



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Erin Herbig
City Manager

E-mail: citymanager@cityofbelfast.org

Tel: (207) 338-3370 ext. 110

Fax: (207) 338-2419

MANAGER'S REPORT
Belfast City Council Meeting
Tuesday, June 4, 2024

5:40 p.m. Committee Interviews

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 30, 2024

Agenda Items:

10-A Proclamation honoring Greater Bay Area Ministerium (GBAM) as the 2024 Belfast Spirit of America recipient.

Each year the City of Belfast is asked to pick a local person, project, or group to receive the Belfast Spirit of America Foundation Tribute for outstanding community service.

The Spirit of America Foundation is a 501(c)(3) public charity that was established to encourage volunteerism. It involves a Spirit of America Foundation Tribute to be presented in the name of any Maine municipality. The City's recipient will be formally recognized at the fall event

honoring all 2024 Spirit of America award winners throughout Waldo County at the Maine State House.

The City Council has selected GBAM as the 2024 Belfast Spirit of America recipient. GBAM is a non-profit ecumenical group of persons, representing a wide range of faith communities, working together to improve the lives of community members who operate out of the Belfast United Methodist Church, at 23 Mill Lane, Belfast. GBAM partners with the Good Shepherd Food Bank, the US Department of Agriculture, Waldo County Bounty, the Community Garden in Belfast as well as local farmers to supply nutritious food to their customers.

The mission of the GBAM Food Cupboard is to collect, store and distribute food and promote nutrition for those in need, in an atmosphere of dignity and respect, in which everyone has access to sufficient and nutritious food.

If approved by the City Council, Mayor Sanders will read the proclamation recognizing GBAM as the 2024 Belfast Spirit of America recipient.

Please see the attached draft proclamation (10-A) representative from GBAM will be present to accept the award.

10-B Presentation regarding the 2024 State-Approved Belfast Comprehensive Plan.

In 2019, the City of Belfast Comprehensive Plan began a plan update which consisted of two phases.

As part of phase one, the Committee began their work in 2019 by updating the previously drafted 2012 Plan to bring the plan up to date with recent data. This work also included revising the plan to be consistent with the State Growth Management Act. In June 2021, the updated Comprehensive Plan was adopted and approved by the State.

As part of phase two, in addition to updating the 2012 Comprehensive Plan, the Committee had been tasked to complete a full Comprehensive Plan update, which includes an updated vision for the City and an updated Future Land Use plan. The Comprehensive Plan has now been accepted by the State of Maine and can be viewed at City Hall or on the City website at:

<https://www.cityofbelfast.org/414/Comprehensive-Planning-Committee> .

Susanne Paul and Noel Musson of the Musson Group and members of the Comprehensive Planning Committee will give a short presentation that gives an overview of the plan and process. 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 hearing.

Please see the City of Belfast 2024 Comprehensive Plan at:

<https://www.cityofbelfast.org/414/Comprehensive-Planning-Committee>.

10-C Public Hearing regarding the 2024 State-Approved Belfast Comprehensive Plan.

NOTICE OF PUBLIC HEARING
BELFAST CITY COUNCIL
BELFAST COMPREHENSIVE PLAN

The Belfast City Council, at its meeting of Tuesday, June 4, 2024, beginning at 7:00 p.m. or as soon as practical thereafter, at Belfast City Hall, 131 Church Street, Belfast, Maine, shall conduct a Public Hearing regarding the new, state-approved Belfast Comprehensive Plan.

This new comprehensive plan was an intensive, multi-year effort led by the Belfast Comprehensive Planning Committee, in partnership with the City of Belfast, to update the 2012 Belfast Comprehensive Plan. The 2024 City of Belfast Comprehensive Plan was found consistent with Maine's Growth Management Act and approved by the State Municipal Planning Office on March 18th, 2024.

The new plan includes a vision statement, descriptions of community outreach performed during the process, existing and future opportunities for regional coordination, implementation strategies, a future land use plan, inventories of various state-required topic areas, and

recommendations for future actions. The plan identifies housing, mobility, and climate solutions as immediate priorities.

Printed copies of the full plan are available to read in person at City Hall or online at <https://www.cityofbelfast.org/414/Comprehensive-Planning-Committee>.

All persons wishing to make comments or ask questions about the new comprehensive plan are invited to attend this Public Hearing. Comments may be submitted in writing to: City of Belfast, 131 Church Street, Belfast Maine, 04915; or via email to: public@cityofbelfast.org by 12 noon on June 4, 2024.

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 City of Belfast 2024 Comprehensive Plan at:

<https://www.cityofbelfast.org/414/Comprehensive-Planning-Committee>.

10-D Council adoption of the 2024 State-Approved Belfast Comprehensive Plan.

The Belfast Comprehensive Plan has been found to be consistent with the Growth Management Act. State findings of consistency are valid for twelve years from the finding date. The City should consider this Comprehensive Plan to be consistent with the Growth Management Act until at least March 18, 2036. Future edits to formatting, grammar, non-substantive changes, and edits to incorporate the attached agency comments are well within your purview and do not require a resubmittal.

On behalf of the City of Belfast, I would like to take the opportunity to thank the Comprehensive Planning Committee Members Jill Goodwin, Thomas Fowler, Jonathan Beal, Syrena Gatewood, Anne Saggese, and Committee Chair John Carrick along with consultants Susanne Paul and Noel Musson of the Musson Group for their years of service to the community to guarantee the completion of this plan. The City of Belfast is fortunate to have these citizens serve on this committee, dedicating their time and expertise to ensure that we have a plan that helps us look at

the “big picture”, allowing us to explore opportunities and challenges and clarify the kind of community we would like to live and work in for years to come.

If approved by the City Council, City staff recommend that a motion be made to adopt the 2024 state-approved Belfast Comprehensive Plan.

Please see the City of Belfast 2024 Comprehensive Plan at:

<https://www.cityofbelfast.org/414/Comprehensive-Planning-Committee>.

Susanne Paul and Noel Musson of the Musson Group and members of the Comprehensive Planning Committee will be at the meeting to answer any questions.

10-E Request from the Wastewater Superintendent to approve a sewer abatement for the Deborah Lincoln House located at 60 Cedar Street.

On May 18, 2021, the City Council adopted a Sewer Abatement Policy. This new policy was adopted because there has been an increase in sewer abatements and a formal policy had never been memorialized. Both the City Clerk and Wastewater Superintendent recognized that in order for these resolutions to be most fair and equitable, a policy was necessary. As outlined in the policy, any abatement exceeding \$1,000 must be reported to and confirmed by the City Council prior to final approval and the processing of a correction or credit.

This abatement concerns the Deborah Lincoln House Inc. located at 60 Cedar Street. The organization received a usage bill for 41,100 cubic feet of water for the period of July through December 2023 and has requested an abatement with usage being attributed to a soaker hose for outside watering.

The water used in this process would not have entered the sewer system and historical usage data for the property is consistent with an average usage of 9,200 cubic feet. In turn, it is the

recommendation of Wastewater Superintendent Travis Jones to grant this abatement with the understanding that they would not be eligible for another abatement for the next three years and that the property should not utilize this watering equipment without installing an outside watering deduct meter.

The Wastewater Superintendent recommends that, if approved by the City Council, a motion is made to authorize the sewer abatement for The Deborah Lincoln House Inc. located at 60 Cedar Street for \$2,443.54.

