

**City of Belfast
Council Chambers-Belfast City Hall
Tuesday, September 3, 2024**

6:00 p.m. Committee Interviews

7:00 p.m. Regular Council Meeting

Regular Council Meeting No. 5

1) Call to order

2) Roll call: Mayor Eric Sanders; Councilors Mary Mortier, Neal Harkness, Brenda Bonneville, Chris Bitely and Paul Dean, City Manager Erin Herbig, and Deputy City Manager Manda Cushman.

3) Pledge of Allegiance

4) Adoption of the agenda

5) Acceptance of the minutes

Regular Council Meeting of August 20, 2024.

6) A. Open to the public

Public comment is provided at the discretion of the Mayor and City Council. Each speaker will be allowed three minutes to speak unless waived by the Council. Comments must address topics relevant to the Council's authority and must not be unduly repetitive. Any person who engages in name-calling or personal attacks, obscene or indecent remarks, or derogatory comments may at the Mayor's discretion be ordered to stop speaking. Repeated violations of these restrictions may lead to suspension of speaking privileges.

If members of the public are unable to attend in person, you may submit announcements, questions or comment for the City Council can email public@cityofbelfast.org or mail to City of Belfast, 131 Church Street, Belfast, ME 04915. We ask that you include your name and residence as comments will be included as part of the public record, and that all comments be sent prior to the date and time of the meeting, with a deadline of noon the day of the meeting.

Seating in Council Chambers is limited; if you do not plan to speak at open to the public you can stream the meeting on the City website www.cityofbelfast.org, watch live on BEL TV channel 7 or channel 1303, or listen on Belfast Community Radio WBFY 100.9.

B. Organization and Department Reports

7) Communications

8) Old Business and City Committee Reports

- Consideration of Committee Appointments

9) Permits, Petitions and Licenses - Consent Agenda

- A.** Request to approve an off-premises catering permit for Sophialk d/b/a Blue Spoon for the Mid Coast Charities fundraiser event on August 22nd, 2024, from 5:00 p.m. to 10:00 p.m. located at the Belfast Yacht Club & Event Center, 15 Front Street, Belfast, Maine.
- B.** Request to approve an off-premises catering permit for Belfast Maskers for a Haunted House event on October 26, 2024, from 2:00 p.m. to 10:00 p.m. located at 17 Court Street, Belfast, Maine.

10) Business

A) Update from the Cemetery Superintendent regarding the installation of the City's first columbarium within Grove Cemetery.

B) Request to approve a Facility Use Application by Habitat for Humanity of Waldo County for use of Steamboat Landing Park's patio area on Saturday, September 28, 2024, from 9:00 AM-4:30 PM.

C) Request from the Belfast Public Health Nursing Association for Council Consideration of a Boathouse Rental Fee Waiver.

D) Request to approve a Facility Use Application by the Belfast Poetry Festival for use of the City Hall High Street Parking Lot on Thursday, October 17, 2024, at 6:00PM through Friday, October 18, 2024, following the end of the event.

E) Request from the Public Works Director to accept the bid and award the bid for crushed stone aggregate for resurfacing the Rail Trail.

F) Request from the Police Chief to expend up to \$35,035.00 to purchase a 2023 Ford Police Explorer PUI from Quirk Ford.

G) Presentation and discussion regarding 74 High Street, Map 37 Lot 151 as a public safety threat.

H) Request from the City Clerk to accept the 2024 Rural and Nonmetro Election Infrastructure Grant.

I) Signing of Council Orders

11) Open to the public

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12) Communications

13) Adjourn

**City of Belfast
Consent Agenda
Tuesday, September 3, 2024
Meeting #5**

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 an off-premises catering permit for Sophialk d/b/a Blue Spoon for the Mid Coast Charities fundraiser event on August 22nd, 2024, from 5:00 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 Sophialk d/b/a Blue Spoon for the Mid Coast Charities fundraiser event on August 22nd, 2024, from 5:00 p.m. to 10:00 p.m. located at the Belfast Yacht Club & Event Center, 15 Front Street, Belfast, Maine.

- B. Request to approve an off-premises catering permit for Belfast Maskers for a Haunted House event on October 26, 2024, from 2:00 p.m. to 10:00 p.m. located at 17 Court Street, Belfast, Maine.**

Motion to approve an off-premises catering permit for Belfast Maskers for a Haunted House event on October 26, 2024, from 2:00 p.m. to 10:00 p.m. located at 17 Court Street, Belfast, Maine.

10. A

MEMO

FROM: Belfast Dept. of Cemeteries – Board of Trustees
TO: City of Belfast - City Council
RE: Update on Columbarium Project and User Regulations
Date: 01 July 2024

The columbarium project for Grove Cemetery is progressing. The base cement pad has been placed and the columbarium structure will be installed shortly. Landscaping around the columbarium will be completed once the structure is done

Attached to this memo is a document that presents the recommended regulations for the operation of the new columbarium once it is available for use. These regulations have been developed by the Board of Trustees after many hours of research and discussion. The research included input from contractors regarding construction, analysis of information obtained from other cemeteries with columbaria and guidance from cemetery staff regarding the impact of the columbarium on the overall cemetery plan. Discussion among trustees focused on several issues such as cost, public access, and user requirements. The trustees are confident that the proposed regulations have addressed all currently identified issues and offer the best management plan for the columbarium and its future expansion.

Submitted by: City of Belfast
Department of Cemeteries
Board of Trustees
Joyce Fenner, President
Megan Pinette, Secretary
Joanna Curtis
Amanda Munson
Darrell Gilman
Superintendent: Leigh Wilcox

Columbarium Rules

Grove Cemetery, Belfast Maine. 2024.

To be reviewed yearly. 5/1/2024 5/6/2024
5/20/2024 6/3/2024 6/17/2024 MP JF

DRAFT ADOPTED JULY 1, 2024

These Rules and Regulations are adopted for the common protection of the owners of all niches and the preservation of the natural beauty of the cemetery grounds.

All owners and visitors within the cemetery, and all lots, single graves, crypts, niches, and other interment space conveyed, shall be subject thereto and to such other rules and regulations, amendments or alterations as shall be adopted by the City of Belfast, Cemetery Department and Cemetery Trustees from time to time; and the reference to these Rules and Regulations in the burial grants, contracts, or other instruments issued by the City of Belfast, Belfast Cemetery Department and Cemetery Trustees shall have the same force and effect as if they were set forth in full therein.

The cost for a niche space or spaces shall include the niche, opening and closing four times, plaque engraving and perpetual maintenance. Inurnments shall be made during normal working hours, except for those done on Saturday, Sunday and Holidays when there will be an extra charge. There will be no inurnments on the following: Memorial Day, July 4th, Thanksgiving and Christmas. Holiday rates will be charged on Labor Day, and Veterans Day.

