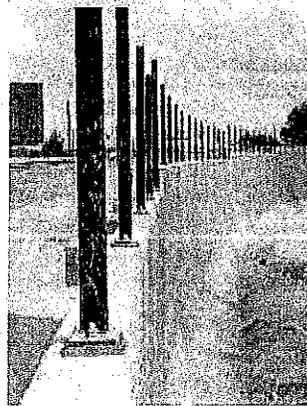
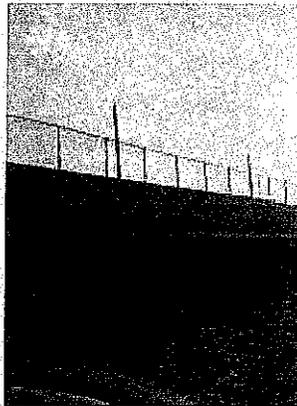
Fabricated fence



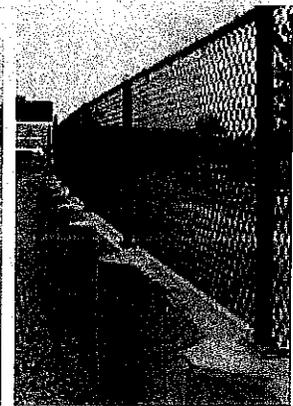
Fabricated fence with coping



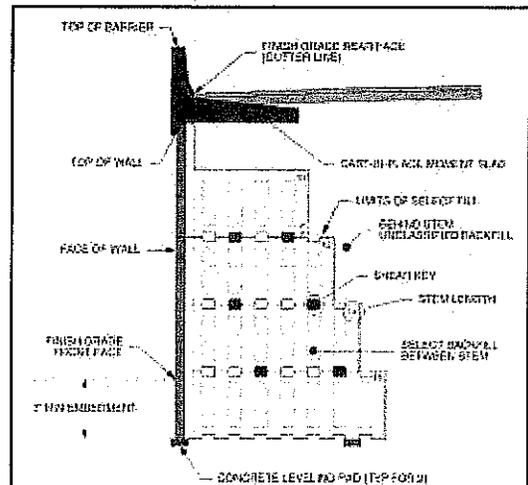
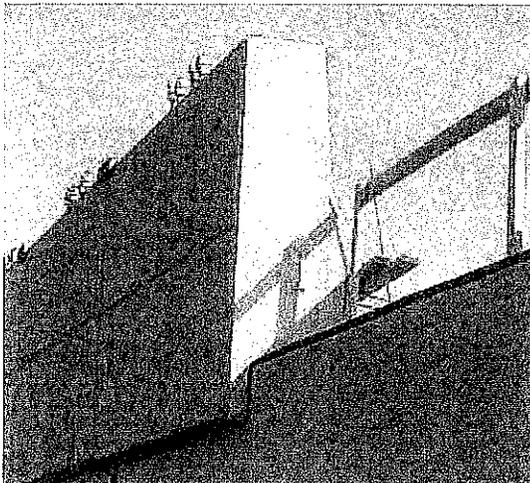
Set chain link fence



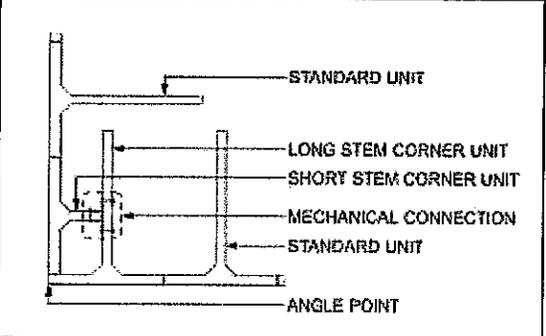
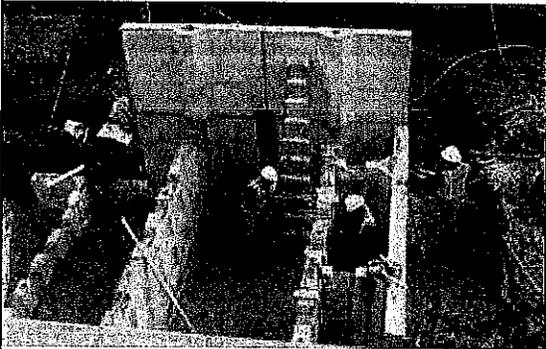
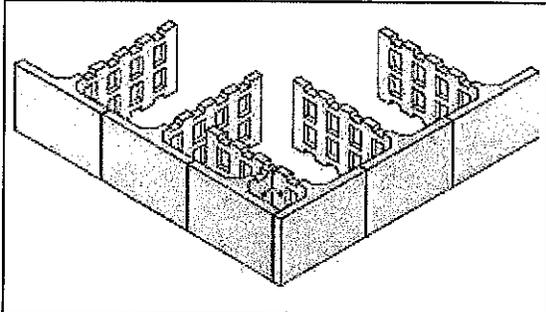
Bolted chain link fence posts



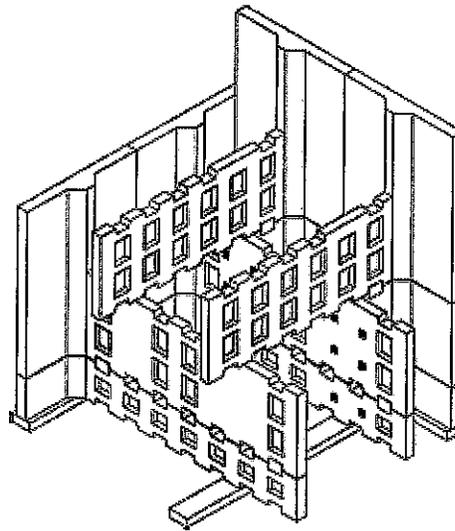
Barriers



Corners and Angle Points



Bolted corner

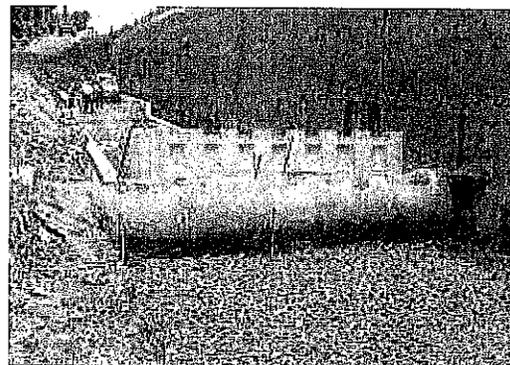
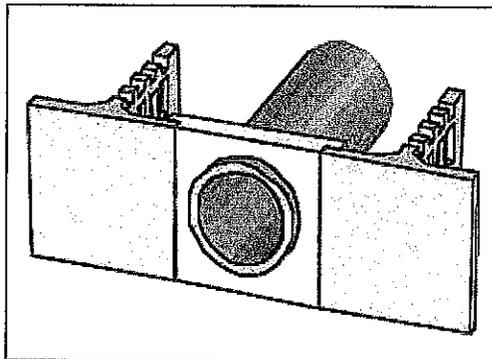


Interlaced corner detail

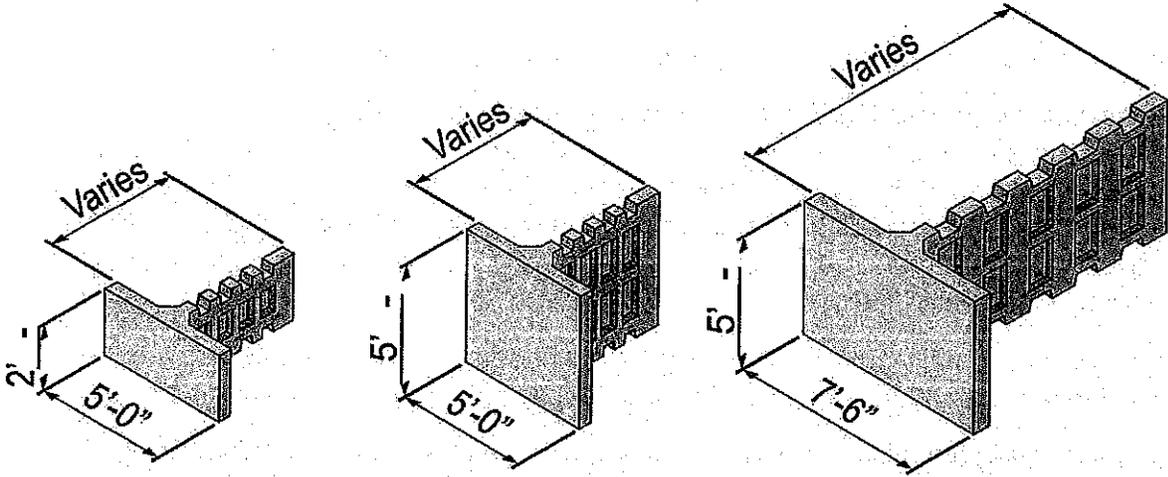


Angle point

Large Pipe Penetrations



Part 7: Unit Dimensions and Weight



Standard Unit

STEM LENGTH (ft)	UNIT WEIGHT (lbs)
6'-0"	1,850 lbs
8'-0"	2,100 lbs
10'-0"	2,350 lbs
12'-0"	2,600 lbs
14'-0"	2,900 lbs
16'-0"	3,150 lbs
18'-0"	3,400 lbs
20'-0"	3,650 lbs
22'-0"	3,925 lbs
24'-0"	4,200 lbs
26'-0"	4,450 lbs
28'-0"	4,700 lbs
30'-0"	4,975 lbs