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

10-F Request from the Wastewater Superintendent to approve a Sewer Abatement for Raymond Young located at 58 Searsport Avenue.

As mentioned in the previous item, the City Council adopted a Sewer Abatement Policy in 2021. As outlined in the policy, any abatement exceeding \$1,000 must be reported to and confirmed by the City Council prior to final approval and the processing of a correction or credit.

This abatement concerns Raymond Young's property located at 58 Searsport Avenue. Mr. Young received a usage bill for 43,100 cubic feet of water for the period of July through December 2023 and has requested an abatement with usage being attributed to at least one leaking fixture from a toilet that was discovered after an extended period.

The water lost through this leak was discovered in the cellar and did not enter the sewer system. It is the recommendation of Wastewater Superintendent Travis Jones to grant this abatement with the understanding that Mr. Young would not be eligible for another abatement for the next three years.

The Wastewater Superintendent recommends that, if approved by the City Council, a motion is made to authorize the Sewer Abatement for Raymond Young located at 58 Searsport Avenue for \$2,757.60.

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

10-G Request to approve a new Facility Use Application by the Belfast Soup Kitchen for use of Steamboat Landing Park for a fundraising event on Sunday, September 29, 2024, from 11:00 AM to 7:00 PM.

This event is a fundraising event for the Belfast Soup Kitchen, it is a free to the public event, but donation opportunities will be available. This event is planned to occur at Steamboat Landing Park on Sunday, September 29th with the event running from 12:00 PM to 6:00 PM and will host a musical entertainer, a cornhole tournament, possibly an axe-throwing activity, facepainting and food truck vendors will be on site.

The Facility Use Request has not been reviewed by the Parks and Recreation Commission as their next Commission Meeting is not until June 13, 2024. The Parks and Recreation Director has noted that the Annual Chalk Walk is scheduled to take place on the same day but does not feel that there is a conflict. The only request would be to ensure that the City receives the Certificate of Insurance from the Soup Kitchen prior to the event.

If approved by the City Council, the Parks and Recreation Director requests a motion be made to approve the new Facility Use Application by the Belfast Soup Kitchen for use of Steamboat Landing Park for a fundraising event on September 29, 2024, from 11:00 AM to 7:00 PM.

Please see the attached memo (10-H) 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 place an interpretive sign along an access path to the Harbor Walk that tells the story of the Sturgeon Mural.

In 2023, David Hurley completed the Sturgeon Mural. The final step to complete the installation is to install an interpretive sign that will provide the history behind the mural and its design and meaning, as well as provide information about the artist.

Due to recent storms that have impacted this area, Mr. Hurley has requested a relocation of the interpretive sign, which was originally to be placed on private property, to now be placed on City owned property next to one of the access trails to the Harbor Walk. The proposal is to place the sign on the south side of the path, facing the Belfast Yacht Club building guiding the public to the mural. The artist, sign maker and the Parks and Recreation Director walked the pathway and chose a location that should work well for all parties.

If approved by the City Council, Parks and Recreation Director Pam Salokangas requests a motion be made to approve the request to place an interpretive sign along an access path to the Harbor Walk, as presented.

Please see the attached memo (10-G) 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 for authorization to submit an application to the Bureau of Justice Assistance FY 2024 Byrne Discretionary Community Project Grants/Byrne Discretionary Grants Program.

In March of 2024, the City of Belfast learned that it had been awarded \$963,000 in Community Project Funding, more commonly referred to as an earmark, from the Office of Justice Programs/Bureau of Justice Assistance, Byrne Discretionary Grant Program. This funding is intended to be used to purchase Police Department-related equipment intended to be placed/installed in a future City of Belfast Public Safety Building.

Though the City of Belfast has already been awarded these funds, the City still has to technically apply for these funds in order to obligate or activate these funds. The next step in this process is for the City of Belfast to apply through the JustGrants platform by June 6th, 2024.

If approved by the City Council, Economic Development Director Thomas Kittredge requests that a motion is made to authorize the Director to submit an application for the City of Belfast's \$963,000 in Community Project Funding through the JustGrants platform; and authorize the City Manager to sign any and all documents necessary and related to this Community Project Funding on behalf of the City of Belfast.

Please see the attached memo (10-I) 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-J Request to consider approval of a Right of Way Encroachment Agreement for Jack's Grocery at 15 High Street Map 36 Lot 2.

The attorney representing owners of Jack's Grocery, Kevin and Molly Barrett, reached out to City staff regarding a recent survey that identified an existing encroachment of their building into Bell Street City right of way. To facilitate continued use of the building for the current and future owners, the enclosed Right of Way Encroachment Agreement has been generated by the property owner's attorney and reviewed by City Attorney Kristin Collins.

This building has been in this location for a long time and this agreement would allow continued use of the building and provide the City and property owner with appropriate means to deal with potential road maintenance, damage/loss of the existing structure, and liability protections.

If approved by the City Council, it is recommended that a motion is made to authorize the City Manager to execute a right of way encroachment agreement with Kevin and Molly Barrett regarding encroachment of the building known as Jack's Grocery into the Bell Street City right of way.

Please see the attached memo, encroachment agreement and survey (10-J) from Director of Code and Planning Bub Fournier. I will be at the meeting to present and answer any questions.

10-K Request to Approve a Central Maine Power Pole Permit Application for one new pole located on Northport Avenue.

Please see the attached Central Maine Power (CMP) Pole Permit Application (10-K) for one new pole on Northport Avenue. City Code Enforcement Officer Steve Wilson and Director of Public Works Bob Richards recommend the City Council approve this pole permit.

10-L Update from the City Attorney regarding boundary survey work being completed in coordination with the Town of Northport and Request to consider approval of a Memorandum of Understanding with the Town of Northport.

At the March 5th, 2024, Meeting, City Attorney Kristin Collins presented and the Council approved a request to authorize the City Attorney and City Manager, on behalf of the City Council, to collaborate with the Town of Northport in order to determine the physical location of the shared boundary between the two municipalities and to appropriate up to \$5,000 from #110-512 Legal Services to contribute to the cost of professional assistance as needed to survey.

As part of this presentation, the City Attorney will review a draft memorandum of understanding with the Town of Northport and recommends that a motion is made to authorize the City Manager to execute a memorandum of understanding with Town of Northport.

Please see the attached draft memorandum of understanding (10-L). City Attorney Collins will be at the meeting to present an update on the process and to answer any questions.

10-M Request to go into an Executive Session on a Legal Matter with the City Attorney pursuant to 1 M.R.S.A. 405 (6) E.

10-N Signing of Council Orders

On Monday, June 3rd, 2024, the City Council will begin budget hearings for the fiscal year 2024-2025 budget.

Each budget is a time of reflection on the year before and a look at what our priorities will be for the next year. With each budget, I find myself prouder of the work we have done together to lead our community through a time of exponential growth and change. I am confident the FY24-25 City of Belfast Budget that will ultimately be approved by the City Council will serve our municipality well as we navigate our way to a bigger and brighter future.

