



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Erin Herbig
City Manager

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MANAGER'S REPORT

Belfast City Council Meeting
Tuesday, August 6, 2024

6:00 p.m. Request to go into an Executive Session on a Real Estate Matter pursuant to 1 M.R.S.A. 405 (6) C.

6:30 p.m. Request to go into an Executive Session on a Personnel Matter pursuant to 1 M.R.S.A. 405 (6) A.

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, August 1, 2024

Agenda Items:

10-A Update from Waldo County General Hospital and Pen Bay Medical Center President Denise Needham.

On Tuesday, April 16, 2024, the City Council held a Work Session with Waldo County General Hospital (WCGH) and Pen Bay Medical Center President Denise Needham regarding the future of WCGH.

At the July 16, 2024, Regular City Council Meeting the City Council voted to send a letter to the Maine Health Board regarding the proposed elimination of labor and delivery services at WCGH and its potential impact to the community.

In response to concerns brought forward by the City Council in the letter, Waldo County General Hospital and Pen Bay Medical Center President Denise Needham has offered to attend the meeting to provide the Belfast City Council and the community with another update regarding the future of WCGH.

10-B Request from the Police Chief to confirm Michael Bousquet of Belfast as a full-time Police Officer for the Belfast Police Department.

Michael Bousquet was one of twelve finalist who attended the oral boards held on June 18th, scoring the highest of all the candidates. Since then, Mr. Bousquet has completed his PT Test, background, Phase 1, and Alert test required by the Maine Criminal Justice Training Academy.

After high school, Mr. Bousquet became a master mechanic and then obtained his EMT certification. He is currently employed with the Town of Barnstable Massachusetts Public Works Department where he serves as a senior master mechanic. He has long wanted to start a career in Law Enforcement as Police Officers had a large impact on him growing up and encouraged him to follow his dreams of becoming a Police Officer.

If approved by the City Council, City staff requests that a motion is made to confirm Michael Bousquet as a full-time Police Officer for the Belfast Police Department. If appointed by the City Council, Mr. Bousquet will be sworn in at the meeting by City Clerk Angie Crosby.

Please see the attached memo (10-B) from Police Chief Bobby Cormier detailing the request. Chief Cormier and Mr. Bousquet will be present at the meeting.

10-C Request from the Police Chief to accept a donation of a bullet and stab proof vest for our K9 Spud.

An organization named "Vested Interest" would like to donate a bullet and stab proof vest for our K9 Spud. This important vest for K9 Spud is sponsored by Vested Interest in K9s, Inc. and would be embroidered with the sentiment "In memory of Madeline H. Hamersley" of Sorrento, Maine. Ms. Hamersley was a long-time supporter of the K9 vest donation program.

Vested Interest in K9s, Inc., established in 2009, is a 501(c)(3) charity whose mission is to provide bullet and stab protective vests and other assistance to dogs of law enforcement and related agencies throughout the United States. This potentially lifesaving body armor for four-legged K9 officers is U.S. made, custom fitted, and NIJ certified. Since its inception, Vested Interest in K9s, Inc. has provided over 5,700 vests to K9s in all 50 states at a value of \$6.9 million, made possible by both private and corporate donations. Each vest has a value of \$1800.00, weighs an average of 4-5 lb., and comes with a five-year warranty.

Police Chief Bobby Cormier requests that, if approved by the City Council, a motion is made to accept the donation of a bullet and stab proof vest for K9 Spud from Vested Interest.

Please see the attached memo (10-C) from Police Chief Bobby Cormier providing further detail. Chief Cormier will be at the meeting to present and answer any questions.

10-D Request to appoint Ava Kelley of Searsmont as the Executive Assistant for the City of Belfast.

The City of Belfast listed the employment opportunity for the Executive Assistant position starting on June 3, 2024. This position works within the City Manager's Office and with all City

Department Heads, Committees, and members of the City Council to distribute public information regarding all City business. Applications were due on July 1st. The City received eighteen complete applications.

The Executive Assistant Hiring Committee, which was composed of HR Administrator Nancy Driscoll, Deputy City Manager Manda Cushman, and City Manager Erin Herbig, held first round interviews with five well-qualified candidates on Tuesday, July 9th.

On Wednesday, July 10th, the committee held a second-round interview with one candidate who really stood out. The committee came to a unanimous decision on the final candidate, Ava Kelley, for your consideration and appointment.

Ms. Kelley has a Bachelor of Arts Degree from the University of Alabama and is currently working towards completing a bachelor's degree in environmental science from the University of Oregon. Most recently, she has worked as an Able Seaman with the Maine State Ferry Service. She brings diverse experience to the position including office coordination, personnel management, networking and marketing. We look forward to Ms. Kelley joining our team to help the City expand our communication capabilities with her love of the community.

If approved by the City Council, the Executive Assistant Hiring Committee requests a motion is made to appoint Ava Kelley of Searsmont as the new Executive Assistant for the City of Belfast. If appointed by the City Council, Ms. Kelley will be sworn in at the meeting by City Clerk Angie Crosby.

Please see the attached cover letter, resume, employment application, employment advertisement and job description (10-D) providing further information. I will be at the meeting to present, introduce Ms. Kelley to the community, and answer any questions.

10-E Approval of a Facility Use Request and request for Council consideration of a Boathouse Rental fee waiver for September 7th and 8th, 2024, for Maine WienerFest.

This request is for approval of a Facility Use Request for Steamboat Landing Park and a fee waiver to the Belfast Boathouse for the 20th Annual Maine WienerFest. This event is scheduled for Sunday, September 8, 2024, from 11 a.m. to 3:00p.m.

While the main event is on Sunday, PAWS does complete set-up on Saturday, September 7th. Therefore, the Facility Use Request for Steamboat Landing Park includes both September 7th and September 8th and use of the Belfast Boathouse is for Sunday, September 8th.

PAWS Animal Adoption Center, the event sponsor has requested a 100% waiver for the rental of the Belfast Boathouse. Per the current Boathouse Fee Policy, this rental would cost \$2,900.

PAWS Animal Adoption Center has already agreed to provide a \$250 deposit for the use of the Belfast Boathouse, keeping in step with the same requests made to other large event usage at the facility.

Only the City Council can approve rate changes or waivers for the Belfast Boathouse. If approved by the City Council, a recommended motion would be to approve the requested fee waiver by PAWS from a rate of \$2,900 to a rate of \$0 with the required \$250 security deposit.

Please see the attached memo and completed Boathouse Rental Application (10- E) 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-F Request from the Wastewater Superintendent to expend up to \$26, 500 to replace approximately 300' of sewer line that serves 145 Charles Street.

Approximately 300' of Orangeburg sewer line that services 145 Charles Street must be replaced to accommodate a new house being built across the street. Orangeburg has notoriously poor structural integrity, and after inspection, this line is no different.

To keep costs to the City down in the replacement of a sewer line that only serves two houses, the Wastewater and Public Works Departments have worked jointly to provide the following solution: the Wastewater Department will hire a contractor to install a new manhole and install approximately 300' of six-inch PVC sewer line. The Public Works Department will purchase and/or provide all the materials required for the project. Two contractors who had agreed to this arrangement were solicited.

The Wastewater Superintendent recommends that, if approved by the City Council, a motion is made to authorize \$26,500.00 to be allocated from the Wastewater Department's Capital Reserves: which has a current balance of \$ \$124,177.24 to the Wastewater's operating budget line Outside Services account #990-613 for the emailed quote dated 7-9-24 from Rancourt's Superior Landscaping for replacement of approximately 300' of Orangeburg sewer line that serves 145 Charles Street.

If approved by the City Council, this work is scheduled to be completed in mid-August and will be completed with an abundance of collaboration between the City's departments and the contractor.

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 Presentation on proposed amendments to the City Code of Ordinances, Chapter 58 Traffic and Vehicles, Article II Stopping, Standing and Parking, Section 58-44 Stop Signs.

On July 2nd, 2024, a discussion was brought to the City Council by a concerned local business owner to consider incorporating a three-way stop sign for the intersection of High and Miller Streets. As a result of this discussion around traffic speed, visibility and pedestrian safety, the Council asked the Planning and Codes staff to bring a proposed Ordinance Amendment to an upcoming Council Meeting as a First Reading in support of the installation of a new three-way stop sign at this intersection.

As the City continues to support the enhancement of the walkability of its downtown footprint, it is important to have holistic conversations about any proposed improvements to ensure successful integration into the city's infrastructure. Prior to this First Reading, the Planning and Codes Department took a closer look at the existing conditions of the intersection in relation to the surrounding commercial neighborhood context, and engaged in discussions with other City Departments that maintain, improve and enforce the City's infrastructure.