Double Unit

STEM LENGTH (ft)	UNIT WEIGHT (lbs)
6'-0"	3,700 lbs
8'-0"	4,200 lbs
10'-0"	4,750 lbs
12'-0"	5,250 lbs
14'-0"	5,750 lbs
16'-0"	6,250 lbs
18'-0"	6,750 lbs
20'-0"	7,350 lbs
22'-0"	7,850 lbs
24'-0"	8,300 lbs
26'-0"	8,850 lbs
28'-0"	9,350 lbs
30'-0"	9,850 lbs

Large Unit

STEM LENGTH (ft)	UNIT WEIGHT (lbs)
8'-0"	6,900 lbs
10'-0"	7,600 lbs
12'-0"	8,300 lbs
14'-0"	9,000 lbs
16'-0"	9,700 lbs
18'-0"	10,500 lbs
20'-0"	11,200 lbs

Notes:

1. Stem lengths may extend to 32 feet long.
2. Top units may extend up to 10 feet tall.
3. Refer to shop drawings for unit weights not shown here.

Glossary of Terms

Agency: The person(s), firm, or corporation acting as Agent for the Owner

Contract Documents: The Owner-Contract agreement, including the conditions of the Contract (general, supplementary, and other conditions), the drawings, Specifications and the provisions of the agreement between the Contractor and The Reinforced Earth Company; and also including all addenda issued prior to execution of the Contract, all modifications thereto and any other items specifically stipulated as being included in the Contract Documents.

Contractor: The individual, firm, or corporation undertaking the execution of the Work under the terms of the Contract, and acting directly through its Agents or employees.

Engineer: The person(s) designated by the Owner, as having authoritative charge over certain specific engineering operations and duties.

Inspector: The authorized representative assigned to make a detailed inspection of any or all portions of the Work or materials thereof on the Owner's behalf.

Owner: The Owner of a project. The agency, person, firm, or corporation with which a Contract has been made for the payment of the Work performed under the Contract.

Plans: The official approved plans, profiles, typical cross-sections, working drawings, and supplemental drawings, or exact reproductions thereof, which show the locations, character, dimensions and details of the Work to be performed.

Specifications: A description, for contract purposes, of the materials and workmanship required in a structure(s), as also shown on the related working drawings. The written material containing the standard provisions and special provisions, as may be necessary, pertaining to the quantities and qualities of materials to be furnished under the Contract.

Technical Advisor: Representative of The Reinforced Earth Company or licensed precaster who may be available to assist the Contractor with material scheduling and coordination, and give advice on the recommended construction procedures applicable to The Reinforced Earth Company's structures as set out in this manual.

Work: The entire scope of the Work to be performed at the site of the construction project including labor, materials, equipment, transportation and such other facilities as are necessary to fulfill all obligations under the Contract.

Contact Information

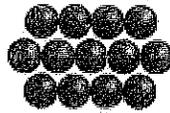
The Reinforced Earth Company maintains full-service offices throughout the United States. Contact the office serving your area for technical service.

Southeast Region (AL, GA, MS, SC, TN)	Atlanta, GA	(770) 242-9415
Northeast Region (VT, MA, ME, NH, NY, RI, VT)	Boston, MA	(978) 664-2830
Central Region (AR, LA, NM, OK, TX)	Dallas, TX	(817) 283-5503
Midwest Region (IA, IL, IN, MN, MO, WI)	Chicago, IL	(630) 898-3334
Southwest Region (AZ, CA, HI, NV, UT)	Los Angeles, CA	(949) 427-3601
Western Region (AK, CO, ID, KS, MT, ND, NE, OR, SD, WA, WY)	Denver, CO	(303) 790-1481
Central-Northeast & Mid-Atlantic Regions (DC, DE, KY, MD, MI, NC, NJ, OH, PA, VA, WV)	Sterling, VA	(703) 547-8797
Florida Region (FL)	Orlando, FL	(407) 226-2840

Corporate Headquarters
The Reinforced Earth Company
45610 Woodland Rd., Suite 200
Sterling, Virginia 20166

Phone: (703) 547-8797 or (800) 446-5700

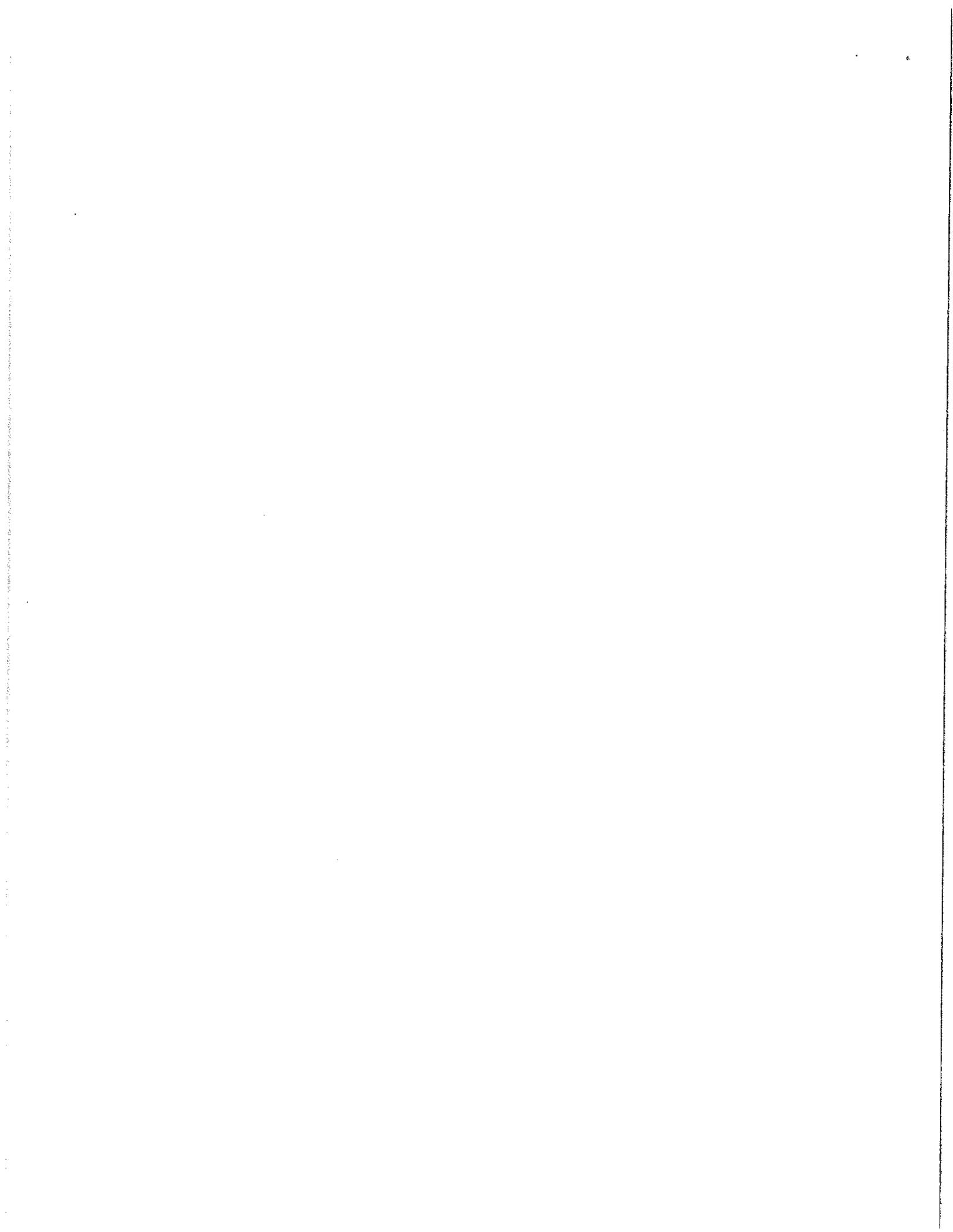
www.reinforcedearth.com



REINFORCED EARTH®

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Sterling, Virginia 20166
(800) 446-5700

www.reinforcedearth.com



10.D

February 13, 2024

Memo to Erin Herbig, City Manager

From Kathy Given, Harbor Master

Council Agenda February 20, 2024

- Request for Council approval to take funding from the Harbor Enk Account for necessary infrastructure items (non-storm related)