1. Niches are available for individuals or families to purchase.

2. No inurnments shall be permitted in any niche in the columbarium until all payments due the City of Belfast have been made. Payable to the City of Belfast, Maine, 131 Church Street. Receipts need to be shown to the Cemetery Superintendent following the purchase of the niche.

3. All inurnments must be made subject to the rules and regulations of the City of Belfast and all federal, state and local laws, ordinances, and regulations.

4. Two urns for cremains per double niche will be allowed. The container for cremated remains to be inurned shall be of material approved by the City of Belfast and shall be of a size suitable for the niche. No cardboard boxes are allowed. The Superintendent or their representative shall have full authority to refuse to accept for inurnment any receptacle deemed unsuitable. A double niche is 12" x 12" x 24."

5. No disurnment of cremains in the columbarium will be permitted except upon written order of both the recorded owner and, as recorded on the deed, heirs of the person whose cremains are to be moved or disentombed, or upon order of a court of competent jurisdiction and except upon full compliance with all applicable federal, state and local laws and the Rules and Regulations of the City of Belfast. The Belfast City Attorney will create a deed for the sale of columbarium niches.

6. No inurnment in any niche in the columbarium shall be permitted except upon written order of the record owner of the rights of inurnment in such space, or if such record owner be deceased or otherwise unavailable, upon such appropriate evidence as may be required by the City of Belfast that the person whose cremains are to be inurned has been designed for inurnment by the record owner.

7. The City of Belfast shall not be liable for the identity of cremains to be inurned.

8. Niche engraving shall be limited to legal names and year of birth and death.

9. All removals and disurnments shall be done by or under the supervision of the City of Belfast personnel. The City of Belfast will exercise reasonable care in making a removal, but it assumes no liability for damage to any urn occurring in the process of making a removal. All removals need to be reported to the Cemetery Trustees.

10. Funeral decorations will be removed in seven days after the inurnment or whenever they become unsightly or at the discretion of the Superintendent or their representative. The City of Belfast and the Cemetery Department will assume no responsibility for the safekeeping of any floral memorial or container.

11. No floral memorials or other ornamentation will be attached to columbarium. The City of Belfast reserves the right to remove any such ornamentation or correct any such alteration at the expense of the owner without being deemed guilty of any manner of trespass.

12. Artificial flowers or decorations are not permitted and will be removed immediately.

13. The City of Belfast reserves the right to retain all initial funds related to any niche.

14. If the niche is destroyed or damaged for any reason, the City of Belfast and the Cemetery Department may cause any cremains inurned therein to be either promptly interred elsewhere in the cemetery or delivered on

written request to the owner or representative of the niche in which they were inurned, or temporarily placed in a receiving tomb pending restoration of the niche and upon restoration re-inurned therein, in such case as the City of Belfast, Cemetery Trustees, and the Cemetery Department shall determine in view of the extent of the destruction or damage inurned remains, to the niche, the structure containing it, and columbarium itself and the advisability of restoration. Any damage is to be reported to the police and Cemetery Trustees shall receive a written police report.

Provost Monuments will be asked to provide a written estimate for repair. If no restitution is made in three months, the matter is turned over to the City Manager and the City Attorney.

15. The City of Belfast reserves the right to correct any errors made by it in granting any niche either by substituting other interment property of like kind, equal value similar location, so far as possible, or as may be selected by the City of Belfast, or by refunding the amount of money paid on account of said purchase.

16. A niche is not a lot, nor do two or more adjacent niches constitute a lot. The owner of one or more niches is not a lot owner.

17. The grant of inurnment right in a niche gives only a right or privilege of inurnment of cremated remains, the ownership in fee to the land and the structure remaining always in the City of Belfast.

Memo from: Cemetery Trustees

Re: Columbarium

Niche \$2,000.00

Open & close door up to four times in order
to place an urn 200.00

Initial engraving includes full name, birth
& death dates 300.00

*Provost Monument will bill the City for this engraving.
cost \$235.00

Total cost of each niche \$2,500.00

@Future added engravings will be billed by Provost Monument
to the niche owner at \$235.00. Price set by Provost
Monuments.

10.B, C + D



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: August 26, 2024
RE: Event / Rental Requests

The City of Belfast Parks and Recreation Commission and the City of Belfast Parks and Recreation Department are presenting three Facility Use Requests for upcoming events.

10.B Habitat for Humanity of Waldo County

The first request is for Steamboat Landing Park's patio area, across from the Belfast Boathouse, for a marketing tent. Habitat for Humanity of Waldo County would like to promote their Plein Air Painting Auction by utilizing a marketing tent on Saturday, September 28 during the daytime hours, 9 AM-4:30 PM, as the auction takes place the same evening. In the past, they have placed a tent in the harbor front during this same time period, but have used it differently; they have used it as a meeting location/snack tent for the auction's artists, and they have used this tent as a plein air painting demonstration area.

Heritage Park was their first request, but Waterfall Arts has already reserved Heritage Park and part of the Harbor Walk for their 8th Annual Chalk Walk; therefore, Belfast Parks and Recreation suggested the patio at Steamboat Landing Park, which is a very busy spot for those who start their Harbor Walk adventures from the southern terminus of the trail. Additionally, the department reached out to Waterfall Arts to alert them to this request, and they are amenable to having this tent at the Steamboat Landing Park patio, as it will not interfere or detract from the 8th Annual Chalk Walk. We have requested that this marketing tent not interfere with foot traffic along the Harbor Walk or with any of the artists participating in the Chalk Walk.

The Parks and Recreation Commission supports this request through email communications, and so too does the Parks and Recreation Department. We recommend that City Council approve this space request.

10.C Belfast Public Health Nursing Association/Ms. Sue Dupler

The second Facility Rental Request is from the Belfast Public Health Nursing Association and Ms. Sue Dupler, the Public Health Nurse. This group is requesting five rental dates for the Belfast Boathouse for their annual FREE Flu Clinics; we were able to find five days within the Boathouse's rental calendar that worked with their schedule.

The Belfast Public Health Nursing Association is requesting a 100% waiver for any Belfast Boathouse rental fees. The September, October, and December rental dates fall in the Belfast Boathouse's current Shoulder Season Fee Schedule; each daily rental would cost \$140, so total cost would be \$700. The single day security deposit is \$75.





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Memo to Ms. Herbig
August 26, 2024
Page 2

The Parks and Recreation Commission supports this rental waiver request through email communications, and so too does the Parks and Recreation Department. We do ask for City Council support for the department to collect a \$75 security deposit (single day security deposit); barring any issues after each rental, the deposit can roll over to each new rental date. We have done this for other repeat rentals earlier this year. The return of the security deposit would rely on an inspection after each rental, and after the last rental, assuming that there are no issues, the department would return those funds.