At this time, pursuant to Chapter 58 Traffic and Vehicles, Article II Stopping, Standing and Parking of the City Ordinance, the proposed three-way stop sign would need to be adopted by the City Council. This proposal would require vehicles to stop if they are traveling north or south on High Street, as well as when they come to the end of Miller Street at High Street.

No City Council action is needed for this agenda item as this is strictly a presentation regarding the proposed amendments.

Please see the attached memo and proposed amendments (10-G, H and I) from City Planner Alexandra Sykes explaining the request in further detail. Planner Sykes will be at the meeting to present.

10-H Public Hearing on proposed amendments to the City Code of Ordinances, Chapter 58 Traffic and Vehicles, Article II Stopping, Standing and Parking, Section 58-44 Stop Signs.

**NOTICE OF PUBLIC HEARING
BELFAST CITY COUNCIL
AMENDMENT TO CITY CODE OF ORDINANCES**

The Belfast City Council, at its meeting of Tuesday, August 6th, 2024, beginning at 7:00PM or as soon as practical thereafter, shall conduct a public hearing regarding a First Reading on proposed amendments to the City Code of Ordinances, Chapter 58 Traffic and Vehicles. The meeting will be held in person in Council Chambers of City Hall at 131 Church Street in Belfast.

The amendments consist of modifications to Article II Stopping, Standing, and Parking, Section 58-44 Stop Signs. The Council will review ordinance language to turn the intersection of Miller Street and High Street into a Three-way Stop.

The City Council will conduct its First Reading of these Ordinance Amendments at the August 6th, 2024, meeting. The Council will conduct a Second Reading at a later date. The language for the proposed amendments is available at the Planning and Codes Department office in Belfast City Hall during regular business hours, Monday – Thursday, 7:00 am – 6:00 pm. Questions regarding the proposed amendments should be directed to Bub Fournier, Director, or Alexandra Sykes, City Planner, at 338-3370 x 125 or at directorplanning@cityofbelfast.org.

All interested persons 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 and proposed amendments (10-G, H and I) from City Planner Alexandra Sykes explaining the request in further detail.

10-I First Reading on proposed amendments to the City Code of Ordinances, Chapter 58 Traffic and Vehicles, Article II Stopping, Standing and Parking, Section 58-44 Stop Signs.

This is a First Reading. At this time, the City Council may discuss, amend, table, or approve the First Reading of the proposed amended ordinance.

If approved by the City Council, City Planner Alexandra Sykes recommends that a motion is made to approve the First Reading of proposed amendments to the City Code of Ordinances, Chapter 58 Traffic and Vehicles, Article II Stopping, Standing and Parking, Section 58-44 Stop Signs and to schedule the Second Reading and Public Hearing for an upcoming Council Meeting.

Please see the attached memo and proposed amendments (10-G, H and I) from City Planner Alexandra Sykes explaining the request in further detail. Planner Sykes will be at the meeting to answer Council questions.

10-J Signing of Council Orders

The 15th Annual Belfast Street Party is Monday, August 5th beginning at 5:00 p.m. and will run until 9:30 p.m. on High Street from the intersection of Main Street to the intersection of Bridge Street and will include the closure of Market Street between High Street and Church Street.

This event will feature old-fashioned family-friendly games, food trucks, a climbing wall, bounce houses, bungee jumping, face painting, live music and so much more.

In case of bad weather, the event will be rescheduled to the next sunny day.

Please be aware if you have any business to conduct at City Hall on the day of the event that the High Street parking lot to City Hall will not be accessible by vehicles beginning at 3:00 p.m. to allow for event set-up. There is vehicle parking along the Church Street entrance of the building and City Hall will remain open for regular business until 5:00 p.m.

The City of Belfast is excited to welcome back this special annual tradition again this year. We look forward to seeing our community come together to celebrate and enjoy one of the many events that makes Belfast so special.

**City of Belfast
Consent Agenda
Tuesday, August 6, 2024
Meeting #3**

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

9) Permits, Petitions and Licenses - Consent Agenda

- A. Request to approve a Facility Use Application by Heather Susee representing Little River Church for use of Steamboat Landing Park for the Annual Kite Day event on Saturday, September 14, 2024, from 10:00 a.m. to 3:00 p.m.**

Motion to approve a Facility Use Application by Heather Susee representing Little River Church for use of Steamboat Landing Park for the Annual Kite Day event on Saturday, September 14, 2024, from 10:00 a.m. to 3:00 p.m.

- B. Request to approve a Facility Use Application by Dorothy Havey representing the Belfast Area Chamber of Commerce for use of Heritage Park for the Annual Passy Pete Prediction on Monday, September 2, 2024, from 9:00 a.m. to 12:00 p.m.**

Motion to approve a Facility Use Application by Dorothy Havey representing the Belfast Area Chamber of Commerce for use of Heritage Park for the Annual Passy Pete Prediction on Monday, September 2, 2024, from 9:00 a.m. to 12:00 p.m.

- C. Request to approve an application by Delvino LLC d/b/a Delvino's Grill & Pasta House located at 52 Main Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous Class Restaurant (Class I, II, III, IV) liquor license.**

Motion to approve an application by Delvino LLC d/b/a Delvino's Grill & Pasta House located at 52 Main Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous Class Restaurant (Class I, II, III, IV) liquor license.

- D. Request to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar & Grill for a private anniversary celebration on July 13, 2024, from 4:00 p.m. to 10:00 p.m. located at the Belfast Yacht Club & Event Center, 15 Front Street, Belfast, Maine.**

Motion to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar & Grill for a private anniversary celebration on July 13, 2024, from 4:00 p.m. to 10:00 p.m. located at the Belfast Yacht Club & Event Center, 15 Front Street, Belfast, Maine.

- E. Request to approve an Incorporated Civic Organization License for Belfast Rotary for the Belfast Harbor Fest event located at Steamboat Landing Park, Belfast, Maine on August 17 and 18, 2024, from 11:00 a.m. to 6:00 p.m.**

Motion to approve an Incorporated Civic Organization License for Belfast Rotary for the Harbor Fest event located at Steamboat Landing Park, Belfast, Maine on August 17 and 18, 2024, from 11:00 a.m. to 6:00 p.m.

- F. Request to approve an application by The Otis Group Incorporated d/b/a Rollie's Bar and Grill located at 37 Main Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous Class A Restaurant/Lounge (Class XI) liquor license.**

Motion to approve an application by The Otis Group Incorporated d/b/a Rollie's Bar and Grill located at 37 Main Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous Class A Restaurant/Lounge (Class XI) liquor license.

- G. Request to approve an application for a BYOB permit for a private rehearsal dinner and wedding located at the Belfast Yacht Club & Event Center, 15 Front Street, Belfast, Maine on October 18 and 19, 2024, from 1:00 p.m. to 10:00 p.m.**

Motion to approve an application for a BYOB permit for a private rehearsal dinner and wedding located at the Belfast Yacht Club & Event Center, 15 Front Street, Belfast, Maine on October 18 and 19, 2024, from 1:00 p.m. to 10:00 p.m.

H. Request to approve a Qualified Catering Organization permit for Lisa's White Flour Catering for a private wedding on August 24, 2024, from 5:00 p.m. to 10:00 p.m. located at 12 Fairview Street, Belfast, Maine.

Motion to approve a Qualified Catering Organization permit for Lisa's White Flour Catering for a private wedding on August 24, 2024, from 5:00 p.m. to 10:00 p.m. located at 12 Fairview Street, Belfast, Maine.

9.A+B



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

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

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

MEMORANDUM

TO: Erin Herbig, City Manager
FROM: Pam Salokangas, Parks and Recreation Director
DATE: July 22, 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 August 6, 2024 Consent Agenda. All of these events were reviewed by the Parks and Recreation Commission either at their July 11, 2024, meeting, or through an email information exchange based on when the application was submitted. These annual events do not have any major changes from last year.

9.A The Little River Church submitted a Facility Use Request for their Annual Kite Day for September 14, 2024, 10 AM-3 PM, at Steamboat Landing Park (SBL). This is a free event for families, and the church will provide free kids' kites as well as free kite-making supplies. The church will provide some lawn games, and they will provide hot dogs, chips, and water bottles; they are requesting to utilize a propane grill, and if approved, we will request that they bring an appropriately rated fire extinguisher. The church has requested use of electricity at the SBL Gazebo for some low-level music. A Certificate of Insurance has been provided. **A facility use request approval is needed to approve this annual event.**

9.B The Belfast Chamber of Commerce submitted a Facility Use Request for their Annual Passy Pete Prediction event for Monday, September 2 (Labor Day), 9 AM-12 PM, at Heritage Park. This is the 10-year anniversary of this event! They are requesting use of the park, use of the City's sound system (speaker, microphone stand, and microphones), two 8 ft. tables, access to power, and an extension cord. One-two trash cans will be provided as well. This is a holiday for City Staff, so the department will provide all supplies and equipment in advance. A Certificate of Insurance has been provided. **A facility use request approval is needed to approve this annual event.**





Facilities Use Request City of Belfast, Maine

EVENT: Kite Day

DATES: 9/ 14/ 24 EVENT REPRESENTATIVE: Heather Susee

PROPOSED LOCATION/AREA TO BE USED: Steamboat Landing Park

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

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

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

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

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

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

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 free kids' kites and kite making supplies, hotdogs, chips and water bottles, 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 pavilion, steamboat landing park

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

September 7, 2024 10:00 a.m. to 3:00 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?