In the past, and more often recently, I have spoken with the Council at various times about our float replacement program and the fact that our City Landing infrastructure was aging and would gradually need more maintenance. The recent storms certainly didn't help, but aside from that, I have a couple of items that I need to stay on top of with maintenance and safety-wise.

1) Floats: We still have about 12 floats, some over 25 years old, that have the blue Styrofoam floatation billets. Typically we will repair these floats until they no longer can stay together, but when we were hauling the floats out this fall for winter storage, two of the floats fell apart because many of the fastenings holding everything together had rusted through. Several of the float billets also broke when the framing around them came apart. These floats are beyond repairing in the sense it would take too much time and material to make them safely usable. We also are trying to phase out our styrofoam billet floats as quickly as possible and are replacing them with the plastic tub float design. (2 other foam billet floats are being replaced from storm damage last year). These floats measure 6' x 20' and materials to build new floats this size are approximately \$5,000.00 ea. We may be able to build them for a little less money as we can use hardware such as cleats, connecting hinge plates, and bumper material that we have salvaged from floats we have taken apart to dispose of.

2) Shore Power Stations: Our shore power stations are basically specialized giant receptacles that are mounted to the floats so boaters can plug into them for electric power on their boats. Each station at the City Landing has 2) 30amp and 1) 50 amp receptacle, typically what is used by vessels up to 50' or so. Larger vessels generally want 100 or 200 amp power, but until we decide to upgrade our electrical service to the facility in general, it's difficult to supply that much power without popping breakers. If we do decide to upgrade, these 30 and 50 amp stations can continue to be used by the 'smaller' vessels. Currently we have a total of 7 shore power stations. Most of these stations were installed when the wharf was rebuilt in 1997. Although most are still working OK, there are a couple that cannot be repaired anymore and should be replaced. We received a quote from Sea Technologies, the manufacturer of these stations for \$1,175.00 each, which includes a \$125.00 shipping cost per unit.

I would like to request Council approval to take funds from our Enk Account to build 2) 6' x 20' tub billet floats, and to order 2) shore power stations for the City Landing, in the amount not to exceed \$12,350.00. As of February 13, 2024 the balance in the Enk Account is \$204,821.00.

10.E



CITY OF BELFAST, MAINE 04915
131 Church Street

PLANNING AND CODE DEPARTMENT

Phone: (207) 338-3370 ext. 125

Fax: (207) 338-2419

Email:

planningandcodes@cityofbelfast.org

MEMORANDUM

DATE: February 13th, 2024

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

FROM: Bub Fournier, Planning and Codes Director

RE: Request from Planning and Codes Director to utilize the City's Sidewalk Improvement fund to install pedestrian crossing signalization at two locations on Lincolnville Avenue.

Background Information: The Belfast City Council has supported installation of pedestrian crossing signalization (RRFB's or rectangular rapid flashing beacons) at various locations throughout the City to enhance safety at popular crossing locations. These installations feature flashing lights and signage to alert motorists of pedestrians in the crosswalk to enhance safety. The existing crosswalk located at the intersection of Miller and Lincolnville Ave, due to its lengthened diagonal layout, has been identified as a good location for such an installation. Also, the existing crosswalk located at the entrance to the shopping plaza where Hannaford and Ocean State Job Lot are located on Lincolnville Ave has been identified for these improvements. These two installations would enhance pedestrian safety in the area near the City's largest grocery store and provide drivers with clear notification that pedestrians may be in the roadway. I reached out to Director of Public Works Bob Richards in December regarding a proposal for installing the same flashing signage as other locations and he suggested that the pricing would be similar to the last quote he received for the crossing near the end of Church Street last year. The estimated cost for each location is \$11,700.00, for a total of \$23,400.00.

Requested Action: I request that the City Council discuss the two locations proposed for these upgrades and direct staff to utilize up to \$25,000.00 for installation of pedestrian crossing signalization at the two locations described above from account # 420-573 Sidewalk Improvements.



**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

City of Belfast, ME makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated September 15, 2020
Data updated September 15, 2020

Print map scale is approximate.
Critical layout or measurement
activities should not be done using
this resource.

10.F



CITY OF BELFAST, MAINE 04915
131 Church Street

PLANNING AND CODE DEPARTMENT

Phone: (207) 338-3370 ext. 125

Fax: (207) 338-2419

Email:

planningandcodes@cityofbelfast.org

MEMORANDUM

DATE: February 13th, 2024

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

FROM: Bub Fournier, Planning and Codes Director

RE: Curbside Belfast program 2024

Background Information: The Belfast City Council first approved the Curbside Belfast program in 2020 as a response to the Covid-19 pandemic. The program enables businesses in the City's downtown area to utilize City-owned outdoor space for their purposes. The Planning and Codes Department, Public Works Department, City Manager's Office, Our Town Belfast and various businesses have carried out the program, refining it to meet the needs of the community. The program has been a widely celebrated addition to our downtown. In 2024, there are no changes being proposed for the program from 2023. Draft program applications and other support materials are enclosed for City Council consideration.

Curbside Belfast 2024 is designed as an opportunity for restaurants to utilize approximately 2 parking spaces (400sqft) of City property for additional outdoor areas for their customers. The program retains the Use Permit, annual Curbside License, and an annual Curbside Lease Agreement with the City of Belfast. The program requires approval and signatures from a City Councilor, the City Manager, the City Clerk, and the Code Enforcement Officer.

The program runs from May 1st to October 31st, in keeping with the City's seasonal off-street parking schedule. The program only applies to extensions of use for City controlled on-street parking spots. In 2023, businesses utilizing the program were expected to be open 4 out of 7 days per week, adhere to basic design and life-safety requirements, and comply with accessibility requirements. The fee for the permit, license and lease for the 6-month period in 2023 was \$250.

The Belfast Planning and Codes Department has facilitated permitting for the City's Curbside outdoor dining program since its inception in 2020. The program has been a great success and a welcome addition to the streetscape in Downtown Belfast.

I am enclosing draft application documents for the 2024 Curbside Belfast program, so that a discussion can occur, and a direction may be chosen for this year's season.

Requested Action: I request that the City Council discuss the 2024 Curbside Belfast program and direct staff to generate appropriate permitting documents to facilitate the program.



CURBSIDE BELFAST 2024 OUTDOOR SEATING PERMIT APPLICATION

1: INTRODUCTION

Consistent with the City of Belfast's efforts to assist downtown businesses navigating options for outdoor spaces and to maintain a vibrant downtown area, Curbside Belfast is returning with the following permitting options.

The City of Belfast is excited to offer an Extension of Use Permit and Curbside license available to businesses that are located within Belfast's downtown. Extension of Use Permits are required for qualification of the program. All Curbside licenses issued will be effective beginning Wednesday, May 1st, 2024. The 2024 Curbside Belfast Program will run from May 1st through Oct. 31 following the seasonal on-street parking schedule.

Fees for the 2024 Curbside Belfast program are summarized below:

Combined expansion of use permit fee, seasonal Curbside license fee similar to lunch wagon or victualer's, and the lease fees for City space the summer season will be **\$250.00**.

2: REQUIREMENTS

The Curbside Belfast program will be available to businesses in the Downtown Commercial and Waterfront Mixed Use 1 and 2 zoning districts only. For this program, businesses may only utilize public space immediately adjacent to their property. Expansions of Use on private property are not eligible for the program.