We recommend that City Council approval the waiver request and endorse the collection of a single security deposit which can be rolled to each rental, assuming there is no damage or building issue.

10-D

19th Annual Belfast Poetry Festival

The annual Belfast Poetry Festival will take place over several days in October and is organized through the Belfast Free Library. During the festival, the event planners are hosting a haiku competition at the Colonial Theatre, and they are requesting use of the City Hall High Street parking lot for food truck parking.

The organizers are requesting parking lot barricades from Parks and Recreation for a Thursday night closure after City Hall closes at 6 PM. The parking lot would remain closed on Friday and then be available for set-up, event, and break-down between 4-9 PM. The organizers will remove the barricades on Friday night after the event and place them off to the side for Parks and Recreation to pick-up on Monday.

The food truck vendor, Portable Pie Place, is insured and will provide a Certificate of Insurance naming the City as an additional insured for this event. Additionally, the vehicle is self-contained so access to water and electricity is not an issue; they will remove any trash that they generate that evening.

Belfast Parks and Recreation supports this request and recommends that City Council approve this request.



Office of Chief
Webb
Need another letter



Facilities Use Request
City of Belfast, Maine

EVENT: Habitat for Humanity of Waldo City's Plain Air Painting Auction &

DATES: Sept 28, 2024 EVENT REPRESENTATIVE: Beth Haynes

PROPOSED LOCATION/AREA TO BE USED: Area in Heritage Park ^{Standard parking Park Park} near sidewalk for a tent to promote event that evening.

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.

Office of Chief Webb
Action 8/22/24

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?

Beth Haynes, 207-290-2065, umpic24@gmail.com
Habitat for Humanity of Waldo City.

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

Just need a space for a tent 6'x8' near a sidewalk in Heritage Park to advertise Habitat for Humanity and the evening's event of Plain Air Painting that will raise funds to complete and/or build a home in Waldo City.

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.

Space in Heritage Park

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

Sept. 28, 2024 from 9^{am} - 4:30 pm

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?

Not sure - those who are walking by.

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

No - just advertising event.

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

Where? - Attach MAP

N/A

By Whom: Name and Phone contact number:

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?

N/A

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

N/A

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

None

16) How do you propose to handle garbage removal?

Take with me

17) How do you propose to handle parking?

N/A

18) How do you propose to handle security?

N/A

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

N/A

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

N/A

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

N/A

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

Just me in the tent

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

(Heritage Park)
Just a space in the park by the sidewalk.

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 Elizabeth A. Haynes Date: 8/19/2024

Printed Name: Elizabeth A. Haynes
(Beth Haynes)

RENTAL AGREEMENT FOR BOATHOUSE

Name of Business, Organization or Individual Renter: Belfast Public Health Nursing Assoc

Mailing Address: 118 North pond Ave
(This address will be used to return any refunded monies)

City, State and Zip Code: Belfast Maine 04915

Telephone: 207.505.4940 Alternate Telephone: 207.949.9110

Email: Susan.dupler@mainehealth.org

Rental Date(s): See Attached Sheet Rental Time*: _____
*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: _____ Day(s) of Week: _____

Type of Event: Free Flu Vaccine Clinic Number of People Attending Event: multiple

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 \$ Waiver (this should be a SEPARATE check from your Security Deposit check)

RENTAL FEE DEPOSIT \$ _____

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

SECURITY DEPOSIT (This should be a SEPARATE check)

AMOUNT \$ _____ DUE ON DATE: _____

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

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

Payments, Security Deposits and Cancellation Policy:

Rentals booked less than 90 days in Advance:

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

Rentals booked more than 90 days in advance:

50% Deposit due with signed Rental Agreement.

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

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

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

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

Signed: [Signature]
 Renter

Date: 8-21-24

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

Date: 8/22/24

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.

SMD
Renter's Initial

8.2.24
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).**

SMD
Renter's Initials

8.21.24
Date

Date requested for Free Flu Vaccine Clinics

Sept 25 th	1-6pm
Oct 2 nd	1-6pm
Oct 16 th	1-6pm
Oct 23 rd	10-4pm
Dec 4 th	1-4pm

*+ 1 hr. before & 1 hr. after
to setup & clean-up*

If I need to be present at the council meeting please let me know

Thank you
Susan

Susan



Facilities Use Request City of Belfast, Maine

EVENT: 19th Annual Belfast Poetry Festival

DATES: Friday, October 18, 2024 **EVENT REPRESENTATIVE:** Mattie John Bamman

PROPOSED LOCATION/AREA TO BE USED: City Hall parking lot

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?

Mattie John Bamman, 207-408-0496, mattie.bamman@gmail.com, Belfast Poetry Festival

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

The Belfast Poetry Festival will take place over several days in October. On the night of Friday, October 18, we will hold a haiku competition at the Colonial Theater, and we would like to use the City Hall parking lot located across from the theater to park the Portable Pie Place food truck to feed guests.

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

We would like to park the food truck in the City Hall parking lot from around 4pm-9pm on October 18. During this time we would like for people to be able to order and enjoy food from the food truck. We will use the crosswalk so guests

can walk from the theater to the food truck.

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

October 18, 4-9pm

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

Yes, the City Hall parking lot

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

Mattie John Bamman will set up the barricades on Thursday night and remove them after the event on Friday

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?

75-100

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

In the Colonial Theater, we will sell tickets by donation and books.

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?

Portable Pie Place is insured by NEXT! and will add the City of Belfast for the date of the event

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

Nothing beyond polite conversation

16) How do you propose to handle garbage removal?

The food truck will remove all garbage

17) How do you propose to handle parking?

Street parking will be available, first-come, first-served.

18) How do you propose to handle security?

We will have multiple volunteers onsite to assist attendees

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

Attendees will use restrooms inside of the theater

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

We have no needs for either

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?

Mattie John Bamman (207-408-0496), Portable Pie Place owner Jessica Schramm

23) Are you requesting any services from the City? Be specific on the services you are asking for
Closure of City Hall Parking Lot

Department

Service Requested

City Manager

Police

Fire/ Ambulance

Parks

Public Works

Closure of City Hall Parking Lot

Harbor

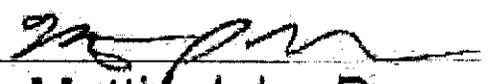
Other?

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.

