



CITY OF BELFAST

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MANAGER'S REPORT

Belfast City Council Meeting

Tuesday, April 16, 2024

6:00 PM Council Work Session with Pen Bay Medical Center and Waldo County
General Hospital (WCGH) President Denise Needham regarding the future of WCGH

7:00 PM Regular Council Meeting

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

FROM: Erin Herbig, City Manager

DATE: Thursday, April 11, 2024

Agenda Items:

10-A Request from Cindy Joseph for Council consideration of a reduced Boathouse Rental Fee for Saturday, May 18, 2024, for a private rental.

Cindy Joseph is a per diem City employee for the Belfast Fire and Ambulance Department who is planning to host a family gathering at the Belfast Boathouse on Saturday, May 18, from 9 AM-3 PM, with the gathering beginning at approximately 11:30 AM. Ms. Joseph has requested a

reduced fee waiver from the shoulder season weekend day rate of \$525; a recommended rate of \$200 is suggested with the required \$75 security deposit. Currently, there is no formal employee discount program/policy for the Boathouse rental.

Only the City Council can approve rate changes or waivers for the Belfast Boathouse. The reduced fee request will be reviewed by the Parks and Recreation Commission at their April 11, 2024, meeting.

If approved by the City Council, a recommended motion would be to approve the requested reduced fee waiver by Cindy Joseph from the shoulder season weekend day rate of \$525 to a rate of \$200 with the required \$75 security deposit.

Please see the attached memo and completed Boathouse Rental Application (10-A, B and C) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

10-B Request from Tish Manning representing Region School Unit (RSU) #71 for Council consideration of a Boathouse Rental fee waiver for Thursday, May 16, 2024, for a World Oceans Day Educational Event.

Tish Manning, representing RSU #71, is renting the Boathouse for their World Oceans Day Educational Event, scheduled for Thursday, May 16, 2024. The rental period is 8:00 AM-2:00 PM and the event will run from 9:00 AM-1:00 PM. This is a multi-school activity with other students traveling to Belfast to participate in learning opportunities. Approximately 80 students are expected to attend this free event. The BAHS has requested a fee waiver for use of the Belfast Boathouse.

Only the City Council can approve rate changes or waivers for the Belfast Boathouse. The waiver request will be reviewed by the Parks and Recreation Commission at their April 11, 2024, meeting.

If approved by the City Council, a recommended motion would be to approve the requested fee waiver by RSU #71 for their World Oceans Day, scheduled for Thursday, May 16, 2024, from 8:00 AM-2:00 PM.

Please see the attached memo and completed Boathouse Rental Application (10-A, B and C) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

10-C Request to approve a new Facility Use Request by Belfast Area High School Gender and Sexuality Alliance for use of Heritage Park for an art installation from June 1st through June 30th as part of the Belfast Pride Celebration.

Belfast Area High School Gender and Sexuality Alliance has submitted a new facility use request application as part of the annual Belfast Pride Celebration to have an art installation within Heritage Park for the full month of June.

This proposal was approved by the Maine Coast Heritage Trust as noted in the packet. The Facility Use request will be reviewed by the Parks and Recreation Commission at their April 11, 2024, meeting.

If approved by the City Council, a recommended motion would be made to approve the new Facility Use Request by Belfast Area High School for use of Heritage Park for an art installation from June 1st through June 30th as part of the Belfast Pride Celebration.

Please see the attached memo and completed Facility Use Application (10-A, B and C) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

10-D Presentation on a Remand Order from the Waldo County Superior Court dated September 28, 2023, to consider modification or vacation of a Condemnation Order issued by the City Council on August 12, 2021.

The City Council on August 12, 2021, adopted an eminent domain order relating to (1) title to the intertidal area adjacent to Map 29, Lot 36 and a conservation easement attached to that area and (2) a “residential use restriction” attached to Map 29, Lot 36. At the time of the eminent domain order, title to the intertidal area was in dispute.

Following adoption of the eminent domain order, Maine’s Law Court held that the intertidal area subject to the eminent domain order had been part of the property last deeded to Mabee and Grace and shown on the City’s tax maps as Map 29, Lot 38. The Law Court also cast doubt on the methodology used to locate the boundary between the City of Belfast and Town of Northport, which has bearing on whether the City could exercise eminent domain over the full extent of the intertidal area.

Separately, litigation was also filed in Superior Court challenging the validity of the eminent domain order on several bases. Because of questions raised by the Law Court’s decision, the Superior Court ordered on September 28, 2023, that the eminent domain be remanded to the City Council so that it could take appropriate legislative action to address the issues raised by the Law Court’s decision.

The City Council is currently working with the Town of Northport to resolve any questions about the location of the boundary between the two municipalities. The issue before the Council at this meeting is whether the August 12, 2021, eminent domain order should be suspended, modified, or terminated in light of the questions still to be resolved regarding the intertidal area and municipal boundary.

City Attorney Kristin Collins will be at the meeting to present. No City Council action is needed for this agenda item as this is strictly a presentation.

10-E Public Hearing on a Remand Order from the Waldo County Superior Court dated September 28, 2023, to consider modification or vacation of a Condemnation Order issued by the City Council on August 12, 2021.

NOTICE OF PUBLIC HEARING
CITY COUNCIL OF CITY OF BELFAST, MAINE

The City Council of the City of Belfast, Maine provides this notice pursuant to 30-A M.R.S. § 3101 and 23 M.R.S. § 3022.

On April 16, 2024, at 7:00 pm at Belfast City Hall, 131 Church Street, Belfast Maine, the City Council of Belfast, Maine will conduct a hearing and thereafter act on a remand order from the Waldo County Superior Court dated September 28, 2023, to consider modification or vacation of a Condemnation Order issued by the City Council on August 12, 2021.

The Condemnation Order to be considered affects the following real property:

Property located at 282 Northport Avenue, Belfast, Maine, depicted on the City's tax maps at Map 29, Lot 36 and owned by the City of Belfast as described in deeds from Richard and Janet Eckrote to the City of Belfast and from Nordic Aquafarms, Inc. to the City of Belfast, as recorded in Book 4679 Page 157 and Book 4679 Page 160 of the Waldo County Registry of Deeds.

Certain intertidal property being part of property located at 290 Northport Avenue, Belfast, Maine, depicted on the City's tax maps at Map 29, Lot 38 and owned by Jeffrey R. Mabee and Judith B. Grace as described in a deed recorded in Book 1221, Page 347 of the Waldo County Registry of Deeds.

All interested people are invited to participate in the public hearing and will be given an opportunity to be heard at that time.

10-F Council discussion and action on a Remand Order from the Waldo County Superior Court dated September 28, 2023, to consider modification or vacation of a Condemnation Order issued by the City Council on August 12, 2021.

The City Council will discuss and ask any questions regarding the presentation from City Attorney Kristin Collins (10-D) and will discuss what action, if any, it wishes to take. The City Council may direct the City Attorney to draft any order(s) necessary to effectuate its intended action, for consideration at the Council's meeting on May 7, 2024.

10-G Request from the Harbor Master for authorization to apply for a Harbor Management Grant to build floats.

The Harbor Management Access (HMA) Grant program is administered by the Maine Submerged Lands Department for projects such as float or gangway replacement, launch ramp work, piling replacement, and other smaller projects. The Belfast Harbor Department has applied and has been awarded funding from this program several times in the past for both building new floats and for launch ramp repair.

The 2024 round of the HMA grant has recently opened for applications. The amount of funding that can be applied for is 75% of the total project cost or a maximum of \$15,000.00, excluding the local match. The program works on a reimbursement basis and requires a 25% local match which can be cash or include in-kind expenses such as labor or equipment. The deadline to apply for this grant is May 10, 2024, with awards being announced in June of 2024.

Harbor Master Given would like to apply for this grant funding in the amount of \$15,000.00 to build four 6' x 20' floats to supplement our annual float replacement program. This funding, if awarded, will not be used for storm damage replacement or repair, but will be used to replace older floats that can no longer be repaired. The total project cost will be close to \$26,000.00. The City's in-kind match of in-house labor and assistance from Public Works to move the floats is estimated at \$7,500.00, which will cover the 25% match. The City will have approximately \$3,000.00 remaining to cover the cost of this project, which can be included as matching funds in

order to improve our approval score. Harbor Master Given recommends the amount of \$3,000.00 from the Harbor Department's Enk Fund, that currently has a balance of approximately \$192,000.00.

If approved by the City Council, Harbor Master Given recommends a motion is made to authorize City staff to apply for \$15,000.00 in funding from the 2024 Harbor Management Grant; to authorize funding of up to \$3,000.00 from the Harbor Department's Enk Fund as partial additional matching funds, if we are awarded grant funding; and to authorize the City Manager to sign HMA Grant contract or other necessary paperwork upon funding being awarded to the City of Belfast.

Please see the attached memo (10-G) from Harbor Master Kathy Given explaining the request in further detail. Harbor Master Given will be at the meeting to present and answer any questions.

10-H Request from the Airport Manager to approve the negotiated contract with McFarland Johnson as the Airport Layout Plan (ALP) consultant and to authorize the City Manager to take all actions necessary to execute the contract.

Every five years airports receiving FAA funding are required to go through a Request For Qualifications (RFQ) process. McFarland Johnson was selected by the City of Belfast for a five-year general consultant agreement for the Belfast Municipal Airport in 2021. However, since an update of the Airport Layout Plan (ALP) was not included in the description of anticipated projects, the City of Belfast was required to solicit proposals from engineering consultants to assist in the development of a scope of work for this project titled "Airport Planning Services". After reviewing two very good proposals, McFarland Johnson was selected to provide this service.

To ensure costs are reasonable, the FAA requires us to compare the task costs proposed by our consultant to those prepared by an "Independent Fee Estimator" (IFE) in accordance with AC 150/5100-14E. The Airport Manager worked with McFarland Johnson and Airport Estimates

review and established a revised cost and time estimate from McFarland Johnson and a revised IFE from Airport Estimates.

If approved by the City Council, the Airport Manager recommends that a motion is made to approve the negotiated contract with McFarland Johnson as the Airport ALP consultant and to authorize the City Manager to take all actions necessary to execute the contract.

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

10-I Request from the Deputy Economic Development Director to enter into a contract with Solarlogix, LLC for heat pump retrofits.

The City of Belfast issued a Request for Proposals (RFP) seeking an Efficiency Maine Qualified Partner (QP) to assist with converting the City's municipal facilities to whole building high-efficiency heat pump HVAC equipment. The intent of the RFP was to have the successful QP enter into an agreement with the City to perform the conversion and assist with obtaining Efficiency Maine rebates under Funding Opportunity Notice (FON)-013 (Municipal Electrification Retrofits FON-013-2024 - Efficiency Maine).

As part of the RFP, the City requested responses from firms by April 9, 2024, to conduct the following services:

- A. Assess three of the City's facilities and design for each of them a heat pump configuration that would deliver more energy- and cost-efficient heating and cooling.
- B. Provide and install the equipment to realize the conversion.
- C. Provide a maintenance schedule for the new equipment, along with providing the maintenance.

- D. Provide any and all documentation required by Efficiency Maine.
- E. Attend meetings with the City designee, as deemed necessary by the City, to coordinate and implement services.
- F. Estimate the annual savings the City will realize from your proposal.
- G. Provide the City with status reports and other information, as requested.
- H. Handle all other customary activities and services associated with a heat-pump conversion and with an Efficiency Maine program.

On April 9, 2024, the City received only one response from a Qualified Partner, Solarlogix, LLC (Solarlogix). The firm provided all necessary information and met all the requirements of the RFP.

If approved by the City Council, the Deputy Economic Development Director recommends that a motion is made to accept the one bid and to approve Solarlogix as the City's Qualified Partner to coordinate Efficiency Maine rebates, provide proposals to convert former Court House and City Hall to heat pumps, provide installation and maintenance of such systems and to authorize the City Manager to execute any and all documents and contracts with Solarlogix to secure them as the City's Qualified Partner for heat pump retrofits at the former County Court House and City Hall.

Please see the attached memo (10-I and J) from Deputy Economic Development Director Joellyn Warren explaining the request in further detail. Deputy Director Warren will be at the meeting to present and answer any questions.

10-J Request from the Deputy Economic Development Director to accept Efficiency Maine for Retrofit Rebate for the former County Court House.

On February 20, 2024, the City Council approved submitting a rebate request for the former County Court House under Funding Opportunity Notice (FON)-013 (Municipal Electrification

Retrofits FON-013-2024 - Efficiency Maine). On March 19, 2024, the City was notified that we had been pre-approved for the full amount of the project cost.

This rebate request is to install a Variable Refrigerant Flow (VRF) system to replace the existing oil furnace at the former County Court House. The VRF system will provide heating and cooling for the entire building (approximately 13,000 square feet). The proposed system is intended to be more efficient to save on the City's energy costs and bring the building into compliance with the state and city's Climate Action Plan.

The total amount of the project costs (materials and labor) was pre-approved in the amount of \$276,750.00, which is 90% of the project costs. The City is required to pay 10% of the project costs or \$30,750, for a total project cost of \$307,500.

If approved by the City Council, the Deputy Economic Development Director recommends that a motion is made to accept the pre-approved rebate from Efficiency Maine to install a VRF system at the former courthouse at 137 Church Street, and provide the required match be not more than 10% of the project costs from the City's Energy Capital Reserve Fund, and to authorize the City Manager to execute any and all documents and contracts with Efficiency Maine to accept rebate and process disbursements.

Please see the attached memo (10-I and J) from Deputy Economic Development Director Joellyn Warren explaining the request in further detail. Deputy Director Warren will be at the meeting to present and answer any questions.

10-K Consideration to update the City's current Bid Policy.

The current bid policy is an assortment of older policies combined with small updates from 1982-2010, which makes the current policy more than 14 years old. A full policy update is needed to

align with allowed practices by state statute and those carried out by Maine communities of similar size, respond to an increase in costs for all types of equipment, supplies, and services due to Covid supply chain issues and inflation, etc.; and provide protections to avoid conflicts of interest. City Department Heads and the City Manager, in cooperation with Elected Officials, have developed improved City-wide financial checks and balances to document expenditures. In most cases, purchases requested are documented in the City's budget and capital improvement plan. Both fully vetted and adopted by City Council. The proposed bid policy is a comprehensive and illustrative process which City staff recommends as a more effective and efficient process of purchasing and seeking professional services.

The Deputy Economic Development Director has provided an updated draft Bid Policy for Council consideration. At this time the City Council may discuss and recommend changes to the draft policy. City staff are seeking the Council adoption of the updated Bid Policy.

Please see the attached current Policy and draft Policy (10-K) from Deputy Economic Development Director Joellyn Warren. Deputy Director Warren will be at the meeting to present and answer any questions.

10-L Request by the Economic Development Director to approve and authorize the submission of the April 1, 2023 through March 31, 2024, Annual Reports for the 115 Congress Street, Congress Street, School Street, and Wight Street Housing Development and Tax Increment Financing Districts to MaineHousing.

Tax increment financing is a flexible finance tool used by municipalities and other units of government to leverage new real and/or personal property taxes (the increment) generated by a specific project or projects within a defined geographic district, allowing them to shelter a new development's value regarding state, county, and school district funding formulas.

Any portion of these new additional taxes may be used to finance public projects (identified in a development program) for a defined period of up to 30 years. The City of Belfast also can establish agreements (known as credit enhancement agreements) where the new additional taxes can be refunded to the private party that created the new additional taxes.