An electric hook up at the pavilion for some quiet background music

7) How many people do you expect?

10 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?)

A propane grill for hot dogs

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, we can provide the 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?

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 be directing participants

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 would like to potentially plug in some music at the pavilion

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: July 15, 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:



Facilities Use Request City of Belfast, Maine

EVENT: Passy Pete Prediction

DATES: Monday Sept 2 **EVENT REPRESENTATIVE:** Dorothy Havey
Belfast Area Chamber of Commerce

PROPOSED LOCATION/AREA TO BE USED: Heritage Park

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

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

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

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

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

Dorothy Havey 207-338-5900 director@belfastmaine.org

2) Describe in detail the nature of this event (What are you planning on?):
Passy Pete (lobster places in crate) is harvested from the bay and selects from 2 scrolls, One is predicting an early winter and one predicts a late summer. Fun take on punxsutawney phil . Public is welcome, people love the event. Exciting 10th year anniversary

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.

sound system, two 8 ft tables, extension cord for power for mike and speaker

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

Labor Day, Monday Sept 2 from 9 to noon, event is at 10 am, set up and take down

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?

80 to 100

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 _____

By Whom: Name and Phone contact number:

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 _____

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?

Im asking my insurance company to provide coverage.

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

Robina Lods Varney Insurance

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

not much

16) How do you propose to handle garbage removal?

no trash created

17) How do you propose to handle parking?

use street parking

18) How do you propose to handle security?

n/a

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

public restrooms

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

have plugged in somewhere nearby in past years just to run the microphone

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?

Dorothy Havey 207-505-2321 director@belfastmaine.org

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

no

Department

Service Requested

City Manager

Police

Fire/ Ambulance

Parks

Public Works

Harbor

Other?

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



FACILITY USE APPLICATION CHECKLIST

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

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

Signature _____ Date: 7/9/24

Printed Name: Dorothy Havey



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:



Memo

To: City Manager Erin Herbig
From: Chief Robert Cormier
cc: City Council
Date: 07/22/24
Re: Hiring request for Police Officer Michael Bousquet

Dear Erin

To fill one of our current full-time vacancies, we would like to hire Officer Michael Bousquet as a full-time Police Officer. Michael was one of twelve finalist who attended the oral boards held on June 18th, scoring the highest of all the candidates. Since then, Michael has completed his PT Test, background, Phase 1, and Alert test required by the Maine Criminal Justice Training Academy. Michael is described as an honest, hardworking person who gets along with everyone. After high school, Michael became a master mechanic and then obtained his EMT certification. Currently Michael is employed with the Town of Barnstable Mass Public Works Department where he serves as a senior master mechanic. He has long wanted to start a career in Law Enforcement, stating that some of the Police Officers involved in the community had a large impact on him growing up and encouraged him to follow his dreams of becoming a Police Officer.

We truly feel Michael will be a great addition to the department and our team in Belfast. At this time, I would respectfully request to hire Officer Michael Bousquet as a full-time Police Officer for the City of Belfast Police Department.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Robert Cormier".

Chief Robert Cormier

10.C



Memo

To: City Manager Erin Herbig
From: Chief Robert Cormier
cc: City Council
Date: 07/23/24
Re: K9 Vest donation

Dear Erin

An organization named "Vested Interest" would like to donate a bullet and stab proof vest for our K9 Spud. This important vest for K9 Spud is sponsored by Vested Interest in K9s, Inc. and would be embroidered with the sentiment "In memory of Madeline H. Hamersley" of Sorrento Maine, a long-time supporter of the K9 vest donation program.

Vested Interest in K9s, Inc., established in 2009, is a 501(c)(3) charity whose mission is to provide bullet and stab protective vests and other assistance to dogs of law enforcement and related agencies throughout the United States. This potentially lifesaving body armor for four-legged K9 officers is U.S. made, custom fitted, and NIJ certified. Since its inception, Vested Interest in K9s, Inc. has provided over 5,700 vests to K9s in all 50 states at a value of \$6.9 million, made possible by both private and corporate donations. Each vest has a value of \$1800.00, weighs an average of 4-5 lb., and comes with a five-year warranty. At this time, I would respectfully request consideration to accept the donation of a vest for K9 Spud from the organization, Vested Interest.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Robert Cormier". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Chief Robert Cormier



**City of Belfast
Employment Opportunity
Executive Assistant**

The City of Belfast is seeking a highly motivated individual with dedication to detail to work principally in the City Manager's Office and with all City Department Heads, Committees, and member of the City Council to distribute public information regarding all City business.

Position requires the highest degree of professionalism, confidentiality, and integrity. Applicant must have excellent customer service skills, strong computer skills, experience with development of web-based content and design and have an ability to be flexible with both routine and non-routine responsibilities.

The salary range for this position is \$40,327.00 to \$52,873.00 in addition to a competitive benefits package. The schedule for this position is a 4-day work week, Monday through Thursday. A complete Job Description for the Executive Assistant can be found on the City website at www.cityofbelfast.org.

All applications are to be submitted in confidence and should include a letter of introduction, a completed Belfast Employment Application form (found on web site under Job Openings) and a resume which must be turned in to the Human Resource Administrator, Nancy Driscoll, at 131 Church Street or mailed no later than 6:00 PM on July 1, 2024. Applications should be in a sealed envelope and addressed to:

City of Belfast
Executive Assistant Search
C/O HR Administrator
131 Church Street
Belfast, Maine 04915

The City of Belfast is an equal opportunity employer.



**City of Belfast
Job Description
Executive Assistant**

The person holding this position is to work in City Hall as an assistant within the City Manager's Office under the general direction and supervision of the City Manager in collaboration with the Deputy City Manager, Finance Director, and HR Administrator. They will work with all City Department Heads, Committees, and members of the City Council to distribute public information regarding all City business. The position will interact with the public at the information desk answering phones, providing information and directions, and assisting the public and departments with complaints or requests for information. This position will distribute and inform the public of official City communication through email, phone, City website, City social media and other forms of media, as well as the development of press releases, monthly newsletters, informational pamphlets, City promotional materials, and the City's Annual Report both in written and digital formats. This position will be responsible for scheduling, maintaining records, managing files, and will track and help drive completion of key deliverables. This position will perform other essential tasks and duties as needed and assigned.

The person holding this position is expected to maintain the highest degree of professionalism, confidentiality, and integrity. They must have excellent customer service skills, excellent computer and writing skills. Must be a proactive self-learner with flexibility and able to succeed in high volume and fast-paced environments.

Nature of the Work:

Full Time with benefits.

Excellent customer service and computer skills.

High degree of professionalism, confidentiality, and integrity.

Strong business office skills: answering phones, helping the public, filing, telephone research, typing, photocopying, scheduling, providing information to the public, mail processing and delivery.

Strong organizational skills and personal motivation to provide excellent customer service.

City of Belfast
131 Church Street
Belfast, ME 04915

July 1, 2024

RE: EXECUTIVE ASSISTANT

To Whom It May Concern:

I was excited to see your posting for this role on my job search! Since late last year, I have been sailing as an Able Seaman aboard the various ships of the Maine State Ferry Service, enjoying learning the ins and outs of Penobscot Bay from the water and having a job that allows me to put down roots and build community here in the Midcoast. However, I find myself seeking a better fit for work life balance that would allow me to exercise more of my administrative skills.

In my life I've been incredibly fortunate to have worked in a myriad of roles. All of which have served to build my repertoire of skills. Prior to joining the ferry service, I spent eight years working with students and volunteers of all ages as a mariner on educational sailing vessels, teaching everything from coral ecology to rigging principals. This was a second career for me, so I learned to be both a sailor and a teacher on the job, thanks to the integrity and mentorship of my community. While climbing aloft, visiting beautiful faraway ports, and epic sunsets are the highlights you will find on my Instagram, the job involved much more than that. At times I've been called upon to teach navigation in a language I don't speak, adapt fall protection protocols for students with disabilities, and provide support for students suffering traumatic loss, drug and alcohol withdrawal, and major illnesses while two hundred nautical miles offshore. In such a small environment, these situations required me to exercise clear communication, discretion, risk assessment, and discerning value judgment for myself, my crew, my students, and the organization. A dynamic work environment is where I thrive, and I consider adaptability and the aptitude to learn new skills some of my greatest assets.