Specific request of City services:

- electrical needs
 - street closures
 - police assistance
 - trash removal
- o Vendor permits (necessary if serving alcohol)
 - o Parking plan
 - o Insurance Certificate (need to receive two weeks prior to event)
 - o Map/diagram of event layout
 - o Music cannot reach a volume level of more than 7 on controls
 - o Plan for restroom facilities
 - o 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: 8.23.24
Printed Name: Mattie John Bamman



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:

Date: 8-27-2024

To: City Manager, Erin Herbig

The Mayor and Council Members

We advertised for bid to supply 1,000 yards of aggregate for the resurfacing of the Rail Trail. We received (1) bid. I would like to recommend that we accept this bid and award the bid to Dirigo Materials which is \$ 22.50 per c.y. and \$ 6.50 per c.y. delivered to the Rail Trail parking lot. The total cost for the material is \$ 29,000 which I believe was allocated in the current budget. The awarded bidder must meet all specifications before delivery of the material.

Thank You,

Bob Richards

Scope of Work

Belfast Rail Trail

Crushed Stone Aggregate

General:

1. Provide crushed aggregate materials in accordance with specifications below. Materials shall be delivered to Belfast. Notice to proceed will be issued upon receipt of certified test results and certificate of compliance.
2. Delivery location will be at City Point Road, Rail Trail parking lot in Belfast.
3. Deliveries of the material must be completed within 30 days of approval of the test results.

Testing and Quality Control:

1. Contractor shall submit test results from a certified laboratory demonstrating compliance with these specifications and a certificate of compliance.
2. In addition to initial testing, Contractor shall perform additional gradation tests and furnish results as materials are processed and / or delivered. Frequency of additional testing shall be 1 test per 500 cubic yards. If source of materials should change after completion of original test, a complete set of tests, as required above, shall be performed again.
3. City of Belfast reserves the right to conduct quality control inspection and testing to determine the reliability of the test results and Certificate of Compliance. Materials delivered that do not comply with the specifications and / or certifications shall be removed from the site at no cost to the City of Belfast.

Crushed Stone Aggregate Surface Course Material (Half Inch Minus):

1. Aggregate shall consist of hard, durable particles or fragments of crushed stone manufactured from blasted ledge conforming to the following requirements and gradations:

Los Angles abrasion, ASTM C 131and C 535	50% max.*
Fractured faces (one face).....	95% max.*
Fracture faces (two faces).....	75% max.*
Soundness loss, 5 cycles, ASTM C 88 (magnesium).....	18% max.*
Flat/Elongated length to width > 5 ASTM D4791	15% max.*

*Based on the portion retained on the 3/8" sieve

2. Materials shall be free from organic material and lumps or balls of clay.

3. Materials passing the # 4 sieve shall consist of natural or crushed sand and fine mineral particles. The material including any blended filler, shall have plasticity index of not more than 6 and a liquid limit of not more than 25 when tested in accordance with ASTM D4318.

4. Aggregate shall contain a minimum of 5% clay particles by no more than 50% sieve of that portion of material passing the # 200 sieve size shall be clay. Inorganic clay to be used as binder shall conform to the following:

Passing # 20075%
Liquid limit.....30 min.
Plastic Index..... 8 min.

5. The fraction of material passing the No. 200 sieve size shall be determined by washing as indicated in ASTM D1140, "Amount of Material in Soils Finer Than the No. 200 Sieve." The fractured faces for the coarse aggregate portion (retained on the No. 4 Sieve) shall have an area of each face equal to at least 75% of the smallest midsectional area of the piece. When two fractured faces are contiguous, the angle between the planes of fractures shall be at least 30 degrees to count as two fractured faces. Fractured faces shall be obtained by mechanical crushing.

6. Gradation shall be obtained by crushing, screening and blending processes as may be necessary. Material shall meet following screen analysis requirements by weight.

Sieve Designation	Percent Passing
1/2"	100%
3/8"	90 – 100%
No. 4	60-81%
NO. 8	44-60%
No. 40	20-33%
No. 200	10-16%



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

E-mail: cityhall@cityofbelfast.org

Tel: (207) 338-3370

Fax: (207) 338-2419

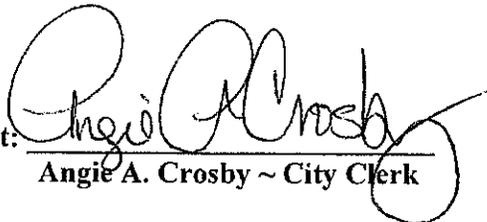
Public Works
Rail Trail Surface Aggregate BID
August 26th, 2024 at 2pm

Present at the opening: Angie A. Crosby Belfast City Clerk & Joe Rollins Dirigo Materials

There were a total of one (1) bid envelopes submitted as follows:

Dirigo Material
801 Odlin Road
Bangor, ME 04401

Price per yard for material: \$22.50 per cy
Price for the delivery of material to Belfast: \$6.50 per cy

Attest: 
Angie A. Crosby ~ City Clerk



City of Belfast "Rail Trail Surface Aggregate Bid"

The City of Belfast is accepting bids for "aggregate" for surfacing the Belfast Rail Trail. All bids to be submitted to the City Clerk's office at 131 Church Street – Belfast, Maine 04915 no later than August 26, 2024, at 2:00 p.m. at which time the bids will be opened. The City of Belfast reserves the right to reject any / or all the bids. Successful bidder must meet specification requirement. Any questions please call Bob Richards at the Public Works Facility at 338-2375.

The bid will consist of:

1, 000 yards of aggregate material per spec.

Price per yard for material: \$ 22.50 per cy

Price for the delivery of material to Belfast: \$ 6.50 per cy

See attached aggregate specification.

10.F



Memo

To: Erin Herbig
From: Chief Cormier
cc: City Council
Date: 08/26/24
Re: Purchase of a Ford Police Explorer PUI from the FY24-25 budget.

Hi Erin

During the budget process this year, I learned that Quirk Ford, who had the lowest bid, still had one remaining 2023 Ford Police Explorer PUI left in their inventory at last year's price of \$47,034. Currently, only Quirk Ford and a dealer in Massachusetts are the only two dealers we got bids from that have a Ford Explorer PUI left in their inventory. Of the two, Quirk Ford was the lowest bid with the trade included. In anticipation of a vehicle being approved in this year's budget, Quirk Ford offered to hold the remaining vehicle until our budget passed in July. After a trade of Car 106, a 2020 Ford Explorer PUI, our cost to replace it would be \$35,035. Once we take delivery of the vehicle, the upfit process will take about 6-8 weeks before it would be ready for the road. The replacement of a vehicle is approved in the FY 24-25 budget and at this time I would like to purchase the replacement vehicle from Quirk Ford for \$ 35,035 from the Police Purchase of Equipment line #220-535.

