



CITY OF BELFAST

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MANAGER'S REPORT
Belfast City Council Meeting
Tuesday, May 21, 2024

**6:15 p.m. Executive Session on a Real Estate Matter pursuant to 1 M.R.S.A.
405 (6) C.**

7:00 p.m. Regular Council Meeting

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

FROM: Erin Herbig, City Manager

DATE: Thursday, May 16, 2024

Agenda Items:

10-A Presentation and possible action regarding a proposal from the Small Boat Yard Steering Committee to install a Small Boat Yard between the east wall of Front Street's Building 5 and the Harbor Walk.

On November 30, 2023, the City of Belfast Harbor Advisory Committee hosted a public meeting to discuss better ways for small, motorless rowing and sailing boats, boats too large for the kayak

racks, to have ready access to Belfast Harbor. Harbor Committee discussions concluded that adding dock floats is not viable at this time. Since January the preferred plan has been to provide a dry land holding area as near as possible to the City's public launch ramp.

Four experienced Belfast rowers Clark Staples, Steffanie Pyle, Leigh Dorsey, and Bill Burford formed an ad-hoc steering committee, the Small Boat Yard Steering Committee. The steering committee met regularly to develop low-cost ideas for providing reasonable Harbor access to an underserved segment of boaters and attended Harbor Committee meetings as needed.

With the support of both the Harbor Committee and Front Street Shipyard, the steering committee proposes a section of the City's gravel lot that borders on the east wall of Front Street's Building 5 and the Harbor Walk. This area has been used as a staging area for various past projects.

Please see the attached memo and supporting documents (10-A) from members of the Small Boat Yard Steering Committee as well as a memo from the Harbor Advisory Committee Chair Joanne Moesswilde. Members of the Small Boat Yard Steering Committee, the Harbor Advisory Committee and Harbor Master Kathy Given will be at the meeting to review the proposal and to answer any questions.

10-B Request from the Harbor Master to approve an Occasional Use Contract to store kayaks and operate a kayak tour business for the 2024 Season.

Ray Wirth and Leslie Gregory d/b/a Water Walker Sea Kayak, LLC have requested to operate a kayak tour business and store kayaks on City of Belfast property. Both are Registered Maine Guides and have extensive experience with kayaking. They propose to operate tours with groups of two to ten people for a one-to-four-hour time span with safety and rowing training provided.

This request includes storing the kayaks on a rack, provided by Mr. Wirth and Ms. Gregory, located within the Heritage Park area, as indicated on the attached map. Maine Coast Heritage Park Trust (MCHT) was contacted to determine if locating the rack in Heritage Park would be

permitted. Joe Taft, with the MCHT Commission, indicated this would be permitted under the current easement.

The request was reviewed by the Harbor Advisory Committee who had no concerns or objections to this operation if Maine Coast Heritage Park Trust approved the rack location.

Harbor Master Kathy Given also discussed the proposal with Parks and Recreation Director Pam Salokangas who suggested the rack should not block the view of people using the park, but that it could be moved accordingly so it would not.

If approved by the City Council, the Harbor Master recommends a motion is made to approve the Occasional Use Contract with Water Walker Sea Kayak, LLC, to operate a kayak tour business from City property and to approve the requested for the location of the rack to store kayaks for Water Walker Sea Kayak, LLC, in the Heritage Park location as indicated on the map provided or as placed so it will not block the view of other park users. The fee for the Occasional Use Contract for 2024 is \$350.00/season.

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

10-C Request from the Harbor Master to approve a Concessions Contract to conduct rowing lessons from City of Belfast owned docks for the 2024 season.

A Concessions Contract with the City of Belfast Harbor Department allows a vessel to berth on the docks overnight, the location to be determined by the Harbor Master, between May 15th and October 15th or when the floats are available to rent. The cost for commercial vessels for the 2024 season is \$65.00/ft/season.

Leigh Dorsey has requested a Concessions Contract with the City of Belfast to conduct rowing lessons, doing business as 'Rowing to Wild', from City owned docks. He has requested dock space for a 32' rowing vessel which can carry four rowers and one guide. Both operators of the

vessel are Registered Maine Guides and experienced rowers. Dock space is requested in part because the vessel's length and weight make frequent launching by trailer difficult.

Dock space is very limited at both the Belfast City Landing and Thompson's Wharf and a permanent berth may not be available this season. Harbor Master Kathy Given explained that the City Harbor Department may be able to accommodate the business if the operators could be flexible with using dock space as it becomes available during the season, which they agreed to.

The Harbor Committee will review this proposal at their May 15th regular meeting, the Harbor Committee's recommendations will be shared at the Council meeting on May 21st.

If approved by the City Council, the Harbor Master recommends a motion is made to approve a Concessions Contract with Leigh Dorsey d/b/a Rowing to Wild, LLC for the 2024 season.

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

10-D Request from the Fire Chief to accept and award the bid for a new Ambulance for the Belfast Ambulance Department.

The City of Belfast currently has three ambulances in service. Currently, all three ambulances have corrosion issues on the patient compartments. Rescue 4 and Rescue 1 have electrical issues. Rescue 4 is in the worst condition and must be replaced.

The City requested bids for a new ambulance and the request was sent directly to three dealers. The City conducted a bid opening on April 30th at 10AM. We received three bids, one bid with two options was received from Autotronics in Bangor and one bid was received from Sugarloaf Rescue Vehicles in Wilton.

After reviewing the specifications of both, Fire Chief Patrick Richards recommends accepting all bids and awarding the bid for a PL Custom ambulance from Sugarloaf Rescue Vehicles at a price of \$341,483.99.

While this was the second lowest bid, PL Custom has a lifetime electrical warranty and the Fire Chief feels this alone is worth the \$3,900 difference. Additionally, PL Custom met all the specifications as requested.

If approved by the City Council, the Fire Chief recommends that a motion is made to accept all three bids as presented and to award the bid to the second lowest bid for a PL Custom ambulance from Sugarloaf Rescue Vehicles at a price of \$341,483.99, with funding to come from the Ambulance Capital Reserve. This account has a current balance of \$366,786.

Please see the attached memo and bid opening document (10-D) from Fire Chief Patrick Richards explaining the request in further detail. Fire Chief Richards will be at the meeting to present and answer any questions.

10-E Request from the Fire Chief to accept and award the bid for a new pick-up truck for the Belfast Fire Department.

The 2016 Chevrolet pick-up truck used by the Fire Chief has rust and corrosion, electrical, computer, and transmission issues and must be replaced.

Following a request for bids, the City conducted a bid opening on May 7th at 10AM. We received three bids from Quirk Auto Group of Bangor, O'Connor GMC of Augusta, and Legacy Brothers Inc from Douglas, Georgia.

After reviewing the specifications of all, Fire Chief Patrick Richards recommends accepting all bids and awarding the bid to O'Connor GMC of Augusta at a price of \$49,029.

The bid submitted by O'Connor GMC is for a 2024 Chevrolet pick-up that is in stock, ready for delivery and exceeds the specifications. While this was the second lowest bid, O'Connor's proposed vehicle exceeds the required specifications and is in stock ready for delivery. The benefit of these options exceeds the \$3,518 difference and the upgraded transmission and suspension will benefit when responding to wildfires, plowing snow, and towing the rescue boat, ATV, emergency response trailer.

A package to complete the requested vehicle with emergency lighting, radios, and decals will be near \$12,000 bringing the total cost to \$61,029.

If approved by the City Council, the Fire Chief recommends that a motion is made to accept all three bids as presented and to award the bid to O'Connor GMC for the 2024 Chevrolet pick-up for \$49,029, in addition to \$12,000 to complete the package, for a total of \$61,029, with funding to come from the Fire Department Equipment Capital Reserve Account #210-537. This account has a current balance of \$441,299.

Please see the attached memo and bid opening document (10-E) from Fire Chief Patrick Richards explaining the request in further detail. Fire Chief Richards will be at the meeting to present and answer any questions.

10-F Request from the Belfast Senior Organization/Belfast Senior Center for Council Consideration of a Rental Fee Waiver.

This request is for the Belfast Senior Organization/Belfast Senior Center who are returning to the Belfast Boathouse for the summer season of one day a week to provide Senior Center activities. They are requesting use of the Boathouse every Tuesday from 9 AM-3:30 PM which includes set-up, event, and cleanup. They are seeking a full rental fee waiver, which would be \$4,420.

Only the City Council can approve rate changes or fee waivers on behalf of the City of Belfast. Parks and Recreation Director Pam Salokangas and the Parks and Recreation Commission discussed the fee waiver request at their May 9, 2024, meeting and recommend approval of the fee waiver.

If approved by the City Council, the Parks and Recreation Director requests a motion be made to approve the requested Rental Fee Waiver for the Window Dressers for the summer season of one day a week to provide Senior Center activities.

Please see the attached memo (10-F through 10-L) 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-G Request from the Captain Albert Stevens Elementary School for Council Consideration of a Rental Fee Waiver.

The Captain Albert Stevens Elementary School requests use of the City Park grounds, pavilion, and beach area for their annual field trip to City Park on June 17. They are seeking a rental fee waiver for use of the pavilion, which would be \$50.

Only the City Council can approve rate changes or fee waivers on behalf of the City of Belfast. Parks and Recreation Director Pam Salokangas and the Parks and Recreation Commission discussed the fee waiver request at their May 9, 2024, meeting and do not recommend approval of the fee waiver.

If approved by the City Council, the Parks and Recreation Director requests a motion is made to approve the requested Rental Fee Waiver for the Captain Albert Stevens Elementary School for the City Park Pavilion for their annual field trip.

Please see the attached memo (10-F through 10-L) 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-H Request to approve a Facility Use Request by The Little River Church for use of Heritage Park for a KidsZone event Saturday and Sunday, June 29th and 30th as part of Arts In The Park.

The Little River Church requests use of a section of Heritage Park for a KidsZone, an accompanying activity to Arts In The Park. This event provides parents with children an option for kids to play while a parent shops at the Arts In The Park vendor area. The event requires use of limited electricity for the bounce houses, and Little River Church has requested to be insured by the City of Belfast.

The Facility Use Request was reviewed by the Parks and Recreation Commission at their May 9, 2024, meeting and recommend approval. The Parks and Recreation Director recommends that the church insure itself for this event and provide an additional insured certificate to the City of Belfast.

If approved by the City Council, the Parks and Recreation Director requests a motion be made to approve the new Facility Use Request by The Little River Church for use of Heritage Park for KidsZone June 29th through June 30th.

Please see the attached memo and completed Facility Use Application (10-F through 10-L) 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-I Request from Coastal Mountains Land Trust to place a Community Art Cart at the intersection of the Harbor Walk and Armistice Bridge.

Coastal Mountains Land Trust (CMLT) has sponsored a Community Art Cart in the greater Belfast area for this summer and proposes to locate it at the Armistice Bridge where the Harbor Walk ends and transitions to the Rail Trail. The Community Art Cart would be in placed May 25th through September 30th and would be monitored by CMLT and Waterfall Arts staff.

The Facility Use Request was reviewed by the Parks and Recreation Commission at their May 9th, 2024, meeting and recommend approval.

If approved by the City Council, the Parks and Recreation Director requests a motion be made to approve the request from Coastal Mountains Land Trust to place a Community Art Cart at the intersection of the Harbor Walk and Armistice Bridge from May 25th through September 20th, 2024.

Please see the attached memo (10-F through 10-L) 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-J Request from the Annual Maine Celtic Celebration for Approval of a Facility Use Request and Council Consideration of a Rental Fee Reduction.

The Maine Celtic Celebration is scheduled for the weekend of July 20th through July 21st with Friday, July 19th scheduled as a staging and set-up day. The organizers have completed their application for use of the Belfast Boathouse, Steamboat Landing Park, and Belfast Common, and have requested access to water and electrical service, barricades, cones, trash barrels, and possibly help with trash collection by Parks and Recreation Staff.

In past years, the organizers have paid a reduced rate of \$540 for use of the Belfast Boathouse and the organizers are seeking a partial rental fee waiver this year. The value of their rental would be \$1,980 without a waiver request. To honor their request for staffing assistance, the City would need to approve approximately \$300 in overtime for department staff to be available for trash pick-ups during the event. The City of Belfast donates \$4,000 annually to this event to supply the fireworks show on Saturday evening.

Only the City Council can approve rate changes or fee waivers on behalf of the City of Belfast. Parks and Recreation Director Pam Salokangas and the Parks and Recreation Commission discussed the fee waiver request at their May 9, 2024, meeting and recommend approval.