Prior to my adventures in sailing and education, I had a career as a performer and theatre maker in New York City, where my long-term day job at a boutique law firm honed my skills in office coordination and personnel management. I also flexed my theatre management muscles in networking, marketing, development, and event planning as a member of The Hive, a 501-c3 theatre collective where I ended my four-year tenure as Associate Artistic Director.

These skills served me well as I was promoted to the role of Chief Mate and Senior Bosun at Sea Education Association. In these administrative roles I became the primary point person for ship maintenance, inspection reports, and preventative maintenance logs, as well as purchasing and inventory control for both ships in the fleet. I was also responsible for onboarding new mates and bosuns by providing on-the-job training and developing instructional documentation to standardize policies and practices. My path has been a varied one, and I'm grateful for where my collective experiences have brought me.

I'm looking for a role that engages my skills as a task-oriented organizer, my love of community, and my desire for a balanced work environment.

Thanks so much for your consideration. I look forward to hearing from you!

Yours truly,

Ava Kelley

She/her/hers

AVA KELLEY

CONTACT

Organized and multi-disciplined maritime bridge officer seeking a career path utilizing her skills as a self-motivated manager and mentor in an intentional community that provides quality work/life balance. She/her/hers.

WORK EXPERIENCE

December 2023 - Current

Maine State Ferry Service

Able Seaman

Responsible for balanced loading and unloading of the vessels, lookout, and helm duties navigating narrow thoroughfares on the Penobscot Bay.

September 2018 - May 2023

Chief Mate & Senior Bosun

Sea Education Association

Chief watch officer on ocean voyages. Oversee rig maintenance, logs, inventory, and purchasing in coordination with shore support. Serve as conning officer underway and while deploying scientific research equipment. Responsible for training small boat coxswains and serving as primary rescue boat coxswain in emergency situations. Train professional crew and collegiate student deckhands in navigation, helmsmanship, sail handling, leadership, community building, and team management. Develop and teach modules on shipboard emergency response, traditional maintenance, and risk analysis case studies. Coordinate with Captain on voyage planning, shore operations, scheduling, and personnel management.

January 2016 - September 2018

Licensed Mariner

Los Angeles Maritime Institute - LA Harbor; Sloop Clearwater - Hudson River; World Education School - Boston & St. Croix; South Street Seaport Museum - NYC

Deckhand Educator, Bosun, Relief Engineer, and Relief Mate for various sail training vessels by contract. Served as watch leader and/or mate managing both professional and trainee teams in the safe navigation of vessels inland and near coastal. Technical and mechanical troubleshooting, record keeping, maintenance training and oversight as engineer and bosun. Mentoring, leadership, nautical and marine science educator for ages K-12, including programs designed to include students who are from the inner city, alternative school programs, the LGBTQIA2S+ community, unhoused, and folks with disabilities.

August 2016 - December 2016

The Cooper Company

Talent Management Assistant

Develop advertising opportunities for client roster and adapt marketing packages for same. Cold calls, website maintenance, actor submissions, research. Official seat warmer for Usher's no-show date to Ben Vereen's birthday party.

August 2010 – December 2016

Alonso, Andalkar & Facher, P.C.

Administrative Coordinator, Personal Executive Assistant

Manage continuity of large-scale projects with part-time, rotational team of administrative assistants. Responsible for training new administrative assistants in reception, electronic filing, and secure server protocols. Organize and maintain schedules, travel arrangements, licensing, and personal records and obligations for Senior Partner, Manoj Andalkar, Esq.

2010 – 2014

The Hive Theatre Company

Literary Manager, Dramaturg

Associate Artistic Director, 2014. Director and casting director for *Exposed*, reading series 2013-14. Solicit, organize, and curate script library. Develop playwright relationships for readings and workshops through to possible full production development. Provide thoughtful background research on material placing it in the context of relevant history and current events. Event planning, development, social media and marketing campaigns.

EDUCATION

University of Alabama
Bachelor of Arts, Honors 4.0
Dean's Award for Scholarship & Service
Dr. Edmond Williams Award for Academic &
Scholastic Excellence
Alpha Psi Omega Theatre Honor Society
University Presidential Scholarship

Oregon State University, Ecampus
Anticipated degree: Bachelor of Science
Environmental Science: Aquatic Biology
Current GPA: 4.0
Courses completed: Biology I & II, Atmospheric
Science, Oceanography, Geology, Chemistry I, II,
& III, Calculus I.

SKILLS, CERTIFICATIONS & RELEVANT EXPERIENCE

Public speaking – Event organization – Marketing
Microsoft Office – Mac Proficient – G Suite
Asana Workflow App – Paylocity – Intuit
Passport – Driver's License – Reliable Car
Wilderness First Responder

Merchant Mariner Credential:
200 ton Ocean Mate/
100 ton Near Coastal Master
AB Limited
Medical First-Aid Provider
STCW Basic Training
Vessel Personnel with Designated Security Duties
Additional Endorsements Upon Request

*Curriculum Vitae available upon request

REFERENCES

Jenna Lilly, Senior Marine Technician
Sea Education Association

Chris Nolan, Captain
USCG Cutterman, res.

Allison Taylor, Faculty Captain
Sea Education Association

City of Belfast Employment Application

In compliance with Federal and State Equal Employment Opportunity laws, qualified applicants are considered for all positions applied for without regard to race, color, religion, sex, national origin, age, marital status or the presence of non-job-related medical condition or handicap. Due to Maine Laws, applications are not confidential.

(Answer all questions—please type or print in ink)

Date of Application: July 1, 2024

Position(s) applied for: Executive Assistant

Referral Source: Advertisement Friend Relative

Job Service Other

Name: Kelley Ava Lynn
Last First Middle

Residence Address: _____
Street City State Zip Code Mailing

Address: _____

Phone Number: _____

Email Address: _____

Are you known to schools/references by some other name? Yes

If so, what name: _____

Have you filed an application or been employed here before? No

If yes, date(s): _____

(2)

Give name, address, and phone number of three references not related to you:

Jenna Lilly
Chris Nolan
Allison Taylor

Employment Experience:

List each job held. Start with your present or last job. Include military service assignments and volunteer activities.

- 1. Employer Maine State Ferry 2. Employer University of Washington
 From Dec 20, 2020 current From July 2023 to October 2023
 Address 577a Main St. Rockland Address _____
 Type of Work Able Seaman Type of Work Able Seaman
 Reason for Leaving N/A Reason for Leaving Contract ended

If you need additional space, please continue on a separate sheet of paper and attach. See resume.

Summarize special skills and qualifications acquired from employment or other experiences.

Microsoft Office, Apple computers, Google Suite
Personnel management, internet research, social
media marketing, project management

Education:

Level	Name	Location	Years Completed
Elementary	<u>Englewood</u>	<u>Tuscaloosa, AL</u>	<u>4 5 6 7 (8)</u>
High School	<u>Millerest</u>	<u>Tuscaloosa, AL</u>	<u>9 10 11 (12)</u>
Undergraduate	<u>Univ. of Alabama</u>	<u>Tuscaloosa, AL</u>	<u>1 2 3 (4)</u>
Graduate			<u>1 2 3 4</u>

(3)

Diploma: Academic Vocational

Degree(s) Bachelor of Arts, Musical Theatre, Honors
Describe course of study, specialized training, apprenticeship, skills,
and extra-curricular activities: Voice, Acting, Dance. Circle in the Square
Workshop, NYC 2008. Alpha Psi Omega Theatre Honor Society,
Co-President 2008 - 2009. University Honors Graduate
Theatre History, Management. - publicity, development, event planning.

AGREEMENT:

I certify that the answers provided by me herein are true and complete to the best of my knowledge.

I authorize you to make such investigation and inquiries of my personal employment, and other related materials that may be necessary in arriving at an employment decision. I hereby release employers, schools, and person from all liability in responding to inquiries in connection with my application.

I understand that person(s) soliciting this application may base their selection of applicants to interview or hire on qualifications listed in the Administrative Personnel Code of the City of Belfast, and that I am not entitled to an interview simply by virtue of having applied for the position.

In the event of employment, I understand that false or misleading information provided in application or interview(s) may result in my discharge. I understand also that I am required to abide by all the rules and regulations of the City.