The City of Belfast has previously established four Affordable Housing Development and Tax Increment Financing Districts:

1. The Wight Street Affordable Housing Development and Tax Increment Financing District, which was approved on December 11, 2019, covers two parcels (75 and 80 Wight Street), and will capture 100% of taxable real and personal increased assessed value for a period of 30 years.
2. The Congress Street Affordable Housing Development and Tax Increment Financing District, which was approved on September 17, 2020, covered one parcel (115 Congress Street), and was to capture 100% of taxable real and personal increased assessed value for a period of 30 years, but which was terminated on May 16, 2023 and replaced by the 115 Congress Street Affordable Housing Development and Tax Increment Financing District.
3. The School Street Affordable Housing Development and Tax Increment Financing District, which was approved on August 25, 2021, covers one parcel (32 School Street), and will capture 100% of taxable real and personal increased assessed value for a period of 30 years.
4. The 115 Congress Street Affordable Housing Development and Tax Increment Financing District, which was approved on May 26, 2023, covers one parcel (115 Congress Street), and will capture 100% of taxable real and personal increased assessed value for a period of 30 years; this district replaced the earlier Congress Street Affordable Housing Development and Tax Increment Financing District.

These districts were established to support the development of new affordable rental housing units (in the case of Wight Street, Congress Street, and 115 Congress Street) or the rehabilitation and preservation of existing affordable rental housing units (in the case of School Street).

Municipalities establishing an Affordable Housing Development and Tax Increment Financing District are required under state law to report annually to MaineHousing regarding the status of that district. Drafts of the April 1, 2023 - March 31, 2024, tax year annual reports for each of these four districts are included for your reference and review.

If approved by the City Council, the Economic Development Director requests that a motion is made to approve the Annual Report for Tax Year April 1, 2023 - March 31, 2024 for the Wight Street Affordable Housing Development and Tax Increment Financing District; approve the Annual Report for Tax Year April 1, 2023 - March 31, 2024 for the 115 Congress Street Affordable Housing Development and Tax Increment Financing District; approve the Annual Report for Tax Year April 1, 2023 - March 31, 2024 for the School Street Affordable Housing Development and Tax Increment Financing District; approve the Annual Report for Tax Year April 1, 2023 - March 31, 2024 for the Congress Street Affordable Housing Development and Tax Increment Financing District; and authorize the Economic Development Director to submit these approved reports to MaineHousing.

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

10-M Request by the Economic Development Director to authorize sending City personnel to Revitalizing New England: Brownfields Summit 2024, to be held on May 29th and May 30th, 2024, in Portland, Maine.

The Revitalizing New England: Brownfields Summit is to be held on Wednesday, May 29th and Thursday, May 30th in Portland. This annual summit is designed to share information about the financial incentives, liability protections, technical and other assistance available for brownfields development from federal and state governments, promote best practice and lessons learned

across states and tribes, and provide an opportunity to increase networking and information sharing among key stakeholders. Topics to be covered at this summit include community engagement, revolving loan fund implementation, successful (re)development showcases, affordable housing, and land banks.

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

The estimated cost to attend this conference is \$1,400.00 per person. This expense is 100% reimbursable from either the City's current USEPA Brownfields Assessment Grant and/or Revolving Loan Fund Grant, meaning that there is no net cost to the City of Belfast to send personnel to this conference. Three members of City personnel; the Economic Development Director, the Deputy Economic Development Director, and the City Planner, are interested in attending this summit.

If approved by the City Council, the Economic Development Director requests that a motion is made to authorize the Economic Development Director, Deputy Economic Development Director, and the City Planner to attend the Revitalizing New England: Brownfields Summit, and to have their eligible conference-related expenses covered/reimbursed by funds from the City's current USEPA Brownfields Assessment Grant and/or Revolving Loan Fund Grant, and not to exceed a total of \$4,200.00.

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

10-N Signing of Council Orders

The last time a solar eclipse was observed in Maine was on July 20, 1963, a little more than 60 years ago.

This past Monday, April 8th a solar eclipse passed over our state. That afternoon, walking along Main Street, almost every business had a last-minute sign posted that they were closing briefly so that their employees could bear witness to the phenomenon.

Seeing citizens of all ages passing eclipse glasses to each other on our sidewalks, parks, and the library lawn, pausing from their regularly scheduled activities, felt like a special pause in today's busy world. It also felt important.

The eclipse seemed to be an unspoken equalizer. It served as a reminder of how shared our life experiences are.

While it is easy to focus on our differences, the solar eclipse reminded me that we have far more in common than the things that divide us. A reminder that we are all humans on this one earth, living under the same sun (and moon); something we lose sight of at times. It served as a reminder that extraordinary life events can occur when we focus on our commonalities.

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

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

9) Permits, Petitions and Licenses - Consent Agenda

- A. Request to approve a Facility Use Application by Krissy-Lynne Jackson, John Gibbs, and Mike Hurley for use of Belfast Yards for the annual Keeping Belfast Maine Beautiful event on Saturday, May 11, 2024, from 6:30 a.m. to 3:00 p.m. and the closure of High Street from Vine Street (Belfast Variety) to Head of Tide, from 9:00 a.m. to 11:30 a.m. for safety.**

Motion to approve a Facility Use Application by Krissy-Lynne Jackson, John Gibbs, and Mike Hurley for use of Belfast Yards for the annual Keeping Belfast Maine Beautiful event on Saturday, May 11, 2024, from 6:30 a.m. to 3:00 p.m. and the closure of High Street from Vine Street (Belfast Variety) to Head of Tide, from 9:00 a.m. to 11:30 a.m. for safety.

- B. Request to approve a Facility Use Application by Meg Shorette and Joshua Gass for use of the City Hall parking lot on High Street for the annual All Roads Music Festival on Friday, May 17 at 5:00 p.m. through Saturday evening.**

Motion to approve a Facility Use Application by Meg Shorette and Joshua Gass for use of the City Hall parking lot on High Street for the annual All Roads Music Festival on Friday, May 17 at 5:00 p.m. through Saturday evening.

- C. Request to approve an Incorporated Civic Organization License for Launchpad for the annual All Roads Music Festival on May 18, 2024, from 10:00 a.m. to 10:00 p.m. located at 17 Court Street, Belfast, Maine.**

Motion to approve an Incorporated Civic Organization License for Launchpad for the annual All Roads Music Festival on May 18, 2024, from 10:00 a.m. to 10:00 p.m. located at 17 Court Street, Belfast, Maine.

- D. Request to approve an Incorporated Civic Organization License for Launchpad for the annual All Roads Music Festival on May 17 and May 18, 2024, from 10:00 a.m. to 11:00 p.m. located at 143 Church Street, Belfast, Maine.**

Motion to approve an Incorporated Civic Organization License for Launchpad for the annual All Roads Music Festival on May 17 and May 18, 2024, from 10:00 a.m. to 11:00 p.m. located at 143 Church Street, Belfast, Maine.

- E. Request to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's for a private wedding reception on April 6, 2024, from 3:00 p.m. to 11:00 p.m. located at the Belfast Marina, 15 Front St., Belfast, Maine.**

Motion to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's for a private wedding reception on April 6, 2024, from 3:00 p.m. to 11:00 p.m. located at the Belfast Marina, 15 Front St., Belfast, Maine.

- F. Request to approve a parade application by the Belfast Area High School Gender and Sexuality Alliance Club for the annual Belfast Pride Parade on Saturday, June 8, 2024, starting at Belfast Area High School at 11:00 a.m. and ending at Heritage Park.**

Motion to approve a parade application by the Belfast Area High School Gender and Sexuality Alliance Club for the annual Belfast Pride Parade on Saturday, June 8, 2024, starting at Belfast Area High School at 11:00 a.m. and ending at Heritage Park.

- G. Request to approve an Itinerant Vendor's Permit for Troy Reynolds d/b/a Renewal by Andersen of Greater Maine located at 615 Ste. 5 Odlin Road, Bangor, Maine offering free window inspections.**

Motion to approve an Itinerant Vendor's Permit for Troy Reynolds d/b/a Renewal by Andersen of Greater Maine located at 615 Ste. 5 Odlin Road, Bangor, Maine offering free window inspections.

9.A+B



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Pamela J. Salokangas, CPRP, CPSI
Parks & Recreation Director

Email: parksandrec@cityofbelfast.org
Phone: (207) 338-3370, ext. 127

MEMORANDUM

TO: Erin Herbig, City Manager
FROM: Pam Salokangas, Parks and Recreation Director
DATE: April 10, 2024
RE: Facility Use Requests (5)

The City of Belfast has received five Facility Use Requests/Waiver Requests, which have been reviewed by the Parks and Recreation Commission at their April 11, 2024 meeting.

9.A

The first facility request is from Keeping Belfast Maine Beautiful for their annual event scheduled for Saturday, May 11. The contacts for this event are Krissy-Lynne Jackson, John Gibbs, and Mike Hurley. The facility request is for 6:30 AM-3 PM including set-up and clean-up time. **A special request is being made to close High Street from Vine Street (Belfast Variety) to Head of Tide, from 9 AM to approx. 11:30 AM.** Mirroring past requests, the group is asking for picnic tables to be located near the food area, for trash cans to be provided along with 3 boxes small liners, additional box of large liners, three sizes of rubber gloves, survey flags to mark "sharps," cones or barricades for the road blockage request, and Parks and Recreation staffing assistance for set-up and clean-up. This group is also working with the Belfast Police Department for the road closure process and for road signage.

The second rental is from RSU #71, Belfast Area High School (BAHS), for their World Oceans Day, scheduled for Thursday, May 16, at the Belfast Boathouse. The contact for this event is Ms. Tish Manning. The rental period is 8 AM-2 PM and the event will run from 9 AM-1 PM. This is a multi-school activity with other students traveling to Belfast to participate in learning opportunities. Approximately 80 students are expected to attend this free event. BAHS's Certificate of Insurance with the City of Belfast noted as the additional insured in in place. **The BAHS has requested a fee waiver for use of the Belfast Boathouse.**

The third facility request is for the Belfast Pride Celebration's Art Installation within Heritage Park for the full month of June. The contact for this installation is Ms. Annie Gray from Belfast Area High School (BAHS). The BAHS planning team and Ms. Salokangas, P & R Director, met onsite to discuss installation location, type of installation, and materials that will be utilized; the installation will be inspected regularly by the BAHS planning team members and Parks and Recreation to address any weather





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Memo to City Manager

April 10, 2024

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damage or vandalism and any maintenance upkeep. This proposal was approved by the Maine Coast Heritage Trust as noted in the packet. The BAHS's Certificate of Insurance with the City of Belfast noted as the additional insured is in place for the full month of this installation.

9.B

The fourth facility request is for the All Roads Music Festival, scheduled for Friday and Saturday, May 17 and 18. The contact for this event Meg Shorette. **Their specific request is for closure of and use of City Hall's High Street parking lot, and for the lot to be barricaded on Friday, May 17 at 5 PM through Saturday evening; the parking lot is used for their food vendors.** Their request also asks for access to electricity from City Hall. Music events run from 6-10 PM on Friday night, and 12-10 PM on Saturday. Either Parks and Recreation Staff or Public Works Staff can place the barricades on Friday. Last year, this event drew approximately 1,200 people. We are awaiting All Roads Music Festival's Certificate of Insurance with the City of Belfast noted as the additional insured.

The final rental is from Cynthia Joseph, a per diem employee with the City of Belfast, who is planning to host a family gathering at the Belfast Boathouse on Saturday, May 18, from 9 AM-3 PM, with the gathering beginning at approximately 11:30 AM. **Ms. Joseph requested a reduced fee waiver from the shoulder season weekend day rate of \$525; a recommended rate of \$200 is suggested with the required \$75 security deposit. At this time, there is not a formal employee discount program/policy for the boathouse rental.** We are awaiting Ms. Joseph's Certificate of Insurance with the City of Belfast noted as the additional insured.





9.A

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

EVENT: Keeping Belfast Maine Beautiful

DATES: May 11th, 2024 EVENT REPRESENTATIVE: John Gibbs / Knsylynn Jackson / Mike Hurley

PROPOSED LOCATION/AREA TO BE USED: Closing High Street
Front Street Pub parking Area

All applications and related documents to be returned to the Parks and Recreation Office at City Hall. 338-3370 Ext 27. The City Manager's Office will act as a backup.

The City of Belfast owns Streets, sidewalks, parks, land and buildings. It is the policy of the City that property belonging to the citizens of Belfast be available to the public.

Unless specifically approved to the contrary, no public property will be set aside for the exclusive use of any individual or group and the general public will at all reasonable times have access to City property.

This is a planning checklist for your benefit as well as the City's. **If any aspect of the activity you wish to conduct is not specifically listed on this checklist then there will be no permission to conduct that activity.** Approvals cannot be given to individuals or groups who are uncertain of their plans.

Please attach maps, additional sheets, event outlines etc. - that help to explain your request.

If any of the following questions do NOT apply to your event simply write N/A (not applicable) in the space provided. Thank you.

1) State your name, phone number, e-mail address and identify whom you represent?

Knsylynn Jackson - 2073327931 - KeepingBelfastMaineBeautiful@gmail.com - Project Keeping Belfast Maine Beautiful

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

Cleaning up trash in Belfast, Maine. 1500+ Volunteers planned for 2024 clean up and BBQ.

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

Close High Street, use of picnic tables (10) trash cans (5)
Liners small (3 boxes) liners large (1 box) Rubber Gloves
Small, med, large. Cones to mark roads and or
closures. Mini Flags to indicate any sharps found in
a particular area. Parks and Rec. usually will have
3 to 6 guys help do set up and tear down.

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

May 11th, 2024 All day Event with set up @ 6:30AM,
clean up @ 3pm.

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

High Street Morning to Mid Afternoon when
clean up is done.

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

Contact Mike Hurley 207 323 0881

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

All listed above. thank you.

7) How many people do you expect?

1,000 - 1,500.

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

Cub Scouts has requested to do a bake sale.
Has not been approved by our planning board
yet.

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

Where? - Attach MAP N/A

By Whom: Name and Phone contact number:

N/A

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

BBQ Grills @ Front Street Parking lot.

11) Will you be renting spaces to vendors on City Property? Yes _____ No

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

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

N/A

13) Will you have insurance in the amount of \$1,000,000 that also names the Inhabitants of the City of Belfast as an additional named insured party to hold the City of Belfast harmless from any and all injuries that may occur as the result of any negligence on your part in conducting this event?

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

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

16) How do you propose to handle garbage removal?

Pinkerton and sons disposal service will be attending.

17) How do you propose to handle parking?

Store/Street parking.

18) How do you propose to handle security?

Belfast PD usually takes part in this event. Meeting with Police chief later this month.

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

Moore's Septic will be supplying handicap/regulat Porta-Potties.

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

Front Street Pub

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

Most buisness's support and participate

22) Who will be in charge of the event during the event and what are their home phone numbers, cell phone numbers, and email addresses - where they can be reached before and during this event?

Kissy-Lynne Jackson 207 332 7931 John Gibbs 207 323 2629

Mike Hurley 207 323 0881

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

Donation of product or funds, helpers from Parks & Rec.

Department

Service Requested

City Manager

Police

Robert Cormier

Fire/ Ambulance

Parks

Pam Salokangas

Public Works

Tables, trash cans, liners, cones, Flags

Harbor

Other?

Remember, If any aspect of the activity you wish to conduct is not specifically listed on this checklist then there will be no permission to conduct that activity.

Maps will be available soon.
Still working on Volunteers and routes.