If approved by the City Council, the Parks and Recreation Director requests a motion be made to approve the Facility Use Request Application and rental fee reduction for the Maine Celtic Celebration on the weekend of July 20-21, 2024.

Please see the attached memo (10-F through 10-L) 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-K Request from the Window Dressers for Council Consideration of a Rental Fee Waiver.

Window Dressers have requested use of the Belfast Boathouse for the dates of November 4th through November 25th from 8:30AM to 5:00PM. The group has received a full rental waiver in the past and has not paid a security deposit from the records available. They are seeking a full rental fee waiver, which would be \$6,300.

Only the City Council can approve rate changes or fee waivers on behalf of the City of Belfast. Parks and Recreation Director Pam Salokangas and the Parks and Recreation Commission discussed the fee waiver request at their May 9, 2024, meeting and recommend approval. The Parks and Recreation requests a higher security deposit in the amount of \$500 which would allow us to deep clean the building and concentrate on cleaning the floor so that we can finish out the rental year in a clean space.

If approved by the City Council, the Parks and Recreation Director requests a motion be made to approve the requested Rental Fee Waiver for the Window Dressers from November 2nd through the 25th, 2024.

Please see the attached memo (10-F through 10-L) 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-L Request to install a bench honoring Carson Pease along the Harbor Walk.

Meg Pease is requesting to sponsor a donor bench in honor of family member, Carson Pease. This would be a typical 6' bench installation on a poured concrete slab to align with other donor bench installations along the Harbor Walk. The bench and donor plaque would be purchased by the donor and installed by the Parks and Recreation Department.

If approved by the City Council, the Parks and Recreation Director requests a motion be made to approve the request to install a bench honoring Carson Pease along the Harbor Walk.

Please see the attached memo (10-F through 10-L) 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-M Request to authorize submission of grant application to the State of Maine's Coastal Program and Municipal Planning Assistance Program, FY 2025 Coastal Community Grant/Shore and Harbor Planning Grant Programs for \$50,000 to complete a City Landing Infrastructure Facilities Resilience Design Study.

On March 19, 2024, the City Council approved the submission of a Letter of Intent (LOI) to the FY2025 Shore and Harbor Planning Grant and the FY2025 Coastal Community Grant Program to fund a Community Climate Vulnerability Assessment and Cost Benefit Analysis at City Landing. On April 19, 2024, the City was notified that it was selected to submit a full application. Final applications are due on May 31, 2024, and awards are anticipated in July 2024.

In response to the January storms, the FY2025 Shore and Harbor Planning Grant and the FY2025 Coastal Community Grant Program are being combined into one grant program. The maximum grant award is \$50,000 and there is no match requirement for the FY2025 grant program.

If funded, this project will build upon existing studies and provide the City with more specific designs to improve the resiliency of critical infrastructure at City Landing based on climate change predictions. The City intends to engage a consultant to evaluate mitigation measures to protect valuable harbor facilities and operations at City Landing, including but not limited to the breakwater, harbor office, piers, floats, and fuel pumps. The consultant will develop preliminary

designs, an estimate of costs, an outline of permits required, a benefit cost analysis, and next steps. A cost benefit analysis is required for any FEMA construction funds. The Climate, Energy and Utilities committee will work with staff and other committees to hold public outreach meetings, conduct surveys, and make recommendations to the Council to include in the final plan.

If approved by the City Council, the Deputy Economic Development Director, requests that a motion is made to approve the submittal of the City Landing Infrastructure Facilities Resilience Design Study grant application to Maine's FY 2025 Coastal Community Grant/Shore and Harbor Planning Grant Programs for \$50,000 to complete a community climate vulnerability assessment and cost benefit analysis; and to authorize the City Manager to sign any all paperwork related to and necessary for the submission of this request.

Please see the attached memo (10-M) 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-N Presentation from the Economic Development Director regarding the proposed Public Safety Building and a related \$1,500,000 Congressionally Directed Spending Award.

The City of Belfast was previously notified that we had been awarded \$1,500,000 in Congressionally Directed Spending (CDS) funding that can be used towards the construction of a new Public Safety Building, which would be a single unified facility that would house the City's Ambulance, Fire, and Police Departments.

The City of Belfast has already authorized work to be performed that is in support of this future planned project, with the following activities focused on the City-owned property at 273 Main

Street. Most recently, the City worked to develop a site fit plan for the future Public Safety Building.

The United States Department of Agriculture, Rural Development (USDA RD) is the federal agency that has management/oversight of this CDS Spending award. Though this City of Belfast has already been awarded these funds, the City still must technically apply for these funds in order to obligate these funds. Economic Development Director Thomas Kittredge has been working with the relevant USDA RD project officer to get this award obligated by June 19th, 2024, and have it potentially qualified for a waiver from the Build America Buy America Act (BABAA).

No City Council action is needed for this agenda item as this is strictly a presentation.

Following this presentation, the City Council will hold a required public information meeting for this application will immediately follow.

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-O Public Information Meeting regarding a \$1,500,000 Congressionally Directed Spending Award for the purpose of financing a proposed Public Safety Building.

For any Community Facilities Grant, such as the one that was awarded to the City of Belfast and which was presented in the preceding agenda item, where the applicant is not required to obtain authorization by vote of its membership or by public referendum, to incur the obligations of the proposed loan or grant, they are instead required to hold at least one public information meeting. This meeting must give the citizenry an opportunity to become acquainted with the proposed

project and to comment on such items as economic and environmental impacts, service area, alternatives to the project, or any other issue identified by Rural Development. The meeting minutes shall include any comments that are provided, whether positive or negative, and the minutes shall be signed and sealed by the organization's secretary.

The applicant is required, at least 10 days prior to this public information meeting, to post a public notice at the applicant's principal office and to notify Rural Development. The following public information meeting notice, which was posted on the City of Belfast's website on May 8th, 2024, and was posted on the public notice bulletin board at Belfast City Hall on May 9th, 2024, will need to be read aloud for the record at this time:

PUBLIC INFORMATION MEETING NOTICE
THE CITY OF BELFAST

The City of Belfast intends to file an application for Federal assistance with the United States Department of Agriculture Rural Development. This assistance is needed for the purpose of financing a Public Safety Building. Any interested party may attend a public information meeting, which will be held on Tuesday, May 21st, 2024, as part of the City of Belfast's regularly scheduled City Council meeting, which begins at 7:00pm on that date, at Belfast City Hall, 131 Church Street, Belfast, Maine. Public comments will be solicited at this public information meeting and will be submitted to the United States Department of Agriculture Rural Development as part of the meeting minutes.

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

Please see the attached memo (10-O) from Economic Development Director Thomas Kittredge explaining the request in further detail.

10-P Request to authorize the City Manager to sign any and all documents necessary and related to this Congressionally Directed Spending Award/Community Facilities Grant on behalf of the City of Belfast.

The two preceding agenda items concerned the presentation of a proposed City of Belfast Public Safety Building and a related \$1,500,000 Congressionally Directed Spending (CDS) award, and the conducting of a required public information meeting in order to obligate that CDS award. As mentioned previously, Economic Development Director Thomas Kittredge is currently working with USDA RD in order to obligate this award by June 19th, 2024 in order to have it qualify for a waiver from the Build America Buy America Act.

If approved by the City Council, the Economic Development Director requests that a motion is made to authorize the City Manager to sign all documents necessary and related to this this Congressionally Directed Spending Award/Community Facilities Grant on behalf of the City of Belfast.

Please see the attached memo (10-P) 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-Q Signing of Council Orders

The importance of road and sidewalk maintenance is not something that most of us often think about when we go about our daily lives but is a critical factor in our quality of everyday life. Street maintenance is an important priority here in the City of Belfast and our Public Works Crew works hard to ensure that our streets are well maintained for our residents and visitors.

Starting this week, our Public Works Crew has been working to pave and resurface roads across our City. Streets selected for repair this year include Stephenson Lane, Mill Lane, Patterson Hill Road, a section of Robbins Road, Head of Tide Road, and a section of Waldo Avenue. The

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

Additionally, our crews have been out painting crosswalks, bike lanes, and road lines.

With all of these projects occurring in our roadworks, the public should anticipate some minor detours and delays. There will be flaggers, one lane roads, and grooved pavement on some of these streets.

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

**City of Belfast
Consent Agenda
Tuesday, May 21, 2024
Meeting #22**

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

9) Permits, Petitions and Licenses - Consent Agenda

A. Request to approve the following applications for a Victualer License renewal, due to expire May 31, 2025.

WDQ Inc.	d/b/a Belfast Dairy Queen
Zai Yong Zhu	d/b/a China One
Jennifer Whitson	d/b/a Crumbs Provisions
Courtney Sanders	d/b/a Daily Soup
Adam Roberson	d/b/a Dos Gatos Gastropub
Daniel Rock	d/b/a Fon's Kitchen
Frank D. Hazeltine	d/b/a Frank D. Hazeltine American Legion Post 43
Connie Bragdon	d/b/a Randall Collins VFW Post 3108
Raymelle Moody-Guthrie	d/b/a The Moody Dog

Motion to approve the following applications for a Victualer License renewal, due to expire May 31, 2025.

WDQ Inc.	d/b/a Belfast Dairy Queen
Zai Yong Zhu	d/b/a China One
Jennifer Whitson	d/b/a Crumbs Provisions
Courtney Sanders	d/b/a Daily Soup
Adam Roberson	d/b/a Dos Gatos Gastropub
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Frank D. Hazeltine	d/b/a Frank D. Hazeltine American Legion Post 43
Connie Bragdon	d/b/a Randall Collins VFW Post 3108
Raymelle Moody-Guthrie	d/b/a The Moody Dog

B. Request to approve a Lunch Wagon License permit application by Jennifer Stewart d/b/a JC's On-A-Roll located at the Belfast Marina 15 Front Street, Belfast, Maine, license to expire on December 31, 2024.

Motion to approve a Lunch Wagon License permit application by Jennifer Stewart d/b/a JC's On-A-Roll located at the Belfast Marina 15 Front Street, Belfast, Maine, license to expire on December 31, 2024.

- C. Request to approve a Lunch Wagon License permit application by Matt Horwitz-Lee d/b/a Do Donuts located at 3 Main Street, Belfast, Maine, license to expire on December 31, 2024.**

Motion to approve a Lunch Wagon License permit application by Matt Horwitz-Lee d/b/a Do Donuts located at 3 Main Street, Belfast, Maine, license to expire on December 31, 2024.

- D. Request to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar and Grill for the Golden Eagle Dinner reception on May 16, 2024, from 4:00 p.m. to 10:00 p.m. located at the Belfast Yacht Club, 18 Spring Street, Belfast, Maine.**

Motion to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar and Grill for the Golden Eagle Dinner reception on May 16, 2024, from 4:00 p.m. to 10:00 p.m. located at the Belfast Yacht Club, 18 Spring Street, Belfast, Maine.

- E. Request to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar and Grill for the ME Council on Aging on May 14, 2024, from 4:00 p.m. to 7:00 p.m. located at the Belfast Yacht Club, 18 Spring Street, Belfast, Maine.**

Motion to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar and Grill for the ME Council on Aging on May 14, 2024, from 4:00 p.m. to 7:00 p.m. located at the Belfast Yacht Club, 18 Spring Street, Belfast, Maine.

- F. Request to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar and Grill for a Celebration of Life on May 18, 2024, from 12:00 p.m. to 5:00 p.m. located at the Belfast Yacht Club, 18 Spring Street, Belfast, Maine.**

Motion to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar and Grill for a Celebration of Life on May 18, 2024, from 12:00 p.m. to 5:00 p.m. located at the Belfast Yacht Club, 18 Spring Street, Belfast, Maine.

- G. Request to approve an application for 10 coin operated machines for Bowen's Tavern LLC d/b/a Bowen's Tavern located at 181 Waterville Road, Belfast, ME.**

Motion to approve an application for 10 coin operated machines for Bowen's Tavern LLC d/b/a Bowen's Tavern located at 181 Waterville Road, Belfast, ME.

- H. Request to approve a Facility Use Application by RunBelfast for use of the Rail Trail for the annual PAWS 5K race on Saturday, June 15, 2024, from 7:00 a.m. to 10:00 a.m.**

Motion to approve a Facility Use Application by RunBelfast for use of the Rail Trail for the annual PAWS 5K race on Saturday, June 15, 2024, from 7:00 a.m. to 10:00 a.m.