The proposed City Manager's budget can be found on the City website here:

<https://www.cityofbelfast.org/153/City-Budget>

And the City Manager's Budget Message can be found on the City website here:

<https://www.cityofbelfast.org/119/City-Manager>

The budget hearings have been scheduled as follows:

Budget Hearing Schedule FY 24-25 ***Other Scheduled Council Meetings**

Monday, June 3rd

6PM FY2024-25 Budget Hearings

6:00pm Budget introduction and overview
RSU and County Appropriations

6:30pm Library

7:00pm Airport

7:30pm Cable Television

8:00pm Economic Development

***Tuesday, June 4th**

7PM Regular Council Meeting

Monday, June 10th

6PM FY2024-25 Budget Hearings

6:00pm Public Works/Sidewalks/Trees/Road Construction/Street Lighting

7:00pm City Building Maintenance

7:30pm Boathouse

8:00pm Parks & Recreation

Tuesday, June 11th

6PM FY2024-25 Budget Hearings

6:00pm Planning & Codes/Planning & Zoning

6:30pm Assessing

7:00pm Cemetery

7:30pm Police/Animal Control/Crossing Guards/State Law Enforcement

Monday, June 17th

6PM FY2024-25 Budget Hearings

6:00pm Harbor

6:30pm City Clerk/Elections

7:00pm Transfer Station

8:00pm City Administration

***Tuesday, June 18th**

7PM Regular Council Meeting

Monday, June 24th

6PM FY2024-25 Budget Hearings

6:00pm Wastewater Treatment Plant

6:30pm General Assistance/Social Services

7:00pm Fire/Ambulance/EMA Director

8:00pm Hydrants/MMA Dues/Debt Services/Employee Benefits/Municipal Insurance/Reserve Fund

Tuesday, June 25th

6PM FY2024-25 Budget Hearings

6:00pm Misc. Promotionals/Social Services Agencies

6:30pm Revenues

7:00pm Executive Session on a Personnel Matter

Monday, July 1st

6PM FY2024-25 Budget Hearings

6:00pm Presentation from the City Assessor

6:30pm Capital Projects

***Tuesday, July 2nd**

7PM Regular Council Meeting

Monday, July 8th

6PM FY2024-25 Budget Deliberations

Tuesday, July 9th
6PM FY2024-25 Budget Deliberations

***Tuesday, July 16th**
7PM Regular Council Meeting
Public Hearing, Budget Approved by Council

**City of Belfast
Consent Agenda
Tuesday, June 4, 2024
Meeting #23**

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.

Carlos Laurel	d/b/a Bay Wrap
Douglas Johnson	d/b/a Belfast Community Co-op
Bridget & Michael Bowen	d/b/a Bowen's Pizzeria & Deli
Daniel Jones	d/b/a Laan Xang Café
The Otis Group	d/b/a Rollie's Bar & Grill
Wind Tracy	d/b/a Satori Belfast

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

Carlos Laurel	d/b/a Bay Wrap
Douglas Johnson	d/b/a Belfast Community Co-op
Bridget & Michael Bowen	d/b/a Bowen's Pizzeria & Deli
Daniel Jones	d/b/a Laan Xang Café
The Otis Group	d/b/a Rollie's Bar & Grill
Wind Tracy	d/b/a Satori Belfast

B. Request to approve a Lunch Wagon License permit application by Judi Bisceglia d/b/a Za'spresso "Little Italy Bus" located at Front Street Shipyard 101 Front Street, Belfast, Maine, license to expire on December 31, 2024.

Motion to approve a Lunch Wagon License permit application by Judi Bisceglia d/b/a Za'spresso "Little Italy Bus" located at Front Street Shipyard 101 Front Street, Belfast, Maine, license to expire on December 31, 2024.

- C. Request to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar and Grill for the MaineBiz afterhours event on May 23, 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 MaineBiz afterhours event on May 23, 2024, from 4:00 p.m. to 10:00 p.m. located at the Belfast Yacht Club, 18 Spring Street, Belfast, Maine.

- D. Request to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar and Grill for the Senior College reception on May 29, 2024, from 4:00 p.m. to 8:00 p.m. located at the Belfast Boathouse, 34 Commercial 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 Senior College reception on May 29, 2024, from 4:00 p.m. to 8:00 p.m. located at the Belfast Boathouse, 34 Commercial 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 Judge Murrury retirement reception on May 30, 2024, from 4:00 p.m. to 8:00 p.m. located at the Waldo County Shrine Club, 20 Northport Ave., Belfast, Maine.**

Motion to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar and Grill for the Judge Murrury retirement reception on May 30, 2024, from 4:00 p.m. to 8:00 p.m. located at the Waldo County Shrine Club, 20 Northport Ave., Belfast, Maine.

- F. Request to approve a new application for a Special Amusement Permit for Bowen's Pizzeria & Deli LLC d/b/s Bowen's Pizzeria & Deli for Live Music, DJ, Karaoke, all Live Entertainment, and dancing at 181 Waterville Rd., Belfast, Maine, interior only.**

Motion to approve a new application for a Special Amusement Permit for Bowen's Pizzeria & Deli LLC d/b/s Bowen's Pizzeria & Deli for Live Music, DJ, Karaoke, all Live Entertainment, and dancing at 181 Waterville Rd., Belfast, Maine, interior only.

G. Request to approve the Election Warrant from the City Clerk for the June 11, 2024, Regional School Unit #71 Budget Referendum Election.

Motion to approve the Election Warrant from the City Clerk for the June 11, 2024, Regional School Unit #71 Budget Referendum Election.

H. Request to approve a Facility Use Application by the Cornerspring Montessori School for use of Steamboat Landing Park and gazebo for their annual End-of-Year Celebration on Friday, June 7, 2024, from 8:00 a.m. to 11:00 a.m.

Motion to approve a Facility Use Application by Cornerspring Montessori School for use of Steamboat Landing Park and gazebo for their annual End-of-Year Celebration on Friday, June 7, 2024, from 8:00 a.m. to 11:00 a.m.

9.H



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 28, 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 June 4 Consent Agenda. Some of 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.

The Cornerspring Montessori School submitted a request for their annual End-of-Year Celebration to be held on June 7, 2024, at Steamboat Landing Park, and specifically at the gazebo within the park, from 8-11 AM. The event kicks off at 9 AM, and it runs for approximately 1.5 hrs. The school has requested access to the gazebo's electricity for their speaker system. The school's Certificate of Insurance is already on file. Due to the timing of this request and the actual event, the Parks and Recreation Commission have not reviewed this event since their next meeting is on June 13. **Only a facility use request approval is needed.**





rec'd 5/13/24

Facilities Use Request City of Belfast, Maine

EVENT: Cornerspring Montessori School End of Year Celebration

DATES: June 7, 2024 **EVENT REPRESENTATIVE:** Sue Beemer, Head of School

PROPOSED LOCATION/AREA TO BE USED: Steamboat Landing

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?

Sue Beemer 338-5800, suebeemer@cornerspringmontessori.com; Head of School, Cornerspring

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

The school community gathers at 9 am to honor each child, sing songs and listen to graduate speeches. We use the lawn and gazebo. The event takes about 1.5 hours. Families may linger afterwards to enjoy a picnic on the lawn

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.

Steamboat Landing and the Gazebo

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

June 7, 2024 8 am - 10:30 am

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?

N/A

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

Use of electricity at the Gazebo for a speaker system

7) How many people do you expect?

150

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?)