-Kissy Lynne



FACILITY USE APPLICATION CHECKLIST

- Application complete with contact names and contact information
- Specific facility or park requested
- Dates/times of the event and extra set-up time if necessary
- Specific request of City services:
 - electrical needs
 - street closures
 - police assistance
 - trash removal
- Vendor permits (necessary if serving alcohol)
- Parking plan
- Insurance Certificate (need to receive two weeks prior to event)
- Map/diagram of event layout
- Music cannot reach a volume level of more than 7 on controls
- Plan for restroom facilities
- Scheduled meeting with City Representative

My signature attests to the review of the checklist and the realistic view of the event provided to the City. Any deviation from the written request is grounds for cancellation of the event by the City of Belfast without notice.

Signature Krissylynn Jackson Date: 03/30/2024

Printed Name: Krissylynn Jackson



ADMINISTRATIVE COMMENTS
(Internal City use only)

City Manager's Office

Police Department

Fire/Ambulance Department

Parks Department

Public Works Department

Harbor Master

Boat House Rental Agent

Other Notes:



**Request to use Facilities that
Belong to the Citizens of the City of Belfast
Updated February 5, 2015**

All applications and related documents bring to the Parks and Recreation Office at City Hall. 338-3370 Ext 27. The City Manager's Office will act as a backup.

The City of Belfast owns Streets, sidewalks, parks, land and buildings. It is the policy of the City that property belonging to the citizens of Belfast be available to the public.

Unless specifically approved to the contrary, no public property will be set aside for the exclusive use of any individual or group and the general public will at all reasonable times have access to City property.

This is a planning checklist for your benefit as well as the City's. **If any aspect of the activity you wish to conduct is not specifically listed on this checklist then there will be no permission to conduct that activity.** Approvals cannot be given to individuals or groups who are uncertain of their plans.

Please attach maps, additional sheets, event outlines etc. - that help to explain your request.

If any of the following questions do NOT apply to your event simple write N/A (not applicable) in the space provided. Thank you.

1. State your name, phone number, e-mail address and identify whom you represent?
Meg Shorette, 207-462-0524, meg@wearelaunchpad.org, All Roads Music Festival

If you are not going to be the primary contact for this event – then who is and please provide their full name, phone number and email address:

I am primary. Secondarily: Joshua Gass - josh@wearelaunchpad.org

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

A music festival highlighting Maine music talent with 40 performances in 6 venues over the course of Friday, May 17 and Saturday, May 18.

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

Currently our only city needs would be the use of the city hall parking lot on High Street. We've used this each year since our founding in 2015. It serves as a main information hub and often 1-2 food trucks.

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

Friday, May 17 - music venues start: 6pm / music venues end 10pm (opening party at Marshall Wharf)

Saturday, May 18 - music venues start: 12pm / music venues end 10:15pm (closing party at Marshall Wharf)

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

We are not. We have had assistance in the past blocking off the city hall lot on Friday at 5pm through Saturday to prevent cars from parking.

If yes then who will manage these closed off Streets? _N/A

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

We are not.

7. How many people do you expect?

1,200 attendees recorded in 2013

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

Festival Merch - sold by festival volunteers and/or the artists themselves at their respective venues during their sets.

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

Where? - Attach MAP _____ Yes - Legion Hall, The Bazz

By Whom: Name and Phone contact number:

Our staff - Joshua Gass will be your liquor permit contact.

10. Does this event call for any type of open fire - including for cooking purposes?
No.

11. Will you be renting spaces to vendors on City Property? Yes ___yes___ No___

If yes where do you propose they set up? (MAP Location) _____ City Hall parking lot

12. Describe what type of vendor and the charges you propose to assess against them.
Food vendors pay a \$200 vending fee for the weekend

13. Will you have insurance in the amount of \$1,000,000 that also names the Inhabitants of the City of Belfast as an additional named insured party to hold the City of Belfast harmless from any and all injuries that may occur as the result of any negligence on your part in conducting this event? _____ Yes - our nonprofit is fully ensured

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

_____ Quirk Insurance Company - Bangor.

15. Noise: What kind of noise do you expect to generate at this event and during which specific period of time? All venues are inside with music ending by 10:30pm at the latest each night, with the exception of Marshall Wharf

16. How do you propose to handle garbage removal?

We remove our own recycling waste and pay cleaning fees at all venues as part of our contracts. We also do a team sweep of our venues on Sunday morning to ensure we've not missed anything.

17. How do you propose to handle parking?

_____ City lots and street
parking. _____

18. How do you propose to handle security?

_____ We staff doors at our venues

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

_____ Each venues restrooms have been sufficient in the
past _____

20. What is your plan/need for electricity or water? _____ Only need for
electric is at the city hall lot, which we've been given access to in the past.

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

We work with Our Town Belfast, Marshall Wharf, Belfast Chamber to help us community with
the community. We also bring posters into businesses in downtown and speak with those
working about our event and answer questions they may have.

22. Who will be in charge of the event during the event and what are their home phone numbers,
cell phone numbers, and email addresses - where they can be reached before and during this
event?

_____ Meg Shorette 207-462-0524 and Joshua Gass 818-749-8600

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

Norm had put our extra trash cans on our festival map/footprint in years past, and that has been a nice gesture that we would love to see continue.

Department

Service Requested

City Manager

Police

Fire/ Ambulance

Parks Parks and Rec./DPW to barricade City Hall parking lot off of High Street; provide access to electric.

Public Works Parks and Rec./DPW to barricade City Hall parking lot off of High Street; provide access to electric

Harbor

Other? _____

Remember, If any aspect of the activity you wish to conduct is not specifically listed on this checklist then there will be no permission to conduct that activity.

Venues being used for the 2024 event:

- Legion Hall**
- Colonial Theatre**
- Opera House Video**
- The Bazz / Maskers**
- First Church**
- Marshall Wharf**
- Hey Sailor! (Searsport/Sunday brunch only)**



FACILITY USE APPLICATION CHECKLIST

- Application complete with contact names and contact information
- Specific facility or park requested
- Dates/times of the event and extra set-up time if necessary
- Specific request of City services:
 - electrical needs
 - street closures
 - police assistance
 - trash removal
- Vendor permits (necessary if serving alcohol)
- Parking plan
- Insurance Certificate (need to receive two weeks prior to event)
- Map/diagram of event layout
- Music cannot reach a volume level of more than 7 on controls
- Plan for restroom facilities
- Scheduled meeting with City Representative

My signature attests to the review of the checklist and the realistic view of the event provided to the City. Any deviation from the written request is grounds for cancellation of the event by the City of Belfast without notice.

Signature _____

Date: 2/6/2024 _____

Printed Name: _Meg Shorette



ADMINISTRATIVE COMMENTS
(Internal City use only)

City Manager's Office

Police Department

Fire/Ambulance Department

Parks Department

Public Works Department

Harbor Master

Boat House Rental Agent

Other Notes:

10.A,B+C



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Pamela J. Salokangas, CPRP, CPSI
Parks & Recreation Director

Email: parksandrec@cityofbelfast.org
Phone: (207) 338-3370, ext. 127

MEMORANDUM

TO: Erin Herbig, City Manager
FROM: Pam Salokangas, Parks and Recreation Director
DATE: April 10, 2024
RE: Facility Use Requests (5)

The City of Belfast has received five Facility Use Requests/Waiver Requests, which have been reviewed by the Parks and Recreation Commission at their April 11, 2024 meeting.

The first facility request is from Keeping Belfast Maine Beautiful for their annual event scheduled for Saturday, May 11. The contacts for this event are Krissy-Lynne Jackson, John Gibbs, and Mike Hurley. The facility request is for 6:30 AM-3 PM including set-up and clean-up time. **A special request is being made to close High Street from Vine Street (Belfast Variety) to Head of Tide, from 9 AM to approx. 11:30 AM.** Mirroring past requests, the group is asking for picnic tables to be located near the food area, for trash cans to be provided along with 3 boxes small liners, additional box of large liners, three sizes of rubber gloves, survey flags to mark "sharps," cones or barricades for the road blockage request, and Parks and Recreation staffing assistance for set-up and clean-up. This group is also working with the Belfast Police Department for the road closure process and for road signage.

10. B

The second rental is from RSU #71, Belfast Area High School (BAHS), for their World Oceans Day, scheduled for Thursday, May 16, at the Belfast Boathouse. The contact for this event is Ms. Tish Manning. The rental period is 8 AM-2 PM and the event will run from 9 AM-1 PM. This is a multi-school activity with other students traveling to Belfast to participate in learning opportunities. Approximately 80 students are expected to attend this free event. BAHS's Certificate of Insurance with the City of Belfast noted as the additional insured in in place. **The BAHS has requested a fee waiver for use of the Belfast Boathouse.**

10. C

The third facility request is for the Belfast Pride Celebration's Art Installation within Heritage Park for the full month of June. The contact for this installation is Ms. Annie Gray from Belfast Area High School (BAHS). The BAHS planning team and Ms. Salokangas, P & R Director, met onsite to discuss installation location, type of installation, and materials that will be utilized; the installation will be inspected regularly by the BAHS planning team members and Parks and Recreation to address any weather





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Memo to City Manager

April 10, 2024

Page 2

damage or vandalism and any maintenance upkeep. This proposal was approved by the Maine Coast Heritage Trust as noted in the packet. The BAHS's Certificate of Insurance with the City of Belfast noted as the additional insured is in place for the full month of this installation.

The fourth facility request is for the All Roads Music Festival, scheduled for Friday and Saturday, May 17 and 18. The contact for this event Meg Shorette. **Their specific request is for closure of and use of City Hall's High Street parking lot, and for the lot to be barricaded on Friday, May 17 at 5 PM through Saturday evening; the parking lot is used for their food vendors.** Their request also asks for access to electricity from City Hall. Music events run from 6-10 PM on Friday night, and 12-10 PM on Saturday. Either Parks and Recreation Staff or Public Works Staff can place the barricades on Friday. Last year, this event drew approximately 1,200 people. We are awaiting All Roads Music Festival's Certificate of Insurance with the City of Belfast noted as the additional insured.

10.A The final rental is from Cynthia Joseph, a per diem employee with the City of Belfast, who is planning to host a family gathering at the Belfast Boathouse on Saturday, May 18, from 9 AM-3 PM, with the gathering beginning at approximately 11:30 AM. **Ms. Joseph requested a reduced fee waiver from the shoulder season weekend day rate of \$525; a recommended rate of \$200 is suggested with the required \$75 security deposit. At this time, there is not a formal employee discount program/policy for the boathouse rental.** We are awaiting Ms. Joseph's Certificate of Insurance with the City of Belfast noted as the additional insured.



From: CJ <tc940@yahoo.com>
Sent: Thursday, March 14, 2024 8:06 AM
To: Pamela Salokangas
Subject: Re: Boathouse

Thank you, i will submit. I believe the rental is \$75 for the day. A co-worker has rented before and told me about the reduced cost if you can confirm? Thank you very much!

Sent from my iPhone

> On Mar 14, 2024, at 7:54 AM, Pamela Salokangas <parksandrec@cityofbelfast.org> wrote:

>

> Good morning, Cindy. I have finally had some time to get our rental requests in a chronological order from both voicemails and emails. It's been a very busy first week on the job!

>

> First, at this time, May 18 is still an open date. Second, our process requests that you submit at Boathouse Application before your request can be considered; I've attached that form for you. In the documents that I have at this time, I am not aware of a city personnel discount, but if you will note that request on your form, I can explore that with the Commission at today's meeting and/or with the City Manager, as I have a meeting with both today.

>

> If you have found a location already, please let me know that as well so that I can remove you from our rental queue.

>

> Thank you for your patience during this transition.

>

> Pam

>

> Pamela J. Salokangas, Director, CPRP, CPSI Belfast Parks and

> Recreation City of Belfast

> 131 Church Street

> Belfast, ME 04915

> 207-338-3370 x127

> Email

> Website

> Social Media

>

> -----Original Message-----

> From: CJ <tc940@yahoo.com>

> Sent: Wednesday, February 28, 2024 8:57 PM

> To: Zach Dozier <parksandrec@cityofbelfast.org>

> Subject: Re: Boathouse

>

> Hello. Just following up on this email. Thank you, Sent from my iPhone

>

>> On Feb 25, 2024, at 8:51 PM, CJ <tc940@yahoo.com> wrote:

>>

>> Hi there. My name is Cindy Joseph. I'm inquiring about renting the Boathouse on Saturday May 18, 2024. I am a City Employee for Belfast Fire and Rescue and I was made aware we may have an employee rental reduced cost benefit? Thank you.

>>
>>
>> Sent from my iPhone
>
> <Boathouse Packet 2024.pdf>

RENTAL AGREEMENT FOR BOATHOUSE

Name of Business, Organization or Individual Renter: Cynthia Joseph

Mailing Address: 31 Center St
(This address will be used to return any refunded monies)

City, State and Zip Code: Morrill ME 04952

Telephone: 207 215 4719 Alternate Telephone: 207 342 3255

Email: tc940@yahoo.com

Rental Date(s): 5-18-24 Rental Time*: 9am - 3pm
*Rental Time should include set-up and clean-up time; be sure to indicate the actual time of the event on next line.

Actual Event Time: 11:30 ish Day(s) of Week: Saturday

Type of Event: gathering after graveside service Number of People Attending Event: 15-40

Do you plan to serve alcoholic beverages? service Yes No

1. This rental agreement also includes, and they are incorporated by reference here, all of the Boathouse Rental Rules and Regulations and their Exhibits.
2. By signing this agreement, you are accepting the terms of all of these Boathouse rental rules and regulations, and their Exhibits, and all of your obligations that relate to them.
3. This agreement also includes the rental fee schedule, cancellation policy and security deposit requirements.
4. By signing this agreement, you are saying that you accept the terms of the rental fee schedule, times of the rental period, deposit requirements and security deposit requirements.
5. Insurance: An insurance liability policy must be obtained and submitted to the City of Belfast for approval two weeks in advance of the event. A copy must be sent to the Parks and Recreation Director at Belfast Parks and Recreation for review and approval parksandrecreation@cityofbelfast.org. It is very important that the policy be in the amount of \$1,000,000 (one million dollars) and that the City of Belfast is named the additional insured.
6. I specifically agree to leave the Boathouse in the same exact condition it was in when I pick up the key, before my event. This cleanliness standard that I agree to is spelled out in Exhibit "E"
7. Security Deposit: By signing this agreement, I agree that the security deposit can be used by the City to offset loss or expense to the City of Belfast for damage to the Boathouse facility and grounds, failure to completely clean the facility as required, failure to return keys within 48 hours after the event and failure to follow any of the Boathouse rules and regulations, or other provisions that have been incorporated into and made part of this agreement. Unauthorized use of Steamboat Park or other City property will completely forfeit any right I may have had to a return of any portion of my security deposit.

If for any reason the amount of the security deposit is not sufficient to pay for these damages and costs, then I agree to be personally responsible for the financial difference and will promptly pay the City within 30 days of receipt of the demand for payment for charges in excess of the previously paid security deposit. If I fail to pay these charges as specified, then I agree that I will also be responsible for the City's legal fees associated with the legal prosecution of a collection claim against me for these charges in court. I also understand and agree that if there are any monies left in the security deposit that are in excess of the damages, or other specified charges and expenses sustained by the City, then this balance will be returned to me by mail within 30 days after the event.