- I. Request to approve a Facility Use Application by RunBelfast and the Belfast Rotary Club for use of City streets for the annual Bug Run 5K walk/run race on Saturday, August 17, 2024, from 7:00 a.m. to 10:00 a.m.**

Motion to approve a Facility Use Application by RunBelfast and the Belfast Rotary Club for use of City streets for the annual Bug Run 5K walk/run race on Saturday, August 17, 2024, from 7:00 a.m. to 10:00 a.m.

- J. Request to approve a Facility Use Application by Waterfall Arts for use of Heritage Park sidewalks and Harbor Walk for the annual Chalk Walk on Saturday, September 28, 2024, from 9:00 a.m. to 5:00 p.m.**

Motion to approve a Facility Use Application by Waterfall Arts for use of Heritage Park sidewalks and Harbor Walk for the annual Chalk Walk on Saturday, September 28, 2024, from 9:00 a.m. to 5:00 p.m.

9. H, I + J



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: May 21, 2024
RE: Event/Facility Use Requests

The City of Belfast Parks and Recreation Department is presenting the following annual events for the City Council's May 21 Consent Agenda. These events have been reviewed by the Parks and Recreation Commission at their May 9, 2024 meeting, and these annual events do not have any major changes.

9. H

1. RunBelfast and PAWS are proposing their annual Paces for PAWS 5K, which is held along Belfast Rail Trail. Parking for runners is at the Depot parking lot, and runners will utilize the porta-johns already in place. They do request a police officer be on-hand along City Point Road for the check-in and race start along City Point Road (Depot Station). Their Certificate of Insurance will be coming shortly. **Only a facility request approval is needed.**

9. I

RunBelfast and the Belfast Rotary Club are proposing the 15th Annual Bug Run 5K Run/Walk on Saturday, August 17. The set-up and start of this event is within and beside Belfast Common, and the race is actually run several Belfast city streets and along the Armistice Bridge as shown on the accompanying map. They do request a police officer be on-hand for the start of the race. The Certificate of Insurance will be coming shortly. **Only a facility request approval is needed.**

9. J

2. The 8th Annual Chalk Walk is scheduled for Saturday, September 28 with a rain date of Sunday, September 29. This annual event is held on the sidewalk of the Heritage Park and Harbor Walk. Waterfall Arts, the sponsoring organization, places their tent in the grass in front of French & Webb. They utilize the path leading from Front Street into Heritage Park and down the hill toward the harbor, and the small sidewalk that breaks off the downhill section as it heads back toward Steamboat Landing Park. **There is no fee to waive, only a facility approval is needed at this time.** We will need to collect their Certificate of Insurance if approved.



**Request to use Facilities
Belonging to the Citizens of the City of Belfast**

It is the general policy of the City of Belfast 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, including all streets, roads, easements and rights of way. 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 and whom you represent?

Leonard Kalinowski / PAWS

2. What facilities would you like to use or what permissions are you seeking with respect to property owned by the Citizens of Belfast? Please be specific

Belfast Rail Trail

3. What dates and times do you wish to have this event? June 15, 2024 / 07:00-10:00 a.m.

3a. Do you have a rain date and if so when? N/A

4. Will you want to put up banners or signs? (If so where and the dates the signs will be put up and taken down) N/A

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

N/A

6. Please describe this event in detail. If there is a schedule then attach it and explain it here.

Annual Paces for PAWS 5K: Set up 07:00-08:30a.m.; start time 08:30a.m. from Depot end of trail;

all runners and walkers should finish by 09:30a.m.; clean up 09:30-10:00a.m.

City of Belfast - Facilities Request Form

7. How many people do you expect? 100-120

8. Will you be charging admission to this event? Yes: Registration fee for runners

9. Will you be selling things at this event? Yes

If so what? Event t-shirts

10. Will any alcohol be served or consumed at this event? (If yes provide details) N/A

11. 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?)
N/A

12. Will you be renting spaces to vendors on City Property? N/A

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

N/A

14. Will you have insurance in the amount of \$1,000,000 that also names the City of Belfast as an “ additional named insured party” to hold the City harmless from any and all injuries that may occur as the result of any negligence on your part in conducting this event?
Yes; policy to be forwarded, separately

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

See Item 14, above

16. Noise: What kind of noise do you expect to generate at this event and during which specific periods of time? Fans; mostly at the start and finish area

17. How do you propose to handle garbage removal? Paws will collect and dispose of any and all garbage

City of Belfast - Facilities Request Form

18. How do you propose to handle parking? Depot parking lot

19. How do you propose to handle security? N/A

20. How do you propose to handle the need for restrooms? Trail port-a-potties

21. What is your plan/need for electricity or water? N/A

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

N/A

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

Leonard Kalinowski / 207-218-4049 (Home) / leonard_kalinowski@yahoo.com/ RunBelfast

Jan Abendroth/ 207-542-5455 / jan@pawsadoption.org / PAWS

What specific City services or assistance are you asking for? _____

Department

Service Requested

City Manager _____

Police Continue "gentleman's agreement" to have an available officer on City Point Road

Fire/Ambulance _____

Parks One garbage cans with liner (Depot terminus of Rail Trail)

Public Works _____

Harbor _____

Planning (Maps) _____

Cable TV _____

City of Belfast - Facilities Request Form

Please draw a diagram of the area your proposing to use and how it will be laid out

Route map attached

2 Attachemnts

1. Current insurance policy
2. Route map

ADMINISTRATIVE COMMENTS (Internal City use only)

City Manager's Office _____

City Clerk's Office _____

Police Department _____

Fire/Ambulance Department _____

Parks Department _____

Public Works Department _____

Harbor Master _____

Boat House Coordinator _____

Planning Department _____

Other Notes: _____

Paces For Paws 5K



**Request to use Facilities
Belonging to the Citizens of the City of Belfast**

It is the general policy of the City of Belfast 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, including all streets, roads, easements and rights of way. 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 and whom you represent?

Leonard Kalinowski / Belfast Rotary Club

2. What facilities would you like to use or what permissions are you seeking with respect to property owned by the Citizens of Belfast? Please be specific

The streets (some of them) of Belfast

3. What dates and times do you wish to have this event? August 17, 2024 / 07:00-10:00 a.m.

3a. Do you have a rain date and if so when? N/A

4. Will you want to put up banners or signs? (If so where and the dates the signs will be put up and taken down) Two banners: August 3 to 17, 2024

State Farm Insurance, Northport Ave and Woodrow Lane / Private property, just south of Mill Lane on Hwy 1

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

N/A

6. Please describe this event in detail. If there is a schedule then attach it and explain it here.

15th Annual Bug Run 5K Run/Walk: Set up 07:00-08:30a.m.; start time 08:30a.m. from Belfast Commons;

all runners and walkers should finish by 09:30a.m.; clean up 09:30-10:00a.m.

City of Belfast - Facilities Request Form

7. How many people do you expect? 100-120

8. Will you be charging admission to this event? Yes: Registration fee for runners

9. Will you be selling things at this event? No

If so what? _____

10. Will any alcohol be served or consumed at this event? (If yes provide details) N/A

11. 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?)
N/A

12. Will you be renting spaces to vendors on City Property? N/A

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

N/A

14. Will you have insurance in the amount of \$1,000,000 that also names the City of Belfast as an “ additional named insured party” to hold the City harmless from any and all injuries that may occur as the result of any negligence on your part in conducting this event?
Yes; 2023 Certificate of Liability attached (to be renewed July 2024)

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

Lockton Companies, LLC-K Chicago, 312-669-6900

16. Noise: What kind of noise do you expect to generate at this event and during which specific periods of time? Fans; mostly at the start (Belfast Commons) and finish (Yacht Club)

17. How do you propose to handle garbage removal? Rotary will collect and dispose of any and all garbage

City of Belfast - Facilities Request Form

18. How do you propose to handle parking? Belfast Commons and city parking areas

19. How do you propose to handle security? N/A

20. How do you propose to handle the need for restrooms? Belfast Commons and
Belfast Harbor Fest port-a-potties

21. What is your plan/need for electricity or water? N/A

22. Have you spoken to the neighbors in the area of this event and discussed, traffic, noise, parking etc with them?
N/A

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

Leonard Kalinowski / 207-218-4049 (Home) / leonard_kalinowski@yahoo.com

Ed Varney / 207-462-1367 (Mobile) / epvarney@gmail.com

What specific City services or assistance are you asking for? Note: Identified services may be duplicated in Belfast Harbor Fest's facilities request

Department

Service Requested

City Manager _____

Police Continue "gentleman's agreement" to have an available officer at start

Fire/Ambulance _____

Parks 20 cones (Front and Spring Streets); two garbage cans with liners (Commons);
two barricades (Union and Miller)

Public Works _____

Harbor _____

Planning (Maps) _____

Cable TV _____

City of Belfast - Facilities Request Form

Please draw a diagram of the area your proposing to use and how it will be laid out

Route map attached

2 Attachemnts

- 1. 2023 Certificate of Liability
- 2. Route map

ADMINISTRATIVE COMMENTS (Internal City use only)

City Manager's Office _____

City Clerk's Office _____

Police Department _____

Fire/Ambulance Department _____

Parks Department _____

Public Works Department _____

Harbor Master _____

Boat House Coordinator _____

Planning Department _____

Other Notes: _____



Facilities Use Request City of Belfast, Maine

EVENT: Belfast's Eighth Annual Chalk Walk _____

DATES: 9/28, 9/29 raindate.

EVENT REPRESENTATIVE: Bridget Matros

PROPOSED LOCATION/AREA TO BE USED: Heritage Park walkways, downtown sidewalks

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

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

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

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

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

If any of the following questions do NOT apply to your event simple write

N/A (not applicable) in the space provided. Thank you.

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

Bridget Matros 617 448 0614 bridget@waterfallarts.org with Waterfall Arts

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

Same as in past, Waterfall has a tent on the grass, artists working all day on pavement. Will add portable PA for quiet music.

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

Chalk on half of the walkway, heritage park to the harbor walk.

chalk on sidewalks in town with business owner's ok.

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

Sat Sept 28, raindate Sept 29 if possible . Artists start at 9am, we pack up between 4 and 5.

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

No

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

No

7) How many people do you expect? **200 over the course of the day**

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

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

No

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

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

Yes

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

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

giggling, people yelling at their kids, talking, music from PA speaker or a busker.

16) How do you propose to handle garbage removal? n/a _____

17) How do you propose to handle parking? n/a _____

18) How do you propose to handle security? N/a

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

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

I would like to access the outlet by the dock (southern end of park)

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

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

Bridget Matros 617-448-0614

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



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 *Bridget Matros* Date: 3/21/24

Printed Name: Bridget Matros



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 Harbor
Small Boat Yard
Memo to City Council

RE: Presentation of SMALL BOAT YARD PROPOSAL
TO: Belfast City Council
FROM: Small Boat Yard Steering Committee
DATE: City Council Meeting May 21, 2024

Goals

- Propose Small Boat Yard to City Council
- Answer Council's questions and/or record for follow up
- Record Council suggestions and requirements
- Obtain Council approval for Small Boat Yard trial in 2024

Background

On November 30, 2023 the City of Belfast Harbor Advisory Committee hosted a public meeting to discuss better ways for small, motorless rowing and sailing boats (boats too large for the kayak racks) to have ready access to the Harbor. Later Harbor Committee discussions concluded that adding dock floats isn't viable at this time. Since January the preferred plan has been to provide a dry land holding area as near as possible to the City's public launch ramp.

Four experienced Belfast rowers (Clark Staples, Steffanie Pyle, Leigh Dorsey, and Bill Burford) formed an ad-hoc steering committee. The steering committee met regularly to develop low-cost ideas for providing reasonable Harbor access to an underserved segment of boaters and attended Harbor Committee meetings as needed.

On February 20th, the steering committee met with Harbor Master Kathy Given and Joe Taft of the Maine Coast Heritage Trust, to propose locating a Small Boat Yard at the east end of the Sequoia's former spot, between French & Webb and the Harbor Walk. Though the City owns this property, the original Heritage Park Conservation Easement won't allow this type of use. With the support of both the Harbor Committee and Front Street Shipyard, the area now proposed is a section of the City's gravel lot that borders on the east wall of Front Street's Building 5 and the Harbor Walk.