No

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

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

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

N/A

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

Yes

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

Sally Miles, Allen Agency

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

Speaker system for speeches

16) How do you propose to handle garbage removal?

Should be no garbage with this event

17) How do you propose to handle parking?

Parents will park in lots and on the street in available parking areas

18) How do you propose to handle security?

No need for security

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

If needed, parents and children will use available porta potties

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

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

No, usually not an issue

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?

Sue Beemer; cell #413-822-7955

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

None

Department

Service Requested

City Manager

Police

Fire/ Ambulance

Parks

Electrical service at the Gazebo in Steamboat Landing

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 Susan J. Beemer Date: 5/7/24
Printed Name: Susan J. Beemer



PROCLAMATION

This proclamation recognizes the Greater Bay Area Ministerium (GBAM) as the recipient of the 2024 Belfast Spirit of America Award.

WHEREAS: Greater Bay Area Ministerium and its volunteers have demonstrated dedicated service to the people of Belfast, and the greater Belfast Community.

WHEREAS: Greater Bay Area Ministerium in partnering with the Good Shepherd Food Bank, the US Department of Agriculture, Waldo County Bounty, the Community Garden in Belfast as well as local farmers supplies healthy food to their customers.

WHEREAS: Greater Bay Area Ministerium collects, stores, and distributes food all while promoting nutrition for those in need.

WHEREAS: in an atmosphere of dignity and respect, in which everyone has access to sufficient and wholesome food.

WHEREAS: Greater Bay Area Ministerium and their volunteers are committed to provide food assistance to the people of Waldo County.

WHEREAS: Greater Bay Area Ministerium is a trusted and valuable resource for those who may experience a food emergency.

NOW THEREFORE, in the form of a motion the Belfast City Council has selected the Greater Bay Area Ministerium as the recipient of the 2024 Belfast Spirit of America Award, and thanks them for their years of service to our community.

IN WITNESS WHEREOF, I hereunto set me hand and seal this 4th day of June, 2024.

Mayor Eric Sanders

Councilor Mary Mortier

Councilor Neal Harkness

Councilor Brenda Bonneville

Councilor Chris Bitely

Councilor Paul Dean

10.E

OLVER ASSOCIATES INC.

ENVIRONMENTAL ENGINEERS

MEMO

From: Travis Jones, Olver Associates Inc.

Cc: City of Belfast

Date: May 28, 2024

Re: Sewer Abatement for The Deborah Lincoln House Inc. at 60 Cedar St.

This memo outlines an abatement request for The Deborah Lincoln House Inc. (DLH) at 60 Cedar St. The DLH received a usage bill for 41,100 cubic feet of water for the period of July through December 2023. Candy Curry, Administrator for DLH, has requested an abatement with the usage being attributed to a soaker hose for outside watering.

An email from Mrs. Curry states that a soaker hose was used to water a garden on the side of the house during this billing period. The water used in this process would not have entered the sewer system. Mrs. Curry has requested an abatement in the total of \$2443.54 which is equal to 31,900 cubic feet for the July through December 2023 billing cycle.

The historical usage data for the property is fairly consistent, so the average of the previous 5 billing cycles were used to figure the abatement. This average usage was 9,200 cubic feet. The abatement amount was arrived at by the following calculation: The total actual use of 41,100 cubic feet subtracted by the previous average use of 9,200 cubic feet leaves the requested abatement amount of 31,900 cubic feet. It is the opinion of the Wastewater Department to grant this abatement with the understanding that The Deborah Lincoln House Inc. would not be eligible for another abatement for the next three (3) years and that the property should not utilize this watering equipment without installing an outside watering (deduct) meter.

We submit this abatement request and our findings for the City Council's consideration and potential approval.

Thank you.

CITY OF BELFAST, MAINE
WASTEWATER TREATMENT FACILITY
ABATEMENT REQUEST SUMMARY

Date: 5/20/24

REQUEST FOR ABATEMENT OF SEWER CHARGES

Name: THE DEBORAH LINCOLN HOUSE INC.

Address: 60 CEDAR ST

Phone: 207-338-1554

Wastewater Account #: 52

Amount of Abatement Requested: \$ 2,443.54

Cubic Feet of Water to be Abated: 319 HCF

Reason for Abatement Request: SOAKER HOSE USED THROUGHOUT SEASON

Conditions of Abatement: NOT ELIGIBLE FOR ANOTHER ABATEMENT FOR 3 YRS.

Summary of Superintendent's Decision: WATER USED DID NOT ENTER SEWER SYSTEM
(IF APPROVED)

Abatement Amount Granted: \$ 2,443.54
SUGGESTED TO COUNCIL

Approved By: [Signature] Date: 5/20/24
SUGGESTED

NOTES: AVG of Previous 5 BILLING CYCLES
= 92

BILLED @ = 411

AVG USED = 92

$$319 \text{ HCF} \times 7.66 / \text{HCF} = \$ 2,443.54$$

TO BE ABATED

Meter Detail

Account: 52 Type Code:
 Tenant: DEBORAH LINCOLN HOUSE INC THE
 Owner: DEBORAH LINCOLN HOUSE INC THE
 Location: 60 CEDAR ST

Map Lot: 037-228
 RE Account 3050

Book / Seq: 1/52 Serial Number: 1408920
 Meter Size: 1 Remote Number:
 Meter Digits: 5 Avg Consumption:
 Frequency: 1 Combined:
 Service: S Multiplier: 100
 Rate Code: W - 0 S - 1 Replacement: 07/08/2013

Water Sewer
 Taxable Percentage: 0% 0%
 Billable Percentage: 100% 100%

Avg of Previous 5 Billing Cycles = 92
 Billed @ = 411
 Avg Consump = 92
 3A TO BE ADDED

Date	Status	Reading	Actual Cons	Billed Cons	Regular	Misc	Tax	Adjust	Amount
04/08/2024	B S	2527	411	411	3,148.42	0.00	0.00	0.00	3,148.42
09/07/2023	B S	2116	83 ✓	83	605.96	0.00	0.00	0.00	605.96
02/08/2023	B S	2033	124 ✓	124	905.26	0.00	0.00	0.00	905.26
08/01/2022	B S	1909	95 ✓	95	661.10	0.00	0.00	0.00	661.10
02/28/2022	B S	1814	81 ✓	81	563.66	0.00	0.00	0.00	563.66
08/09/2021	B S	1733	77 ✓	77	509.82	0.00	0.00	0.00	509.82
01/25/2021	B S	1656	67	67	443.62	0.00	0.00	0.00	443.62
08/07/2020	B S	1589	70	70	441.68	0.00	0.00	0.00	441.68
02/03/2020	B S	1519	79	79	498.47	0.00	0.00	0.00	498.47
07/26/2019	B S	1440	82	82	492.17	0.00	0.00	0.00	492.17
01/25/2019	B S	1358	89	89	534.17	0.00	0.00	0.00	534.17
07/20/2018	B S	1269	104	104	594.93	0.00	0.00	0.00	594.93
01/19/2018	B S	1165	91	91	520.57	0.00	0.00	0.00	520.57
08/10/2017	B S	1074	93	93	485.68	0.00	0.00	0.00	485.68
01/27/2017	B S	981	105	105	547.60	0.00	0.00	0.00	547.60
07/20/2016	B S	876	117	117	609.52	0.00	0.00	0.00	609.52
01/29/2016	B S	759	121	121	588.82	0.00	0.00	0.00	588.82
07/31/2015	B S	638	142	142	690.04	0.00	0.00	0.00	690.04
01/30/2015	B S	496	136	136	617.00	0.00	0.00	0.00	617.00
07/23/2014	B S	360	139	139	630.50	0.00	0.00	0.00	630.50
01/31/2014	B S	221	147	147	666.50	0.00	0.00	0.00	666.50
09/05/2013	B S	74	74	104	473.00	0.00	0.00	0.00	473.00
02/08/2013	B S	783	98	98	446.00	0.00	0.00	0.00	446.00