8. **Keys:** The Boathouse remains locked when not in use by a renter. You must make arrangements with the Parks and Recreation Director, the Rental Agent for the Boathouse, to authorize the date and time for you the pick-up the key prior to your event date. Keys will not be given out without this authorization. This key will be picked up and returned (within 48 hours after your event) at Belfast City Hall, at the Park and Recreation Office. \$50 will be deducted from the Security Deposit for any key not returned promptly.

TOTAL RENTAL FEE \$ 200⁰⁰ (this should be a **SEPARATE** check from your Security Deposit check)
RENTAL FEE DEPOSIT \$ 0⁰⁰
RENTAL FEE BALANCE DUE \$ 200⁰⁰ DUE ON DATE: 4/2/24 Ch#4951

SECURITY DEPOSIT (This should be a **SEPARATE** check)
AMOUNT \$ 75⁰⁰ DUE ON DATE: 4/2/24 Ch#4952

• Checks should be made payable to the **City of Belfast**. Credit card payment is **not** accepted. **Please mail signed Rental Agreement, initialed Rules & Regulations, and check payments to:**

Belfast City Hall
Belfast Parks and Recreation
Attn: Boathouse
131 Church Street
Belfast, ME 04915

Payments, Security Deposits and Cancellation Policy:

Rentals booked less than 90 days in Advance:

Full payment required with signed Rental Agreement. No Refund applicable.

Rentals booked more than 90 days in advance:

50% Deposit due with signed Rental Agreement.

Balance due 90 days prior to the event with the appropriate Security Deposit.

Security Deposit is required 30 days before event and will be refunded within 30 days after the event, less any charges as outlined above. **The Security Deposit Fee is \$250 for a rental for more than 24 hours, and \$75 for single-day only events. This includes a key deposit of \$50 for keys not returned within 48 hours.**

Cancellations: Must be in writing and will follow the schedule on the Rental Fee Schedule page.

I certify that I am at least twenty-one (21) years of age. I have read and fully understand the Rental Agreement and also the rules and regulations for renting the Boathouse located at 34 Commercial Street in Belfast, Maine. I am an authorized representative of above listed business, organization or event and will abide by all rules and regulations set forth by this agreement. I understand and fully agree to forfeiture of any or all deposits if I am not in compliance with the terms set forth by this agreement. In signing this form, I myself, or as a representative of the above listed business or organization, release the City of Belfast from any and all liability in case of death or injury received during the use of the Belfast Boathouse facilities.

Signed: [Signature]
Renter

Date: 4/1/24

Signed: [Signature]
Pamela J. Salokangas, Parks and Recreation Director
Belfast Boathouse, Rental Agent

Date: 4/2/24

Pamela Salokangas

10.8

From: Tish Manning <tmanning@rsu71.org>
Sent: Friday, March 15, 2024 1:55 PM
To: Pamela Salokangas
Subject: Re: World Oceans Day for RSU 71 5th grade @ Boathouse

Follow Up Flag: Follow up
Flag Status: Completed

Thank you! All the teachers and presenters and I are thrilled with this news!!!

I will need a fee waiver, which I have never filled out before. Norm just waived it behind the scenes for me (ha!) so I will need to know how to do that.

And if you could forward me the form for the Certificate of Insurance I will forward that to our HR director.

Thank you so much and happy Friday!

Tish

On Thu, Mar 14, 2024 at 11:17 AM Pamela Salokangas <parksandrec@cityofbelfast.org> wrote:

Good morning, Tish. Thank you for your patience during this transition. You do need to complete the application so that we can secure your dates, and as of this time, May 16 is still available for your event. I've attached the PDF Fillable Application.

The rental rate would be \$180 for a weekday unless you have requested a fee waiver and that was approved? We would also need a Certificate of Insurance for this event from the school's insurance carrier, naming the City of Belfast as an additional insured for the date of the event.

If you have already secured a location in the interim between Directors, please let me know.

Thank you.

Pam

RENTAL AGREEMENT FOR BOATHOUSE

Name of Business, Organization or Individual Renter: RSU 71

Mailing Address: RSU 71 Central Office 41 Lions Way
(This address will be used to return any refunded monies) P.O. Box 325

City, State and Zip Code: Belfast, ME 04915

Telephone: 338-1960 Alternate Telephone: _____

Email: chodgdon@rsu71.org / tmanning@rsu71.org
(organizer)

Rental Date(s): May 16, 2024 Rental Time*: 8-2 pm
*Rental Time should include set-up and clean-up time; be sure to indicate the actual time of the event on next line.

Actual Event Time: 9-1pm Day(s) of Week: Thursday

Type of Event: Educational Number of People Attending Event: 80 (in boathouse max)

Do you plan to serve alcoholic beverages? Yes No

1. This rental agreement also includes, and they are incorporated by reference here, all of the Boathouse Rental Rules and Regulations and their Exhibits.
2. By signing this agreement, you are accepting the terms of all of these Boathouse rental rules and regulations, and their Exhibits, and all of your obligations that relate to them.
3. This agreement also includes the rental fee schedule, cancellation policy and security deposit requirements.
4. By signing this agreement, you are saying that you accept the terms of the rental fee schedule, times of the rental period, deposit requirements and security deposit requirements.
5. Insurance: An insurance liability policy must be obtained and submitted to the City of Belfast for approval two weeks in advance of the event. A copy must be sent to the Parks and Recreation Director at Belfast Parks and Recreation for review and approval parksandrecreation@cityofbelfast.org. It is very important that the policy be in the amount of \$1,000,000 (one million dollars) and that the City of Belfast is named the additional insured.
6. I specifically agree to leave the Boathouse in the same exact condition it was in when I pick up the key, before my event. This cleanliness standard that I agree to is spelled out in Exhibit "E"
7. Security Deposit: By signing this agreement, I agree that the security deposit can be used by the City to offset loss or expense to the City of Belfast for damage to the Boathouse facility and grounds, failure to completely clean the facility as required, failure to return keys within 48 hours after the event and failure to follow any of the Boathouse rules and regulations, or other provisions that have been incorporated into and made part of this agreement. Unauthorized use of Steamboat Park or other City property will completely forfeit any right I may have had to a return of any portion of my security deposit.

If for any reason the amount of the security deposit is not sufficient to pay for these damages and costs, then I agree to be personally responsible for the financial difference and will promptly pay the City within 30 days of receipt of the demand for payment for charges in excess of the previously paid security deposit. If I fail to pay these charges as specified, then I agree that I will also be responsible for the City's legal fees associated with the legal prosecution of a collection claim against me for these charges in court. I also understand and agree that if there are any monies left in the security deposit that are in excess of the damages, or other specified charges and expenses sustained by the City, then this balance will be returned to me by mail within 30 days after the event.

Rev: September 2023

8. **Keys:** The Boathouse remains locked when not in use by a renter. You must make arrangements with the Parks and Recreation Director, the Rental Agent for the Boathouse, to authorize the date and time for you the pick-up the key prior to your event date. Keys will not be given out without this authorization. This key will be picked up and returned (within 48 hours after your event) at Belfast City Hall, at the Park and Recreation Office. \$50 will be deducted from the Security Deposit for any key not returned promptly.

TOTAL RENTAL FEE \$ 0 (this should be a **SEPARATE** check from your Security Deposit check)

RENTAL FEE DEPOSIT \$ 0

RENTAL FEE BALANCE DUE \$ 0 DUE ON DATE: _____

SECURITY DEPOSIT (This should be a **SEPARATE** check)

AMOUNT \$ _____ DUE ON DATE: _____

- Checks should be made payable to the **City of Belfast**. Credit card payment is **not** accepted. **Please mail signed Rental Agreement, initialed Rules & Regulations, and check payments to:**

Belfast City Hall
Belfast Parks and Recreation
Attn: Boathouse
131 Church Street
Belfast, ME 04915

Payments, Security Deposits and Cancellation Policy:

Rentals booked less than 90 days in Advance:

Full payment required with signed Rental Agreement. No Refund applicable.

Rentals booked more than 90 days in advance:

50% Deposit due with signed Rental Agreement.

Balance due 90 days prior to the event with the appropriate Security Deposit.

Security Deposit is required 30 days before event and will be refunded within 30 days after the event, less any charges as outlined above. **The Security Deposit Fee is \$250 for a rental for more than 24 hours, and \$75 for single-day only events. This includes a key deposit of \$50 for keys not returned within 48 hours.**

Cancellations: Must be in writing and will follow the schedule on the Rental Fee Schedule page.

I certify that I am at least twenty-one (21) years of age. I have read and fully understand the Rental Agreement and also the rules and regulations for renting the Boathouse located at 34 Commercial Street in Belfast, Maine. I am an authorized representative of above listed business, organization or event and will abide by all rules and regulations set forth by this agreement. I understand and fully agree to forfeiture of any or all deposits if I am not in compliance with the terms set forth by this agreement. In signing this form, I myself, or as a representative of the above listed business or organization, release the City of Belfast from any and all liability in case of death or injury received during the use of the Belfast Boathouse facilities.

Signed: *Lelina Manning* Date: 3-22-24
Renter

Signed: _____ Date: _____
Pamela J. Salokangas, Parks and Recreation Director
Belfast Boathouse, Rental Agent

**These 2 pages require your initials &
MUST be returned with your Rental Agreement**

1. OCCUPANCY CAPACITY (SEE Page 2, Rental Agent's letter during PANDEMIC)

Regulation for Belfast Boathouse occupancy for any event is a maximum of 150 people seated or a maximum of 200 people standing.

1. Educational style seating with tables: **Maximum capacity: 150**
2. Sit-down dinner with round tables: **Maximum capacity: 150**
3. Reception style events with standing room only: **Maximum capacity: 200**
4. Auditorium style (or sitting in rows of seating): **Maximum capacity: 175**

***Please note that occupancy maximums DO NOT increase with the use of a tent.**

***No tents are allowed on any paved area.**

2. CERTIFICATE OF LIABILITY INSURANCE

Liability insurance must be obtained for the duration of the event (including set-up and clean-up) to cover any function held at the Boathouse (this can usually be obtained through a homeowner's insurance policy or various web sites).

The City of Belfast must be named as the Certificate Holder on the Insurance Certificate (see Exhibit D) and;

The City of Belfast must be named as an additional insured in the coverage. **This means you need to name the City of Belfast with the language as an "additional insured" and that your insurance company will defend the City of Belfast against any claims. Insurance policies without this language included in the Certificate of Liability will not be accepted by the City of Belfast.**

The coverage will be no less than \$1,000,000 and a copy of the insurance coverage (Certificate of Liability) dating the event will be provided to the Boathouse Rental Agent at least 14 days prior to the event.

If a licensed caterer provides and/or sells (cash bar) alcoholic beverages at the Boathouse, the caterer will need to apply for an Off Premises Permit at Belfast City Clerk's Office and also provide liability insurance coverage in the amount of **\$1,000,000**. A copy of the insurance coverage must be provided to the Boathouse Rental Agent 14 days prior to the date of the event (an example of an acceptable form is found at Exhibit D).

TM
Renter's Initials

3-22-24
Date

3. DAMAGE, CLEANING & MAINTENANCE RULES

Renter must leave the Boathouse in the exact same condition it was in before the event, including bathrooms (as listed in Boathouse Cleaning Checklist marked as Exhibit E and posted in the Boathouse entrance). No staples, nails, or duct tape are to be used on the walls or floors. Floors and kitchen area must be cleaned. Tables/chairs are returned to storage area making sure no damage has been done to furniture, interior or exterior of the building. All food, garbage, decorations, etc., must be removed from Boathouse property. If Boathouse is not left in accordance with these rules, and after inspection by the Boathouse Maintenance Manager, Renter will forfeit their Security Deposit and also be charged for the cost to repair damage. The Renter shall also report any damages that occur to the property during their event to Boathouse Rental Agent as soon as practical.

UPHOLSTERED CHAIRS ARE NEVER TO BE USED OUTSIDE THE BUILDING

4. ADDITIONAL GUIDELINES

1. The Belfast Boathouse is a smoke-free environment.
2. After proper payment, acceptance of keys must be arranged with the Parks and Recreation Director at (207) 338 3370 ext. 127 or by email at parksandrec@cityofbelfast.org.
3. Please note that the Belfast Boathouse is an unstaffed facility.
4. Any additional cooking or catering equipment must be approved by the Rental Agent.
5. All requests for tents must be pre-approved by the Rental Agent. No tent can increase the seating capacity outlined for the Boathouse. No stakes can be driven into any paved surface.
6. Any additional equipment, staging, non-traditional decorations must be pre-approved by the Rental Agent.
7. No vehicles are permitted inside the Boathouse.
8. The Public is not permitted inside the Boathouse when it is rented for a private event. The Police may be contacted if unwanted visitors refuse to leave.
9. The City of Belfast cannot guarantee that there will not be any construction in the area, in the Harbor, or other events in the surrounding public spaces.

TM
Renter's Initial

3-22-24
Date



Facilities Use Request City of Belfast, Maine

EVENT: Belfast Pride Celebration

DATES: June 1-30 **EVENT REPRESENTATIVE:** Belfast Area High School, Annie Gray

PROPOSED LOCATION/AREA TO BE USED: Heritage Park

All applications and related documents to be returned to the Parks and Recreation Office at City Hall. 338-3370 Ext 27. The City Manager's Office will act as a backup.

The City of Belfast owns Streets, sidewalks, parks, land and buildings. It is the policy of the City that property belonging to the citizens of Belfast be available to the public. Unless specifically approved to the contrary, no public property will be set aside for the exclusive use of any individual or group and the general public will at all reasonable times have access to City property.

This is a planning checklist for your benefit as well as the City's. **If any aspect of the activity you wish to conduct is not specifically listed on this checklist then there will be no permission to conduct that activity.** Approvals cannot be given to individuals or groups who are uncertain of their plans.

Please attach maps, additional sheets, event outlines etc. - that help to explain your request.
If any of the following questions do NOT apply to your event simple write N/A (not applicable) in the space provided. Thank you.

1) State your name, phone number, e-mail address and identify whom you represent?
Annie Gray, Belfast Area High School Gender and Sexuality Alliance (GSA) Co-Advisor
207-338-1790 ext 116, agray@rs71.org

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

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

We would like to use a portion of Heritage park using about 30 square feet to display the art piece

"Circle of Inclusion" during the month of June which is international PRIDE Month.

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

"Circles of Inclusion" will be on display from June 1-June 30th in celebration of international PRIDE month

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

No

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

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

No. All installation, upkeep, and disassembly will be the responsibility of the BAHS GSA Club.

7) How many people do you expect?

Circles of Inclusion will be available for regular visitors of Hertiage Park to see. We do not anticipate much additional traffic.

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

No

9) Will any alcohol be served or consumed at this event? (If yes provide details) No-N/A

Where? - Attach MAP _____

By Whom: Name and Phone contact number:

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

No

11) Will you be renting spaces to vendors on City Property? Yes _____ No

If yes where do you propose they set up? (MAP Location) _____
N/A

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

N/A

13) Will you have insurance in the amount of \$1,000,000 that also names the Inhabitants of the City of Belfast as an additional named insured party to hold the City of Belfast harmless from any and all injuries that may occur as the result of any negligence on your part in conducting this event?

As this is an art installation and not an attended event we are unclear if this will be needed, but believe that

RSU 71 liability policy can cover the exhibition and are willing to investigate

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

RSU 71 uses Alliant Insurance Services

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

None

16) How do you propose to handle garbage removal?

Members of the GSA and it's adult advisors will periodically check the art installation and will be fully responsible for it's full removal by June 30, 2024.

17) How do you propose to handle parking?