Packet Contents

- Small Boat Yard Proposal and diagram
- Survey results from interested boaters
- Small boat examples
- Statement of support

Respectfully submitted by:

Clark Staples
Leigh Dorsey
Bill Burford
Steffanie Pyle

Belfast Harbor
Small Boat Yard
PROPOSAL
May 21, 2024

Most rowing boats and small sailboats are too big to be kept on the kayak/canoe racks, and too vulnerable to be moored in the Harbor. Slip space around the Harbor is expensive. We propose an area on dry land where small boats that are used regularly during the boating season can be kept close to the City Boat Ramp.

1. Location and Season

- Proposed area is a 48' x 80' rectangle in the gravel parking lot, situated ca. 10 feet east of Front Street Shipyard's Building 5. (see attached diagram).
- Water access will be via the City Boat Ramp and the beach east of it.
- Land access from the Small Boat Yard to the City Boat Ramp will be via Harbor Walk pedestrian walkway.
- Small Boat Yard season will be roughly April to October, following the schedule for installation and removal of the City docks.

2. Physical Features

The area is currently graveled. We propose the Small Boat Yard remain graveled and be enclosed by a single-rope fence with high-visibility stanchions. The enclosure will be constructed so rope sections can be unclipped to allow boat access along the perimeter. Signs will be installed on the enclosure stating the purpose of the area and contact information to apply for a space. No Parking signs will be installed on selected stanchions to insure space for boats to safely enter and exit the Small Boat Yard.

3. What boats are allowed?

The Small Boat Yard will be for non-motorized sailboats or rowboats that can be hand-launched by members of its crew. Most of these boats will require a hands-on launching dolly. The Harbor Master will make final decisions on whether a boat belongs in the Small Boat Yard or on the canoe/kayak racks.

4. Who gets a space in the Yard?

Anyone who wants a space in the Small Boat Yard must complete an application provided by the Harbor Master, who will also oversee assignment of spaces. If there are more applications than spaces, spaces will be assigned by lottery, and waiting list alternates will be assigned spaces as they become available. If a payment is not made before the application deadline, the space will be offered to an alternate. If a boat owner must give up their space, they must contact the Harbor Master and an alternate will be contacted. Alternate's payment will be due before their boat can be placed in the Small Boat Yard.

Belfast Harbor
Small Boat Yard
PROPOSAL
May 21, 2024

5. Cost

Fees will be based on the size of the craft. We propose using an 8' x 8' grid system to establish fees. The Harbor Master will determine how many 8' x 8' squares a boat requires. Each square will cost \$30.00, with partial squares charged at full rate. For example, a 20' long 4' wide row boat would require 3 grid squares and cost \$90.00 for the season. This system allows the Harbor Master to keep track of how much space remains as the area fills up, and where each boat will fit. One or two spaces may be offered free for public service uses; for example, a student club or school program with an adult sponsor as coxswain or skipper.

6. Rules

1. Safety, courtesy, cooperation.
2. Boats, Small Boat Yard, and surrounding area will be kept in good order.
3. Boats will display identification stickers provided by the Harbor Master.
4. Boat owners will complete a contract like that for the canoe/kayak racks and will be subject to similar regulations and responsibilities.
5. Pedestrians have right-of-way on Harbor Walk and associated areas.
6. Boats will be secured off the ground on a stable structure or dolly.
7. Masts will be un-stepped when the boat is secured in Yard or moved on land.
8. All equipment (oars, spars, cushions, etc.) will be stowed neatly in the boat.
9. Boats will be kept free of standing water.
10. Only very minor repairs will be allowed (no sanding, painting, gluing, etc.).
11. No trailers, motors, or off-season storage.
12. All use of the Small Boat Yard is at the Harbor Master's discretion.

7. Timeline 2024

- May - Approve proposal, update management plan, application forms
- Jun - City repositions 2 granite blocks, volunteers provide signs & enclosure
Harbor Master accepts limited number of applications for Trial-run
Trial-run goes end-of-June through July, adjusted for Atlantic Challenge
- July - Publish remaining slots for use August through mid-October
- Aug - Open remaining boat slots for rest of season
- Oct - Close Small Boat Yard when docks come out
- Nov - Review and prepare for full season in 2025

8. Budget 2024

- Income Application fees paid to the City. (Earmark for 2025 Small Boat Yard)
Boat owners donate 2024 signs, enclosure, assist management
- Expense Minor relocation by City staff of 2 granite blocks by Harbor Walk
Otherwise, no funding is required from City

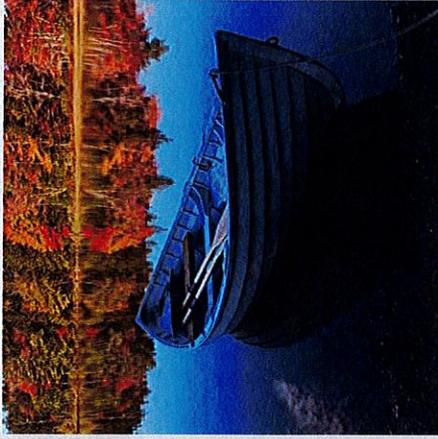
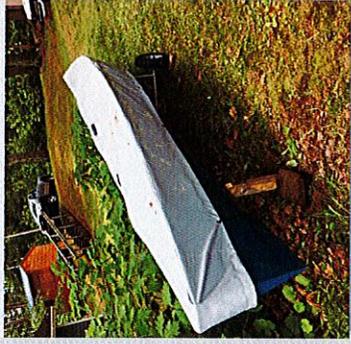
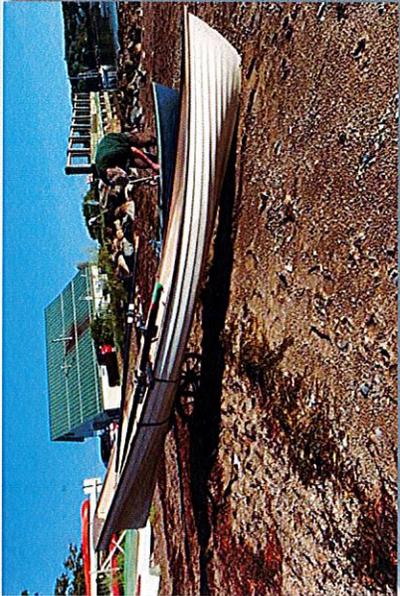


PROPOSED
DRY LAND AREA
FOR SMALL BOATS

1"=50'



Small Boat Examples



Small Boat Yard - Survey Responses

If a space like this were available, how likely would you be to use it?	How long during the season would you use it?	What are your boat's dimensions?	If not likely to use this space, why not? Choose all that apply.
Very likely	The whole season	32' x 50 inches	
Very likely	The whole season	21' x 5'	
Very likely	The whole season	19' x 3'	
Very likely	The whole season	18' x 4'	
Very likely	The whole season	18' x 2'	Cost
Very likely	The whole season	15' x 3.5'	
Very likely	The whole season	15.5' x 4.5'	
Very likely	The whole season	12' skiff, 23' sailboat	
Very likely	One-two months	12' sea kayak	
Very likely	The whole season	10'	
Very likely	The whole season	I row <u>Come Boating</u> gigs, on CB board	
Very likely	Not sure	No boat, I row with <u>Come Boating</u> .	
Very likely	Not sure	I row with <u>Come Boating</u> , an organization that could find the space helpful for temporary storage!	
Somewhat likely	The whole season	21' x 4'	
Somewhat likely	The whole season	I don't currently have boat that would fit.	
Somewhat likely	The whole season	16'x4'	Distance to boat ramp, My boat doesn't fit the criteria, I won't use it, but <u>I know people who would be interested</u> , Other
Somewhat unlikely	One-two months	17' x 4'	My boat doesn't fit the criteria
Somewhat unlikely			I won't use it, but <u>I know people who would be interested</u> .
Very unlikely	Not sure		I won't use it, but <u>I know people who would be interested</u> .
Very unlikely			Distance to boat ramp, I don't need a land space, My boat doesn't fit the criteria, I won't use it, but <u>I know people who would be interested</u> .
Very unlikely		No boat.	Other
Not sure	The whole season		I don't need a land space
Not sure	Not sure		I won't use it, but <u>I know people who would be interested</u> .



FRONT STREET SHIPYARD

May 6, 2024

Small Boat Coalition

Dear Steffanie:

This letter is written in support of the efforts to create a land-based storage area for the expanding rowing community in Belfast. I have been aware of the efforts of the coalition for a few years now in trying to find access to the water for the boats. While the Heritage Park option was clearly the best, the second option will work with just a bit more effort.

Front Street Shipyard is looking forward to working with the group to layout an area that works for everyone.

Very truly yours,

JB Turner
President
Front Street Shipyard

MEMO

To: Belfast City Council

From: Belfast Harbor Committee,
Joanne Moesswilde, Chair.

Regarding: Small boat storage proposal submitted by Stephanie Pyle for May 21 meeting.

The Belfast Harbor Committee has discussed the idea of a land based small boat storage area with a group interested in creating such an area for public use. Many people involved in this proposal attended the Harbor Committee sponsored public meeting in November 2023 where the idea emerged during public discussion. A subgroup formed after that meeting and they have attended several harbor committee meetings and have worked with the Committee throughout this past winter to develop this proposal. We support this idea and the submitted proposal and look forward to working with the Council and Stephanie Pyle to create such an area for the 2024 boating season and beyond.

The Harbor Committee will attend the Council meeting on May 21 to address any questions you may have regarding the proposal.

May 14, 2024

Memo to: Belfast City Manager, Erin Herbig

From: Katherine Given, Harbor Master

re: Council Agenda May 21, 2024

Request for an Occasional Use Contract to store kayaks and operate a kayak tour business

Ray Wirth & Leslie Gregory, dba Water Walker Sea Kayak, LLC have requested to operate a kayak tour business and store kayaks on City of Belfast property. Ray and Leslie's proposal is attached.

Both Ray and Leslie are registered Maine guides and have extensive experience with kayaking. They are planning to operate tours with groups of 2 – 10 people for a 2-4 hour time span with safety and rowing training provided. Kayak storage on City Property is requested so the kayaks don't have to be transported.

This request includes storing the kayaks on a rack which will be provided by Ray and Leslie. The preferred rack location is within the Heritage Park area, as indicated on the attached map. Other locations outside the Heritage Park area were very limited either because of lack of space, distance to carry the kayaks, or finding a user-friendly area to launch. Ray, Leslie, and myself contacted the Maine Coast Heritage Park Trust (MCHT) to determine if locating the rack in Heritage Park would be allowed.

Joe Taft, with the MCHT Commission, replied 'the rack and business would be allowable under the Heritage Park Conservation Easement (CE). MCHT has allowed other kayak racks to be installed on the Heritage Park CE, deeming them to be reasonably similar structures to those explicitly allowed on the property under the CE. Just as important, the size and siting of the proposed kayak rack has led MCHT to believe this is an allowable use of Heritage Park. The rack will only have a 36 square-foot footprint and the plans you sent show that this rack will be sited in a location that is unlikely to detract from the open character of Heritage Park that is protected under the associated CE. The Heritage Park CE does not contain a prohibition on commercial activity, so as long as this proposed commercial use will not detract from the property's availability for use by the general public this activity seems to be allowed. Lastly, the Heritage Park CE explicitly allows for signs to be located on the protected property, so the sandwich board display would be ok.'

I also spoke with our Parks and Recreation Director, Pam Salokangas about this proposal and location of the rack. Pam suggested the rack should not block the view of people using the park, but that it could be moved accordingly so it wouldn't do that. Otherwise she was OK with the proposed rack size.

The City does not currently have any commercial contracts with kayak tour businesses. The contract, if approved, would be an Occasional Use Contract, (typically used by charter vessels which do not stay on the dock overnight) which defines the operational dates and times, use of the City's facilities, provisions for signage, licenses, and insurance: General Liability and P&I minimum of \$1,000,000.00 and Property damage of \$500,000.00 with the City as an additional insured. Indemnity, termination, and disputes are also covered as with our Concession's Contract. The fee for the Occasional Use Contract for 2024 is \$350.00/season.

The Harbor Committee had no concerns or objections to this operation other than requesting Maine Coast Heritage Park Trust approval for the rack location.

This request is for Council approval for the City of Belfast to enter into an Occasional Use Contract with Water Walker Sea Kayak, LLC, to operate a kayak tour business from City property.

Council approval is also requested for the location of the rack to store kayaks for Water Walker Sea Kayak, LLC, in the Heritage Park location as indicated on the map provided or as placed so it will not block the view of other park users.