319 x 7.66/HCF =
 \$ 2,443.54
 TOTAL

Travis Jones

From: Candy Curry, Administrator <dlincoln@gwi.net>
Sent: Wednesday, April 17, 2024 10:46 AM
To: Travis Jones
Subject: Abatement
Attachments: Water and Sewer 23-24.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning, Travis,

It was brought to our attention last fall that our water usage had greatly increased here at the Deborah Lincoln House. As indicated on our water bill from that time period (attached), we concluded that it was due to the soaker hose we were using to water the garden on the side of the house. We also power washed the side deck. We stopped using the soaker hose immediately and our water usage has returned to normal. I am requesting an abatement on our sewer bill due to the nature of the water usage during that time period. With the water coming from our hose outside, we did not use the sewer system for wastewater.

I spoke with Angie at the town office who advised me of your contact information. I also spoke with our local water district, forgive me I didn't catch her name, she stated she would forward the information she had to both you and Angie.

I have attached a copy of our water bill from 7/1/23-9/30/23 as well as our recent sewer bill from that time frame 7/1/23-12/31/23. Thank you in advance for your help with this matter.

Candy

Candy Curry, Administrator
The Deborah Lincoln House
60 Cedar Street
Belfast, Maine 04915
Deborahlincolnhouse.org
Phone: 207-338-1554
Fax: 207-930-8105
dlincoln@gwi.net

10.F

OLVER ASSOCIATES INC.

ENVIRONMENTAL ENGINEERS

MEMO

From: Travis Jones, Olver Associates Inc.

Cc: City of Belfast

Date: May 28, 2024

Re: Sewer Abatement for R. Young at 58 Searsport Ave.

This memo outlines an abatement request for Raymond Young 58 Searsport Ave. Mr. Young received a usage bill for 43,100 cubic feet of water for the period of July through December 2023. Mr. Young has requested an abatement since this exorbitant usage was caused by at least one leaking fixture during this billing cycle.

An email from Mr. Young states that a significant leak was discovered from a toilet after an extended period of the house being occupied. The water lost through this leak was discovered in the cellar and did not enter the sewer system. Mr. Young has requested an abatement in the total of \$2757.60 which is equal to 36,000 cubic feet for the July through December 2023 billing cycle.

The historical usage data for the property is sporadic, but the average of the previous 4 billing cycles for the same period were used to figure the abatement. This average usage was 7,100 cubic feet. The abatement amount was arrived at by the following calculation: The total actual use of 43,100 cubic feet subtracted by the pervious average use of 7,100 cubic feet leaves the requested abatement amount of 36,000 cubic feet. It is the opinion of the Wastewater Department to grant this abatement with the understanding that Mr. Young would not be eligible for another abatement for the next three (3) years.

We submit this abatement request and our findings for the City Council's consideration and potential approval.

Thank you.

CITY OF BELFAST, MAINE
WASTEWATER TREATMENT FACILITY
ABATEMENT REQUEST SUMMARY

Date: 5/20/24

REQUEST FOR ABATEMENT OF SEWER CHARGES

Name: RAYMOND YOUNG

Address: 58 SEASPORT AVE

Phone: 207-338-1160

Wastewater Account #: 1138

Amount of Abatement Requested: \$ 2,757.60

Cubic Feet of Water to be Abated: 360 HCF

Reason for Abatement Request: BURST/BROKEN FEED LINE TO BATHROOM FIXTURE(S)

Conditions of Abatement: NOT ELIGIBLE FOR ANOTHER ABATEMENT FOR 3 YEARS

Summary of Superintendent's Decision: WATER LOST DID NOT ENTER SEWER SYSTEM (IF APPROVED)

Abatement Amount ~~Granted:~~ \$ 2,757.60
SUGGESTED TO COUNCIL

Approved By: _____ Date: _____

NOTES:

AVG OF 4 PREVIOUS BILLING PERIODS OF THE SAME TIME
= 71

BILLED @ 431
- 71

$360 \text{ HCF} \times 7.66 / \text{HCF} = \$ 2,757.60$ TO BE ABATED

Travis Jones

From: Katrina Young <r_kyoung@yahoo.com>
Sent: Thursday, May 23, 2024 1:24 PM
To: Travis Jones
Subject: 58 searsport ave.

Hello my name is Raymond young I own the home on 58 Seaport Ave. here in Belfast across from Central Maine power last fall we had hired overseas help staying there in a month after we left I had someone cleaning noticed the water was leaking from the toilet into the basement I guess this has been going on for a couple months according to the water bill. Would've been fixed in the middle of November 2023. I was just writing because I wanted to let you know it's obviously did not go into the city sewage thank you very much. Our hired help had left middle of October Sent from my iPhone

Meter Detail

Account: 1138 Type Code: Map Lot: 025-001
 Tenant: YOUNG, RAYMOND E RE Account 201
 Owner: YOUNG, RAYMOND E
 Location: 58 SEARSPORT AVENUE

Book / Seq: 1/1138 Serial Number: 3102320
 Meter Size: 1 Remote Number:
 Meter Digits: 5 Avg Consumption:
 Frequency: 1 Combined:
 Service: S Multiplier:
 Rate Code: W - 0 S - 1 Replacement: 07/07/2016

Water Sewer
 Taxable Percentage: 0% 0%
 Billable Percentage: 0% 100%

*AVG OF 4 PREVIOUS BILLING PERIODS
 OF THE SAME TIME
 = 71
 BILLED @ = 431
 AVG USE = 71
 360 TO BE ABATED*

Date	Status	Reading	Actual Cons	Billed Cons	Regular	Misc	Tax	Adjust	Amount
04/08/2024	B S	922	431	431	3,301.62	0.00	0.00	0.00	3,301.62
09/07/2023	B S	491	75	75	547.56	0.00	0.00	0.00	547.56
02/08/2023	B S	416	126	126✓	919.86	0.00	0.00	0.00	919.86
08/01/2022	B S	290	34	34	236.54	0.00	0.00	0.00	236.54
02/28/2022	B S	256	70	70✓	487.10	0.00	0.00	0.00	487.10
08/09/2021	B S	186	7	7	132.48	0.00	0.00	0.00	132.48
01/25/2021	B S	179	37	37✓	245.02	0.00	0.00	0.00	245.02
08/07/2020	B S	142	0	0	126.18	0.00	0.00	0.00	126.18
02/03/2020	B S	142	49	49✓	309.17	0.00	0.00	0.00	309.17
07/26/2019	B S	93	2	2	120.17	0.00	0.00	0.00	120.17
01/25/2019	B S	91	0	0	120.17	0.00	0.00	0.00	120.17
07/20/2018	B S	91	0	0	114.45	0.00	0.00	0.00	114.45
01/19/2018	B S	91	42	42	240.29	0.00	0.00	0.00	240.29
08/10/2017	B S	49	4	4	109.00	0.00	0.00	0.00	109.00
01/27/2017	B S	45	45	45	238.00	0.00	0.00	0.00	238.00
07/20/2016	B S	0	0	0	109.00	0.00	0.00	0.00	109.00
01/29/2016	B S	227	30	30	150.20	0.00	0.00	0.00	150.20
07/31/2015	B S	197	26	26	130.92	0.00	0.00	0.00	130.92
01/30/2015	B S	171	32	32	149.00	0.00	0.00	0.00	149.00
07/23/2014	B S	139	18	18	95.00	0.00	0.00	0.00	95.00
01/31/2014	B S	121	21	21	99.50	0.00	0.00	0.00	99.50
09/05/2013	B S	100	28	28	131.00	0.00	0.00	0.00	131.00
02/08/2013	B S	72	27	27	126.50	0.00	0.00	0.00	126.50