Thank you,

Chief Robert Cormier

10.G



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: August 22, 2024

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

FROM: Bub Fournier, Planning and Codes Director

CC: Steve Wilson, Code Enforcement Officer

RE: 74 High Street – the former Bradbury Manor – possible Eminent Domain action

Background Information: Following the enclosed Judgement and Order from the Waldo County District Court to demolish the structure located at 74 High Street in Belfast, Map 37 Lot 151, the City of Belfast must determine what steps can be taken to ensure public health and safety in regard to this derelict property. The Belfast Code Enforcement Officer and Planning and Codes Department have been involved with ongoing serious Code violations at this location since at least 2020, with a trail of Notices of Violation having been issued even before that.

As summarized in the enclosed timeline, the most recent actions by the City have included issuance of notices of violation, demolition orders, Brownfields site assessment work and other demolition due diligence while the legal system reviewed the 80K suit brought by the City against the property owner. None of the actions to date, including the court order to demolish the structure resulting in more than \$125K in fines, have persuaded the property owner to take action up to this point.

As you can see in the enclosed pictures, the building has continued to deteriorate since I have been involved with the property starting in 2020. Portions of the building have collapsed and there is no functional fire suppression, detectors or alarm system. This building is an accident waiting to happen. A structural engineer has determined that the building could not be salvaged, and the Brownfield's assessment has indicated that the only way to clean up the hazardous building materials used in the structure is via demolition. The City has exhausted all resources, including 80K action in the District Court. At this time, I recommend the City discuss taking the property through an Eminent Domain action so that the public safety threat can be removed through demolition possible through the Brownfields program. The City can only move forward

CONDENSED SUMMARY AT 74 HIGH FORMER BRADBURY MANOR 16JUL24

- Sept 15, 2020 NOV and Notice of Condemnation regarding life safety and property maintenance issues.
- Condemned Oct. 20, 2020 and CEO issues 30 day DEMO Order.
- Feb. 5, 2021 80K Complaint filed for code violations.
- Dangerous Buildings Decision and Order issued by City Council on April 20, 2021 after public hearings. Includes demo order and gives authority to Planning and Codes Director to act as authorized agent for "whatever action is necessary". Include special tax assessment language.
- Sept 2021, scope of work for Brownfields Environmental Site Assessment begun.
- Jan 27, 2022 Final Hazardous Building Materials Inventory completed by Haley Ward identifying several hazardous building materials on the site. City is informed that only a property owner would be able to access Brownfields program funds.
- March 25, 2022 quote to cleanup via demo \$285K to \$325K.
- Sept. 2022 City Council authorized staff to purchase security fence to be billed to property owner.
- June 2023 negotiations to persuade the property owner to sell property to City to initiate Brownfields program.
- January 2024 structural engineer generates letter stating, "Given the extreme state of disrepair, the building will need to be demolished to safely complete abatement activities".
- Feb 16, 2024 District Court enters default judgement against defendant in 80K suit.
- June 26, 2024 District Court orders removal and disposal of dangerous building by Defendant and authorizes City to enter and remove the building if not done so by the property owner. Also orders \$126,900 in civil penalties, plus \$11,043.50 in legal fees.

2. The Defendant shall pay the City of Belfast civil penalties in the amount of \$126,900.00, representing the minimum mandatory penalties of \$100.00 per day for the 1,269 days the Defendant has been in violation of the Property Maintenance Code, as set forth in 30-A M.R.S. § 4452.

3. Defendant shall pay the City of Belfast its legal fees in the amount of 5,597.75 and cost of \$170.75 representing payments made to Preti, Flaherty, Beliveau and Pachios, plus additional legal fees in the amount of \$5,125.00 and cost of \$150.00 representing those charged by attorney William S. Kelly related to his initial representation of the City of Belfast in this matter, prior to current counsel.

SO, ORDERED.

The clerk shall incorporate this Judgment and Order on Complaint for Land Use Violation onto the civil docket by reference pursuant to M.R. Civ. P. 79.