Circles of Inclusion will be available for regular visitors of Hertiage Park to see. Park users will access parking in the public parking area adjacent to Heritage park. We do not anticipate the need for extra parking.

18) How do you propose to handle security?

There are no security needs anticipated

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

This is an art installation not an event, so bathrooms are not needed

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

N/A

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

We have not spoke directly to neighbors of Heritage park as we do not believe that it's use for this art installation will have impact on them.

22) Who will be in charge of the event during the event and what are their home phone numbers, cell phone numbers, and email addresses - where they can be reached before and during this event?

Belfast Area High School GSA Club Co advisors

Ian Howard (ihoward@rsu71.org 207-930-5638) and Annie Gray (agray@rsu71.org 207-975-1034)

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

No

Department

Service Requested

City Manager

Police

Fire/ Ambulance

Parks

Public Works

Harbor

Other?

Remember, If any aspect of the activity you wish to conduct is not specifically listed on this checklist then there will be no permission to conduct that activity.



FACILITY USE APPLICATION CHECKLIST

- Application complete with contact names and contact information
- Specific facility or park requested
- Dates/times of the event and extra set-up time if necessary
- Specific request of City services:
 - electrical needs
 - street closures
 - police assistance
 - trash removal
- Vendor permits (necessary if serving alcohol)
- Parking plan
- Insurance Certificate (need to receive two weeks prior to event)
- Map/diagram of event layout
- Music cannot reach a volume level of more than 7 on controls
- Plan for restroom facilities
- Scheduled meeting with City Representative

My signature attests to the review of the checklist and the realistic view of the event provided to the City. Any deviation from the written request is grounds for cancellation of the event by the City of Belfast without notice.

Signature _____ Date: _____

Printed Name: _____



ADMINISTRATIVE COMMENTS
(Internal City use only)

City Manager's Office

Police Department

Fire/Ambulance Department

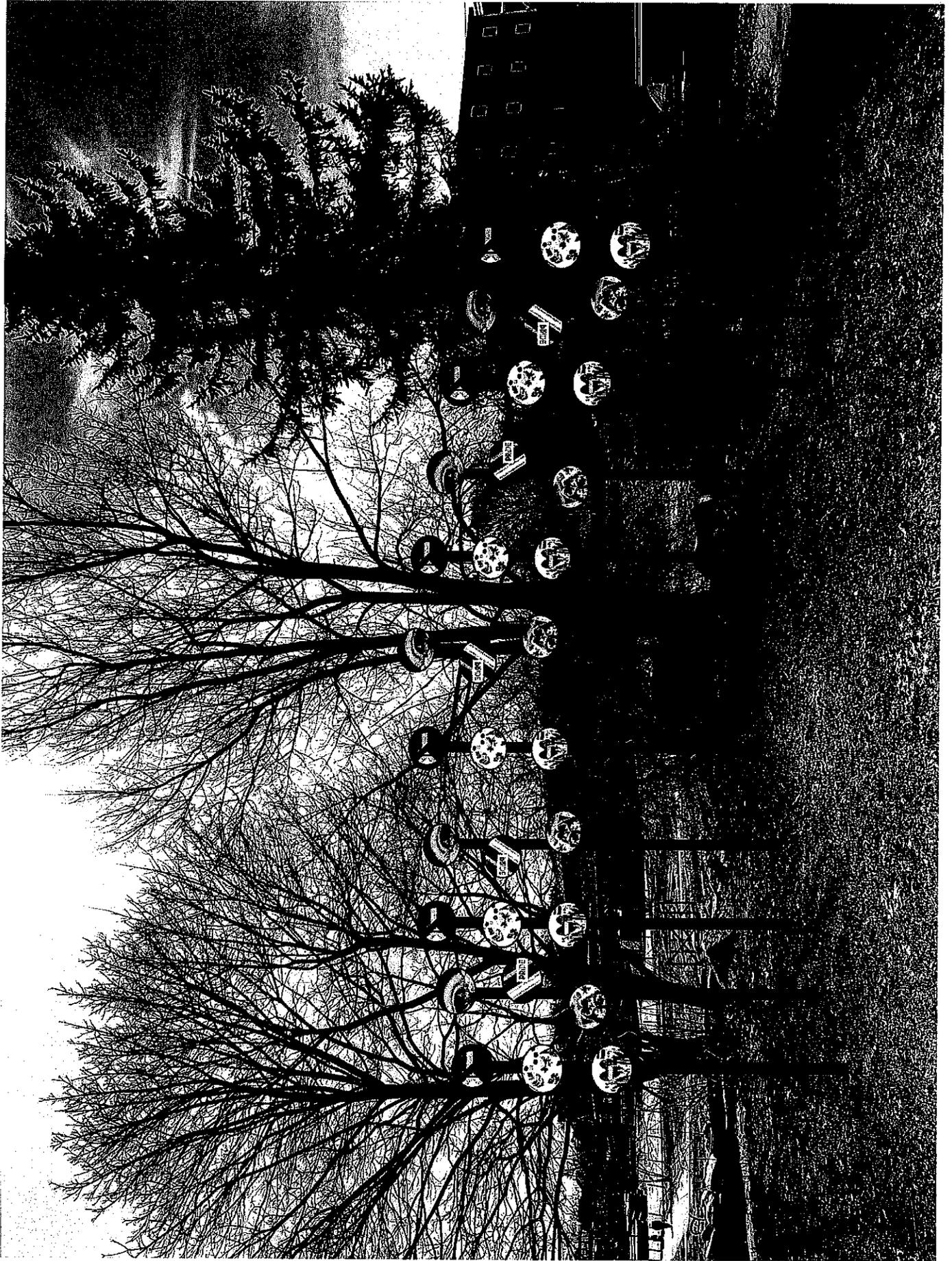
Parks Department

Public Works Department

Harbor Master

Boat House Rental Agent

Other Notes:





Belfast Area High School

25 Lions Way, Belfast, ME 04915 · Phone: (207) 338-1790 · Fax: (207) 338-6713

Jeff Lovejoy
Principal
jlovejoy@rsu71.org

Jess Woods
Assistant Principal
jwoods@rsu71.org

Susan Robbins
Assistant Principal, Athletics
susan.robbins@rsu71.org

April 1, 2024

To: Pamela Salokangas and the Heritage Park Trust
From: The Belfast Area High School Gender and Sexuality Alliance Club
Re: Request to use Heritage Park for a brief public art display

Greetings Pam,

Thank you so much for meeting with our GSA presidents and advisors today. I think our students were able to visualize the use of the park for their special project and have prepared a proposal for your consideration and for presentation to the Heritage Park Trustees. In addition to this proposal I have furnished the Facilities Use Form. I am hopeful that these documents provide you with the information you need for the City and Heritage Park Trust to make a decision about this request. If there is anything additional you need, please do not hesitate to let me know and I will provide you with an updated prospectus. Thanks!

Circles of Inclusion

Project Description:

In April Belfast Area High School Gender and Sexuality Alliance (GSA) will be hosting a mid-coast GSA event where clubs from high schools and middle schools across Waldo, Knox, and Lincoln counties will come together for an event that enlist the efforts and talents of youth in an artistic endeavor. In celebration of PRIDE Month, we will be creating an art installation which will represent the spirit of inclusivity and unity through the powerful symbol of a circle. Representing the unbroken connection of diverse identities, colors, and experiences within the LGBTQIA+ community, this installation aims to inspire, foster acceptance, and create a space where every individual feels seen, valued, and embraced.

We will be creating individual painted circles which will combine into a large-scale piece to help Belfast and the larger community celebrate PRIDE.

We are requesting permission for this piece, known as Circles of Inclusion, to be on public display in Heritage Park for the duration of International PRIDE month, June 1st-30th. The installation will consist of 20 posts with up to 60 affixed painted wooden discs. These pieces have been designed and are intended for outdoor display. They will be mounted on a series of durable, but discreet posts. We believe that showcasing "Circle of Inclusion" in a prominent public space will not only contribute to the celebration of Pride Month but also

promote dialogue and understanding among residents of all backgrounds. We are committed to ensuring that this project is executed in a respectful and responsible manner.

Logistics:

We have met with The City of Belfast's Parks and Recreation Director and visited on site to determine the best placement for "Circles of Inclusion". We have included a representative Mock up to indicate the area chosen as well as how the piece will stand in the space.

The club members and advisors have agreed to provide daily observation of the piece to ensure it is safely withstanding the elements and remains intact without vandalism. Should the piece need repair it will be the logistical and financial responsibility of the BAHS GSA to do this and they agree to respond in a timely manner. Annie Gray and Ian Howard may be reached with any concerns about the piece in the following ways:

Annie Gray: agray@rsu71.org 207-975-1034

Ian Howard: ihoward@rsu71.org 207-930-5638

Materials used:

72" Vinyl Clad Garden Stakes

Acrylic Paint

12" painted wood rounds sealed with polyurethane or laminating paper

Wire to attached the pieces to the stakes

Assembly and Disassembly:

The BAHS GSA will assemble the piece on or around June 1st at a day and time affirmed by the parks and Rec Department. They will likewise disassemble the piece on or around June 30th.

Pamela Salokangas

From: Joe Taft <jtaft@mcht.org>
Sent: Wednesday, April 3, 2024 9:53 AM
To: Pamela Salokangas
Subject: RE: Event Requests in Belfast, Heritage Park
Attachments: Deed Reserving Easement 7-1-87.pdf; BAHS GSA Facilities Use Application 2024-1.pdf; Circle fo Inclusion Heritage Park Trust Request.docx; Heritage Park Installation.pdf

Sure thing, Pam!

I took a look at the attachments you sent with more information about the Circles of Inclusion art installation proposed for Heritage Park – thanks for sending those along. MCHT feels that **the proposed art installation, as presented in the attached documents, is an allowable use** of the Heritage Park CE property for the following reasons:

- The structures associated with the proposed installation are limited to vinyl posts and painted 12-inch wooden rounds that will be in place for a limited time of thirty days (June 1-June 30, 2024). The Heritage Park CE allows for temporary structures to be located on the protected property for 30 days in a calendar year.
- The proposed art installation will be open to all, free of charge, and is sited along an existing natural edge on the protected property (see photo showing installation sited near existing trees/bushes). The open-to-all nature of this installation, as well as the proposed location, maintains the “open” character (landscape AND availability for public use) of Heritage Park as is required by the CE.

Please let me know if you have any questions for me, and thanks again for reaching out to check in about this art installation. I'll be sure to give you at least a few days notice before monitoring the Heritage Park CE. I'd also be happy to put something on our calendars for later this spring if that would make things easier to plan on your end? Let me know what you think!

All my best,
Joe

Joe Taft | *Conservation Easement Manager, MDI Region*
[Maine Coast Heritage Trust](#)
jtaft@mcht.org
Office: (207) 801-4046 | Cell: (860) 808-6285

From: Pamela Salokangas <parksandrec@cityofbelfast.org>
Sent: Tuesday, April 2, 2024 3:56 PM
To: Joe Taft <jtaft@mcht.org>
Subject: RE: Event Requests in Belfast, Heritage Park

Hi again, Joe. Thank you for the quick reply and the documentation. Most of that info. has been shared with me, but it's great to have it in writing.

We met yesterday on-site at Heritage Park to determine best location for this proposed art installation to include the artwork/sun fade, wind, artwork attachment to the proposed t-posts, etc. Here are the new event details, and I've attached the corresponding documentation because the group has provided a visual:

- Belfast Pride Celebration – “Circle of Inclusion” Art Installation
- June 1-30 (installation period)
- Caretakers – BAHS GSA Club Members and Faculty, with oversight by Belfast Parks and Recreation
- Installation using T-posts along a U formation, tucked into the rounded corner with tree protection; art will be laminated and attached using wire, with all ends snipped and tucked. Three artwork pieces are estimated to be attached to each T-post.
- Group is aware that removing T-posts should be done carefully, and any loose grass/dirt should be tamped back down.
- 30 days total for installation.
- There is also a Pride Parade that takes place in early June, and the parade ends at Heritage Park, so the art installation is a great tie-in for that event.

I believe this would meet the criteria established in your email and within the conservation easement. I would be glad to answer any questions.

I would be glad to meet on-site when you are doing your CE Monitoring; I just need a day or two notice for scheduling purposes.

Thank you again!!

Pam

Pamela J. Salokangas, Director, CPRP, CPSI
Belfast Parks and Recreation
City of Belfast
131 Church Street
Belfast, ME 04915
207-338-3370 x127
[Email](#)
[Website](#)
[Social Media](#)

From: Joe Taft <jtaft@mcht.org>
Sent: Tuesday, April 2, 2024 3:04 PM
To: Pamela Salokangas <parksandrec@cityofbelfast.org>
Subject: RE: Event Requests in Belfast, Heritage Park

Dear Pam,

Thanks so much for reaching out, and nice to “meet” you. Congratulations on your new role with the City of Belfast!

Maine Coast Heritage Trust holds a conservation easement (“CE”) on the City of Belfast’s Heritage Park property. I’ve attached a copy of that CE to this email. I’d love to have you review this document (it is short for a CE...just two pages!) and let me know if you have any questions. This document is one of the legal agreements that speaks to land use restrictions associated with the Heritage Park CE. In my role as Conservation Easement Manager, I monitor and enforce conservation easements that MCHT holds in the MDI region, including the Heritage Park CE.

April 8, 2024

Memo to Erin Herbig, Belfast City Manager
From, Katherine Given, Harbor Master

Council Agenda April 16, 2024

- Harbor Department request to apply for Harbor Management Access Grant to build floats

The Harbor Management Access (HMA) Grant program is administered by the Maine Submerged Lands Department for projects such as float or gangway replacement, launch ramp work, piling replacement, and other smaller projects. The Belfast Harbor Department has applied and has been awarded funding from this program several times in the past for both building new floats and for launch ramp repair.

The 2024 round of the HMA grant has recently opened for applications. The amount of funding that can be applied for is 75% of the total project cost or a maximum of \$15,000.00, excluding the local match. The program works on a reimbursement basis and requires a 25% local match which can be cash or include in-kind expenses such as labor or equipment. In-kind rates for labor and use of equipment are calculated by the Maine Standard Rate or Maine DOT Rate. Grant applications are scored primarily by the following: Public Trust Rights, Cost Effectiveness, Matching Funds, Demonstrated Need, and Project Feasibility. The deadline to apply for this grant is May 10, 2024, with awards being announced in June of 2024.

I would like to apply for this grant funding in the amount of \$15,000.00 to build 4) 6' x 20' floats to supplement our annual float replacement program. This funding if awarded, will not be used for storm damage replacement or repair, but will be used to replace older floats that can no longer be repaired. The total project cost will be close to \$26,000.00. Our in-kind match of in-house labor and assistance from Public Works to move the floats is estimated at \$7,500.00, so will cover the 25% match. However we will have approximately \$3,000.00 left to cover the cost of this project which can be included as matching funds helping our approval score. I would like to take the amount of \$3,000.00 from the Harbor Department's Enk Fund, that currently has a balance of approximately \$192,000.00.