All Outdoor areas must:

- Only occupy the portion of abutting public property which least infringes on public use, passage, and traffic as determined by, and at the complete discretion of, the City of Belfast. No more than (2) parking spaces or approx. 400 sqft may be utilized for the new program. (Angled parking areas may be allowed to infringe on one additional space to provide a rectangular shaped Curbside area.)
- Use this outdoor space to be open for business 4 out of 7 days per week
- Be as continuous as possible by locating the outdoor area in a single portion of an establishment's frontage and not extend in front of an adjoining establishment without written permission from the neighboring property owner.
- Not encroach, impede or obstruct a public walkway. A safe path must be maintained at all times of at least 3 feet in width to allow for pedestrian movement.
- Not block building entrances, accessible parking spaces, firetruck access, dumpster

access, and any furniture or fixtures related to outdoor areas must remain completely unobstructed.

- Be located on a smooth surface, compliant with accessibility and life safety codes.
- Use physical barriers (i.e., fences, barricades, etc.) to visually distinguish the boundary of the outdoor area is required.
- Use non-permanent structures which can be set up and broken down, but they will be allowed to be left in place until the expiration of the permit, including overnight and on days when a business is closed.
- Provide lighting and comply with the electrical code (NEC). Consumer-grade extension cords cannot be used to deliver electricity to an outside area; establishments wishing to extend electricity to an outside area are strongly recommended to consult with a qualified electrician.

On-premise expansions of use will need traditional permitting and do not require a Curbside Belfast license from the City. If an establishment already has its own adjacent side and/or rear areas, they may apply for expansions of use through traditional permitting paths. Please contact the City's Planning and Codes Department for more information at 207-338-3370 X125.

All improvements (i.e., furniture, fixtures) used in the outdoor area must be temporary in nature and there shall be no penetration of public walkway surfaces.

The City of Belfast will be placing traffic barriers along public streets for increased safety. Please refer to Design Requirements for details about enhancing aesthetics of these safety features.

All outdoor areas shall be under the responsible direction and control of the licensee as identified in this application.

A license, if granted, will only be valid during the hours of 6:00am to 10:00pm each day, Sunday through Saturday, and shall expire 1 year from the date of issuance, unless renewed.

The establishment must comply with all applicable city, state, and federal laws and regulations, including the Americans with Disabilities Act.

3: INSURANCE AND LIABILITY (PLEASE CONSULT WITH YOUR INSURANCE CARRIER REGARDING THE FOLLOWING ITEMS)

The establishment understands and expressly assumes all the risk of operating and conducting business under this permit.

As a condition of being granted this license, during the term of this license, the licensee shall defend, indemnify, save and hold the City of Belfast, and its inhabitants, officers, employees and agents completely harmless from and against any and all liabilities, losses, suits, claims, costs, expenses, judgments, fines or demands arising by reason of injury to or death of, or asserted by, any person or persons, including the permittee's agents, clients, invitees or employees, or damage to any property, including all reasonable costs for investigation and defense thereof (including but not limited to attorney's fees, court costs, and expert witness fees), of any nature whatsoever arising out of or incident to this permit and/or the use, occupancy, conduct, or management of the demised premises or the acts or omissions of the permittee's officers, clients, agents, employees, contractors, subcontractors, licensees, or invitees, except to the extent such injury, death, or damage is caused by the negligent acts or omissions of the City, its agents, employees, clients or invitees. The licensee shall give to the City reasonable notice of any such claim or actions. The licensee shall also use

counsel reasonably acceptable to the City in carrying out its obligations under this article.

The licensee further expressly agrees that it will defend, indemnify, save and hold the City of Belfast harmless from any and all claims made or asserted by the licensee's agents, servants or employees arising out of the licensee's activities under this license. For this purpose, the licensee hereby expressly waives any and all immunity it may have under Maine's Workers Compensation Act in regard to such claims made or asserted against the City by the licensee's agents or employees. For this purpose, the licensee further expressly waives any charitable immunity it may have under applicable law as to any and all claims of any person made or asserted against the City arising out of the licensee's use and occupancy of the demised premises or other activity of the licensee under this license.

The indemnification provided under this section shall extend to and include any and all costs incurred by the City to answer, investigate, defend and settle all such claims, including but not limited to the City's costs for attorney's fees, expert and other witness fees, the cost of investigators, and payment in full of any and all judgments rendered in favor of the licensee's agents, invitees, licensees, clients, servants or employees against the City in regard to claims made or asserted by such persons.

In exercising the rights granted under this license, the licensee shall at all times be regarded as an independent entity conducting its own business and operations and shall not at any time act, hold itself out or purport to act as an agent, contractor, co-partner, joint venture or employee of the City.

The licensee, during the entire term of this license shall maintain, at its sole expense, insurance in the type and amount shown below with companies authorized to do business in the State of Maine for the protection of the City of Belfast against any and all liability, including wrongful death, against all claims, losses, costs or expenses arising out of injuries to persons whether or not employed by the licensee or damage to property whether resulting from acts, omissions, negligence or otherwise of the licensee, its directors, officers, clients, employees and agents and arising from the licensee's use of the demised premises or any part or portion thereof: 1) commercial general liability insurance with a minimum limit of \$1,000,000 combined single limit per occurrence and \$2,000,000 in the aggregate; and 2) workers compensation and employers liability insurance with a minimum limit of \$500,000 per occurrence.

The licensee shall cause to be furnished to the City, at the time of execution of this license, evidence in the form of certificates of insurance of the existence in force of the insurance required hereunder. Said certificates shall name the City as an additional insured and loss payee. The licensee shall cause to be furnished to the City replacement certificates of insurance whenever the insurance policies are renewed. The City shall be notified prior to any changes or discontinuances of coverage.

The City agrees to promptly notify the licensee in writing of the existence or filing of any claim, demand or action arising out of an occurrence covered hereunder of which the City has knowledge, and to cooperate with the licensee in the investigation and defense thereof.

The minimum insurance coverage required under this article shall be deemed to be automatically adjusted whenever the Maine State Legislature shall increase the City's maximum liability beyond such minimums for personal injury, wrongful death or property damage claims brought under the Maine Tort Claims Act. In the event of such an increase, the minimum insurance coverage required shall be no less than the amounts required herein or no less than the City's maximum liability for such claims under the Maine Tort Claims Act, whichever is greater.

4: ENFORCEMENT

The rights and duties granted herein shall be under the supervision and control of the City of Belfast's Code Enforcement Officer and the City of Belfast's Chief of Police. For this program, extension of use permits are reviewed by the Code Enforcement Officer. All Curbside Belfast participants must meet all applicable codes and State laws. Applicant must remain in compliance while in operation. In the event of a breach of this license by licensee, the City may, for the first breach, issue a verbal warning to Licensee; in the event of a second breach, terminate this License.

Notwithstanding these provisions regarding penalties for breaches or any other provision of this license, in the event that the City, in its sole discretion, determines that further use of the premises under this license is not in the best interests of the City, the rights granted herein may be suspended or terminated upon 24 hours written notice to the licensee.

At the end of the term of this license, or if this license is suspended or terminated, all fencing, tables, seating, or equipment must be removed from any City of Belfast public walkway or public area. The City may move or remove any of said items if they are not removed before the end of the term of this license or before the 24-hour notice period expires.

DRAFT

5: APPLICATION (ALL RESPONSES ARE REQUIRED):

Legal Name: _____

DBA Name: _____

Physical Address: _____ Belfast, ME 04915

Mailing Address: _____
Street/PO Box City State Zip

Phone: _____ Fax: _____ Email address: _____

Name, address, telephone number of Property Owner (if property is rented or leased, need a copy of rental agreement / lease):

Which hours do you plan to have these additional areas open (no earlier than 6:00am, and no later than 10:00pm):

For extension of License on Premise

License # (if requesting extension of liquor license): _____ Expiration Date: _____

Start Date: _____ End Date: _____

Reason for Request:

On the following page, sketch out your plan for your outdoor area. In your sketch you must include and clearly indicate the relative locations of the following components:

- existing dimensions and seating capacity of your business.
- parking spaces, public walkways, and/or adjacent areas that you are looking to utilize; Please indicate contiguous and non-contiguous space you plan to use.
- path(s) through your area(s) that will allow for pedestrian traffic.
- arrangement of Curbside tables and other structures which have proper spacing.
- barriers to be used and how their appearance will be enhanced.
- awnings, umbrellas, and/or other rain- and sun-shielding devices to be used (optional).
- lights or lighting systems to be used.
- reflectors to be used.