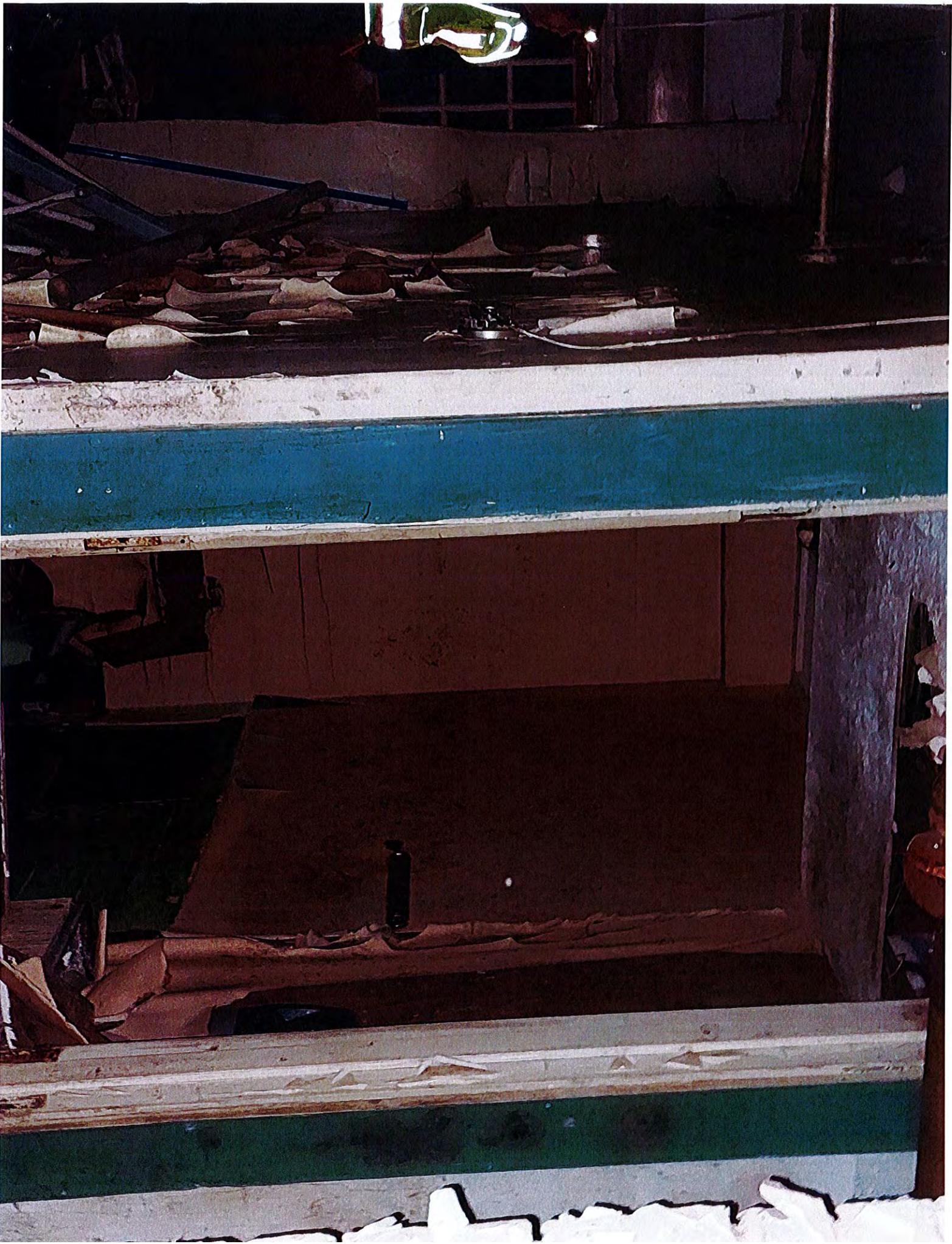
Dated: June 26, 2024



Honorable Patrick C. Larson
Justice, Maine Superior Court

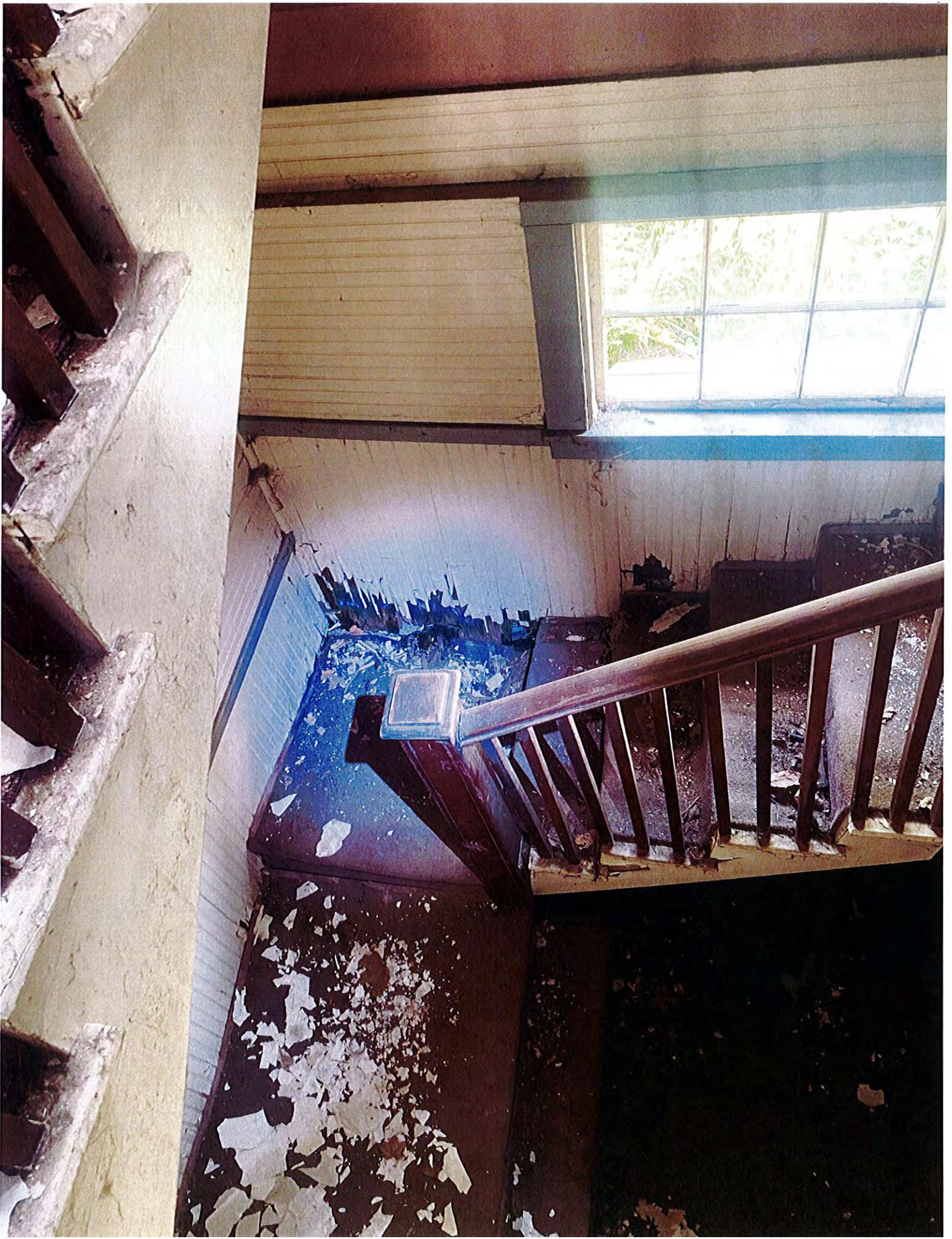






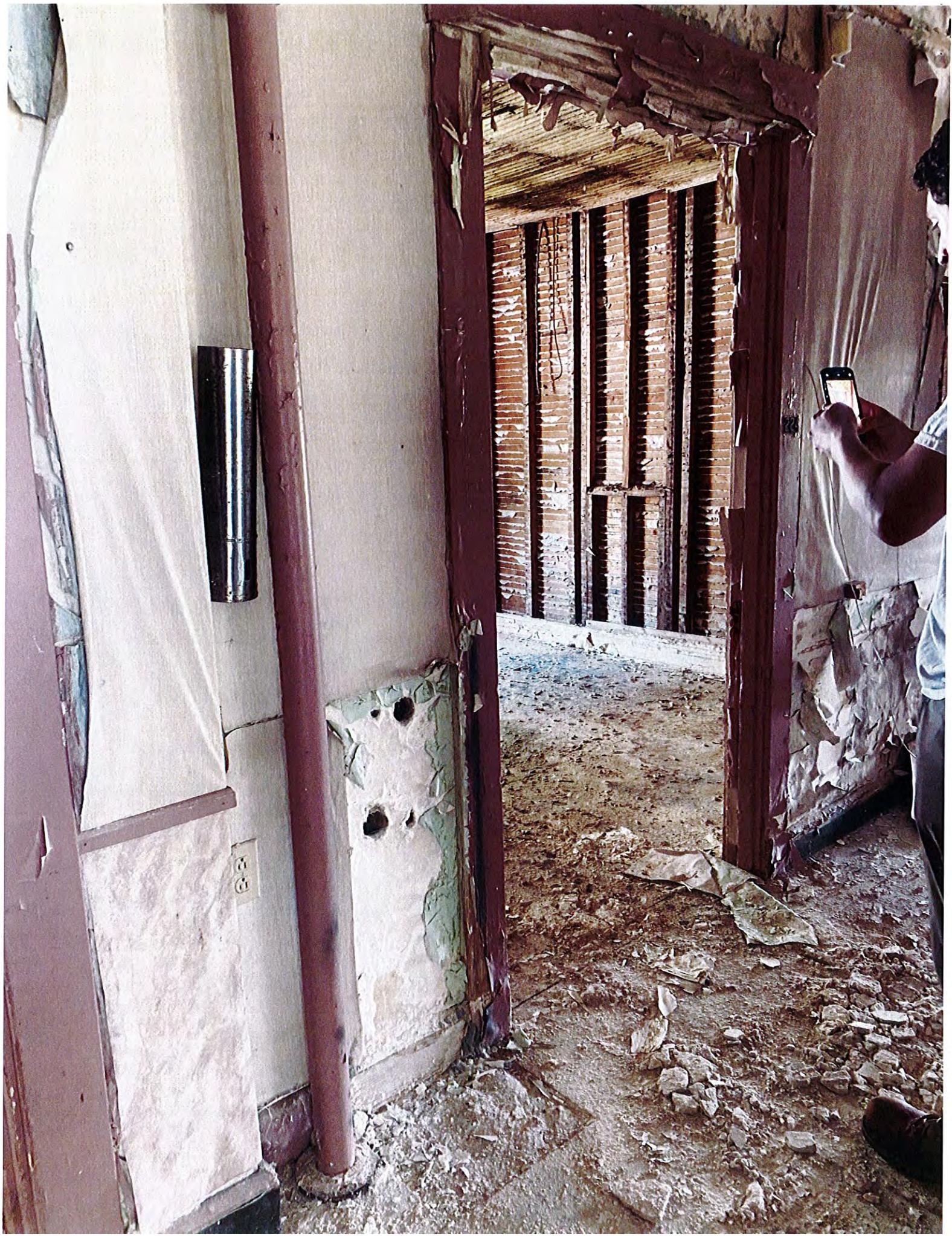








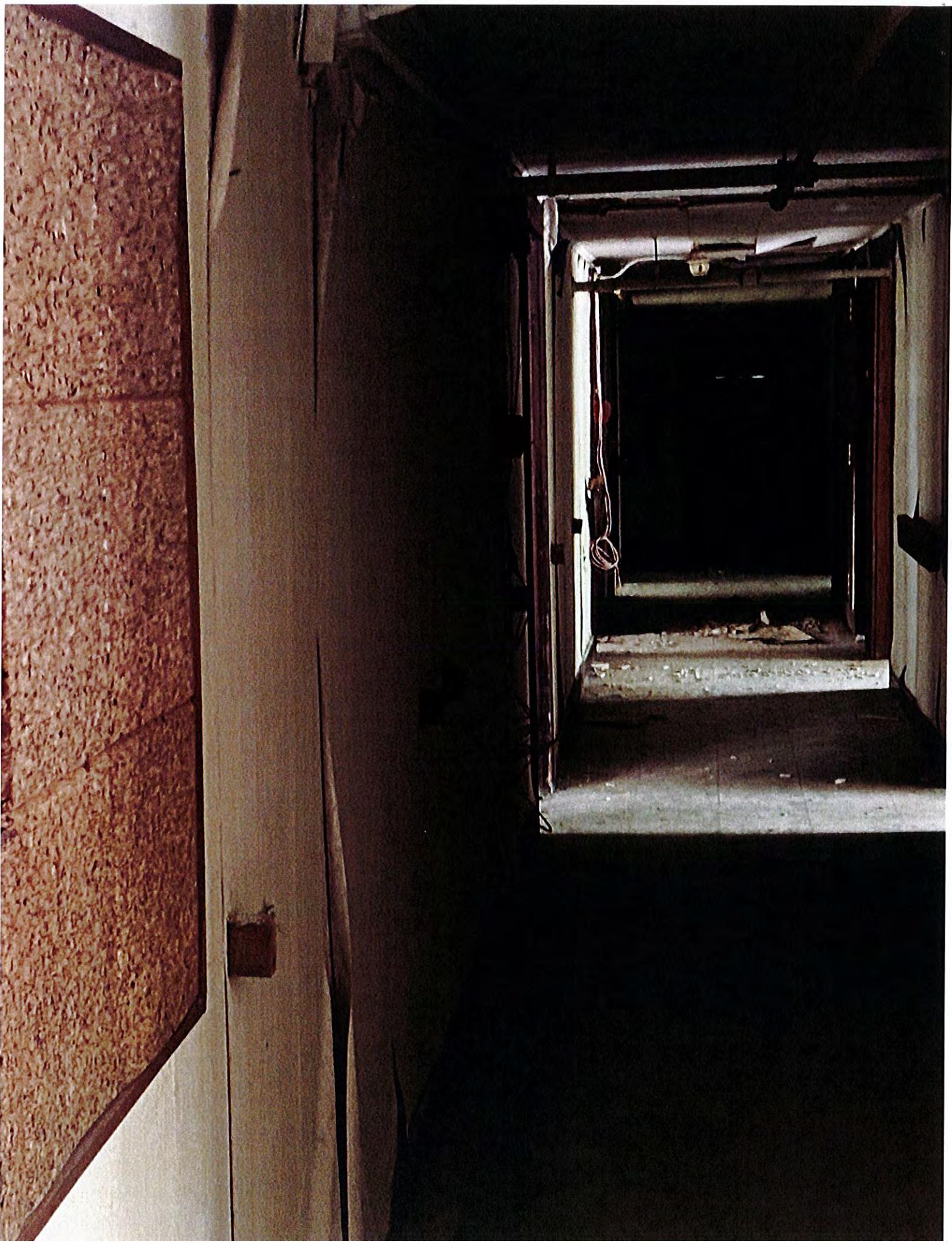








WAGE PAGE













CENTER FOR
TECH AND
CIVIC LIFE

24A-98150
Tuesday, August 27, 2024
Belfast City, Maine

Dear City Clerk Angie Crosby,

I'm pleased to inform you that the Center for Tech and Civic Life ("CTCL"), a nonprofit organization tax-exempt under Internal Revenue Code ("IRC") section 501(c)(3), has decided to award the **Belfast City Clerk's Office** ("Grantee") a grant to support its nonpartisan work planning and operationalizing reliable and secure election administration in 2024. We based this decision on the information and materials provided in the **Belfast City Clerk's Office** 2024 Rural and Nonmetro Election Infrastructure Grant Proposal ("Proposal"), which is incorporated into this Agreement as an Appendix. A copy of the Proposal has been provided simultaneously with this Agreement for your records.