*260 x \$7.66/HCF
 \$2,757.60
 TOTAL*

10. G + H



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 28, 2024
RE: Event/Facility Use Requests and Signage Request

The City of Belfast Parks and Recreation Department is presenting one Facility Use Requests for approval; because of timing this facility request has not gone before the Parks and Recreation Commission since they do not meet until June 13.

Additionally, we have one interpretive signage installation request.

Event/Facility Requests

10. G This Facility Use Request is for the Belfast Soup Kitchen for a fundraising event, and they have requested use of Steamboat Landing Park. The event is to be held on Sunday, September 29; the overall use period will be 11 AM-7 PM with the event running from 12-6 PM. This is a free public event, but donation opportunities will be available, and the Soup Kitchen plans to sell their pre-made corn chowder as well.

They plan to host a musical entertainer, for which they are requesting electricity at the gazebo. They are planning a cornhole tournament, possibly an axe-throwing activity (*I have spoken to this group regarding safety protocols*), facepainting, and they plan to host some food truck vendors as well. This fundraiser supports their operating budget. The Parks and Recreation Department will need to collect their Certificate of Insurance by August.

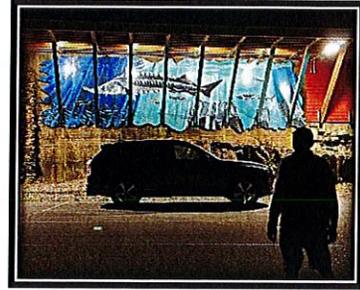
NOTE: The 8th Annual Chalk Walk is also taking place that same day, but the events should not conflict, and may compliment each other nicely.



10.H

Interpretive Signage Request

One of the final steps to complete the installation of the Sturgeon Mural, completed by Mr. David Hurley in 2023, is to install an interpretive sign; this wayfinding piece will provide the history behind the mural and its design and meaning for the Indigenous Peoples of this area, as well as information about the artist.



Because of the recent storm damage in the Steamboat Landing Park and Harbor Walk areas, the artist is requesting to relocate the sign. Originally, the sign was going to be on private property, near the Harbor Walk, and on property owned by the Belfast Yacht Club. The artist and sign maker would like to relocate that interpretive sign upland a bit, and next to one of the access trails to the Harbor Walk. The interpretive sign would be placed on the south side of the path, facing the yacht club building, and there would be directional information on the interpretive sign to guide people to the Sturgeon Mural, and an accompanying small arrow would be placed on the corner of the yacht club building, visible from the interpretive sign.

The artist, sign maker, and Parks and Recreation Director walked the pathway and chose a location that should work well, where the sign is grouped with a tree for mowing/trimming ease, and it does not interfere with use of the open green space. See photos and map below. The sign (yellow X) would be placed just outside the tree's drip line with some space for tree growth. The small arrow (orange X) would be placed on the edge of the yacht club building, indicating the mural is around the corner.



The Sturgeon Mural interpretive sign would look very similar to the sign below; both leg supports would be installed in concrete.





Susan Young Dupler, RN
Belfast Public Health Nursing Association

207-505-4940 | Fax: 207-505-4791 | sdupler@wcgh.org
118 Northport Ave, P.O. Box 287, Belfast, ME 04915
wcgh.org

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

EVENT: Belfast Soup Kitchen Fundraising Event
DATES: 9/7/2024 EVENT REPRESENTATIVE: Susan Dupler -
BSK Board Member, Michelle Curtis - BSK Treasurer
PROPOSED LOCATION/AREA TO BE USED: Steamboat Landing

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?

Susan Dupler, 949-9110, sdupler@gmail.com, BSK
Michelle Curtis, 691-4089, michelle.curtis@thefirst.com
BSK

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

Annie & Rainmakers to perform (gazebo), corn
hole tournament, axe throwing vendor (possible)
sale of corn chowder, food truck vendors (no alcohol)
face painting. Fundraiser for BSK operating funds.

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.

Steamboat Landing, Boathouse, parking
lots adjacent to area.

Sunday 4) What **dates and times** do you wish to have this event?
Saturday September 29, 2024
12 PM - 6 PM, set up at 11 am.

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?

7) How many people do you expect?

unknown, free public event, donations suggested.

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

Corn chowder prepared by BSK
will be sold as part of fundraising.

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

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

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

Holmes, Brown & Milliken

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

music in gazebo, but not
loud or excessive.

16) How do you propose to handle garbage removal?

BSK will remove garbage

17) How do you propose to handle parking?

use adjacent parking lots.

18) How do you propose to handle security?

none needed.

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

use porta potties

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

electricity @ gazebo

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?

Susan Dupler 949-9110 Cherie Merrill 215-3603

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

Department

Service Requested

City Manager

none

Police

awareness of event

Fire/ Ambulance

awareness of event

Parks

application

Public Works

none

Harbor

none

Other?

none

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 Susan M Doherty Date: 5-20-2024

Printed Name: Susan M Doherty



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, June 4th, 2024

Regarding: Request for Authorization to Submit an Application to the Office of Justice Programs/Bureau of Justice Assistance, Byrne Discretionary Grant Program.

As you likely are aware, in March of 2024, the City of Belfast learned that it had been awarded \$963,000 in Community Project Funding (earmark) from the Office of Justice Programs/Bureau of Justice Assistance, Byrne Discretionary Grant Program. This funding is intended to be used to purchase Police Department-related equipment intended to be placed/installed in a future City of Belfast Public Safety Building; the City of Belfast's original proposal (which had a total estimated cost of \$1,273,900) included the following: a radio tower; a radio multi-band repeater; a generator; a dispatch console; a consolette; a radio system; computers; a phone system; phone conference equipment; smartboards/flatscreen monitors; audiovisual equipment; a LiveScan fingerprinting terminal; a Cellbrite cellular phone analyzer; a TruNarc narcotics analyzer; a firearms training simulator; a fume tank; a dry cabinet; evidence lockers; a sliding document storage vault; computer servers; network switches; ballistic glass; ballistic wallboard; K9 kennels; an integrated security system; and a station alert system.

The Office of Justice Programs/Bureau of Justice Assistance is the federal agency that has management/oversight of this Community Project Funding award. Though this City of Belfast has been already awarded these funds, with them being included in the approved 2024 Consolidated Appropriations Act, 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. The current/next critical step for applying for these funds is for the City of Belfast to submit an application through the JustGrants platform by 8:59pm, June 6th, 2024.