For extension of use on premises, traditional permitting will be required.

Please contact the City of Belfast Planning and Codes Department for further assistance at 207-338-3370 X125.

Signature of Owner/Corporate Officer

Printed Name of Owner/Corporate Officer

EXTENSION AREA PREMISE DIAGRAMS

In an effort to clearly define your extension please draw a diagram below that will include the area you want for a Curbside license. Diagrams should be submitted on this form or attached and should be as accurate as possible. Be sure to label the areas of your diagram including methods of monitoring and containment of certain area which you are requesting approval from the Division of liquor consumptions.

DRAFT

6: SUBMISSION OF YOUR COMPLETED APPLICATION

When completed, please submit your application via regular mail or via e-mail to:

Steve Wilson
Code Enforcement Officer
City of Belfast
Belfast City Hall
131 Church Street
Belfast, Maine 04915
ceo@cityofbelfast.org

DRAFT

Curbside 2024 Code Considerations

Considerations for Converting Outdoor Spaces into Temporary Seating Spaces

These considerations are meant to supplement – not replace – any state, county, local health and safety laws, rules, and regulations with which businesses must comply.

TEMPORARY VS. PERMANENT

While the intent of this guidance is to address temporary seating areas, it is necessary to clearly define the time period that any associated structures will be set in place, and not just used. The International Building Code (IBC) clearly requires that temporary structures are only to be erected for a period of less than 180 days per Section 3103. Further, temporary tents, umbrella structures and other membrane structures must comply with NFPA 1, 101, & 701 and again be erected for a period of less than 180 days. If these structures, including tents and other membrane structures, are to be erected for a period of 180 days or greater, they are not temporary structures and must comply with the IBC, NFPA, and all other applicable codes and standards as referenced. With the specific time periods given above it is also important to note that under IBC Section 108 the building official is authorized to grant extensions for demonstrated cause. Local building, flood, and shoreland permitting are still required.

LOCATION

1. Temporary outdoor seating should be located so as not to negatively impact the existing accessible parking spaces or accessible routes.
2. Temporary outdoor seating areas should be separated from designated food and beverage pick-up locations.
3. Temporary outdoor seating should be separated from adjacent automobile travel lanes by an approved barrier or adequate separation distance.
4. Access to fire hydrants, fire department connections for automatic sprinkler systems, and entrances and exits of all buildings cannot be obstructed at any time by barriers or seating.

ENCROACHMENTS INTO THE PUBLIC RIGHT-OF-WAY

State and local permits may be required for encroachment onto a public right-of-way. In addition, depending on the proposed new layout, construction documents may be required to be submitted for the Code Officer's review and approval. The construction documents should include a site plan indicating the location and quantity of the temporary outdoor seating and information delineating the means of egress and the projected total occupant load.

Chapter 32 of the International Building Code (IBC) covers temporary and permanent encroachments into public right of ways.

OCCUPANT LOADS AND MEANS OF EGRESS

The overall occupant load of both existing and the proposed new seating areas, along with the use of temporary or permanent structures, must be taken into consideration when evaluating the overall effect on fire safety, means of egress, accessibility, light, ventilation, bathroom and sanitary requirements.

Chapter 10 of the IBC addresses occupant loads for areas having fixed seating and areas without fixed seating

ACCESSIBILITY

Section 1009 of the IBC requires accessible means of egress.

Section 1104 of the IBC requires that at least one accessible route connect accessible buildings, facilities, elements and spaces on the same site.

Section 1105 of the IBC requires at least 60% of all public entrances to be accessible. Section 1108.2.9 specifies that dining and drinking areas, whether interior or exterior must be accessible and on an accessible route with some given exceptions. Further where dining surfaces are provided for the consumption of food or drink at least 5%, but not less than one must be accessible,

Curbside 2024 Code Considerations

WEATHER RESISTANCE

Consideration should be given to limiting the size of canopies, umbrellas or awnings. All of these structures should be provided with an adequate means to resist wind, rain or other similar loads.

FIRE PREVENTION

Fire ratings and protective measures are important, as the associated requirements are typically based on the risk associated with the building's occupancy and use. Expanding or adding outdoor seating areas can sometimes present an increased challenge. If the outdoor seating areas include awnings, canopies, umbrellas, marquees or tents on sidewalks, parking lots or green spaces, consideration should be given to the following:

1. The combustibility rating of the materials used should be evaluated and approved for the intended use. Both permanent and temporary tents and membrane structures must comply with flame propagation performance, including required labeling, and a certification affidavit per NFPA 701.
2. The spacing between temporary tents or membrane structures must further comply with NFPA 1 and 101 which requires that these structures be at least 10 feet from other buildings, other tents or membrane structures, parked vehicles or internal combustion engines with some given exceptions.
3. Approved portable fire extinguishers should be provided and placed in locations approved by the fire code official.

PLUMBING, MECHANICAL, FUEL GAS AND ELECTRICAL SYSTEMS

Existing plumbing, mechanical and electrical system designs may not be adequate for added outdoor seating in some cases. While in general, outdoor seating is being used to offset reduced occupant loads within existing structures, the overall occupant load of both existing and proposed outdoor seating areas must be taken into consideration and its effect on light, ventilation, bathrooms and sanitary requirements.

Plumbing

Where the toilet rooms provided in an existing structure will serve the anticipated occupant load of both the indoor spaces and proposed outdoor seating areas:

1. UPC Table 422.1 requires seasonal outdoor seating and entertainment areas to be included when determining the minimum number of toilet facilities required.
2. Travel distance should be considered.

Mechanical and Fuel Gas

Proposed designs for temporary climate control of the outdoor spaces should meet the minimum requirements of the International Mechanical Code (IMC), NFPA 54, and NFPA 1. All equipment and appliances must be listed and labeled for the intended use and installed in accordance with the codes and the installation instructions.

Permanent tents and membrane structures.

1. Heating and cooking equipment, including related components, must be installed per the International Mechanical Code (IMC), NFPA 54 and approved by the building and code official. Gas, liquid and solid fuel burning equipment that is designed to be vented must be vented to outdoor air per the IMC and NFPA. Where vents or flues are installed, all portions of the tent or membrane structure must be no less than 12 inches away from any flue or vent.
2. Cooking and heating equipment must be located at least 10 feet from exits or combustible materials.
3. Designated "cooking-only" tents, with sidewalls or drops, must be separated by other tents or membrane structures by no less than 20 feet.
4. Electrical heating and cooking appliances must comply with NFPA 70.
5. LP-gas storage, handling and use along with the use of LP-gas equipment must comply with NFPA 54

Electrical

Curbside 2024 Code Considerations

1. When connected to public utility power or generator sources, outdoor seating areas or temporary tent and membrane structures will need to comply with NFPA 70.
2. NFPA 101 requires exit signage for temporary tents or membrane structures where an exit serves an occupant load of 50 or more. Further, these exit signs are required to be internally illuminated or externally illuminated. Where the exit signs are externally illuminated two separate circuits, one of which must be separate from all other circuits, is required for occupant loads of 300 or less. Two separate sources of power, one being an approved emergency system must be provided where the occupant load exceeds 300.
3. NFPA 101 requires means of egress illumination with a light intensity of not less than 1 foot candle at the floor level for temporary tents and membrane structures while occupied. Further this means of egress illumination must be supplied from a separate circuit or source of power.
4. NFPA requires generators or other internal combustion power sources to be separated from tent or membrane structures by a minimum of 20 feet and isolated from the public with fencing or an enclosure.

DRAFT

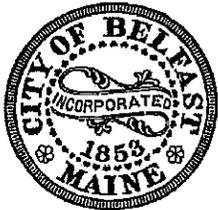


Design Requirements for Curbside Belfast Outdoor Seating Areas

The Curbside Belfast outdoor space program will be launched in Spring 2024 for the fifth year. As the Downtown Belfast community prepares for the busy warmer seasons, the City of Belfast is looking forward to this ongoing annual outdoor seating program that permits businesses to utilize adjacent outdoor space. Businesses are encouraged to be expressive and have fun with this opportunity. Keeping these outdoor areas looking good is a great benefit to our Downtown and adds to the vibrant energy that is part of first impressions for visitors of the city. Design requirements for the Curbside Belfast program are listed below so that we can continue to keep Belfast looking good as we carry the new program into this season.