Proposal for a Charter Contract – Kayak Tours in Belfast Harbor, Summer 2024

Requested by: Ray Wirth & Leslie Gregory, Water Walker Sea Kayak, LLC

Current date: 5/10/24

Dates of Operation: Tuesday afternoons and Friday mornings, June 4 through Aug. 23. Also on up to twelve other occasions based on requests for custom tours.

Licenses/Insurance: Ray and Leslie are Registered Maine Guides (Sea Kayaking) with training in Wilderness First Aid. We have been in business for 26 years. Our company has outfitter liability insurance through United Insurance of Fort Kent. We will obtain an insurance rider and provide it to the City of Belfast.

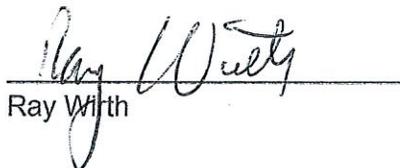
Details of our operation: We would like to offer kayak tours from the Belfast waterfront during a regular 2-4 hour time span twice a week (Tuesday afternoons and Friday mornings). The size of each group ranges from 2 - 10 participants and is likely to average 4 participants. Before each tour, we spend approximately 30 minutes on shore orienting participants to the equipment and reviewing safety and paddling technique. Our tour routes would be along shorelines and our aim will be to minimize time in the boating channel.

Details of our request: We are requesting:

1. City of Belfast permission to base our operation at Heritage Park. (Maine Coast Heritage Trust has already granted their approval.)
2. On-site storage for up to four tandem kayaks and up to two single kayaks.
3. Permission to put up a sandwich board advertising our tours
4. Use of the park to do safety briefings and to launch and take out.
5. Note: We would like to construct a 6' x 6' x 5' kayak storage rack (l x w x h) in the style similar to those already used by the town and place it in the location indicated on the attached map.

Thank you for considering our request!


Leslie Gregory

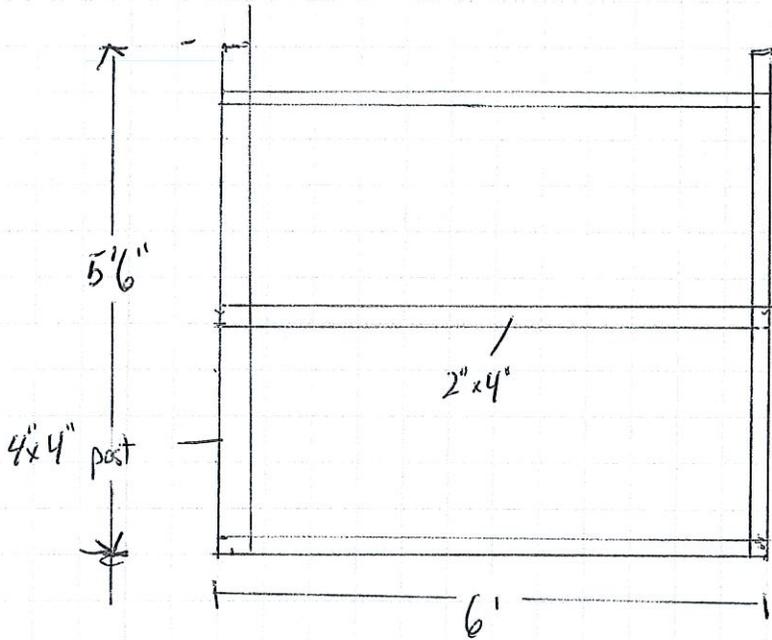

Ray Wirth

Water Walker Sea Kayak, LLC
730 W Main Street, Monroe, ME 04951
207-513-0157

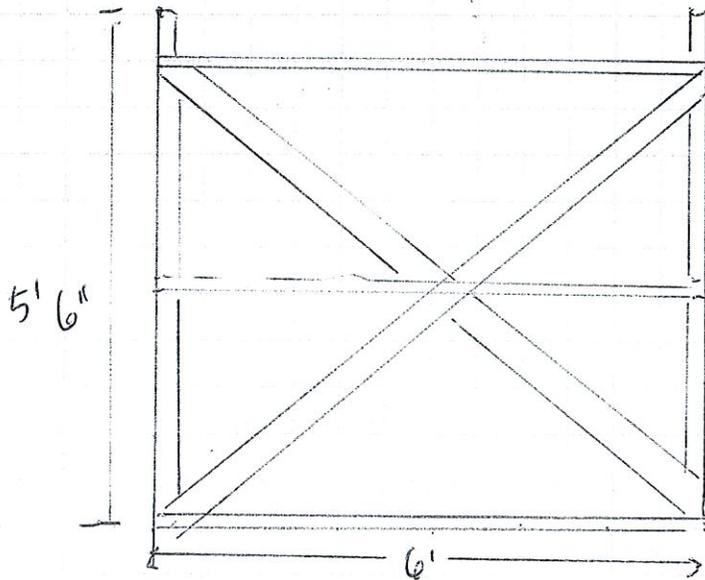
www.touringkayaks.com

info@touringkayaks.com

Plan for 6' x 6' Kayak Storage Rack



End
view



Side
view



Property Information
 Property ID 011-144
 Location 25 FRONT ST (HERITAGE PARK)
 Owner BELFAST, CITY OF



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

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

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

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

10.C

May 14, 2024

Memo to: Belfast City Manager, Erin Herbig

From: Katherine Given, Harbor Master

re: Council Agenda May 21, 2024

Request for a Concessions Contract to operate a rowing lessons business

Leigh Dorsey is requesting a Concessions Contract with the Harbor Department to operate a rowing lessons business called 'Rowing to Wild', from City of Belfast owned docks. Leigh's proposal is attached.

A Concessions Contract with the City of Belfast Harbor Department allows the vessel to berth on the docks overnight, the location to be determined by the Harbor Master, for a period of time between May 15th and October 15th or when the floats are available to rent. The cost for commercial vessels for the 2024 season is \$65.00/ft/season. Signage shall be allowed as well as brochures and other marketing material. All proper licenses and inspections are required. General Liability and P&I insurance in the amount not less than \$1,000,000.00 and property damage of not less than \$500,000 .00 with the City named as an additional insured are required. Other provisions including indemnification, termination, disputes, etc. are also included. This is the same contract used by the charter operations using City of Belfast docks.

The proposal for this business requests dock space for a 32' rowing vessel which can carry 4 rowers and 1 guide. Both operators of the vessel are registered Maine guides and very experienced rowers. Dock space is requested in part because the vessel's length and weight make frequent launching by trailer difficult.

Dock space is very limited at both the Belfast City Landing and Thompson's Wharf and a permanent berth may not be available this season, but I explained that we may be able to accommodate the business if the owners/operators could be flexible with using dock space as it becomes available during the season, which they agreed to.

The Harbor Committee will review this proposal at their May 15th regular meeting. I will convey to the Council the Harbor Committee's recommendations at the Council meeting on May 21st for their consideration.

Based on the Council's review, I would like to ask the Council to approve the City of Belfast entering a Concession's Contract with Leigh Dorsey dba Rowing to Wild, LLC. For the 2024 season.

Rowing to Wild LLC

Leigh Dorsey

Co-owner

59 Swan Lake Ave
Belfast, ME 04915
207-505-0051
rowingtowild@gmail.com

Belfast Harbor Advisory Committee

131 Church St
Belfast, ME 04915
207-338-1142
harbormaster@cityofbelfast.org

March 25, 2024

Dear Belfast Harbor Advisory Committee,

I intend to launch a new rowing adventure business in Belfast during the summer season of 2024. We will offer both group and private rowing lessons in Belfast Bay during the summer months. The group lessons will use a 32' wooden rowboat that my partner Dameon Colbry built in 2022, which can carry 4 rowers and 1 guide, who serves as the coxswain and instructor. Dameon and I are both Registered Maine Guides with the Sea Kayak/Paddlesports Classification.

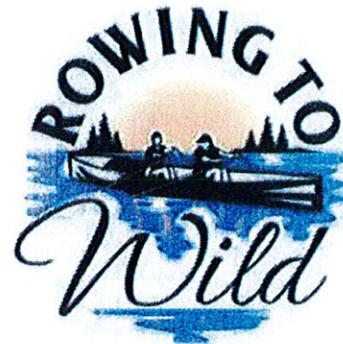
Because of the length and weight of this rowboat, frequent trailering & launching is somewhat impractical. Rowing to Wild LLC is seeking commercial dock space at Thompson's Wharf for our boat MERISUSI, which is 32' long with a 4'2" beam and a draft of approximately 14".

I understand that there is a long wait list but would like to be added to the list nonetheless and keep our fingers crossed. Please let me know if need any additional information.

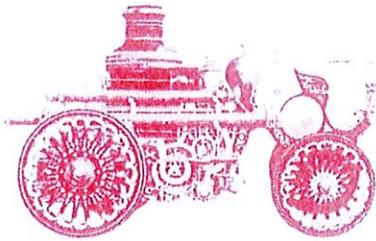
Sincerely,



Leigh Dorsey



10.D



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

5/6/2024

Honorable Mayor Sanders

Belfast City Councilors

City Mgr. Herbig

Re; New Ambulance

The city of Belfast currently has 3 ambulances in service. Rescue 1 is the oldest as 2017 and has 130,000 miles, Rescue 4 is 2019 and has 80,000 miles and Rescue 2 is 2021 with 30,000 miles. All 3 ambulances have corrosion issues on the patient compartments, Rescue 4 and Rescue 1 have electrical issues that are being dealt with constantly. Rescue 4 is in the worst condition as far as corrosion and electrical issues. Rescue 4 and Rescue 2 were purchased as remounts, this meaning that it was a used patient compartment and a new chassis.

New ambulances are nearly 2 years until completion for a new order and prices keep increasing. Recently requests for bids were advertised and sent to 3 different dealers with response from 2. Autotronics in Bangor and Sugarloaf Rescue Vehicles in Wilton. Both dealers are in Maine.

Autotronics in Bangor submitted bids for two different brand ambulances, one for a Demers, (\$337,500) and one for a Braun, (\$382,300). Both very nice apparatus.

Sugarloaf Rescue Vehicles submitted one for a PL Custom, (\$341,483.99).

There is a \$3,983.99 difference between the 2 lowest bids. After reviewing the specifications of both, I recommend accepting the second lowest bid for a PL Custom ambulance from Sugarloaf Rescue Vehicles, (\$341,483.99).

The time frame for both brands to be manufactured is nearly the same, 1 ½ to 2 years to completion. PL Custom has a lifetime electrical warranty, the Demers is 5 years. This alone is worth the \$3,900 difference. The Demers ambulance had a few other negative features that didn't coincide with requested specifications such as touch screen control panels, rooftop climate unit, a shorter bench seat inside the patient compartment and no side window. PL Custom met all the specifications as requested.

Most new ambulances now are constructed from aluminum, thus reducing the problems of corrosion. Both the PL Custom and Demers ambulances are of aluminum construction and rated as 30-year patient boxes, that would afford us the ability to remount our own patient compartments in the future.

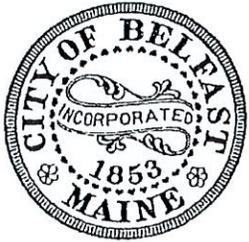
Currently there is \$366,786 in the Ambulance capital reserve fund from which I recommend expending the funds from. As soon as there is an ambulance chassis delivered from Ford Motor Company, we will have to pay an initial fee for that. All remaining costs will be due upon project completion and delivery.

Sugarloaf Rescue Vehicle PL Custom cost, \$341,483.99.

If you have any questions, please feel free to ask. Thank you for this consideration.