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

- 1) Authorize the Economic Development Director to submit an application for the City of Belfast's \$963,000 in Community Project Funding through the JustGrants platform; and
- 2) Authorize the City Manager to sign any and all documents necessary and related to this Community Project Funding on behalf of the City of Belfast.

10.J



CITY OF BELFAST, MAINE 04915
131 Church Street

PLANNING AND CODES DEPARTMENT

Phone: (207) 338-3370 ext. 125

Fax: (207) 338-2419

Email:

planningandcodes@cityofbelfast.org

MEMORANDUM

DATE: May 29, 2024

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

FROM: Bub Fournier, Planning and Codes Director

RE: Request from Planning and Codes Director to consider approval of a Right of Way Encroachment Agreement for Jack's Grocery at 15 High Street Map 36 Lot 2.

Background Information: The attorney for Kevin and Molly Barrett, owners of Jack's Grocery, reached out to City staff regarding a recent survey that identified an existing encroachment of their building into the Bell Street right of way. In order to facilitate continued use the building for the current and future owners, the enclosed Right of Way Encroachment Agreement has been generated by the property owner's attorney and approved by the City Attorney. Please also see the enclosed survey document that identifies the existing encroachment. By all accounts, the building has been in this location for a long time. The agreement would allow continued use of the building and provide the City and property owner with appropriate means to deal with potential road maintenance, damage/loss of the existing structure, and liability protections.

REQUESTED ACTION

I request that the City Council authorize the City Manager to execute a right of way encroachment agreement with Kevin and Molly Barrett regarding encroachment of the building known as "Jack's Grocery" into the Bell Street town way.



MAINE COORDINATE
SYSTEM OF 1983
EAST ZONE
(2011) EPOCH: 2010.0000



NOTES:

- (1) DOCUMENTS REFERENCED ON THIS PLAN ARE RECORDED IN THE WALDO COUNTY REGISTRY OF DEEDS UNLESS OTHERWISE NOTED.
- (2) NO SURVEYOR'S REPORT WAS PREPARED.

BOUNDARY SURVEY
LANDS OF
KEVIN & MOLLY BARRETT
17 HIGH STREET
BELFAST, MAINE
WALDO COUNTY REGISTRY OF DEEDS
BOOK 3378, PAGE 211

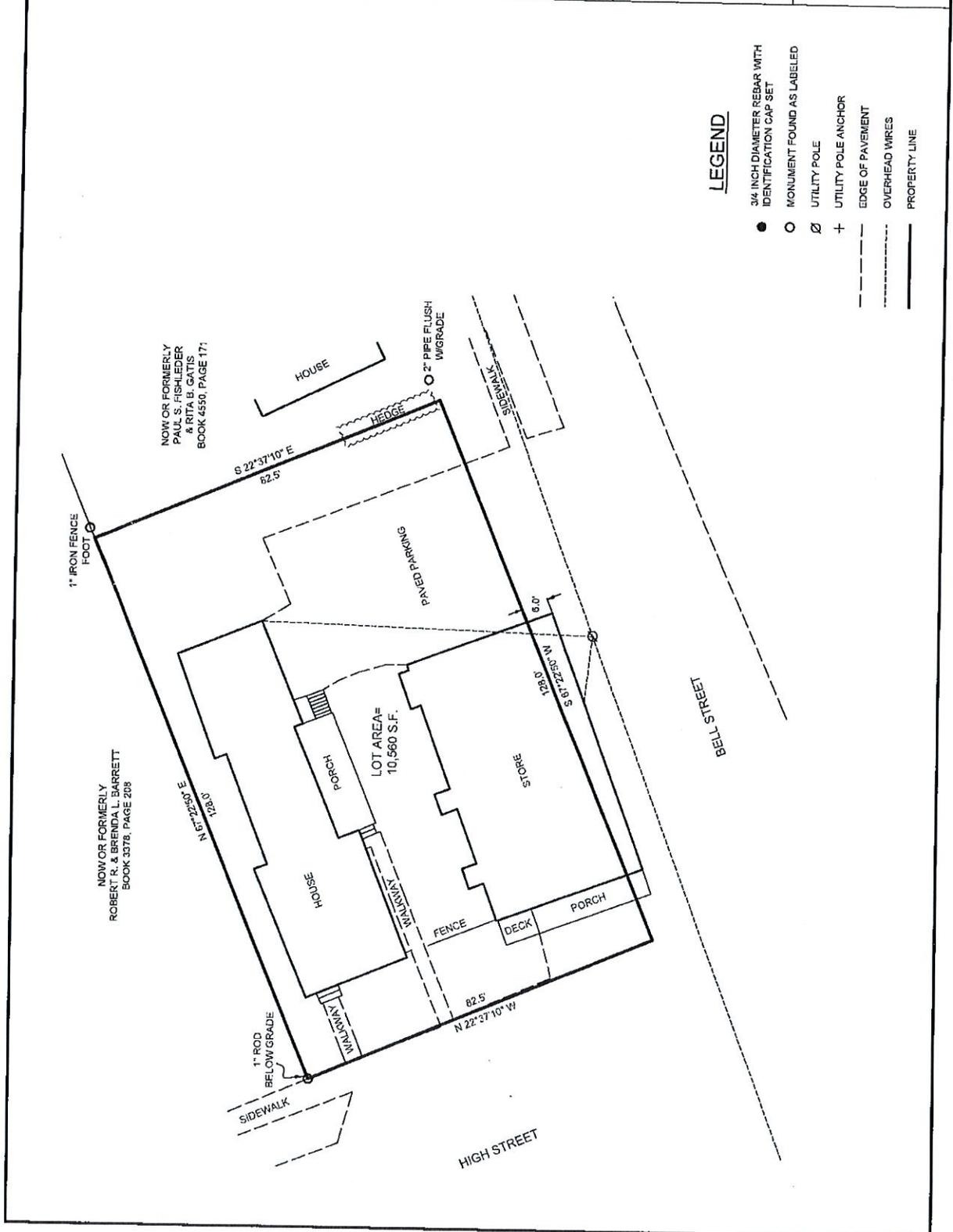
GOOD DEEDS



LAND SURVEYING • DEED RESEARCH
P.O. BOX 587
109 MAIN STREET
BELFAST, ME 04915
(207) 338-3743
PROJ. 23348
DATE: 1-25-2024

LEGEND

- 3/4 INCH DIAMETER REBAR WITH IDENTIFICATION CAP SET
- MONUMENT FOUND AS LABELED
- ∅ UTILITY POLE
- + UTILITY POLE ANCHOR
- EDGE OF PAVEMENT
- OVERHEAD WIRES
- PROPERTY LINE



NOW OR FORMERLY
ROBERT R. & BRENDA L. BARRETT
BOOK 3378, PAGE 208

NOW OR FORMERLY
PAUL S. FISHLER
& RITA B. CATS
BOOK 4550, PAGE 171

Jeremy Madson 338-1330

RIGHT OF WAY ENCROACHMENT AGREEMENT

MAP 36, Lot 2 15 HIGH STREET

Purpose of Agreement: The purpose of this Right of Way Encroachment Agreement is to identify the City's commitment and assurances to allow the owner of the property identified as Map 36, Lot 2, which is located at 15 High Street in Belfast, to continue to use a portion of the building that is located within the Bell Street Right of Way for the store known as "Jack's Grocery."