- 1) Continuous opaque walls taller than 42" that block views are prohibited. Individual elements such as posts, plantings, lighting etc. may be taller.
- 2) Green elements, or other enhancements such as flowers, shrubs or artwork must be incorporated into the design. No traffic safety features such as barricades or cones shall be on display without decorative enhancements.
- 3) A visually penetrable barrier around the perimeter of the space, such as a guard or handrail, must be incorporated into the design.
- 4) All spaces shall be constructed of high-quality, durable, non-reflective, and aesthetically-pleasing materials. Outdoor areas shall not be unsightly. Painted or stainless metal, finished woods, and other materials intended for outdoor use are all allowable.
- 5) Adding overhead weather and sun protection to your space is permitted so that your services will not be weather dependent.
- 6) Artwork can enhance the attractiveness of your space and create identity for your business.
- 7) Outdoor spaces shall be kept simple, free of clutter, and well maintained to provide an inviting space that will welcome customers and enhance our lively downtown. No waste receptacles or unused equipment/materials shall be located in the outdoor areas.

10.G



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Joellyn Warren
Deputy Economic Development Director

E-mail: 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 apply to Efficiency Maine for Retrofit Rebate

Efficiency Maine’s Funding Opportunity Notice (FON-013) for municipalities with 5,000-10,000 residents is open to support municipal electrification retrofits. This initiative falls under Efficiency Maine’s Commercial and Industrial Prescriptive Initiatives (CIPI). This FON offers higher incentives than typically provided under the CIPI initiatives, with the intent to accelerate the conversion to high-efficiency electric HVAC systems in municipal buildings across the state. The deadline to apply for this program is March 1, 2024.

It was recently discovered that doing a retrofit at the Courthouse (136 Church St), which the city intends to purchase this spring, is an eligible activity. Solarlogix, a state certified Qualified Partner, is assisting the city in developing a retrofit option. Professionals with Solarlogix toured the building with city staff to determine how a Variable Refrigerant Flow (VRF) system could be used to replace the existing oil furnace. This rebate project would most likely only heat and cool the first floor and basement areas as part of this installation. The proposed VRF system is intended to be more efficient in order to save the city’s energy costs and bring the building into compliance with the state and city’s Climate Action Plans.

Solarlogix has agreed to supply the city with data and calculations to determine how to size a system, installation options, project costs and approximate rebate available. As a Qualified Partner they may continue through installation but understand that the project may have to follow any applicable contracting procedures. Kurt Penney, Solarlogix will attend the city council meeting on February 20, 2024 to discuss the cost breakdown, system details, and rebate program.

Based on an initial estimate the following assumptions have been determined:

Rebate Rate	\$18/square feet
Building size	13,000 square feet
Est Rebate	13,000 x \$18 = \$234,000 (can only cover 90% of total project costs)
Est Project Cost	\$260,000
City Match	\$26,000 (available in the City’s Energy Capital Reserve Fund)

In addition to the Efficiency Maine Rebate the City could also apply to Governor’s Office of Policy Innovation and the Future Community Action Grant, due March 29, 2024, to cover a portion of the project cost and match. Community Action Grants are capped at \$50,000 with a 20% match.

Following presentation, the Economic Development Deputy Director requests the at the City Council take the following action at their meeting on February 20, 2024:

Approve the submission of a rebate request to Efficiency Maine to install a VRF system at the Courthouse, 136 Church Street, and provide the required match of not less than 10% of the project costs from the City’s Energy Capital Reserve Fund.

10. H



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Thomas Kittredge
Economic Development Director

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

From: Thomas Kittredge, Economic Development Director

To: Mayor Eric Sanders, City Councilor 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 20th, 2024

Regarding: Presentation from the Economic Development Director regarding an application to the Community Development Block Grant Public Infrastructure Grant Program

The City of Belfast has identified a need to improve the infrastructure in and on Congress Street, with a focus on the section of Congress Street located between Grove Street and Booth Drive. At this time, the City has developed a conceptual plan for this infrastructure improvement project. This infrastructure improvement project would include the following key additions/improvements within the project area:

- Installing approximately 1,000 linear feet of sanitary sewer line in Congress Street, to eliminate the remaining existing gap in this portion of the system, where the homes are using septic systems;
- Installing in-ground storm drains (approximately 3,000 linear feet) and catch basins (approximately 24 of them), to replace the current drainage swale system;
- Installing approximately 2,400 linear feet of sidewalk or multiuse pathway, on either the west or east side of Congress Street, which would connect the existing sidewalk on Congress Street ending at Grove Street with the multiuse path that is being constructed for Wight Street in 2024;
- Installing approximately 4,000 linear feet of curbing, on both the west and east sides of Congress Street, to support the additions of the sidewalk/multiuse pathway and the catch basins; and
- Installing approximately 2 pedestrian crossings (pedestrian activated signals and crosswalks, possibly with speed tables); to improve pedestrian safety and to calm vehicular traffic (locations to be determined).

The City anticipates that all of these additions/improvements could be made/located within its existing 66-foot-wide right-of-way.

Olver Associates has recently updated the budget for this proposed project, and has estimated it to be \$3,020,000, assuming a 2025 construction date. The City has already secured some of the funding that would be needed for this project, in the form of a \$1,000,000 Northern Border Regional Commission Catalyst Program Award, and the City will begin receiving 40% of the property tax revenue that will be generated by the 115 Congress Street Affordable Housing Development and Tax Increment Financing District, which it can allocate towards this project. However, these two funding sources are not sufficient to fund this project at the current estimated cost of \$3,020,000, and an additional source of funding is needed to close this gap.

One such potential additional source of funding is the Community Development Block Grant Public Infrastructure Grant Program, which can award grants of up to \$990,000 for projects such as the one being proposed, provided that the project meets the national objective of predominantly benefitting low- and moderate-income persons. At its meeting of January 2nd, 2024, the City Council authorized the submission of a letter of intent to this program; this letter of intent was accepted and the City of Belfast has been invited to submit a full application to this program, which is due on March 1st, 2024.

The required public hearing for this application will immediately follow.

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

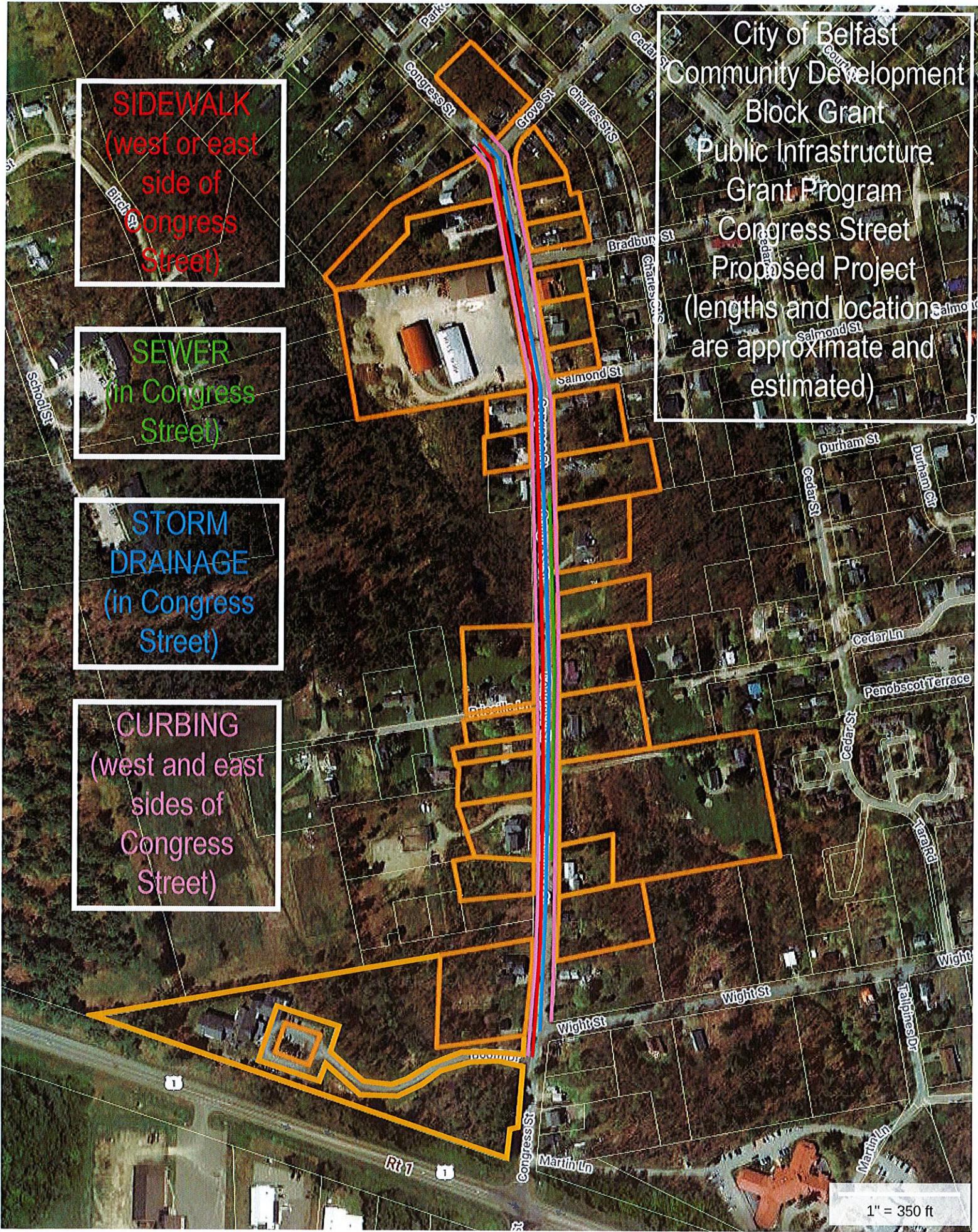
City of Belfast
Community Development
Block Grant
Public Infrastructure
Grant Program
Congress Street
Proposed Project
(lengths and locations
are approximate and
estimated)