Date: July 1, 2024

Ava Kelley
Signature of Applicant

10.E



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: July 22, 2024
RE: WienerFest Annual Event & Waiver Request

The City of Belfast Parks and Recreation Department is presenting one Facility Use Request for Steamboat Landing Park and one Rental Application for the Belfast Boathouse for the 20th Annual Maine WienerFest, scheduled for Sunday, September 8, 2024, from 11 AM-3 PM. PAWS' total use time for both Steamboat Landing Park and the Belfast Boathouse is from 7 AM-4:30 PM. This event, submitted by Valery Riemer from the PAWS Animal Adoption Center, serves as one of their annual fundraisers.

While the main event is on Sunday, the PAWS group does complete set-up on Saturday, September 7 between 4-8 PM. Therefore, the Facility Use Request for Steamboat Landing Park includes both September 7 and September 8. The use of the Belfast Boathouse is for Sunday, September 8 only (note: on their form that they stated that date as Saturday; it is in fact Sunday, September 8.) The request to use the Boathouse is for access to water, access to tables and the plastic chairs, and a break area for event volunteers. The overall event activities include dog races, dog costume contests, craft and food vendors, merchandise sales, and musical entertainment. The group is also requesting access to electricity at Steamboat Landing Park for their vendors.

PAWS Animal Adoption Center, as a recognized non-profit, is requesting a 100% waiver for the rental of the Belfast Boathouse. Per the current Boathouse Fee Policy, this rental would cost \$2,900 since PAWS would be considered a non-resident, and since the current fee policy only allows for full weekend rentals (Sat.-Sun.) during the main summer season.

PAWS Animal Adoption Center has already agreed to provide a \$250 deposit for the use of the Belfast Boathouse, keeping in step with the same requests made to other large event usage at the facility.

Belfast Parks and Recreation will provide a Power Box/electrical connection at Steamboat Landing Park for vendors and will ensure electricity is available at the gazebo, and the department will provide trash cans for the park. Additionally, the Parks and Recreation Maintenance staff have been flexing staff





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Memo to Ms. Herbig

July 22, 2024

Page 2

schedules to accommodate Saturday hours in order to minimize overtime. However, it will not be possible to flex this event's hours which will be required for trash removal and post-event clean-up. It is approximated that the department will generate 2.5-3 OT hours for one staff member post-event.

Belfast Parks and Recreation requests two approvals: the first for use of Steamboat Landing Park and the second for the full waiver of the Belfast Boathouse rental.





Facilities Use Request
City of Belfast, Maine

EVENT: 20th Annual Maine Wienerfest

DATES: 9/7 & 9/8 EVENT REPRESENTATIVE: Valery Riemer

PROPOSED LOCATION/AREA TO BE USED: Steamboat Landing Park & Boat House on 9/8

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?

Valery Riemer - PAWS Animal Adoption Center
variemer@gmail.com

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

20th year Festival celebrating Maine Wienerfest
Food vendors, Dog races, dog costume contest, craft vendors,
merchandise sales

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

MUSIC - 11 AM - 3 PM

16) How do you propose to handle garbage removal?

In past years we have piled all bags & left where instructed

17) How do you propose to handle parking?

Street parking as usual

18) How do you propose to handle security?

Paws Staff & Volunteers on site

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

We have had access to the Port-o-pottys

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

Water, if needed we get from the boathouse
Park electricity is usually turned on for us

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?

Valery Riemer 972-310-1141 variemer@gmail.com
Michelle Davis - 239-919-6852 davis0812@gmail.com

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

Access to the Boathouse, electricity turned on &
clean port-o-pottys.

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.

~~Boathouse & Skamhaut Landing Park - port-o-potty, gazebo, picnic tables, electricity and trash cans~~
Boathouse - use tables 9/8 only

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

9/7: - 4pm - 8pm set up for festival
9/8 - 7am - 4:30pm - event

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?

clean port-o-potty, electricity access

7) How many people do you expect?

700-900

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

various craft vendors selling dog related merchandise
Food vendors - hot dogs + ice cream, desserts
Paws merchandise tent + hot dog tent

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?)

propane grill - fire extinguisher

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

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

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

Craft vendor - \$40 = Food vendor - \$50 =
Non profit \$10 =

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?

J. Edward Knight

Department

Service Requested

City Manager

Police

Fire/ Ambulance

Parks

Steamboat Landing

Public Works

Harbor

Boat House

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 Michelle S. Davis Date: 7/19/24

Printed Name: Michelle S. Davis

RENTAL AGREEMENT FOR BOATHOUSE

Name of Business, Organization or Individual Renter: PAWS

Mailing Address: 123 John Street

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

City, State and Zip Code: CAMDEN, ME 04843

Telephone: 207-236-8702 Alternate Telephone: 972-310-1141

Email: _____

Rental Date(s): 9-8-2024 Rental Time*: 9AM-4:30PM

*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: 11AM-3PM Day(s) of Week: SATURDAY

Type of Event: WIENERFEST Number of People Attending Event: 500-700

FESTIVAL

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.

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 \$ Wking for owner (this should be a SEPARATE check from your Security Deposit check)

RENTAL FEE DEPOSIT \$ _____

RENTAL FEE BALANCE DUE \$ Wking for owner DUE ON DATE: X

SECURITY DEPOSIT (This should be a SEPARATE check)

AMOUNT \$ 250⁰⁰ DUE ON DATE: 7.17.2024

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

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

Payments, Security Deposits and Cancellation Policy:

Rentals booked less than 90 days in Advance:

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

Rentals booked more than 90 days in advance:

50% Deposit due with signed Rental Agreement.

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

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

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

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

Signed: [Signature]

Date: 7/19/24

Renter

Signed: [Signature]

Date: 7/24/24

Pamela J. Salokangas, Parks and Recreation Director
Belfast Boathouse, Rental Agent

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.

MD
Renter's Initial

7/19/24
Date

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).

MD
Renter's Initials

7/19/24
Date

10.F

OLVER ASSOCIATES INC.
ENVIRONMENTAL ENGINEERS

MEMO

From: Travis Jones, Olver Associates Inc.

Cc: City of Belfast

Date: July 23, 2024

Re: Use of Capital Reserves for Charles St. Sewer Replacement

This memo is a request for \$26,500.00 be moved from Capital Reserves to Outside Services (Line Item: 990-613) for the attached email quote from Todd Rancourt of Rancourt's Superior Landscaping. The request is being made for the replacement of approximately 300' of Orangeburg sewer line that serves 145 Charles Street. The need for replacement has been elevated due to the fact that there is a new house being built across the street from 145 Charles St. Orangeburg has notoriously poor structural integrity, and after inspection, this line is no different. After conferring with Bob Richards, of Public Works, we both agree that tying another house into this current line is not a good idea.

To keep costs to the City down in the replacement of a sewer line that only serves two houses, the Wastewater and Public Works Departments have worked jointly to provide the following solution; The Sewer Dept will hire a contractor to install a new manhole and install approximately 300' of six inch PVC sewer line. The City will purchase and/or provide all the materials required for the project. Two contractors who had agreed to this arrangement were solicited. I am requesting \$26,500 to move forward with the low price, based on cost and availability. There will also be the costs of the manhole, pipe, backfill materials, and pavement. These costs will come at no markup, as our departments will provide or purchase them ourselves. This work is scheduled to be completed in mid-August and will be completed with an abundance of collaboration between the City's departments and the contractor.

We hereby submit this request for \$26,500.00 to be allocated from the Wastewater Department's Capital Reserves to budget line item; Outside Services (990-613) for the emailed quote dated 7-9-24 from Rancourt's Superior Landscaping for the City Council's consideration and approval.

Thank you.

TEL.(207) 223-2232
FAX(207) 223-5448

290 MAIN STREET
P.O. BOX679
WINTERPORT, MAINE 04496

Travis Jones

From: Todd Rancourt <todd.rancourt@gmail.com>
Sent: Tuesday, July 9, 2024 4:11 PM
To: Travis Jones
Subject: Charles St S

Travis,

For Rancourt's to come do the excavation and provide a pipe crew to do the manhole install and 340'ish feet of 6" sewer install to connect the new structure to the existing structure on Grove St, we would be \$26,500.00.

You'd mentioned Belfast DPW would provide all aggregate materials, the structure, the pipe, the paving, and trucking of material being put back in the trench.

As we had talked before, the 1/4" per foot as normal sewer install will not work. We would need to try and achieve 1/8" slope. Even that shallow of a slope may be hard to achieve but we will get as much as we can.

We're looking for a timeline of around the start of August to do the job.

Let me know if you have any questions I can answer for you.