I would like to request from the Council:

- Permission to apply for \$15,000.00 in funding from the 2024 Harbor Management Grant
- Permission to take up to \$3,000.00 from the Harbor Department's Enk Fund as partial additional matching funds if we are awarded grant funding.
- Permission for the City Manager to sign HMA Grant contract or other necessary paperwork upon funding being awarded to the City of Belfast

10.H



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



22 Wright Brothers Drive

Airport Manager
Kenn Ortmann

Phone: 207 338 3370 x 600
Email: airport2@cityofbelfast.org

MEMO

DATE:	April 2, 2024
TO:	City Manager Herbig and Mayor and Council
FROM:	Kenn Ortmann, Airport Manager
RE:	Consultant selection - Airport Layout Plan (ALP) consultant services

Background

Every five years airports receiving FAA funding are expected to go through a **Request For Qualifications (RFQ)** process. McFarland Johnson was selected by the City of Belfast for a five-year general consultant agreement for the Belfast Municipal Airport in 2021. However, since an update of the Airport Layout Plan (ALP) was not included in the description of anticipated projects, the City of Belfast was required to solicit proposals from engineering consultants to assist in the development of a scope of work for this project titled "Airport Planning Services". After reviewing two very good proposals, McFarland Johnson was selected to provide this service.

To ensure costs are reasonable, the FAA requires us to compare the task costs proposed by our consultant to those prepared by an "Independent Fee Estimator" (IFE) in accordance with AC 150/5100-14E. The first comparison revealed five of the eleven individual tasks had time and/or cost estimates different enough they indicated a very different perspective on the scope of work.

The Airport Manager sent correspondence to McFarland Johnson and Airport Estimates asking two clarification questions and identifying five (5) tasks where the hours and/or costs were different enough that he believed a phone/Zoom conversation might be helpful in aligning the assumptions being made by both parties.

After a March 15, 2024 Zoom meeting with McFarland Johnson and Airport Estimates, the Airport Manager reviewed a revised cost and time estimate from McFarland Johnson and a revised IFE from Airport Estimates. While one task is still an outlier, the overall difference in cost estimates of the project is 1.66%, significantly less than the 10% considered reasonable.

Action Requested

Based upon the process outlined above and our belief the final cost proposal of \$272,950 is fair and reasonable, the Airport Manager and the Belfast Airport Advisory Committee (BAAC) request the City Council approve the negotiated contract with McFarland Johnson as the Airport ALP consultant and to authorize the City Manager to take all actions necessary to execute the contract.

10.I+J



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

DATE: April 10, 2024

RE: Approval to enter into a contract with Solarlogix, LLC for heat pump retrofits and accept Efficiency Maine for Retrofit Rebate for former County Court House

1. The City of Belfast issued a Request for Proposals seeking an Efficiency Maine Qualified Partner (QP) to assist with converting the City's municipal facilities to whole building high-efficiency heat pump HVAC equipment. It was the intent of the RFP to have the successful QP enter into an agreement with the City to perform the conversion and assist with obtaining Efficiency Maine rebates under Funding Opportunity Notice (FON)-013 (Municipal Electrification Retrofits FON-013-2024 - Efficiency Maine) for municipalities with 5,000-10,000 residents.

As part of the RFP, the City requested responses from firms by April 9, 2024 to conduct the following services:

- A. Assess three of the City's facilities and design for each of them a heat pump configuration that would deliver more energy- and cost-efficient heating and cooling.
- B. Provide and install the equipment to realize the conversion.
- C. Provide a maintenance schedule for the new equipment, along with providing the maintenance.
- D. Provide any and all documentation required by Efficiency Maine.
- E. Attend meetings with the City designee, as deemed necessary by the City, to coordinate and implement services.
- F. Estimate the annual savings the City will realize from your proposal.
- G. Provide the City with status reports and other information, as requested.
- H. Handle all other customary activities and services associated with a heat-pump conversion and with an Efficiency Maine program.

On April 9, 2024, the City received only one response from a Qualified Partner, Solarlogix, LLC (Solarlogix). The firm provided all necessary information and met all the requirements of the RFP. As such, the Deputy Economic Development Director recommends that the City Council take the following actions at their meeting on April 16, 2024:

- Approve Solarlogix as the City's Qualified Partner to coordinate Efficiency Maine rebates, provide proposals to convert former Court House and City Hall to heat pumps, provide installation and maintenance of such systems.
- Authorize the City Manager to execute any and all documents and contracts with Solarlogix to secure them as the City's Qualified Partner for heat pump retrofits at the former County Court House and City Hall.

2. On February 20, 2024 the City Council approved submitting a rebate request for the former County Court House under Funding Opportunity Notice (FON)-013 (Municipal Electrification Retrofits FON-013-2024 - Efficiency Maine) for municipalities with 5,000-10,000 residents. On March 19, 2024 the City was notified that they had been pre-approved for the full amount of the project cost.

This rebate request is to install a Variable Refrigerant Flow (VRF) system to replace the existing oil furnace at the former County Court House. The VRF system will provide heating and cooling for the entire building (approximately 13,000 square feet). The proposed system is intended to be more efficient in order to save on the City's energy costs and bring the building into compliance with the state and city's Climate Action Plan.

The total amount of the project costs (materials and labor) was pre-approved in the amount of \$276,750.00, which is 90% of the project costs. The City is required to pay 10% of the project costs or \$30,750, for a total project cost of \$307,500.

The Deputy Economic Development Director recommends that the City Council take the following action at their meeting on April 16, 2024:

- Accept pre-approved rebate from Efficiency Maine to install a VRF system at the Courthouse, 137 Church Street, and provide the required match of not more than 10% of the project costs from the City's Energy Capital Reserve Fund.
- Authorize the City Manager to execute any and all documents and contracts with Efficiency Maine to accept rebate and process disbursements.



CITY OF BELFAST

131 Church St.
Belfast, Maine 04915

E-mail: cityclerk@cityofbelfast.org

Tel: (207) 338-3370

Fax: (207) 338-6222

CITY OF BELFAST REQUEST FOR PROPOSALS EFFICIENCY MAINE QUALIFIED PARTNER HEAT PUMP CONVERSIONS

Bid Opening

April 9th 2024 @4:10pm

Present at the opening: Angie A. Crosby (City Clerk), Joellyn Warren (Deputy Economic Development Director)

There was a total of 1 (One) bid envelopes submitted as follows:

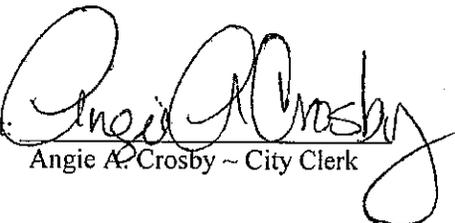
Name of Company

SolarLogix
PO Box 504
Belfast, ME 04915

Proposal Cost Breakdown

Total Project Cost: \$307,500
Expected Efficiency Maine Rebate: -\$276,750
Total Cost to SolarLogix: \$30,750

Attest:


Angie A. Crosby ~ City Clerk

Date: 2/20/2024

Job No: C3053

PROPOSAL

Joellyn Warren - City of Belfast - Deputy Economic Development Director
131 Church Street
Belfast, ME 04915

deputyecondev@cityofbelfast.org
207-338-3370 x124



Dear Joellyn,

The SolarLogix team is pleased to offer you this heat pump installation proposal.

Project Description:

This system qualifies for the CIPI FON-013-2024 Municipal Electrification Retrofits program from Efficiency Maine, the 3-phase VRF system with heat recovery qualifies for \$18-ft² x 15,375-ft² = \$276,750 in total incentives (capped at 90% invoiced project costs). Requires EME pre-approval and the deadline for the application is March 1st 2024.

The system will consist of 5 x Mitsubishi R2-Series VRF with heat recovery outdoor units totaling 480,000 BTU's and 36 x wall mounted and one floor mounted indoor units totaling 465,000 BTU's. It will include 5 branch controllers mounted in the basement. All Zones will be controlled by an MHK2 touch screen thermostat controller or by a PAR-40MA wired deluxe programmable remote controller. The entire system will be controlled by an AE-200 centralized controller for full system overview and controls. The outdoor units will be mounted on stands and pads on the South Easterly side of the building between itself and City Hall. All exterior line hide will be kept to a minimum to the extent possible and run in a way to minimize impact and preserve the aesthetics of the building. This system is designed to replace the existing steam boiler completely and be the sole source of HVAC for the entire building. Efficiency Maine will require controls implemented to ensure the new VRF system is the primary source of heating and cooling, we would recommend decommissioning of the old steam boiler as the control method.

Heat Pumps to be Installed:

5 Mitsubishi 96000 BTU R2 Series w/ heat recovery (3-phase) on a stand & pad with cap.

- 4 P-Series 6000 BTU Wall Unit
- 9 P-Series 8000 BTU Wall Unit
- 5 P-Series 12000 BTU Wall Unit
- 5 P-Series 15000 BTU Wall Unit
- 11 P-Series 18000 BTU Wall Unit
- 1 P-Series 24000 BTU Wall Unit
- 1 P-Series 12000 BTU Floor Unit

A Manufacturers warranty applies to the equipment and a one-year labor warranty from SolarLogix.

Cost Breakdown:

Total Project Cost:	\$307,500
<u>Expected Efficiency Maine rebate (direct to SolarLogix):</u>	<u>-\$276,750</u>
Total cost to SolarLogix:	\$30,750

Sending in your downpayment will let the SolarLogix team know that you accept the proposal, including the pricing and terms, and want to be added to our installation schedule. Please add C3053 to the memo line of your check. The pricing on this proposal is valid for 30-days without requoting.

[Click here to pay online](#)

Please contact us if you have any questions about the proposal, schedule, or anything else!

Thank you,



Kurt Penney

Sales Lead

SolarLogix, LLC

PO Box 504 Belfast, ME 04915

kurt@solarlogixmaine.com

Office: 207.218.1411

Mobile: 207.230.9403

www.solarlogixmaine.com



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Bid Policy
POLICY OF THE CITY OF BELFAST
For Purchasing, Sales, Bidding, Professional Services and Engineering

SECTION 1

PURPOSE

The purpose of this Policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by the City of Belfast, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity. Also to set forth the duties and responsibilities of the Department Heads and City Manager, thereby fostering interdepartmental cooperation and trust in the purchasing system.

SECTION 2

APPLICABILITY

This policy applies to all purchases of equipment, supplies and services by departments and agencies of the City or as otherwise specified herein.

Whenever possible and whenever substantially similar in response to bid requests are received from both out-of-town businesses and in-town businesses, the City shall attempt to show some preferential consideration for the in-town business by allowing them to secure the contract if they are first within 5% of the lowest bidder and second are also willing to match the lowest bidder's price.

The City at all times reserves the right to reject any and all bids.

SECTION 3

PURCHASE ORDERS

Purchase of equipment, supplies and services involving the encumbrance of City funds shall be made only on a written requisition (Purchase Order) submitted by the Department Head or City Manager. Department Heads will be responsible for the purchases for their departments. Purchases within the dollar amount ranges specified below must meet the requirements listed.

- 1.) \$500. Formal competitive bidding is not required and must be approved by City Manager if not included in departmental budget.
- 2.) \$500 - \$4,000. Formal competitive bidding is not required and must be approved by City Manager.
- 3.) \$4,000 - \$12,000. Verbal quotations shall be solicited from a minimum of three qualified bidders, if

available. Purchase must be approved by City Manager if included in departmental budget or by City Council if not covered by current departmental budget line item.

- 4.) \$12,000 - \$40,000. Written quotations shall be solicited from a minimum of three qualified bidders, if available. Purchase must be approved by City Manager if included in departmental budget or by City Council if not covered by current departmental budget line item.
- 5.) Over \$40,000. Written bid specifications or equivalent shall be approved by the City Manager, except for professional services. The bid shall be advertised by the most efficient means possible but not less than 7 days prior to the City Council and be provided for through Council authorized funding, either budgetary or special.

SECTION 4

ADMINISTRATIVE PROCEDURES AND CONDITIONS

Competitive Bids and Quotes shall be administered by the Department Head or City Manager and will be subject to the following conditions:

1. Department Heads shall be involved in the bidding procedures at all stages, including obtaining verbal or written quotes and competitive bidding. No appointed committees shall secure products or services without the involvement of a City staff member and/or City Manager, and then only for services or products which have been approved by the City Council either as a budgetary or special authorization.
2. The City Clerk shall be involved with bidding procedures for purchases over \$40,000 and will keep a record of all bids submitted and such records will be opened to proper inspection by any person.
3. All bidders will be notified of the bid results within 10 days after the bids are opened.
4. All bids will be awarded on the basis of the bid most advantageous to the City.
5. The City reserves the right to accept or reject any or all bids, to investigate the qualifications of any bidder, and to waive or not waive any and all informalities in the bids when making an award.
6. All bids for purchases, services, or projects of \$40,000 or more must go to City Council for final approval with the Department Head's or City Manager's recommendation. If the recommendation is not for the low bidder, a full and complete statement of the reasons for determining that the low bid was not the bid most advantageous to the City, must be submitted along with all the papers relating to the bidding process.
7. The City retains custody of all bids submitted to the City pursuant to this policy.
8. In all instances where state or federal funding is involved, the above policies shall be suspended where necessary to permit full compliance with state or federal laws governing such actions.
9. In cases of emergency, duly declared by the City Manager and concurred by the City Council, the provisions

of this policy may be temporarily suspended to permit protection of the public health, safety or welfare, specifically including public or private property.

SECTION 5

FORMAL BID PROCESS

The formal bid process will be used for the purchase of supplies, services, materials, and equipment in excess of \$40,000. The procedure for formal bidding is as follows:

1. Invitation for Bids. The Department Head will prepare the Request for Proposal/Invitation for Bids, describing the City's requirements clearly, accurately and completely (Bid Specs), but avoiding unnecessarily restrictive specifications or requirements that might unduly limit the number of bidders. The City Manager will determine that the requirements of the City are clearly, accurately, and completely stated within the invitation to bid. Every invitation to bid will state that all purchases are subject to the conditions set forth in Section 4 of this policy.
2. The Department Head shall publicize the invitation for bids through direct distribution to prospective bidders, posting on the bulletin board at City Hall and in the office of the department(s) involved, advertising in a newspaper with local and/or regional circulation, or such other means as the City Manager determines is appropriate.
3. Bidders will submit bids to the City prior to the date and time specified in the Request for Proposal/Invitation to Bid. Late bids shall not be accepted and no bidder shall be permitted to withdraw a bid after the deadline for bid acceptance specified in the invitation to bidders, except as set forth in section 5-5 of this policy.
4. Bids shall be opened publicly in the presence of one or more City Clerk's Office employee at the time and place designated in the invitation for bids. The amount of each bid, and such other relevant information as the City Manager or his/her designee deems appropriate, together with the name of each bidder shall be recorded; the record and each bid shall be open to public inspection. A contract shall be awarded to the responsive bidder whose bid will be the most advantageous to the City. Award may be delayed pending verification of a bidder's credentials and references or review of the bids received, and the approval of the City Council.
5. Correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts based on such bid mistakes, may be permitted where appropriate. Mistakes discovered before bid opening may be modified or withdrawn by written or electronic notice received in the office designated in the invitation for bids prior to the time set for bid opening. After bid opening, corrections in bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price intended and if the bid price was based on incorrect information provided by the City. No other changes in bid prices or other provisions of bids prejudicial to the interest of the City or fair competition shall be permitted. In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw its bid if:

- (a) The mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident; or
 - (b) The bidder submits evidence which clearly and convincingly demonstrates that a mistake was made. All decisions to permit the correction or withdrawals of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by a written determination made by the City Manager.
6. Comprehensive general liability, fire hazard, property damage, workers compensation or other insurance coverage may be required in connection with any City contract, when the City Manager deems such insurance advisable to protect the City's interests. Any such insurance requirement shall be set forth in the Request for Proposals/Invitation for Bids. Insurance shall not be used as a substitute for determination of the bidder or offeror's financial or other responsibility.
 7. Bid and performance bonds or other security may be requested for supply contracts or service contracts as the City Manager deems advisable to protect the City's interests. Any such bonding requirements shall be not used as substitute for a determination of a bidder or offeror's financial or other responsibility.
 8. Nothing in this section shall preclude the City Manager or City Council from rejecting any and all bids as provided in Section 6 of this policy.