SIDEWALK
(west or east
side of
Congress
Street)

SEWER
(in Congress
Street)

**STORM
DRAINAGE**
(in Congress
Street)

CURBING
(west and east
sides of
Congress
Street)



1" = 350 ft



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Thomas Kittredge
Economic Development Director

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

From: Thomas Kittredge, Economic Development Director

To: Mayor Eric Sanders, City Councilor 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 20th, 2024

Regarding: Public Hearing for an Application to the Community Development Block Grant Public Infrastructure Grant Program

An advertised and documented public hearing to allow for comments must be held prior to the submission of a Community Development Block Grant (CDBG) application, such as this CDBG Public Infrastructure Grant Program application. The following public hearing notice, which appeared in the February 8th, 2024 edition of the *Republican Journal*, will need to be read aloud for the record at this time:

PUBLIC HEARING NOTICE THE CITY OF BELFAST

The City of Belfast will hold a Public Hearing on Tuesday, February 20th, 2024, as part of its regularly scheduled City Council meeting, which begins at 7:00 pm on that date, at Belfast City Hall, 131 Church Street, Belfast, Maine, to discuss an application being submitted to the State of Maine CDBG program for a Public Infrastructure Program Grant. The purpose of the grant application is to fund infrastructure improvements for the section of Congress Street that is located between Grove Street and Booth Drive. Public comments will be solicited at this Hearing and will be submitted as part of the application. All persons wishing to make comments or ask questions about the grant application are invited to attend this Public Hearing. Comments may be submitted in writing to: Thomas Kittredge, Economic Development Director for the City of Belfast, Belfast City Hall, 131 Church Street, Belfast Maine, 04915; or via email to: economicdevelopment@cityofbelfast.org at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the City of Belfast's programs or services, please contact Thomas Kittredge at (207) 338-3370, extension 116, so that accommodations can be made.



City of Belfast, Maine

If any written comments have been submitted by the deadline as referenced in the public hearing 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
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 February 20th, 2024

Regarding: Request by the Economic Development Director to have the City Council authorize the submission of an application to the Assistance to Firefighters Grant Program and to commit matching funds

The Assistance to Firefighters Grant Program is one of three grant programs that constitute the Department of Homeland Security, Federal Emergency Management Agency's focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. This program provides financial assistance directly to eligible fire departments, nonaffiliated emergency medical service organizations, and State Fire Training Academies for critical training and equipment. This program has awarded approximately \$8.4 billion in grant funding to provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience. \$324 million in funding is available under this program in their current grant competition, with 2,000 awards expected to be made. The City of Belfast has previously (in 2022 and 2023) submitted applications to this program, but unfortunately has not yet been awarded a grant.

Eligible applicants include fire departments operating in any of the 50 states, as well as fire departments in the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico, or any federally recognized Indian tribe or tribal organization. A fire department is an agency or organization having a formally recognized arrangement with a state, local, tribal or territorial authority (city, county, parish, fire district, township, town or other governing body) to provide fire suppression to a population within a geographically fixed primary first due response area.

The Assistance to Firefighters Grant Program has three separate activity categories: 1) Operations and Safety; 2) Vehicle Acquisition; and 3) Regional Projects. The Belfast Fire and Ambulance Department wishes to have the City of Belfast submit one application to this program, under the Operations and Safety activity category, for the following items: 20 self-contained breathing apparatus (SCBA) units (including airpaks and spare cylinders); 1 rapid intervention team (RIT) pack; 1 fit testing machine; and 3 power lift systems. The current total estimated cost for these items is \$348,780.00.

The maximum amount of grant funding that an individual fire department serving 100,000 or fewer people can receive under this program is \$1,000,000. There is a required cash match for these grants. For fire departments serving a jurisdiction of 20,000 residents or fewer, the required cash match is equal to not less than 5% of the grant award amount; for a total project cost of \$348,780.00, this would require a cash match in the amount of \$16,608.58. A potential source of these required matching funds could be the Fire Equipment Capital Reserve Account, which has a current balance of \$373,941.26.

The application deadline for this grant program is March 8th, 2024. Grant awards would be awarded no earlier than April 30th, 2024 and no later than September 30th, 2024. The period of performance for this grant program is 24 months.

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

- 1) Authorize the submission of a grant application to the Assistance to Firefighters Grant Program;**
- 2) Authorize matching funds in the amount of \$16,508.58, moving them from the Fire Equipment Capital Reserve Account to the Fire Purchase of Equipment Account (210-535); and**
- 3) Authorize the City Manager to sign any and all documents necessary for the submission of this grant application.**

10.L



22 Wright Brothers Drive

**Airport Manager
Kenn Ortmann**

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

Phone: 207 338 3370 x 600

Email: airport2@cityofbelfast.org

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

This project will focus on pertinent questions about the future of the Belfast Municipal Airport. This Airport Layout Plan Update (ALPU) and accompanying Narrative Report will serve as a planning document for BST, the FAA, and the Maine Department of Transportation (MaineDOT).

The goals of the project include:

- Determining the appropriate runway length
- Identifying areas for future aviation and aviation-related development to support the anticipated growth of BST in the short term, including, at least:
 - Hangars
 - Itinerant and based aircraft parking
 - Aircraft and automobile electric charging stations
 - General aviation (GA) terminal facilities
- Identifying areas for future non-aeronautical revenue development.
- Alternative to show a full parallel taxiway
- Provide recommendations to address areas of the airfield that do not comply with current FAA geometry standards
- Identifying aeronautical opportunities for economic sustainability at the Airport as required by grant assurances.

It is important to note that the BAAC and Airport Manager plan to conduct multiple meetings, with invitations to airport neighbors and abutters, to ensure their thoughts, ideas, issues, and concerns are incorporated into this update process.

I am working with our planning consulting firm to determine the total cost for the proposed scope of work and I expect this project to be funded through a multi-year Airport Improvement Program (AIP) funding process with the total cost not exceeding \$300,000. This cost will also be reviewed by an Independent Fee Estimator to ensure it is reasonable. However, since we only receive \$150,000 in AIP funding annually, that is the maximum of our grant request for this year.

I will be coming back to the City Council requesting authorization to contract with McFarland Johnson, contingent upon FAA funding, once the full contract amount has been determined.