Thanks
Todd

Todd Rancourt
Rancourt's Superior Landscaping
20 Dogtown Road
Pittsfield, ME 04967
207-660-2973



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

MEMO:

To: Mayor and City Council
From: Alexandra E. Sykes - City Planner
CC: Erin Herbig – City Manager; Bub Fournier – Director Planning and Codes
Date: July 22, 2024
Re: First Reading – Proposed Amendments to Chapter 58 Traffic and Vehicles

BACKGROUND INFORMATION

On July 2nd, 2024 a discussion was brought to the City Council by a concerned local business owner to consider incorporating a three-way stop sign for the intersection of High and Miller Streets. As a result of this discussion around traffic speed, visibility, and pedestrian safety, Council asked the Planning and Codes staff to bring this proposed Ordinance Amendment to the Belfast City Council as a First Reading in support of the installation of a new three-way stop sign at this intersection.

As the City continues to support the enhancement of the walkability of its downtown footprint, it is important to have holistic conversations about any proposed improvements to ensure successful integration into the city's infrastructure. Prior to this First Reading, the Planning and Codes Department took a closer look at the existing conditions of the intersection in relation to the surrounding commercial neighborhood context, and engaged in discussions with other City departments that maintain, improve and enforce the City's infrastructure.

The observations and departments that provided guidance for these findings did not express any opposition to this proposed three-way stop sign, however they provided insight to ensure success of the proposal. A summary of the findings of the above observations and conversations revolve around visibility, enhancement, and enforcement; please see findings below and attached '*Diagram A*':

- Regarding the existing conditions of the intersection, elements that were observed include: crosswalk striping, curb condition, sidewalk connectivity, existing signage/utilities, and parking enforcement measures. Currently, at the intersection there are two striped crosswalks – east to west on High Street (north side) and north to south on Miller Street (waterfront

side). Of the 4 corners of the intersection, 2 of 4 have defined and accessible corners – the two defined are closest to the library and the multifamily residence (diagonal corners of each other) and the two semi-developed/absent corners are closest to the Grasshopper Shop corner and directly diagonal within a commercial parking lot for adjacent business. There are sidewalks on both sides of High Street traveling south from downtown that turn into a single sidewalk after Miller Street and sidewalks on opposite sides of Miller Street traveling from the library to the waterfront. There is an existing (newly installed) utility pole at the corner closest to the library along with an outlined ‘no-parking’ area in the right-of-way; the distance from the utility pole to first parking space is 9’ and the distance from the nearest edge of the crosswalk to the first parking space is 12’. There is an existing ‘no parking sign’ on the opposite corner nearest to the multifamily residence; the ‘no parking sign’ is approximately 20’ from the existing stormwater grate (approximately where the edge of a crosswalk would be).

- In conversation with Bob Richards, Public Works Director and Road Commissioner, his comments amounted to ensuring there was proper visibility and enforcement of these newly placed stop signs in relation to the existing parallel parking on both east and west sides of High Street. Measures to alleviate this concern could include: proper placement of new and existing stop signs that ensure the proper proximity relationships between crosswalk, stop sign and parking are adhered to as outlined by the Department of Transportation; typically not allowing parking of a vehicle within 20 feet of a crosswalk and placement of stop signs in before crosswalks, and height placement of stop sign in relation to existing City utility infrastructure. In addition, proper marking on roadway and enforcement of no parking in designated no parking areas.
- In conversation with Chief Cormier, Police Department, his comments amounted to ensuring there was proper noticing (before, during, and after) of new traffic patterns, in particular 2-3 weeks prior to installation of new stop signs and potential enhancements to the striping to increase visibility at intersection for pedestrian and vehicular traffic. Chief Cormier noted along High Street traffic speed has been a concern and monitored in the past and he believes this incorporation of the proposed three-way stop sign will result in the desired effects to encourage slower traffic speeds. Measures to ensure proper noticing Chief Cormier noted were the use of a traffic message board along High Street for traffic traveling north and southbound and having motorcycle police enforcement in the early days of integration.

At this time, pursuant to Chapter 58 Traffic and Vehicles, Article II Stopping, Standing and Parking of the City Ordinance, the proposed three-way stop sign would need to be adopted by the City Council. This proposal would require vehicles to stop if they are traveling north or south on High Street, as well as when they come to the end of Miller Street at High Street. Please see ‘*Diagram B*’.

Planning and Codes staff ran a public hearing notice for two weeks in the Republican Journal. Planning and Codes staff also mailed notices of this meeting to neighbors in the immediate area of the intersection of High and Miller Streets.

Although not a part of the current ordinance amendment, it would be amiss not to note the potential of this intersection. Its current position as one of the last commercially oriented intersection at the edge of the boundary of the Downtown Commercial zoning district that has not undergone substantial improvements that provides a well-connected pivot point within the downtown area to

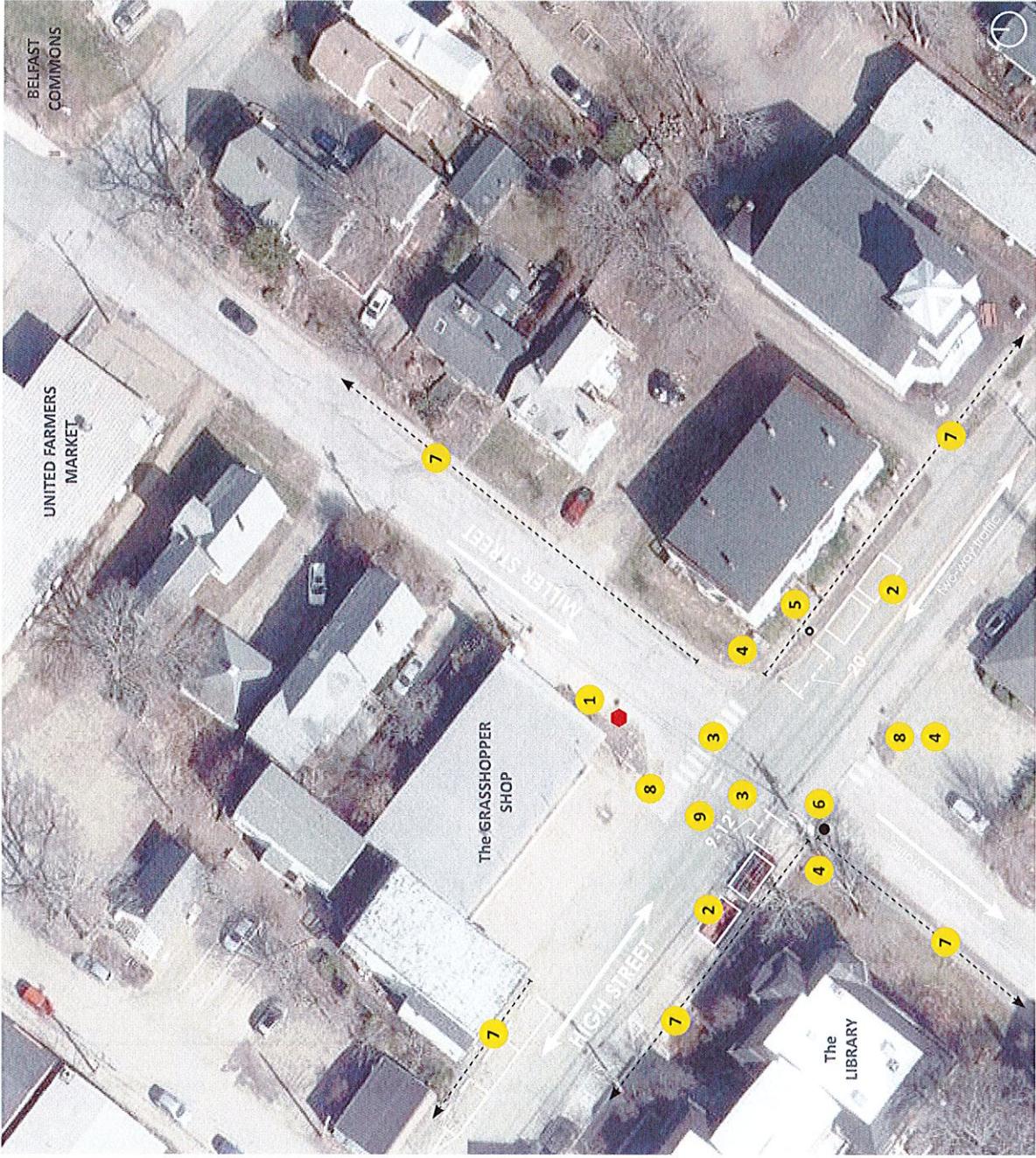
many amenities such as: Belfast Commons, the Waterfront, the Library, downtown shopping area and the United Farmers Market. I would encourage the Council to keep this intersection on their radar for future improvements that could help enhance the safety and accessibility of this intersection. Please see future enhancements to consider below and attached ‘*Diagram C*’:

- It would be beneficial to investigate increased striping in the form of a new crosswalk at the entrance of the Library on High Street, behind the designated parking spaces of the Grasshopper shop to indicate pedestrian activity, and additional crosswalks as necessary to support further definition of pedestrian oriented corner infrastructure at that intersection.
- It could be interesting to investigate ‘Adaptive Design Strategies’ such as temporary right-of-way improvements such as painted colored curb bulbs and flexible delineators on the pavement, which could be low-cost solutions for reallocating street space to address or mitigate existing pedestrian safety concerns. *Please see visuals associated with ‘Diagram C – Item #4’.*
- It would be advantageous to consider relocating the existing stop sign on Miller Street uphill closer to the intersection once additional infrastructure was defined to improve visibility for all user groups.
- Long term vision, it would be beneficial to further investigate the possibility of incorporating an ‘understated gateway and/or curb extensions’ to the existing right-of-way infrastructure, which would physically and visually narrow the roadway to reduce vehicular turning speeds and prioritize the corner ‘nodes’ of the sidewalk as pedestrian zones. This enhancement to the infrastructure would increase the overall visibility of pedestrians by aligning them with the parking lane and reducing the overall crossing distance. *Please see visuals associated with ‘Diagram C – Item #3’.*

REQUESTED COUNCIL ACTIONS

I request the Council to allow Planning and Codes staff to present the proposed Ordinance Amendment incorporating the three-way stop sign for traffic calming and pedestrian safety at the intersection of High and Miller Streets. In addition, I request the Council conduct a public hearing. After discussion, I request the Council consider accepting the First Reading and direct staff to arrange a Second Reading for potential adoption.

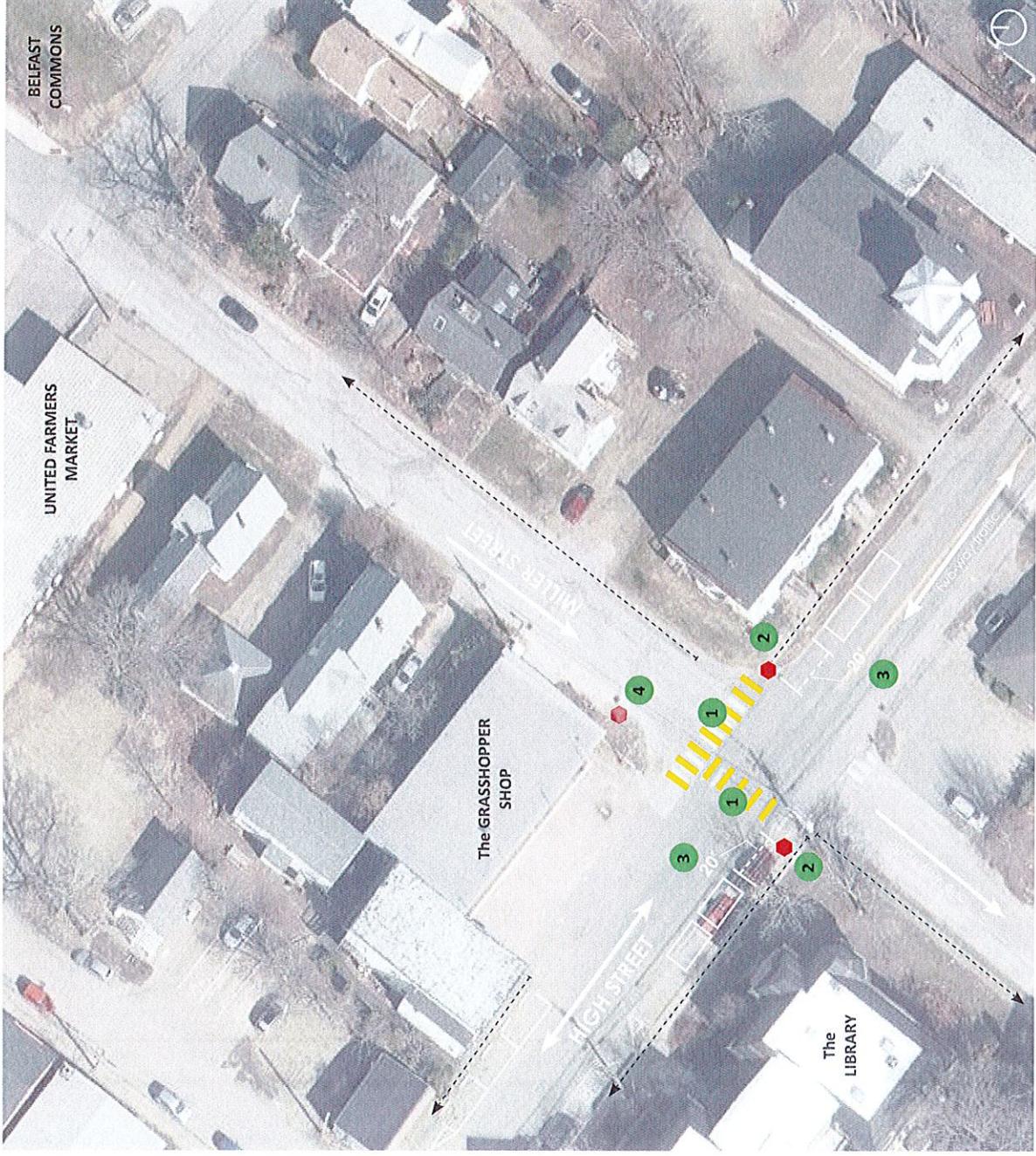
DIAGRAM A - EXISTING INTERSECTION CONDITIONS



LEGEND

- 1 Existing stop sign
- 2 Existing parallel parking
- 3 Existing crosswalk striping
- 4 Existing curbs
- 5 Existing 'no-parking' sign
- 6 Existing overhead utility pole (new)
- 7 Existing sidewalks
- 8 Existing lack of pedestrian curb
- 9 Existing outlined 'no-parking' area

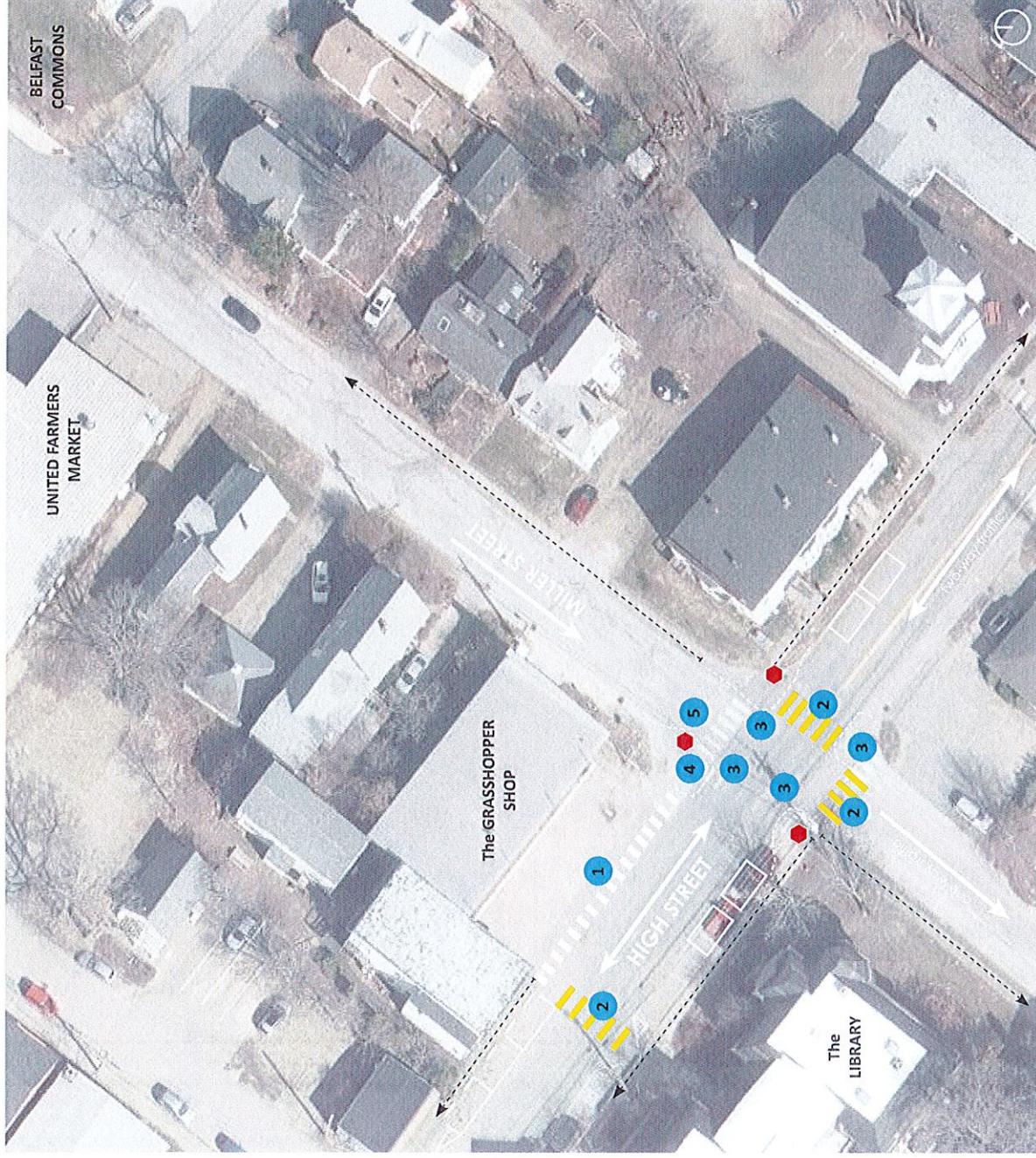
DIAGRAM B - PROPOSED IMPROVEMENTS (CURRENT ORDINANCE AMENDMENT)