Patrick Richards

Fire Chief/Ambulance Director



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

E-mail: cityclerk@cityofbelfast.org

Tel: (207) 338-3370

Fax: (207) 338-6222

**Belfast Fire Department
Ambulance
Bid Opening
April 30, 2024, at 10:00 a.m.**

Present at the opening: Angie Crosby Belfast City Clerk, Patrick Richards Belfast Fire Chief, Debbie Heath

There was a total of three (3) bid envelopes submitted as follows:

Sugarloaf Ambulance
411 U S Route 2 East
Suit A
Wilton, ME 04756

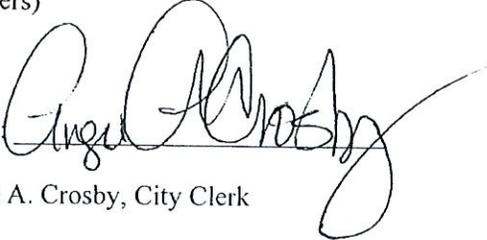
Total Price: \$341,483.99

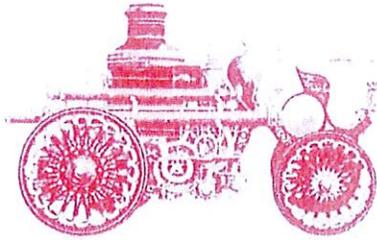
Autotronics
PO Box 535
Madawaska, ME 04756

Total Price: \$410,800.00
(Braun)

Total Price: \$337,500.00
(Demers)

Attest:


Angie A. Crosby, City Clerk



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

5/9/2025

Honorable Mayor Sanders

Belfast City Councilors

City Mgr. Herbig

Re; Fire Department Pickup Truck replacement

The Fire Department needs to replace the 2016 Chevrolet Pickup truck used by the Fire Chief. The current pick up is facing rust and corrosion, electrical/ computer and transmission issues. Current mileage is 80,000.

A recent Request for proposals/invite to bid was advertised and gained 3 bid proposals. Quirk Auto Group and Oconnor GMC, both in Maine and Legacy Brothers Inc from Georgia submitted bids. Quirk Auto Group submitted the lowest bid of \$45,511 for a 2024 Ram pickup truck, which is not in stock and must be ordered, and there is no time frame available for delivery. O'Connor GMC submitted a bid of \$49,029 for a 2024 Chevrolet pick-up that is in stock, ready for delivery and exceeds the specifications. Legacy Brothers Inc has submitted a bid of \$78,450.50 for a 2024 Ford Pickup truck.

I would request your permission to except the bid proposal from O'Connor GMC for the 2024 Chevrolet pick-up, \$49,029. There is a \$3,518 difference between their proposal and Quirk Auto Groups. O'Connor's proposed vehicle exceeds the required specifications and is in stock ready for delivery. There is no estimated time of delivery for the Ram from Quirk's, and it will be an order from the factory.

Options that exceed the requirements are an upgraded interior package that includes power options and a navigation system, off road suspension system and a Heavy-duty Allison automatic transmission. All these options far exceed the \$3,518 difference. The upgrade in the transmission and suspension will benefit when towing the rescue boat, ATV, emergency response trailer, responding to wildfires and plowing snow.

A package to complete the requested vehicle with emergency lighting, radios and decals will be near \$12,000.

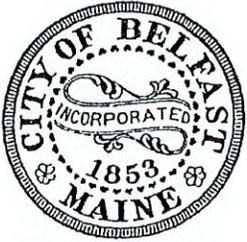
Currently in the Fire Department equipment capital reserve account (210-537) is \$441,299. I would recommend the funds to pay for this purchase be expended from this account.

2024 Pick-up truck from O'Connor GMC	\$49,029
Radios, emergency lighting, decals	\$12,000
Total project price	\$61,029

I am happy to answer any questions. Thank you for this consideration.

Patrick Richards

Fire Chief/Ambulance Director



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

E-mail: cityclerk@cityofbelfast.org

Tel: (207) 338-3370

Fax: (207) 338-6222

**Belfast Fire Department
Pickup Truck 2024
Bid Opening
May 7, 2024, at 10:00 a.m.**

Present at the opening: Angie Crosby Belfast City Clerk, Patrick Richards Belfast Fire Chief, Representative from O'Connor's

There was a total of three (3) bid envelopes submitted as follows:

Quirk

PO Box 1386
Bangor, ME 04402

2024 Ram 2500 Tradesman 4x4 Crew Cab

Price: \$68,410.00

Trade in Value: \$22,899.00

Total: \$45,511.00

Legacy Brothers, INC.

407 Peterson Ave W
Douglas, GA 31533
1-772-577-1816
Micah Trexler

2024 F250 SRW 4x4 Crew Cab

Price: \$78,450.50

Trade in Value: \$4,000.00

Total: \$74,450.00

O'Connor Autopark

188 Riverside Drive
Augusta, ME 04330
207-622-6336
Jeremy Parker

2024 Chevy Silverado 2500HD 4WD Crew Cab

Price: \$64,029.00

Trade in Value: \$15,000.00

Total: \$49,029.00

Attest:

Angie A. Crosby, City Clerk

10.F through 10.L



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: May 14, 2024
RE: Event/Facility Use Requests and Bench Request

The City of Belfast Parks and Recreation Department is presenting several Facility Use Requests/Waiver Requests, which have been reviewed by the Parks and Recreation Commission at their May 9, 2024 meeting, and require Council's consideration for waiver requests. Additionally, we have one bench installation request to present as well.

Event/Facility Requests

10.F

The first facility request is for the Belfast Senior Organization/Belfast Senior Center, who are returning to the Belfast Boathouse for the summer season of 1x/week Senior Center activities. This group is requesting use of the Boathouse every Tuesday from 9 AM-3:30 PM to include set-up, event, and clean-up, and is requesting the annual waiver as a partnered organization with the Parks and Recreation Department. **Their rental would be \$180/day in the Prime Season and \$140 in the Shoulder Season, for an approximate rental value of \$4,420.** If a permanent location was established for this group, they would be able to unpack all of their supporting materials, games, holiday event décor, kitchen supplies, and more.

10.G

The Captain Albert Stevens Elementary School is requesting a fee waiver for their annual field trip to City Park on June 17. **They will utilize the City Park grounds, pavilion, and beach area, and have requested a waiver from the \$25/2 hr. rental fee for the pavilion. Their rental is 9:30 AM-1:30 PM and has a value of \$50.**

10.H

The Little River Church is requesting space for their KidsZone, an accompanying activity to the Arts In The Park event held Saturday-Sunday, June 29-30. This has become an annual event that provides parents with children an option for kids to play while a parent shops at the Arts In The Park vendor area. This activity is a complete donation by the Little River Church and overseen by Heather Susee. **This event utilizes the Heritage Park grounds and requires use of limited electricity for the bounce houses,**



Memo to City Manager

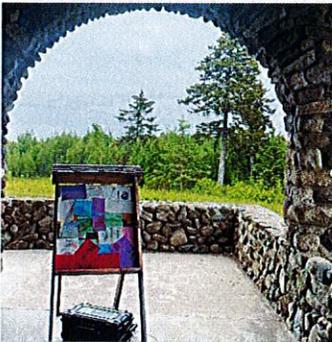
May 14, 2024

Page 2

and Little River Church is requesting to be insured by the City of Belfast, which according to the applicant, has been a past practice. My recommendation is to follow the same protocol—the church would insure itself for this event and provide an additional insured to the City of Belfast.

10. I

The Coastal Mountains Land Trust has been sponsoring the Community Art Cart along other trails in the greater Belfast area; and for this summer, they proposed to host the Community Art Cart on the Armistice Bridge where the Harbor Walk ends and transitions to the Belfast Rail Trail. This cart would be placed out of the way of pedestrians and cyclists, next to an information sign, which would provide them with an anchor for a security cable. The Community Art Cart would be in place May 25-September 30, and would be monitored by the Coastal Mountains Land Trust staff and the Waterfall Arts staff to include re-stocking supplies, removing art when full, inspecting for damage and/or vandalism, checking for weather issues, and to take photos of the art that is placed on the cart. The cart was previously installed at the Beech Hill Preserve in Rockport and Fernalds Neck Preserve in Lincolnville. Two photos follow, and we are looking for an approval for the location from City Council.



10. J

Maine Celtic Celebration is scheduled for the weekend of July 20-21 with Friday, July 19 scheduled as a staging/set-up date. The organizers have completed their application for use of the Belfast Boathouse at a reduced rate and for the use of Steamboat Landing Park and Belfast Common. They have requested access to water and electrical service, and barricades, cones, trash barrels, and possibly help with trash collection by Parks and Recreation Staff if available. The additional contribution by the City to this event is the Saturday night Fireworks. **In past years, a reduced rate of \$540 was provided to them for use of the Belfast Boathouse, and they requested that again this year, so a partial waiver is being requested.** They have already paid the \$540 rental fee and the \$250 security deposit that we are now collecting from all large events, and their Certificate of Insurance is on file. **The value of their rental would actually be \$1,980 without a waiver request. To honor their request for staffing assistance, the City would need to approve approximately \$300 in overtime for department staff to be available for two trash pick-ups during the Saturday portion of the event.**

10. K

The Window Dressers have requested use of the Belfast Boathouse for the dates of November 4-25 from 8:30 AM-5 PM. This is a daily rental across 22 days that bumps the Belfast Senior Organization/Belfast Senior Center from their 1x/week activity to include their regular meal service, and this use precludes any other meetings or rentals or holiday celebrations. Additionally, there have been

Memo to City Manager

April 30, 2024

Page 3

documented issues with the cleanliness of the boathouse after this rental, and that directions have not been followed regarding care of the floor, and the required clean-up post event. **The group has had a 100% waiver in the past and has not paid a security deposit from the records available. The value of this rental using the Shoulder Season rates would be \$6,300 using the current fee schedule. If the City Council is considering this rental to include a 100% waiver again, Parks and Recreation requests a higher security deposit in the amount of \$500 which would allow us to deep clean the building and concentrate on cleaning the floor so that we can finish out the rental year in a clean space.**

10-L

The final request is for a Donor Bench installation along the Harbor Walk. Ms. Meg Pease would like to sponsor Donor Bench in honor of family member, Carson Pease. The supporting documentation that was submitted with this memo tells the backstory about Ms. Carson Pease and why the location works well for the family. This would be a typical 6' bench installation on a poured concrete slab to confirm with other donor bench installations (same bench style and color scheme) along the Harbor Walk. The bench and donor plaque would be purchased by the donor and installed by the Parks and Recreation Department. If approved, the Parks and Recreation Director will work with the Donor for the plaque text and order the supplies for an early- to mid-summer installation, based on the plaque creation and shipping time.



Facilities Use Request City of Belfast, Maine

EVENT: Meetings of the Belfast Senior Organization/Belfast Senior Center

DATES: Tuesdays **EVENT REPRESENTATIVE:** Gloria Guyette
BelfastSenior@gmail.com

PROPOSED LOCATION/AREA TO BE USED: Belfast Boathouse

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?
Gloria Guyette, cell:603-498-9317, BelfastSenior@gmail.com, Trustees of the Belfast Senior
Organization

2) Describe in detail the nature of this event (What are you planning on?):
Seniors gather to play table games, do puzzles, have lunch provided free by the Belfast Soup Kitchen,
have speakers, programs, and socialize.

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.

Belfast Boathouse

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

Tuesdays from 9:30 to 3 pm weekly

10 AM - 3 PM @ his for group

Dec 7/23, 7/30, 8/6, 8/13, 11/5, 11/12, 11/19, 12/17, 12/24
Cats
May 7 start - Dec. ending (may change)
?

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

N/A

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

7) How many people do you expect?

25-30

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

No

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

Where? - Attach MAP _____

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^{XX} _____

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?

Yes, currently on file with the City

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

Champoux Insurance Group

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

With a possible musical program the noise will be people talking.

16) How do you propose to handle garbage removal?

As advised by the City

17) How do you propose to handle parking?

Parking should not be an issue.

18) How do you propose to handle security?

We watch for new senior/visitors and ask them to sign-in.

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

Has never been an issue.

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

We have an electric coffee and tea pot. Water would be required for these beverages.

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

No

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

Chris E. Mattson, 1-315-632-1272, Chris E. Mattson@yahoo.com

Danny Eichman, 1-207-832-1359, Hey-Swooby_Doe@hotmail.com

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



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 *Gloria Guyette* Date: 4-15-2024

Printed Name: Gloria Guyette for the Trustees of the Belfast Senior Organization

RSU #71
Captain Albert W. Stevens Elementary School
31 Elementary Avenue
Belfast, ME 04915

Dr. Ashley Reynolds, Principal
areynolds@rsu71.org
Tel: 207-338-3510
Fax: 207-338-3558

Julie Sanborn, Asst. Principal
jsanborn@rsu71.org
Tel: 207-338-3510
Fax: 207-338-3558

May 14, 2024

To Whom It May Concern,

Please accept this request for a rental fee waiver for the pavilion at City Park for the date of June 17th, on behalf of the Kindergarten and First Grade team at the Captain Albert Stevens School.