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

- 1) Authorize the submission of an application, by March 1, 2024, to the FAA for 2024 Airport Improvement Program (AIP) federal funding assistance in the amount of \$150,000 for the project entitled Airport Layout Plan Update, including authorizing the City Manager to sign any necessary documents as part of that submission.**

Notifications: 10301020154, 10301025409, 10301025440

Workorders: 801000578133, 801000578157, 801000578221

10.M

Notification: List above

CENTRAL MAINE POWER COMPANY

Work Order: List above

APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: Belfast, Maine

To the:

City

Town

County of: Waldo, Maine

Central Maine Power hereby applies for permission to:

Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below.

Central Maine Power Company and FairPoint New England

jointly apply for permission to construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

1. Starting Point: Near the corner of Swan Lake Ave and Boardman Way

2. Road (State & CMP): Swan Lake Ave

3. Direction: North

4. Distance: 3300 feet

5. Number of Poles: 3

Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code.

Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

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

Public Notice of this application has been given by publishing the text of the same

Not Published

In: []

On: []

CENTRAL MAINE POWER COMPANY

FairPoint New England

By: Oliver Fenn

Date: Jan 16, 2024

By: Daniella Godin Date: 01/26/2024

For Stephen Polyot
Right of Way Manager-Maine

CENTRAL MAINE POWER COMPANY

SKETCH TO ACCOMPANY APPLICATION FOR POLE OR UNDERGROUND LOCATIONS

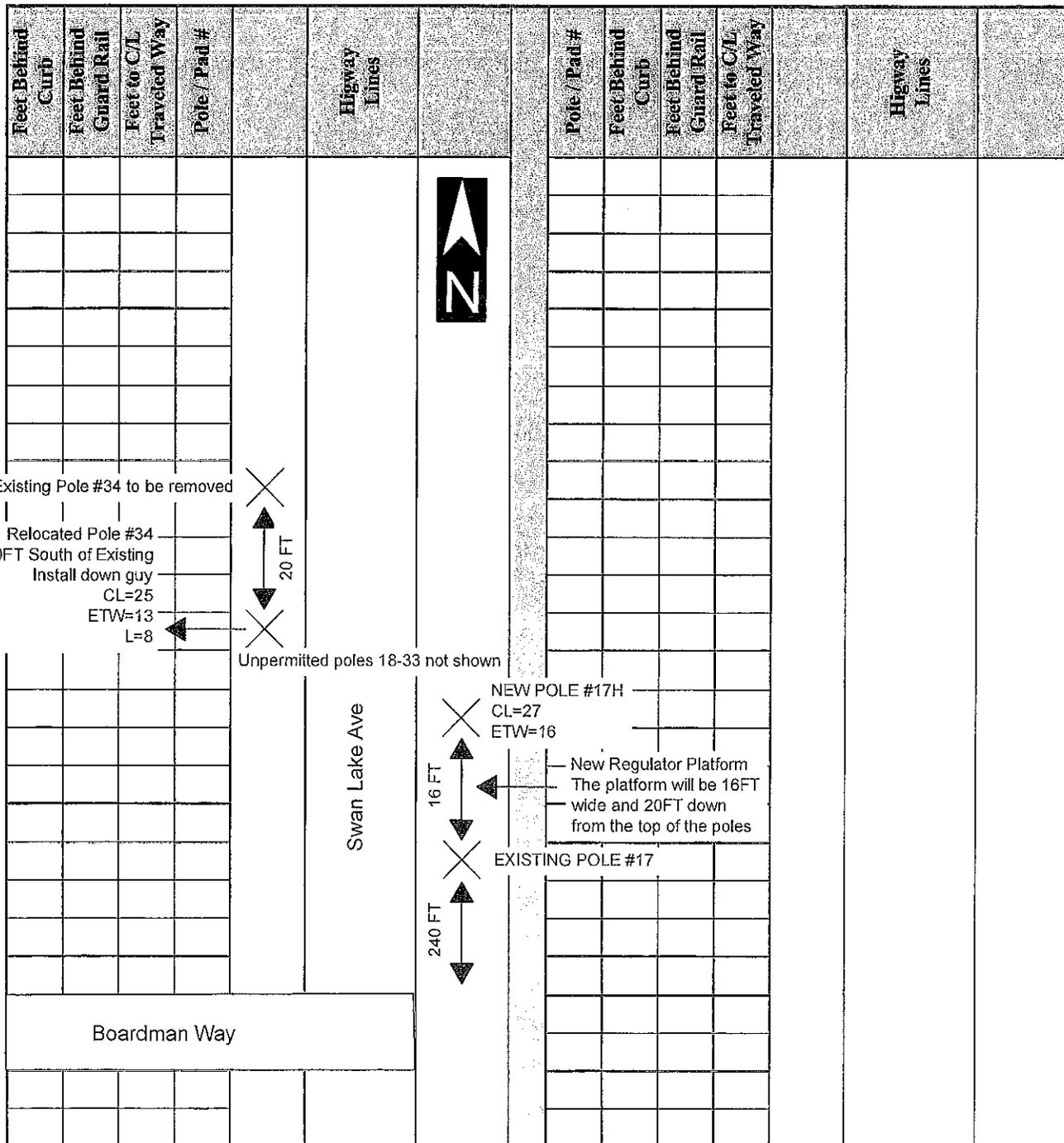
City / Town: Belfast

Date: Jan 16th 2024

Street: Swan Lake Ave

By: Oliver Fenn

Facilities to consist of wood poles and appurtenances with a minimum clearance of wire and cables not less than 21 feet over the public highway, and/or underground facilities to consist of buried cables, conduits, transformers and manholes for operation at 7200 volts to ground single phase. Construction to be suitable for future operation at a voltage not to exceed 22KV to ground single phase. Right-of-way limits indicated are based on the best field information available. Poles/ Pads are staked. For further information call: Oliver Fenn at Central Maine Power Company tel: (207)292-2579. Pole/Pad spans shown are approximate.



Notifications: 10301020154, 10301025409, 10301025440

Workorders: 801000578133, 801000578157, 801000578221

Notification:

Work Order:

LOCATION PERMIT

Upon the Application of Center Maine Power Company and

dated , asking for permission, in accordance with law, to construct and maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances over, under, along or across certain highways and public roads in the location described in said application, permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location, said facilities and appurtenances in the City / Town of

approximately located as follows:

- 1. Starting Point:
- 2. Road (State & CMP):
- 3. Direction:
- 4. Distance: feet
- 5. Number of Poles:

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

By: _____

By: _____

By: _____

By: _____

By: _____

Municipal Officers

Office of the _____

Received and Recorded in Book _____, Page _____

Attest: _____

Clerk

Notifications: 10301020154,
10301025409, 10301025440

Auto Fill Form for:
4501 - 4502 - 4503

Workorders: 801000578133,
801000578157, 801000578221

Notification: <input type="text" value="List above"/>	<input checked="" type="checkbox"/> Not Published
Work Order: <input type="text" value="List above"/>	<input type="checkbox"/> Public Notice of this application has been given by publishing the text of the same
Field Planner Name: <input type="text" value="Oliver Fenn"/>	In: <input type="text"/>
Field Planner Phone #: <input type="text" value="(207)292-2579"/>	On: <input type="text"/>
Date: <input type="text" value="Jan 16, 2024"/>	

City / Town

To the: City
 Town
 County of: , Maine

CMP applying for: Overhead URD

1. Starting Point:

2. Road (State & CMP):

3. Direction:

4. Distance: feet

5. Number of Poles:

TEL CO: <input type="text" value="FairPoint New England"/>	Refer To Field Planner Web Page for selecting the appropriate Tel Co.: Home Page > Field Planner Resources > Telco Information
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If you only need 1 copy of the 4502 Form, just click "Print Form" A print dialogue will open, click print to print all 3 forms.

If you need multiple copies of the 4502 Form, click "Print Form" A print dialogue will open, again, click print to print all. After you print all, click "Print Form" again, but this time select print range page "3" only and select the number of copies you need

10. N

City of Belfast

Memo

To: Erin Herbig, City Manager

From: Amy Bradford, Finance Director/Treasurer

cc: Mayor & Council

Date: February 20, 2024

Re: 2021 Tax Lien Foreclosures

The 2021 tax lien foreclosures mature at the end of business day on Tuesday, February 20, 2024. Currently, there are 12 real estate tax liens outstanding and in risk of foreclosure if not paid on or before the 20th. I have been in contact with the tax payers since January 13th until now.

I would like to request a placeholder on February 20, 2024 council agenda.

A list of outstanding accounts will be provided prior to the Tuesday evening meeting.

Thank you for your consideration.

Amy