Parties to Right of Way Encroachment Agreement: The parties to this agreement are the City of Belfast and Kevin Barrett and Molly Barrett as owners of real estate described in a deed recorded in the Waldo County Registry of Deeds in Book 3650, Page 97. The terms of this agreement shall apply to Kevin Barrett and Molly Barrett and their heirs, successors and assigns; meaning that the City will honor the terms of this Agreement for the current owner and any future owner of this property.

Use of Property: The terms of this Agreement shall apply to any use of the property by the property owner, provided that such use is in compliance with this Agreement.

NOW, THEREFORE, in consideration of the sum of One Dollar (\$1.00), the receipt of which is hereby acknowledged, and in consideration of the mutual promises, covenants and agreements herein contained, the parties hereto, intending to be legally bound hereby, promise, covenant and agree as follows:

- (1) The Barrett property has a building on it that is partially located within a portion of Bell Street as identified on the Survey Map attached to this Agreement as "Area of Encroachment."
- (2) This building may continue to be used in its current location, but it may not be extended, reconstructed, enlarged or structurally altered.
- (3) Any future owner may continue to use the building in accordance with this agreement.
- (4) Nothing in this agreement shall limit the City's rights to use and maintain Bell Street outside of the Area of Encroachment. Should public use require future expansion of the traveled portion of Bell Street, owners agree that the City may require demolition of the portion of the building within the Area of Encroachment. Demolition may be performed by owners at their election, or by the City if owners fail to remove the building by a reasonable deadline provided. Owners hereby waive any damages related to removal of the building from the Area of Encroachment pursuant to this Agreement.
- (5) This agreement allows the owners of this property to perform normal upkeep and maintenance as long as this upkeep and maintenance does not expand the Area of Encroachment.
- (6) If the portion of the building within Bell Street is hereafter damaged or destroyed by less than 50% of the market value of the structure before the damage regardless of the cause,

the owner retains the right to rebuild or restore that part of the building within the Area of Encroachment provided the building is not extended or enlarged.

- (7) If the portion of the building within Bell Street is hereafter damaged or destroyed by more than 50% of the market value of the structure before the damage regardless of the cause, the portion of the building located within the Area of Encroachment must be removed in its entirety.
- (8) The owners and any future owners of this real estate hereby waive any claim for damages arising from the City's public works/road maintenance of Bell Street.
- (9) The owners and any future owners of this real estate assume all liability arising out of this building encroaching upon Bell Street.

This Agreement shall run with the land and be binding upon and inure to the benefit of the respective successors and assigns of all of the parties hereto.

This Agreement shall be governed and construed in accordance with the laws of the State of Maine.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective duly authorized officer or property owner as of the day and year first above written.

Date: _____

CITY:
CITY OF BELFAST
A Maine Municipal Corporation

By: _____
Name/Title: _____

OWNERS:

Date: _____

Kevin Barrett

Molly Barrett

STATE OF MAINE
COUNTY OF WALDO, ss

Date: _____

Personally appeared before the above-named _____, in his/her capacity as _____ for the City of Belfast as personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in

his/her capacity and as his/her own act and deed, and that by his/her signature on the instrument, the individual executed the instrument.

Notary Public

Print Notary Name

STATE OF MAINE
COUNTY OF WALDO, ss

Date: _____

Personally appeared before me the above-named Kevin Barrett and Molly Barrett, owners of 15 High Street in the City of Belfast (Map 36 Lot 2) and made oath that the above-stated facts are true based upon their knowledge, information and belief and to the extent that they are based upon information and belief, Kevin Barrett and Molly Barrett, swear that they believe them to be true.

Notary Public

Print Notary Name

10.K

Central Maine Power Co.

FAX Cover Sheet

Date: 5/22/24

To: Town of Belfast

Attn: _____

Fax: 207-338-6222

From: New Service

Phone: 800-750-4000

Fax: 207-629-4752

Pages (plus cover sheet): 3

Subject: TPP 10104395761

Form 4501

Notification: 10104395761

Work Order: 801000611971

CENTRAL MAINE POWER COMPANY

APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: BELFAST, Maine

To the: [X] City [] Town [] County of: Waldo, Maine

- [X] Central Maine Power hereby applies for permission to: [X] Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below. [] Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below.

[X] Central Maine Power Company and Unitel, Inc. jointly apply for permission to construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

- 1. Starting Point: INTERSECTION OF NORTHPORT AVE, AND FAHY ST.
2. Road (State & CMP): NORTHPORT AVE. (NORTHPORT AVE.)
3. Direction: NORTH
4. Distance: 145 feet
5. Number of Poles: 1

- [X] Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code.
[] Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

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

[] Public Notice of this application has been given by publishing the text of the same [X] Not Published

In: []
On: []

CENTRAL MAINE POWER COMPANY Unitel, Inc.

By: Wayne Cookson Date: Mar 22, 2024 By: Sherman Robbins Date: 4/19/24

Form 4503

Notification: 10104395761
Work Order: 801000611971

LOCATION PERMIT

Upon the Application of Center Maine Power Company and Unitel, Inc.

dated Mar 22, 2024, asking for permission, in accordance with law, to construct and maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances over, under, along or across certain highways and public roads in the location described in said application, permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location, said facilities and appurtenances in the City / Town of BELFAST

approximately located as follows:

- 1. Starting Point: INTRESECTION OF NORTHPORT AVE, AND FAHY ST.
- 2. Road (State & CMP): NORTHPORT AVE. (NORTHPORT AVE.)
- 3. Direction: NORTH
- 4. Distance: 145 feet
- 5. Number of Poles: 1

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

By: _____

By: _____

By: _____

By: _____

By: _____

Municipal Officers

Office of the _____

Received and Recorded in Book _____, Page _____

Attest: _____

Clerk

10.L

MEMORANDUM OF UNDERSTANDING

The Town of Northport (Town) and the City of Belfast (City) agree as follows regarding the survey of the municipal boundary between the Town and City:

1. There is no dispute between the Town and the City regarding the location of the municipal boundary between the two municipalities, and this survey is not undertaken pursuant to 30-A M.R.S.A. §§ 2851-2852.
2. The Town and the City are co-equal clients of the surveyor, Robert Yarumian II (Surveyor).
3. The Town and City shall each be included in each other's correspondence with the Surveyor, and invited to participate in all meetings, whether in person, via telephone, videoconference, or other means, with sufficient advance notice to participate whenever possible.
4. The City agrees to pay for the Surveyor's charges for his work. If the survey work will exceed the \$5,000 already appropriated by the City Council, an additional appropriation will be requested from the City Council.
5. The survey shall focus on the portion of the municipal boundary between the Little River Dam and the mouth of the Little River.
6. The Town and City shall not interfere with or attempt to influence the Surveyor's professional judgment in any aspect of the survey work. The Town and the City shall provide to the Surveyor all relevant information and documents in their respective possession, including records of perambulations and all known prior surveys of the Little River or the municipal boundary between the Town and City, and any other documents deemed relevant to the Surveyor's work.

Date: _____

Date: _____

Erin Herbig
Belfast City Manager

James Kossuth
Northport Town Administrator