The following is a description of the grant:

- **Amount of Grant:** \$5,000
- **Public Purpose:** *The grant funds must be used exclusively for the public purpose of planning and operationalizing reliable and secure election administration in **Belfast City, Maine** in 2024.*

Before CTCL transmits these grant funds, an authorized representative of the **Belfast City Clerk's Office** must sign this agreement ("Grant Agreement"). By signing the Grant Agreement, the **Belfast City Clerk's Office** agrees to comply with all United States, **Maine**, and **Belfast City** laws and regulations, including but not limited to those relating to taxes, gifts, and private funding of elections ("Applicable Laws"), when accepting and using the grant funds. You also agree to use the funds following the terms and conditions below.

By signing this Grant Agreement, you agree and certify the following:

1. The **Belfast City Clerk's Office** is a U.S., state, or local government unit or political subdivision within the meaning of IRC section 170(c)(1). This grant shall be used only for the Public Purpose described above and for no other purposes.
2. The **Belfast City Clerk's Office** is authorized to receive this grant from CTCL, receipt of the grant does not violate any Applicable Laws, and Grantee represents that it has taken all steps, including necessary approvals, required to apply for, accept, and utilize the grant for the Public Purpose set forth above and in the Proposal.

3. Grantee has submitted a Proposal, including the intended use of grant funds and budget estimates. This Proposal is incorporated into this Agreement as an Appendix. Grantee shall commence expending this grant for the purposes identified in its Proposal upon receipt and may use the grant funds for such purposes until December 31, 2024. If Grantee needs to reallocate grant funds between the purposes identified in the Proposal, Grantee is permitted to do so as long as they are consistent with the Public Purposes described above.
4. If Grantee uses any part of this grant to fund another organization, it will take reasonable steps to ensure that any grant funds are used consistently with the Public Purpose of this grant and all of the terms and conditions of this Grant Agreement. Grantee further agrees that the grant funds may not be used to: (1) participate in, intervene in, or carry on, directly or indirectly (including the publishing or distribution of statements), any political campaign on behalf of (or in opposition to) any candidate for public office or public referendum; (2) engage in any effort to induce or encourage violations of law or public policy; (3) cause any private inurement or improper private benefit to occur; or (4) for any purpose other than specified in the Proposal and consistent with IRC Section 170(c)(2)(B), which relates to charitable, educational, scientific, religious, or literary purposes.
5. The **Belfast City Clerk's Office** shall not share with CTCL, and CTCL will never ask for, non-public or confidential information about your jurisdiction's voters or voting systems.
6. Grantee shall produce a report documenting how this grant has been expended to support its proposed activities. This report shall be provided to CTCL by January 31, 2025.
7. The purpose of the Grant is to supplement the funds available to the **Belfast City Clerk's Office** and not to substitute for previously budgeted funds that would otherwise be provided to Grantee by **Belfast City, Maine** but for the Grant. You represent and warrant to the best of your knowledge that **Belfast City, Maine** does not intend to reduce the **Belfast City Clerk's** budget or fail to appropriate or provide previously budgeted funds to the **Belfast City Clerk's Office** because it has received this Grant.
8. CTCL may discontinue, modify, withhold part of, or ask for the return of all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above conditions have not been met, (b) any of the representations by Grantee are inaccurate, or (c) CTCL must do so to comply with Applicable Laws.
9. The grant term shall be July 31, 2024, through December 31, 2024, and is the period during which covered costs may be applied to this Grant.

Please indicate that you accept and agree to these terms and conditions by having an authorized representative of your election jurisdiction sign and certify below. Please return a scanned copy of the signed letter via the link in your email at your earliest convenience. If needed, you may also return it via email at grants2024@techandcivicle.org.

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,

Tiana Epps-Johnson
Executive Director
Center for Tech and Civic Life

By signing this Grant Agreement, I certify that I am authorized to bind the **Belfast City Clerk's Office** to the terms and conditions of the Grant Agreement and that the **Belfast City Clerk** shall fully comply with the Grant Agreement including all restrictions on the use of funds.

Accepted on behalf of **Belfast City Clerk**

By:

Title:

Date:

APPENDIX: Belfast City, Maine Election Infrastructure Grant Proposal 2024 Submitted to the Center for Tech & Civic Life



CENTER FOR
TECH AND
CIVIC LIFE

Tuesday, August 27, 2024

24A-98150

2024 Rural and Nonmetro Election Infrastructure Grant Application

Office Information

- **Office:** Belfast City Clerk, Waldo County
- **State:** Maine
- **Jurisdiction:** Belfast city
- **Office Website:** cityofbelfast.org
- **Physical Address:** 131 Church Street , Belfast, Maine 04915
- **Mailing Address:** The office mailing address is the same as the physical address above
- **How many active registered voters does your jurisdiction have as of July 1, 2024?:** 5062
- **Approximately how many full time staff (or equivalent) do you have on your election team?:** 5
- **Jurisdiction's total one-year budget allocated to elections for the fiscal year that includes July 1st, 2024?:** 20,517
- **Please upload a copy of your elections budget for the fiscal year that includes July 1, 2024. [Cover Page Elections.docx](#)**

Applicant Information

- **Applicant Name:** Angie Crosby
- **Applicant Job Title:** City Clerk
- **Applicant Email:** cityclerk@cityofbelfast.org
- **Share a link to an official government page that contains your bio or lists you in a staff directory:** cityofbelfast.org
- **Phone Number - Desk:** (207) 338-3370 114
- **Phone Number - Work Mobile:** (207) 323-9964

Grant Information

- **Amount Requested:** \$5,000
- **Human Expenses:** Temporary/Seasonal Support Positions
- **Physical Expenses:** Voting Locations, Other Stanchions
- **Technological Expenses:**
- **Other Expenses:**
- **Briefly describe how you anticipate using the grant funds:** We have consolidated 4 out of our 5 Wards. In the next couple years, we plan to consolidate ward 5 as well to be all at 1 polling location. With our growing population and registered voters, we would like to add some added security and to make the polling location easy to navigate. With this grant we are hoping to get some Stanchions to make the polling location easier to navigate while separating the wards.
- **Title of Individual Signatory Authorized to Sign a Grant Agreement:** Angie Crosby
- **Name of Individual Signatory (if applicable):** Angie Crosby

Optional Questions

- **Why are you seeking this additional source of funding?** We need to purchase a big-ticket item., We have one-time costs that won't repeat in future years.
- **In the context of your annual elections budget, what impact will this funding have on your election operations?** A massive impact

If additional funding becomes available, would you like to be notified that you could receive additional grant funds?

Yes

Certification

I understand that I will be emailed a copy of this application for my records.

I certify that I am permitted to submit this grant application on behalf of Belfast City Clerk, Waldo County in Belfast city, Maine.

Your Initials

AAC

Today's date

Tuesday, August 27, 2024