Students would utilize the pavilion to store their belongings while they enjoyed the playground and explored the beach, and to eat their lunch before the return to school. We appreciate your consideration of this request.

Sincerely,

Ashley Reynolds

Dr. Ashley Reynolds, Ed.D
Principal, Captain Albert Stevens School
RSU 71



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

EVENT: End of the year celebration for K and 1

DATES: Monday June 17 **EVENT REPRESENTATIVE:** Shirley Kelley and Carrie MMacleod Macleod

PROPOSED LOCATION/AREA TO BE USED: Pavilion, playground and beach 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 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?

Shirley Kelley and Carrie Macleod 338-3510. Captain Albert W. Stevens Elementart School Belfast

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

Enjoying the playground fun, beach combing-discovery and picnic lunch

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.

Pavilion at the City Park, playground

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

Monday June 17 9:45 ish until 1:15 ish

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

7) How many people do you expect?

45-50 Children staff and parents

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)

Where? - Attach MAP no

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^X_____

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.

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?

Check on the high school insurance??

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?

lots of laughter and chatting

16) How do you propose to handle garbage removal?

Use your facilities or bring back to school

17) How do you propose to handle parking?

The bus and parents can park down below near the Ocean front

18) How do you propose to handle security?

Staff and parents on hand

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

Use your public bathroom

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

None

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

No

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

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.



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:



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 Shirley E Kelley Carrie Macleod Date: April 17, 2024
Shirley E Kelley Carrie Macleod

Printed Name: _____



Facilities Use Request City of Belfast, Maine

EVENT: Kid Zone

DATES: June 29-30 EVENT REPRESENTATIVE: Heather Susee

PROPOSED LOCATION/AREA TO BE USED: The grassy park space next to the little library

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?

Heather Susee, 930-5482, berean2000@hotmail.com, Little River Church

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

We will provide two bounce houses, face paint, popcorn, snow cones, corn hole, bubbles, sidewalk chalk

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

The grassy lawn on the Harbor Walk next to the little library

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

June 29 and 30, 9:00 a.m. - 4:00 p.m. with clean up time

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?

We would like to have three electric hook ups and to be insured by Parks and Rec, like we did previously

7) How many people do you expect?

20 volunteers + foot traffic

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

All items and services will be provided for free.

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

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?)

N/A

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

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

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?

Parks and Rec has graciously insured our city events in the past.

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

N/A

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

Low noise level

16) How do you propose to handle garbage removal?

We will have our own trash bags on site and our volunteers will clean the area afterwards

17) How do you propose to handle parking?

N/A

18) How do you propose to handle security?

Volunteers will monitor the safety of the bounce houses

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

Participants are welcome to use public facilities

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

We will need to power the two bounce houses and a popcorn machine. We request three electric sources

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

N/A

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? Heather Susee, 930-5482, berean2000@hotmail.com

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

Electric hook ups and insurance

Department

Service Requested

City Manager

Police

Fire/ Ambulance

Parks

X

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 Heather Susee Date: April 23, 2024

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:



French & Webb Inc

Carved Heads in Old Pier by Ron Cowan

Belfast Harbor Walk

Heritage Park

Bounce 2

Carroll's

Show Cars & pep gear

JCS OF-A-Roll Fast Food

Print



Facilities Use Request City of Belfast, Maine

EVENT: Community Art Cart, Armistice Bridge

DATES: late May-September, 2024 **EVENT REPRESENTATIVE:** Maeve Cosgrove, Coastal Mountains Land Trust

PROPOSED LOCATION/AREA TO BE USED: Intersection of Armistice Bridge and Harbor Walk; the art cart would be installed at the edge of the walkway, near a row of benches, where it can be secured to the base of a sign post.

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?

Maeve Cosgrove, Membership & Outreach Coordinator, 207-236-7091, maevec@coastalmountains.org

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

For the past year and a half, we've been collaborating with Waterfall Arts to maintain a community art cart (or "mini kiosk") that travels from preserve to preserve providing folks with free art supplies and encouraging them to create and then display art pieces.

We'd like to request to install the cart along the Belfast Rail Trail where the Harbor Walk ends. I have included photos to demonstrate what it looks like at other installations.

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.

Armistice Bridge where it intersects with Harbor Walk.

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

May 25-September 30, 2024

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. Staff, interns, and volunteers will monitor the cart for supplies, vandalism, general inspections, etc.

7) How many people do you expect?

100+ to interact and make/post art at the Art Cart.

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)

Where? - Attach MAP No

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?)

N/A

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

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

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?

N/A

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

N/A

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

N/A

16) How do you propose to handle garbage removal?

Garbage receptacles already in place in the area.

17) How do you propose to handle parking?

Parking already available at the trailhead.

18) How do you propose to handle security?

The Art Cart will be secured to the base of a sign post and will be monitored frequently. The supplies are available for use by the public.

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

Porta-johns are already available at the trailhead.

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?

N/A

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?

I will oversee this project, and our team of staff, interns, and vols. will assist.

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

N/A



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: May 9, 2024

Printed Name: Maeve Cosgrove



Facilities Use Request City of Belfast, Maine

EVENT: Maine Celtic Celebration

DATES: July 19-21, 2024 EVENT REPRESENTATIVE: Christine Murphy

PROPOSED LOCATION/AREA TO BE USED: Belfast Common, Steamboat Landing, Boat House

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.

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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?

Bob MacGregor 207-323-2154, Treasurer, Maine Celtic Celebration

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

Annual music festival that includes food and craft vendors, games and other special events related to our Celtic Heritage.

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.

Belfast Common, Steamboat Landing and the Boat House

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

6 am Friday July 19 for set up of stages and tents, through noon Monday July 22 for removal of stages and tents

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

Front Street between Miller Street and Commercial Street from 6 am Friday, July 19 through 10 am Monday July 22

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

The Board and volunteers of the Maine Celtic Celebration

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

Yes. We typically borrow power distribution boxes, barricades, trash barrels from the City, and ask that the City schedule and provide fireworks from the footbridge at 9pm Saturday. Also, new this year, if the City could in anyway assist us with trash removal (emptying trash barrels especially on Saturday, it would be a huge help to us.

7) How many people do you expect?

3-5,000 over the course of the weekend

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

Yes, we have food and craft vendors, the Celebration itself sells t-shirts and such, and we expect Front Street Pub to again provide their usual beer tent under separate application and license.

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

Where? - Attach MAP Front Street Pub will set up a beer garden in Belfast Common

By Whom: Name and Phone contact number:

Front Street Pub, Tina DeSanto 338-8900 They will apply for their own permit for this

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 yes No

If yes where do you propose they set up? (MAP Location) Belfast Common, Steamboat Landing, and along the closed portion of Front Street

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

Food and craft vendors. Fees range from \$200-350, including a surcharge for electrical use and any water hookup

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

Yes

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

Mike Giles or someone from Atlantic Insurance in Belfast

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

Amplified music Friday from about 5-8pm, Saturday from about 10 am-9 pm, Sunday from about 10 am -5pm

16) How do you propose to handle garbage removal?

We rent dumpsters and have volunteers emptying trash barrels throughout the event, however ANY assistance

the City could provide would be appreciated

17) How do you propose to handle parking?

Parking is wherever allowed legally on Belfast streets and in city parking lots.

18) How do you propose to handle security?

We monitor the site while open to the public, vendors are responsible for their own property

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

We provide rented portable toilets around the property

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

We will need access to the city's electrical and water supplies for the event, as well as the use of distribution boxes, which we also rent

as needed from Justin Reynolds

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

In the past we have and we seem to be accepted and welcomed each year

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?

Christine Murphy is President, she can provide a list 207-975-5242

23) Are you requesting any services from the City? Be specific on the services you are asking for
Any help with trash pick up, especially Saturday, would be a huge help

Department

Service Requested

City Manager

Police

Fire/ Ambulance

Parks

Boat house keys, access to water and electrical service

Public Works

Barricades, cones, trash barrels (as many as possible!), and help with trash Saturday if possible

Harbor

Other? Fireworks Saturday at 9pm sponsored and arranged by the City

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 Robert MacGregor Date: 3/27/24

Printed Name: Robert (Bob) MacGregor



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:

**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**).

RPM	4/30/24
_____ Renter's Initials	_____ 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.

RPM

Renter's Initial

3/27/24

Date

RENTAL AGREEMENT FOR BOATHOUSE

Name of Business, Organization or Individual Renter: Maine Celtic Celebration, Inc

Mailing Address: PO Box 122

(This address will be used to return any refunded monies)

City, State and Zip Code: Belfast ME 04915

Telephone: 2073232154 Alternate Telephone: _____

Email: kilndry@kilndry.com

Rental Date(s): July 19-21, 2024 Rental Time*: 9 am Friday -9 am Monday

*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: 12pm Fri-6pm Sun Day(s) of Week: Friday, Saturday, Sunday

Type of Event: Music festival Number of People Attending Event: +/-2000

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 \$ 540.00 (this should be a **SEPARATE** check from your Security Deposit check)
RENTAL FEE DEPOSIT \$ 540
RENTAL FEE BALANCE DUE \$ 0 DUE ON DATE: N/A

SECURITY DEPOSIT (This should be a **SEPARATE** check)
AMOUNT \$ 250 DUE ON DATE: N/A

- **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.**

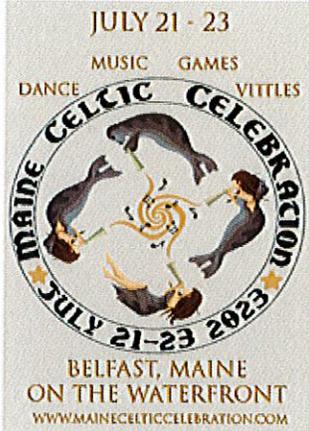
Cancellations: Must be in writing and will follow the schedule on the Rental Fee Schedule page.

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: Robert MacGregor Date: 3/27/24
Renter

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

owntown ELFAST



Belfast Free Library

HIGH ST

PEARL ST

MILLER ST

SPRING ST

Belfast CO-OP

Pendleton St

MAIN ST

UNION ST

COMMERCIAL ST

BELFAST COMMON

Vendors

CROSS ST

Federal St

FRONT ST

Main Stage

Harbor Walk

Steamboat Stage

STEAMBOAT LANDING

HERITAGE PARK

Belfast Boathouse

Town Landing

Map Key

- 1 - Donation Station
- 2 - MCC Store (Information & First Aid)
- 3 - Boathouse Workshops
- 4 - Children's Area
- 5 - Gaelic Football, Hurling Demos & Highland Heavy Games
- 6 - Artisan Village
- 7 - Cheese Roll Championships (sponsored by Pineland Farms Dairy)
- 8 - Dog Comfort Station

RENTAL AGREEMENT FOR BOATHOUSE

Name of Business, Organization or Individual Renter: WindowDressers ^{Local Coordinator:} (Linda Meadows)

Mailing Address: 16 Fort Point Cove Rd.
(This address will be used to return any refunded monies)

City, State and Zip Code: Stockton Springs, ME 04981

Telephone: (603) 280-6266 Alternate Telephone: _____

Email: belfastwindowinserts@gmail.com

Rental Date(s): (November) 11/24/24 - 11/25/24 Rental Time(s): 8:30 AM to 5:00 PM

Type of Event: Workshop - build insects Number of People Attending Event: 150 over entire event.

Actual Event Takes Place Times: 8:30 AM - 5:00 PM Day(s) of Week: Monday thru Sunday

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. In signing this agreement, you are saying that you accept 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. In 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 Belfast City Hall for approval two weeks in advance of the event. A copy must be sent to Zach Dozier at Belfast Parks and Recreation for review and approval belfastparksandrec@cityofbelfast.org. It is very important that the policy be in the amount of one million dollars and that the City of Belfast (not the Boathouse) 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: In 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 Zach Dozier, Rental Agent for the Boathouse, to authorize the date and time for you to 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 \$ ϕ (this should be a SEPARATE check from your Security Deposit check)
RENTAL FEE DEPOSIT \$ ϕ
RENTAL FEE BALANCE DUE \$ 0 **DUE ON DATE:** _____

-SECURITY DEPOSIT (This should be a SEPARATE check)
AMOUNT \$ _____ **DUE ON DATE:** _____

Note: In the past, The City of Belfast has provided us use of Boathouse for free, as we are a non-profit

- 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
 c/o Zach Dozier/ Belfast 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 24 hours or more rental, and \$75 for 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 & 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: Linda Meadows
 Renter

Date: 3/1/2024

Signed: Zach Dozier
 Belfast Boathouse, Rental Agent

Date: 3/14/24

Email: parksandrec@cityofbelfast.org

Tel.: (207) 338-3370 x 127 - Please Leave Message

**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** OT the Boathouse) 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).