LEGEND

- 1 Re-striping existing crosswalks
- 2 Installation of new stop signs
- 3 Outlined 'no parking' areas (similar dimensional requirements)
- 4 Existing stop sign

DIAGRAM C - FUTURE INTERSECTION ENHANCEMENTS



LEGEND

- 1 Sidewalk striping
- 2 New crosswalk striping
- 3 Understaed Gateway or Curb Extensions
- 4 Adaptive Design Strategy - Curb Bulbs
- 5 Moving existing stop sign uphill



'Gateways + Curb Extensions'
National Association of City
Transportation Officials



Adaptive Design Strategies - Colored Bulbs
Seattle Right-of-Way Improvements Manual

First Reading - Proposed Amendments to Chapter 58 Traffic and Vehicles - High and Miller Street Intersection

**CITY OF BELFAST CITY COUNCIL
TUESDAY, AUGUST 6th, 2024 7:00 pm**

FIRST READING PROPOSED ORDINANCE AMENDMENTS

**AMENDMENTS TO CITY CODE OF ORDINANCE
CHAPTER 58 TRAFFIC AND VEHICLES,
ARTICLE II STOPPING, STANDING AND PARKING
SEC. 58-44 STOP SIGNS**

Format of Amendments.

All text shown in black font is current text in the adopted City Code of Ordinances, Chapter 58 Traffic and Vehicles. **All text shown in red font** is new language that is proposed to be added. ~~All text shown with blue strike through~~ is to be removed. Bold text indicates the specific intersection.

CHAPTER 58, TRAFFIC AND VEHICLES

ARTICLE II, STOPPING, STANDING, AND PARKING

Sec. 58-44 Stops Signs

(a) No Person shall drive vehicle past or through any intersection having a stop sign without bringing his vehicle to a full stop.

(b) Stop signs shall be located in the following places; on the first named street with its intersection with the second named street:

Allyn Street to Northport Avenue westbound
Alto Street to Belmont Avenue northbound
Alto Street to Lincolnville Avenue westbound
Anderson Street to Waldo Avenue westbound
Back Belmont Road to Route 52 eastbound
Back Searsport Road to Swan Lake Avenue westbound
Baker Road to Achorn Road
Bayview Street to Allyn Street north and southbound
Bayview Street to Commercial Street northbound
Bayview Street to Condon Street southbound
Bell Street to High Street westbound
Bell Street to Union Street eastbound
Beaver Street to High Street eastbound

Bradbury Street to Congress Street westbound
Bridge Street to High Street southbound
Bridge Street to Pierce Street eastbound
Cedar Street to Franklin Street north and south end
Cedar Street to Grove Street northbound and southbound
Cedar Street to Main Street northbound
Cedar Street to Miller Street northbound and southbound
Cedar Street to Park Street north and southbound
Cedar Street to Main Street northbound
Cedar Street to Pearl Street north and southbound
Charles Street to Grove Street both north and southbound
Charles Street to Miller Street north and southbound
Charles Street Extension to Main Street southbound
Charles Street Extension to Waldo Avenue northbound
Charles Street to Bradbury Street north and southbound
Charles Street to Spring Street north and southbound
Church Street to Main Street both northbound and southbound
Church Street to Market Street north and southbound
Church Street to Miller Street northbound
Church Street to Miller Street southbound
Church Street to Northport Avenue southbound
Commercial Street to Union Street north and southbound
Condon Street to Northport westbound
Congress Street to Miller Street north and southbound
Congress Street to Main Street northbound
Congress Street to Salmond Street north and southbound
Cottage Street to Condon Street southbound
Cottage Street to Allyn Street northbound
Court Street to Elm Street southbound
Court Street to Elm Street westbound
Court Street to Grove Street north and southbound
Court Street to Miller Street north and southbound
Court Street to Pearl Street both north and southbound
Crocker Road to Belmont Avenue southbound
Crocker Road to Marsh Road northbound
Cross Street to Miller Street southbound
Cross Street to Spring Street north and southbound
Doak Road to head of the Tide Road
Doak Road to Waldo Avenue southbound
Durham Street to Northport Avenue eastbound
Edgecomb Road to Route 3 northbound
Edgecomb Road to Route 52 southbound
Elm Street to Cedar Street westbound

Elm Street to Church Road eastbound
Fahey Street to Northport Avenue westbound
Field Street to High Street eastbound
Front Street to Miller Street north and southbound
Front Street to Pierce Street northbound
Green Street to High Street westbound
Grove Street to Church Road eastbound
Harbor Street to High Street westbound
Head of the Tide Road to City Point Road easterly
Head of the Tide Road to Route 137 westbound
High Street southbound to Miller Street
High Street northbound to Miller Street
Hunt Road to Back Belmont Road northbound
Huntress Avenue to Northport Avenue westbound
James Street to Cedar Street eastbound
Jesse Robbins Road to Back Belmont Road southbound
Jesse Robbins Road to Route 3 northbound
John Street to High Street eastbound
John Street to Waldo Avenue westbound
Lincolnvill Avenue to Main Street northbound
Market Street to Church Street eastbound
Market Street to Church Street westbound
Market Street to High Street eastbound
Market Street to Main Street westbound
Marsh Road to Waldo Avenue eastbound
Martin Lane northbound to Wight Street
Mayo Street to Northport Avenue westbound
Mill Lane to Searsport Avenue southbound
Mill Lane to Swan Lake Avenue northbound
Miller Street to Church Street east and westbound
Miller Street to Congress Street eastbound
Miller Street to High Street eastbound
Miller Street to Lincolnvill Avenue westbound
Mitchell Street to Searsport Avenue northbound
Old Route 1 to Searsport Avenue east and westbound
Park Street to Church Street east and westbound
Park Street to Cedar Street east and westbound
Park Street to Congress Street westbound
Park Street to High Street eastbound
Patterson Hill Road to Robbins Road southbound
Peach Street to Church Street westbound
Peach Street to High Street eastbound
Pearl Street to Church Street east and westbound

Pearl Street to High Street eastbound
Penobscot Terrace to Northport Avenue eastbound
Perkins Road to Northport Avenue to eastbound
Pine Street to Cedar Street eastbound/westbound
Pitcher Road to Route 3 southbound
Primrose Street to High Street eastbound
Primrose Street to Waldo Avenue westbound
Race Street to Northport Avenue westbound
Race Street to Ocean Street eastbound
River Avenue to Pierce Street southbound
Robbins Road to Swan Lake Avenue eastbound
Salmond Street to Congress Street westbound
Salmond Street to Northport Avenue eastbound
Sea Side Drive to Route 1 eastbound
Seaview Terrace to Northport Avenue eastbound
Shepherd Road to Route 137 eastbound
Shepherd Road to Poors Mills Road westbound
Smart Road to Achorn Road both sides
Smart Road to Swan Lake Avenue southbound
Spring Street to Cedar Street eastbound/westbound
Spring Street to Miller Street eastbound
Spring Street to High Street east and westbound
Starrett Drive to Belmont Avenue northbound
Stephenson Lane to Route 1 southbound
Tara Road southbound to Wight Street
Tufts Road to the Jesse Robbins Road westbound
Union Street to Allyn Street both sides
Union Street to Commercial Street both sides
Union Street to Pearl Street both sides
Union Street to Condon Street both sides
Union Street to Harbor Street both sides
Vine Street to Waldo Avenue westbound
Waldo Avenue to Main Street southbound
Water Street to Bridge Street northbound
Wight Street to Congress Street westbound
Wight Street eastbound to Martin Lane
Wight Street westbound to Martin Lane
Wight Street to Northport Avenue eastbound
Woods Road to Route 52 westbound
Woods Road to Lower Congress Street southbound