SECTION 6

PROFESSIONAL SERVICES

Purchase of professional services including architects and other consultants but excluding engineers (see Section 8) shall be on the basis of demonstrated competence and professional qualifications for the type of service requested. Such Request for Proposals (RFP) or Request for Qualifications (RFQ) shall contain the nature of the project, the specific services sought, the qualifications of the firm submitting the proposal, a description of relevant experience, the narrative proposal regarding the project, and, generally, the estimated cost of the services. The selection shall be based on a specific combination of factors, including but not limited to, the estimated cost of professional services.

The City Manager, subject to the approval of the City Council, shall make the actual selection of the firm providing these professional services.

SECTION 7

PROCUREMENT PROCESS FOR ENGINEERING SERVICES

When a City department has an approved project that requires engineering services, the department and the City Manager will select the firm they deem to be most appropriate for the project. For on-going engineering services, the City will solicit engineering services on an annual, bi-annual, or tri-annual basis. This practice is consistent with the procurement of legal and auditing services. The City Council may renew services beyond the

term of an original contract, without formal re-solicitation, if services being provided are satisfactory and continuity of services is deemed desirable, but, in no case, shall renewal extend beyond six years (two three-year contracts) without a re-solicitation of competitive proposals. If an RFP is issued, the current service provider shall be eligible to submit proposals and be considered for retention.

To procure such services, the City will issue a Request for Proposals (RFP) or Request for Qualifications (RFQ) either by invitation or public advertisement or both. Such RFP/RFQ shall contain the nature of the tasks, the specific services sought, the qualifications of the firm submitting the proposal, a description of relevant experience, description of the firm's philosophy or work practices regarding services being sought, and rates and basis for cost of services (stipend, price(s) per hour of personnel, per job, etc). The selection shall be based on a specific combination of factors, including but not limited to, the estimated cost of professional services.

The City Manager, subject to the approval of the City Council, shall make the actual selection of the firm providing these professional services.

The City shall engage one or more firms for each of these areas and may maintain a list of firms qualified to be called upon as needed and available. The selection of a firm for one category shall not prohibit the selection of that same firm in another category, provided that competitive proposals were sought for each type of service.

SECTION 8

SOLE SOURCE PROCUREMENT

A contract of \$40,000 or more may be awarded without competitive bidding when the Department Head or City Manager, with approval of the City Council, determines in writing, after conducting a good faith review of available sources, that there is only one source for the required supply, service, construction item, or an unusual or compelling urgency exists. The Department Head or City Manager shall conduct negotiations, as appropriate, as to price, delivery, and terms.

SECTION 9

EMERGENCY PROCUREMENTS

Notwithstanding any other provisions of this Policy, the City Manager may make, or authorize others to make, emergency procurements of supplies, services, or construction items when there exists a threat to public health, welfare, or safety; provided that such emergency procurements shall be made with such competition as is practical under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor will be included in the contract file.

SECTION 10

COOPERATIVE PURCHASES

The City may join other government or quasi-government agencies in the process of bidding for services, materials, and supplies. When involved with a cooperative purchase, the City is not required to hold their own bid process.

SECTION 11

CODE OF CONDUCT

No employee, officer or agent of the City of Belfast shall participate in the selection or in the award or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for award.

No officer, employee or agent of the City of Belfast shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements; except where the financial interest is not substantial, or the gift is an unsolicited item of nominal intrinsic value.

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Bid Policy
POLICY OF THE CITY OF BELFAST
For Purchasing, Sales, Bidding, Contractual Services

The City of Belfast will purchase equipment, supplies and services in accordance with the procedures and requirements set forth below:

1. Whenever possible and whenever substantially similar responses to bid requests are received from both out-of-town businesses and in-town businesses, the City shall attempt to show some preferential consideration for the in-town business by allowing them to secure the contract if they are first with 5% of the lowest bidder and secondly are also willing to match the lowest bidders price.
2. The City at all times reserves the right to reject any and all bids.
3. Equipment, supplies and services may be purchased by department heads for up to \$500.00 without competitive bidding provided the purchase is covered by a line item in the current departmental budget. If the item(s) to be purchased is not so covered, the City Council must approve.
4. Purchases of equipment, supplies and services costing between \$500.00 and ~~\$2,000.00~~, \$4,000.00 may be made without competitive bidding and must be approved by the City Manager, if such purchase(s) are covered by current departmental budget line item. If they are not so covered, they require the approval of the City Council.
5. Purchases of equipment, supplies and services, except professional services, exceeding ~~\$2,000.00~~, (\$4,000.00) in total cost shall be made on the basis of competitive bidding obtained by written solicitation and/or advertisements in suitable publications. Proposals for such purchases must be available 7 days in advance to the City Council and provided for through Council authorized funding, either budgetary or special.
6. Whenever possible, requests for bids must be accompanied by specifications in sufficient detail to enable a bidder to make a fair and realistic proposal.
7. Department heads shall be involved in the bidding procedure at all stages, including the opening and acceptance of bids. No bid (s) shall be accepted without the advise of the department head (s) involved. No appointed committees shall secure products or services without the involvement of a City staff member and/or the City Manager, and then only for services or products which have been approved by the City Council either as a budgetary or special authorization. (amended October 19, 1999)
8. In evaluating bids, price level shall be a major but not the only consideration. Quality of supplies and labor, quality and serviceability of equipment, the record of past performance of the bidder, and/or the bidder's availability for repairs and maintenance shall also be factors of evaluation.

9. In all instances where formal bidding is not utilized and the cost is likely to exceed (\$200.00), a minimum of three written estimates received shall be maintained on file for 18 months from date of request.

10. Professional services shall be procured, in so far as is feasible, through requests for proposals. The City shall provide a general project description and funding range. The proposals must include a project description, price, schedule of services, examples of similar projects completed, and resumes of key project personnel prefaced by a description of the project team and any subcontractors or associates assisting.

11. Material, supplies and equipment which are declared surplus by department heads may be sold by the City Manager to the buyer with the highest offer. Sale of surplus items with an estimated value of (\$1,000.00) dollars and over require the approval of the City Council and shall be put out to bid.

12. In all instances where state or federal funding is involved, the above policies shall be suspended where necessary to permit full compliance with state or federal laws governing such actions.

13. In cases of emergency, duly declared by the City Manager and concurred with by the City Council, the provisions of this policy may be temporarily suspended to permit protection of the public health, safety or welfare, specifically including public or private property.

14. Requirements for service contractors:

a. The successful bidder for services may be required to execute and file with the City a surety bond covering the terms of the specifications in the full amount of the successful bid price from a surety company duly authorized to do business in the State of Maine and satisfactory to the City Manager, conditioned for the faithful performance this contract and the indemnification of the City against all loss by reason of any claims, deficits, objects, liens, encumbrances, damages, negligence or costs of suits arising from the non-fulfillment of any of the provisions herein contained.

b. The successful bidder may be required to have in effect, during the specified period of service, a liability insurance policy covering all equipment used in the performance of the work outlined in the specifications in an amount of not less than \$100,000/\$300,000. Otherwise liability insurance must be filed with the City.

c. The successful bidder will protect and save harmless the City from any damages to any person or property that may occur in the performance of the services and from any suit or judgment or other things whatsoever that shall occur in such performance or growing out of anything to be done or intended to be done hereunder.

d. The successful bidder will be required to file evidence with the City indicating he has provided Workers' Compensation Insurance for all of his employees doing work for the City under the contract, in accordance with Workers' Compensation Act of the State of Maine.

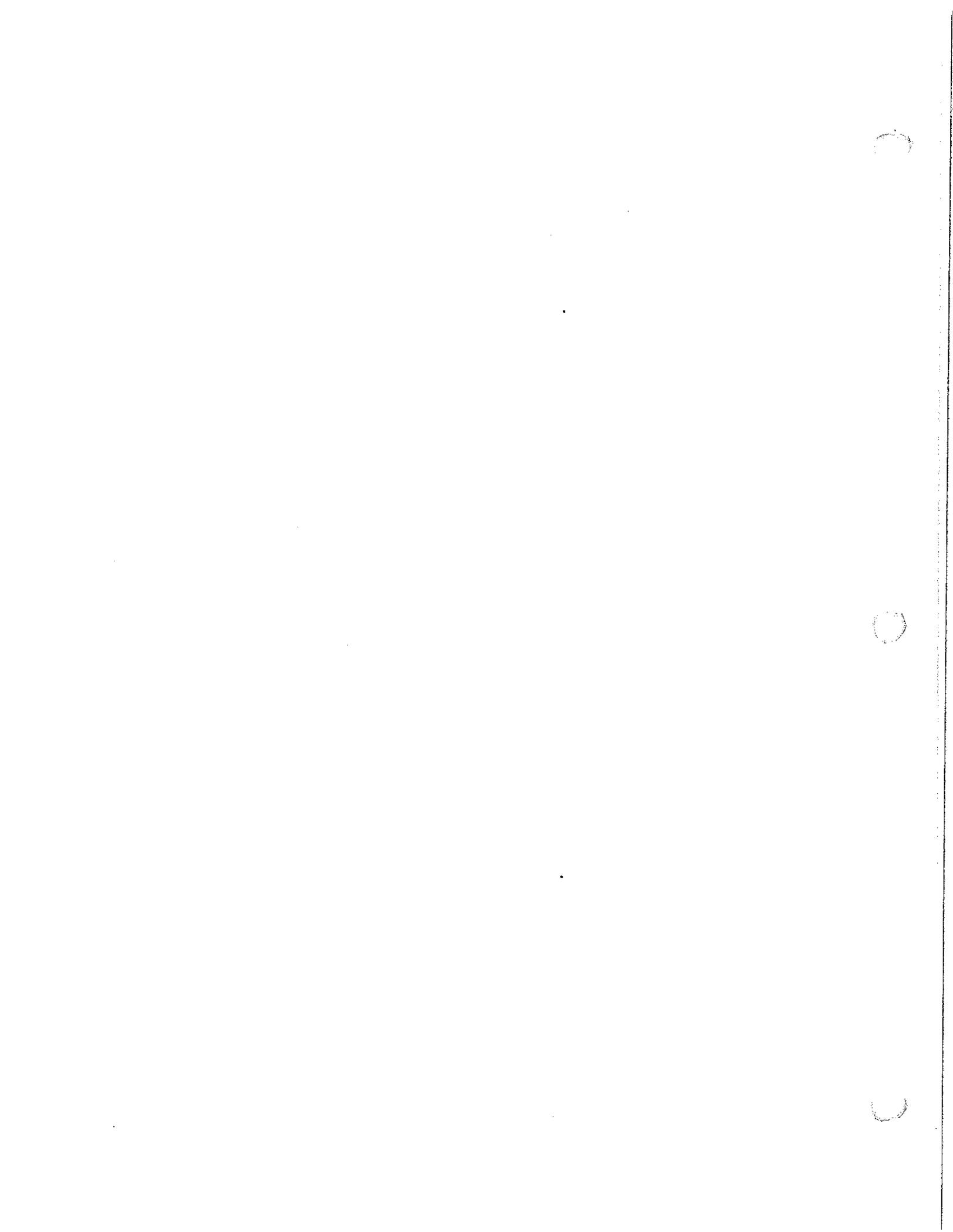
e. The bidder will at all times comply with the safety regulations as set forth in OSHA (Occupational and Safety Health Administration).

f. In the discretion of the City Council a clerk of the works may be appointed to supervise the execution of a contract according to specifications.

Passed by Belfast City Council on September 28, 1982.

Amended by the Belfast City Council on February 5, 1991,
Item 4 & 5 amended \$2,000.00 to read \$4,000.00.

Amended by the Belfast City Council on October 5th, 2010
Item 1 amended from: Whenever possible and whenever substantially similar responses to bid requests are received, offers who are residents of Belfast shall receive preferential consideration, not to exceed 5% or \$250.00 (whichever is less).



Procurement Policy For Engineering Services

Since it is necessary on a routine basis to retain engineering services for ongoing requirements, the City Council of Belfast adopts the following policies regarding the procurement of such services.

For specific construction projects that are not of an ongoing or routine nature, the City will solicit engineering or architectural services through a formal Request for Proposals (RFP) by invitation or public advertisement or both. Such RFP's shall contain the nature of the project, the specific services sought, a request for qualifications of the firm submitting the proposal, a description of relevant experience, a request for a proposal regarding the project, and, generally, the estimated cost of the services. The selection shall be based on an appropriation combination of factors, including but not limited to, the estimated cost of professional services.

The City Manager, subject to the approval of the City Council, shall make the actual selection of the firm providing these professional services.

For ongoing engineering services, the City will solicit engineering services on an annual, bi-annual, or tri-annual basis. This practice is consistent with the procurement of legal services or auditing services. The City Council may renew services beyond the term of an original contract, without formal re-solicitation, if services being provided are satisfactory and continuity of services is deemed desirable, but, in no case, shall renewal extend beyond six years (two three-year contracts) without a re-solicitation of competitive proposals. If an RFP is issued, the current service provider shall be eligible to submit proposals and be considered for retention.

To procure such services, the City will issue a Request for Proposals (RFP) or Request for Qualifications (RFQ) either by invitation or public advertisement or both. Such RFP's or RFQ's shall contain the nature of the tasks, the specific services sought, a request for qualifications of the firm submitting the proposal, a request for description of relevant experience, a request for description of the firm's philosophy or work practices regarding the services being sought, and a request for the rate and basis for cost of services rendered (stipend, price(s) per hour of personnel, per job, etc.) The selection shall be based on an appropriation combination of factors, including but not limited to, the estimated cost of professional services.

The City Manager, subject to the approval of the City Council, shall make the actual selection of the firm(s) providing these professional services.

Such ongoing services include, but are not limited to, management and engineering services of the Waste Water Treatment Plant; maintenance, repair, improvement, and expansion of the City's sewer system; and engineering services for review of projects submitted for approval to the City Planner, Code Enforcement Officer, and/or Planning Board; consulting engineering services for storm water issues, surveying, or other miscellaneous work that arises for a municipality from time to time.

Procurement Policy For Engineering Services

The City shall engage one or more firms for each of these areas and may maintain a list of firms qualified to be called on as needed and available. The selection of a firm for one category shall not prohibit the selection of that same firm in another category, providing that competitive proposals were sought for each type of service.

*Policy adopted at the 9/1/98 council meeting
Attach to Bid Policy*

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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 April 16th, 2024

Regarding: Request by the Economic Development Director to have the City Council approve April 1, 2023 - March 31, 2024 Tax Year Annual Reports for the Wight Street, Congress Street, School Street, and 115 Congress Street Affordable Housing Development and Tax Increment Financing Districts.

Tax increment financing is a flexible finance tool used by municipalities and other units of government to leverage new real and/or personal property taxes (the increment) generated by a specific project or projects within a defined geographic district, allowing them to shelter a new development's value in regards to state, county, and school district funding formulas. Any portion of these new additional taxes may be used to finance public projects (identified in a development program) for a defined period of time of up to 30 years. The City of Belfast also has the ability to establish agreements (known as credit enhancement agreements) where the new additional taxes can be refunded to the private party that created the new additional taxes.