LKM
Renter's Initials

3/1/2024
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

11. 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.
4. **Please note that the Belfast Boathouse is an unstaffed facility.**
5. Any additional cooking or catering equipment must be approved by the Rental Agent.
6. 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.
7. Any additional equipment, staging, non-traditional decorations must be pre-approved by the Rental Agent.
8. No vehicles are permitted inside the Boathouse.
9. 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.
10. 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.

LKM
Renter's Initial

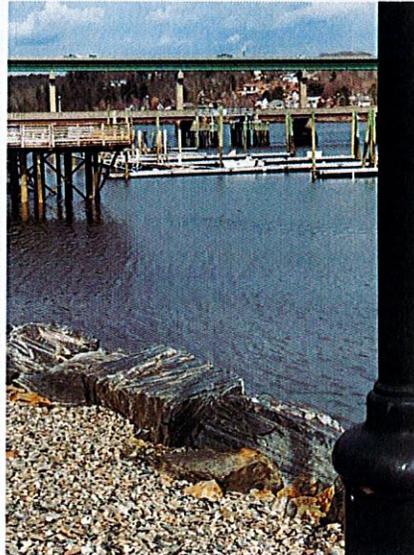
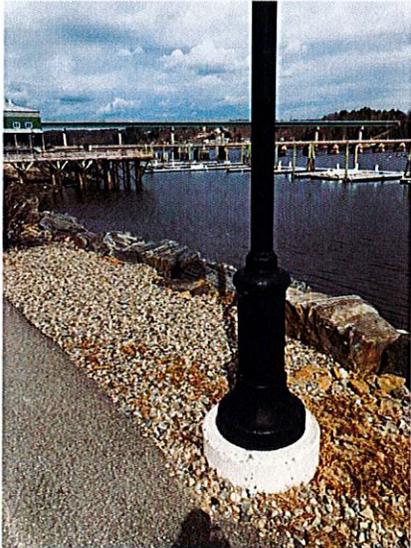
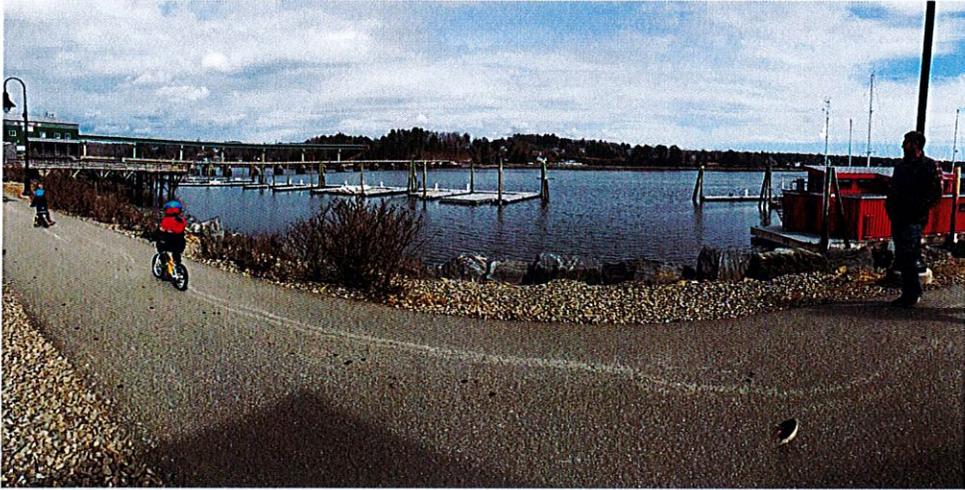
3/1/2024
Date

Proposal for Belfast Harbor Walk memorial bench for Carson Pease

My family is hoping to install a 6-foot memorial bench along the Harbor Walk in Belfast, in honor of my great-aunt Carson Pease, who passed away in November 2023. Carson and her wife Sandy were long-time residents of Belfast, having purchased their home on Robbins Road in the early 2000's. Carson loved Belfast; her most cherished pastimes were kayaking on the Passy, birdwatching along the Rail Trail and Harbor Walk, and sharing a meal with family and friends at one of Belfast's many restaurants.

I have attached photos of our preferred location for the bench. It is located between doors 4 and 4b at the boatyard, and there are no other benches in the immediate vicinity. Ideally, we would like to place the bench to the left of the lamp post, between the lamp post and the Rose Hips plant. This location is ideal because it looks out over the bridge, beyond which is Carson's house (and the route she would take when kayaking from the harbor back home). We can think of no greater way to honor her life than a resting spot overlooking her beloved Passy River.

Thank you for your consideration in this matter. We are so thankful for the Belfast community and all of the wonderful memories that Carson made with her loved ones there.



10.M



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: May 14, 2024

RE: Approval to submit a grant application to the State of Maine's Coastal Program and Municipal Planning Assistance Program, FY 2025 Coastal Community Grant/Shore and Harbor Planning Grant Programs for \$50,000 to complete a City Landing Infrastructure Facilities Resilience Design Study.

On March 19, 2024, the City Council approved submitting a Letter of Intent (LOI) to the FY2025 Shore and Harbor Planning Grant and the FY2025 Coastal Community Grant Program to fund a Community Climate Vulnerability Assessment and Cost Benefit Analysis at City Landing. On April 19, 2024, the city was notified that it was selected to submit a full application. Final applications are due on May 31, 2024, and awards are anticipated in July 2024.

In response to the significant impacts of recent storms experienced by Maine's coastal communities, the FY2025 Shore and Harbor Planning Grant and the FY2025 Coastal Community Grant Program are being combined into one grant program. The maximum grant award is \$50,000 and there is no match requirement for the FY2025 grant program. Funding for these planning grants comes from the Maine Coastal Program's annual grant from the National Oceanic and Atmospheric Administration. The combined FY2025 grant is intended to fund local or regional planning projects that support Maine Won't Wait: A Four-Year Plan for Climate Action and enable communities to become more resilient to unprecedented coastal storm impacts.

This project will build upon existing studies and provide the city with more specific designs to improve the resiliency of critical infrastructure at City Landing based on climate change predictions. The city intends to engage a consultant to evaluate mitigation measures to protect valuable harbor facilities and operations at City Landing, including but not limited to the breakwater, harbor office, piers, floats, and fuel pumps. The consultant will develop preliminary designs, estimate of costs, outline of permits required, a benefit cost analysis and next steps. A cost benefit analysis is required for any FEMA construction funds. The Climate, Energy and Utilities committee will work with staff and other committees to hold public outreach meetings, conduct surveys, and make recommendations to the Council to include in the final plan.

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

- 1) Approve the submittal of the City Landing Infrastructure Facilities Resilience Design Study grant application to Maine's FY 2025 Coastal Community Grant/Shore and Harbor Planning Grant Programs for \$50,000 to complete a community climate vulnerability assessment and cost benefit analysis; and to,
- 2) Authorize the City Manager to sign any all paperwork related to and necessary for the submission of this request.

10.N



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

Thomas Kittredge
Economic Development Director

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

From: Thomas Kittredge, Economic Development Director

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

For: Belfast City Council Meeting of Tuesday, May 21st, 2024

Regarding: Presentation from the Economic Development Director regarding a future City of Belfast Public Safety Building and a related \$1,500,000 Congressionally Directed Spending award.

As you likely are aware, the City of Belfast was previously notified (in December 2022) that it had been awarded \$1,500,000 in Congressionally Directed Spending (earmark) funding (which is also referred to as a Community Facilities Grant), that can be used towards the construction of a new City of Belfast Public Safety Building, which would be a single unified facility that would house the City's Ambulance, Fire, and Police Departments.

The City of Belfast has already authorized work to be performed that is in support of this future planned project, with the following activities focused on the City-owned property at 273 Main Street (the location of the City's current Ambulance and Fire Departments): 1) conducting a boundary survey and a wetlands delineation; 2) conducting geotechnical explorations, conducting laboratory testing of soil samples, and generating a geotechnical report; 3) conducting phase 1 and phase 2 environmental site assessments and an environmental media management plan (through/funded by Eastern Maine Development Corporation's Brownfields Assessment Program); and 4) conducting an assessment of the existing Ambulance and Fire Department facilities, and developing a site fit plan (not a full building design) for the future Public Safety Building (this work is currently in progress).

The United States Department of Agriculture, Rural Development (USDA RD) is the federal agency that has management/oversight of this Congressionally Directed Spending award. Though this City of Belfast has been already awarded these funds, with them being included in the approved Fiscal Year 2023 Omnibus Appropriations Bill, the City still has to technically apply for these funds in order to obligate (activate) these funds, even if the City is not yet ready to actually expend them. Economic Development Director Thomas Kittredge has been working with the relevant USDA RD project officer to get this award obligated by June 19th, 2024 and have it potentially qualify for a waiver from the Build America Buy America Act (BABAA). This process includes, but it is not limited to, an environmental review of, and a preliminary architectural report for, the proposed project, a statement regarding the proposed sources of other funding to be used (not a commitment of funding at this time) in the project, financial statements, compliance statements, as well as a public information meeting where interested parties can provide comments on the award and the project (very similar to a Community Development Block Grant public hearing).

The required public information meeting for this application will immediately follow.

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



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

Thomas Kittredge
Economic Development Director

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

From: Thomas Kittredge, Economic Development Director

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

For: Belfast City Council Meeting of Tuesday, May 21st, 2024

Regarding: Public Information Meeting regarding a \$1,500,000 Congressionally Directed Spending award for the City of Belfast for the purpose of financing a Public Safety Building.

For any Community Facilities Grant, such as the one that was awarded to the City of Belfast and which was presented in the preceding agenda item, where the applicant (the City of Belfast) is not required to obtain authorization by vote of its membership or by public referendum, to incur the obligations of the proposed loan or grant, they are instead required to hold at least one public information meeting. This meeting must give the citizenry an opportunity to become acquainted with the proposed project and to comment on such items as economic and environmental impacts, service area, alternatives to the project, or any other issue identified by Rural Development. The meeting minutes shall include any comments that are provided, whether positive or negative, and the minutes shall be signed and sealed by the organization's secretary.

The applicant is required, at least 10 days prior to this public information meeting, to post a public notice at the applicant's principal office and to notify Rural Development. The following public information meeting notice, which was posted on the City of Belfast's website on May 8th, 2024 and was posted on the public notice bulletin board at Belfast City Hall on May 9th, 2024, will need to be read aloud for the record at this time:



PUBLIC INFORMATION MEETING NOTICE
THE CITY OF BELFAST

The City of Belfast intends to file an application for Federal assistance with the United States Department of Agriculture Rural Development. This assistance is needed for the purpose of financing a Public Safety Building. Any interested party may attend a public information meeting, which will be held on Tuesday, May 21st, 2024, as part of the City of Belfast's regularly scheduled City Council meeting, which begins at 7:00pm on that date, at Belfast City Hall, 131 Church Street, Belfast, Maine. Public comments will be solicited at this public information meeting and will be submitted to the United States Department of Agriculture Rural Development as part of the meeting minutes.

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

10.P



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Thomas Kittredge
Economic Development Director

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

From: Thomas Kittredge, Economic Development Director

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

For: Belfast City Council Meeting of Tuesday, May 21st, 2024

Regarding: authorization of the City Manager to sign any and all documents necessary and related to this this Congressionally Directed Spending Award/Community Facilities Grant on behalf of the City of Belfast.

The two preceding agenda items concerned the presentation of a future City of Belfast Public Safety Building and a related \$1,500,000 Congressionally Directed Spending award (also known as a Community Facilities Grant), and the conducting of a required public information meeting in order to obligate that Congressionally Directed Spending award. As mentioned previously, Economic Development Director Thomas Kittredge is currently working with USDA RD in order to obligate this award by June 19th, 2024 in order to have it qualify for a waiver from the Build America Buy America Act, and that this process includes, but it is not limited to, an environmental review of, and a preliminary architectural report for, the proposed project, a statement regarding the proposed sources of other funding to be used (not a commitment of funding at this time) in the project, financial statements, compliance statements, and the previously held public information meeting.

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

1) Authorize the City Manager to sign any and all documents necessary and related to this this Congressionally Directed Spending Award/Community Facilities Grant on behalf of the City of Belfast.