The City of Belfast has previously established four Affordable Housing Development and Tax Increment Financing Districts:

- 1) the Wight Street Affordable Housing Development and Tax Increment Financing District, which was approved on December 11, 2019, covers two parcels (75 and 80 Wight Street), and will capture 100% of taxable real and personal increased assessed value for a period of 30 years;
- 2) the Congress Street Affordable Housing Development and Tax Increment Financing District, which was approved on September 17, 2020, covered one parcel (115 Congress Street), and was to capture 100% of taxable real and personal increased assessed value for a period of 30 years, but which was terminated on May 16, 2023 and replaced by the 115 Congress Street Affordable Housing Development and Tax Increment Financing District;
- 3) the School Street Affordable Housing Development and Tax Increment Financing District, which was approved on 8/25/2021, covers one parcel (32 School Street), and will capture 100% of taxable real and personal increased assessed value for a period of 30 years; and
- 4) the 115 Congress Street Affordable Housing Development and Tax Increment Financing District, which was approved on May 26, 2023, covers one parcel (115 Congress Street), and will capture 100% of taxable real and personal increased assessed value for a period of 30 years; this district replaced the earlier Congress Street Affordable Housing Development and Tax Increment Financing District.

These districts were established to support the development of new affordable rental housing units (in the case of Wight Street, Congress Street, and 115 Congress Street) or the rehabilitation and preservation of existing affordable rental housing units (in the case of School Street).

Municipalities establishing an Affordable Housing Development and Tax Increment Financing District are required under law (Maine Revised Statutes, Title 30-A, Chapter 206, Section §5250-E) to report annually to MaineHousing regarding the status of that district, including: certifying that the public purpose of the district is being met; accounting for any sales of property within the district; certifying that rental units within the district have remained affordable; and certifying that the required housing affordability and other conditions of approval, including limitations on uses of tax increment revenues for approved development project costs, set forth in the Certificate of Approval issued by MaineHousing for the district and its development program are being maintained.

Drafts of the April 1, 2023 - March 31, 2024 tax year annual reports for each of these four districts are included for your reference and review.

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

- 1) Approve the Annual Report for Tax Year April 1, 2023 - March 31, 2024 for the Wight Street Affordable Housing Development and Tax Increment Financing District;**
- 2) Approve the Annual Report for Tax Year April 1, 2023 - March 31, 2024 for the 115 Congress Street Affordable Housing Development and Tax Increment Financing District;**
- 3) Approve the Annual Report for Tax Year April 1, 2023 - March 31, 2024 for the School Street Affordable Housing Development and Tax Increment Financing District;**
- 4) Approve the Annual Report for Tax Year April 1, 2023 - March 31, 2024 for the Congress Street Affordable Housing Development and Tax Increment Financing District; and**
- 5) Authorize the Economic Development Director to submit these approved reports to MaineHousing.**

Annual Report for Tax Year April 1, 2023 - March 31, 2024
Affordable Housing Tax Increment Financing District
Submission Deadline of April 30, 2024

Municipality: City of Belfast

Municipal official submitting this report:

Thomas Kittredge
Printed name



Signature

April 17, 2024
Date

Title: Economic Development Director
Mailing address: Belfast City Hall, 131 Church Street, Belfast, Maine 04915
Phone number: (207) 338-3370, extension 116
Email address: economicdevelopment@cityofbelfast.org

Name of Affordable Housing Development District:

115 Congress Street Affordable Housing Development and Tax Increment Financing District

Date that the municipal legislative body approved this Report (not the District):
April 16, 2024

In submitting this report, the legislative body of the municipality certifies that the public purpose of the affordable housing district is being met and that the required housing affordability and other conditions of approval, including limitations on uses of tax increment revenues for approved development project costs, set forth in the Certificate of Approval issued by Maine State Housing Authority for the District and the related Affordable Housing Development Program are being maintained.

Status of affordable housing within the District: *"Affordable" means for households earning no more than 120% area median income.*

Type of housing unit	# of Existing affordable units	# of Existing market units	# of Planned affordable units	# of Planned market units
Rental (family)	0	0	48	0
Rental (senior)	0	0	0	0
Owned home/condo	0	0	0	0

Please list property sales within the District (NOTE: impact on affordability is not required by the statute for this item and in any event would be captured in the chart above):

DC 115 Congress LP purchased the approximately 4.22-acre parcel located at 115 Congress Street, Belfast, Maine (tax map 035, lot 043) that encompasses the entire 115 Congress Street Affordable Housing Development and Tax Increment Financing District, from the City of Belfast, on April 4, 2023, for \$136,423.00. This sale occurred after the District's original assessed value date of March 31, 2023. However, this sale also occurred prior to the approval of the District by either the Belfast City Council (May 16, 2023) or MaineHousing (May 26, 2023). At the time of its sale, the property was part of an earlier but identical district, the Congress Street Affordable Housing Development and Tax Increment Financing District, which was terminated by the Belfast City Council on May 16, 2023. This sale has been included on both this April 1, 2023 - March 31, 2024 annual report as well as on the April 1, 2023 - March 31, 2024 annual report for the Congress Street Affordable Housing Development and Tax Increment Financing District.

Please describe any changes from what was described in the approved Development Program for the District, such as changes to the type, scope or timing of development within the District. If the Development Program and Certificate of Approval for the District allow alternative uses of funds, please list how funds are being used in practice.

No changes from what was described in the approved Development Program for the District have been made during the April 1, 2023 - March 31, 2024 Tax Year. No funds from the District were expended during the April 1, 2023 - March 31, 2024 Tax Year.

Annual Report for Tax Year April 1, 2023 - March 31, 2024
Affordable Housing Tax Increment Financing District
Submission Deadline of April 30, 2024

Municipality: City of Belfast

Municipal official submitting this report:

Thomas Kittredge
Printed name



Signature

April 17, 2024
Date

Title: Economic Development Director
Mailing address: Belfast City Hall, 131 Church Street, Belfast, Maine 04915
Phone number: (207) 338-3370, extension 116
Email address: economicdevelopment@cityofbelfast.org

Name of Affordable Housing Development District:

Congress Street Affordable Housing Development and Tax Increment Financing District

Date that the municipal legislative body approved this Report (not the District):
April 17, 2024

In submitting this report, the legislative body of the municipality certifies that the public purpose of the affordable housing district is being met and that the required housing affordability and other conditions of approval, including limitations on uses of tax increment revenues for approved development project costs, set forth in the Certificate of Approval issued by Maine State Housing Authority for the District and the related Affordable Housing Development Program are being maintained.

Status of affordable housing within the District: "Affordable" means for households earning no more than 120% area median income.

Type of housing unit	# of Existing affordable units	# of Existing market units	# of Planned affordable units	# of Planned market units
Rental (family)	0	0	48	0
Rental (senior)	0	0	0	0
Owned home/condo	0	0	0	0

Please list property sales within the District (NOTE: impact on affordability is not required by the statute for this item and in any event would be captured in the chart above):

DC 115 Congress LP purchased the approximately 4.22-acre parcel located at 115 Congress Street, Belfast, Maine (tax map 035, lot 043) that encompasses the entire Congress Street Affordable Housing Development and Tax Increment Financing District, from the City of Belfast, on April 4, 2023, for \$136,423.00.

However, subsequent to this sale, on May 16, 2023, the Belfast City Council both terminated the District and approved a replacement district that was identical in its geographic area (the 115 Congress Street Affordable Housing Development and Tax Increment Financing District; this was approved by MaineHousing on May 26, 2023). This sale has been included on both this April 1, 2023 - March 31, 2024 annual report as well as on the April 1, 2023 - March 31, 2024 annual report for the 115 Congress Street Affordable Housing Development and Tax Increment Financing District.

Please describe any changes from what was described in the approved Development Program for the District, such as changes to the type, scope or timing of development within the District. If the Development Program and Certificate of Approval for the District allow alternative uses of funds, please list how funds are being used in practice.

No additional changes to what was described in the approved Development Program for the District were made during the April 1, 2023 - March 31, 2024 Tax Year.

Previously, changes to what was described in the approved Development Program for the District were made during the April 1, 2022 - March 31, 2023 Tax Year and described in that tax year's annual report, which was the following:

The Development Program for the District previously described the development as: "The District will add approximately 36 units (approximately 16 one-bedroom units, 12 two-bedroom units, and 8 three-bedroom units) of affordable rental housing targeted to households with incomes at or below 60% of the area median income (AMI) and approximately 12 units of moderate market rate workforce housing to the Belfast housing stock." The nature of the development within the District has changed since the previous annual report had been submitted. Specifically, the "approximately 12 units of moderate market rate workforce housing" have been replaced with 12 units (12 two-bedroom units) of affordable rental housing targeted to households with incomes at or below 80% of AMI.

As noted above, the Belfast City Council voted to terminate the District on May 16, 2023. No funds have ever been generated for the District, and no funds from the District were ever expended, including during the April 1, 2023 - March 31, 2024 Tax Year.

**Annual Report for Tax Year April 1, 2023 - March 31, 2024
Affordable Housing Tax Increment Financing District
Submission Deadline of April 30, 2024**

Municipality: City of Belfast

Municipal official submitting this report:

Thomas Kittredge
Printed name



Signature

April 17, 2024
Date

Title: Economic Development Director
Mailing address: Belfast City Hall, 131 Church Street, Belfast, Maine 04915
Phone number: (207) 338-3370, extension 116
Email address: economicdevelopment@cityofbelfast.org

Name of Affordable Housing Development District:

School Street Affordable Housing Development and Tax Increment Financing District

Date that the municipal legislative body approved this Report (not the District):
April 17, 2024

In submitting this report, the legislative body of the municipality certifies that the public purpose of the affordable housing district is being met and that the required housing affordability and other conditions of approval, including limitations on uses of tax increment revenues for approved development project costs, set forth in the Certificate of Approval issued by Maine State Housing Authority for the District and the related Affordable Housing Development Program are being maintained.

Status of affordable housing within the District: *“Affordable” means for households earning no more than 120% area median income.*

Type of housing unit	# of Existing affordable units	# of Existing market units	# of Planned affordable units	# of Planned market units
Rental (family)	0	0	0	0
Rental (senior)	24	0	0	0
Owned home/condo	0	0	0	0

Please list property sales within the District (NOTE: impact on affordability is not required by the statute for this item and in any event would be captured in the chart above):

No property sales have occurred within the District during the April 1, 2023 - March 31, 2024 Tax Year.

Please describe any changes from what was described in the approved Development Program for the District, such as changes to the type, scope or timing of development within the District. If the Development Program and Certificate of Approval for the District allow alternative uses of funds, please list how funds are being used in practice.

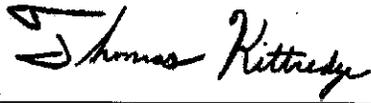
No changes from what was described in the approved Development Program for the District have been made during the April 1, 2023 - March 31, 2024 Tax Year. No funds from the District were expended during the April 1, 2023 - March 31, 2024 Tax Year.

Annual Report for Tax Year April 1, 2023 - March 31, 2024
Affordable Housing Tax Increment Financing District
Submission Deadline of April 30, 2024

Municipality: City of Belfast

Municipal official submitting this report:

Thomas Kittredge
Printed name



Signature

April 17, 2024
Date

Title: Economic Development Director
Mailing address: Belfast City Hall, 131 Church Street, Belfast, Maine 04915
Phone number: (207) 338-3370, extension 116
Email address: economicdevelopment@cityofbelfast.org

Name of Affordable Housing Development District:

Wight Street Affordable Housing Development and Tax Increment Financing District

Date that the municipal legislative body approved this Report (not the District):

April 16, 2024

In submitting this report, the legislative body of the municipality certifies that the public purpose of the affordable housing district is being met and that the required housing affordability and other conditions of approval, including limitations on uses of tax increment revenues for approved development project costs, set forth in the Certificate of Approval issued by Maine State Housing Authority for the District and the related Affordable Housing Development Program are being maintained.

Status of affordable housing within the District: *"Affordable" means for households earning no more than 120% area median income.*

Type of housing unit	# of Existing affordable units	# of Existing market units	# of Planned affordable units	# of Planned market units
Rental (family)	0	0	0	0
Rental (senior)	50	0	0	0
Owned home/condo	0	0	0	0

Please list property sales within the District (NOTE: impact on affordability is not required by the statute for this item and in any event would be captured in the chart above):

No property sales have occurred within the District during the April 1, 2022 - March 31, 2023 Tax Year.

Please describe any changes from what was described in the approved Development Program for the District, such as changes to the type, scope or timing of development within the District. If the Development Program and Certificate of Approval for the District allow alternative uses of funds, please list how funds are being used in practice.

No changes from what was described in the approved Development Program for the District have been made during the April 1, 2022 - March 31, 2023 Tax Year.

Funds from the District totaling \$74,148.49 were expended during the April 1, 2023 - March 31, 2024 Tax Year and which consisted of the following: 1) a payment of \$25,851.20 on 4/9/2023 to DC 75 Wight LP (the owner of the affordable housing located at 75 Wight Street/tax map 034, lot 006), as their reimbursement of 50% of incremental real and personal property taxes, per the terms of an approved credit enhancement agreement, for the April 1, 2022 - March 31, 2023 Tax Year; 2) a payment of \$23,922.02 on 3/###/2024 to DC 75 Wight LP (the owner of the affordable housing located at 75 Wight Street/tax map 034, lot 006), as their reimbursement of 50% of incremental real and personal property taxes, per the terms of an approved credit enhancement agreement, for the April 1, 2023 - March 31, 2024 Tax Year; and 3) a payment of \$24,375.27 on 3/###/2024 to Belfast Acres, LLC (the owner of the affordable housing located at 80 Wight Street/tax map 034, lot 017), as their reimbursement of 50% of incremental real and personal property taxes, per the terms of an approved credit enhancement agreement, for the April 1, 2023 - March 31, 2024 Tax Year.

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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 April 16th, 2024

Regarding: Request by the Economic Development Director to have the City Council send City personnel to the upcoming Revitalizing New England: Brownfields Summit.

The Northeast Waste Management Officials' Association has partnered with brownfields programs in the New England states and tribes, and the University of Connecticut Technical Assistance to Brownfields program, to organize the *Revitalizing New England: Brownfields Summit*. This summit, to be held on Wednesday, May 29th and Thursday, May 30th in Portland, Maine, has as its goals to share information about the financial incentives, liability protections, technical and other assistance available for brownfields development from federal and state governments, promote best practice and lessons learned across states and tribes, and provide an opportunity to increase networking and information sharing among key stakeholders. Topics to be covered at this summit include community engagement, revolving loan fund implementation, successful (re)development showcases, affordable housing, and land banks.

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

The estimated cost to attend this conference is \$1,400.00 per person, which represents/accounts for the following expense types: conference registrations; ground transportation; parking; mileage; tolls; lodging; internet; meals; snacks; and coffee. Each and every one of these types of expenses is 100% reimbursable from either the City's current USEPA Brownfields Assessment Grant and/or Revolving Loan Fund Grant, meaning that there is no net cost to the City of Belfast to send personnel to this conference. Three members of City personnel - the Economic Development Director, the Deputy Economic Development Director, and the City Planner - are interested in attending this summit.

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

1) authorize the Economic Development Director, Deputy Economic Development Director, and the City Planner to attend the Revitalizing New England: Brownfields Summit, and to have their eligible conference-related expenses covered/reimbursed by funds from the City's current USEPA Brownfields Assessment Grant and/or Revolving Loan Fund Grant, and not to exceed a total of \$4,200.00.