



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, April 15, 2025

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

6:30 p.m. Council Work Session with the Climate, Energy, and Utilities Committee.

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, April 10, 2025

Agenda Items:

10-A Request by the Belfast Garden Club to adopt a proclamation honoring Arbor Day.

As was discussed at the Regular Council Meeting on April 1st, 2025, the Belfast Garden Club is planning several Arbor Day events throughout the community. As part of that celebration, they have requested that the City Council adopt a proclamation honoring Arbor Day which highlights

all that the City of Belfast has done and will continue to do to support and value our urban canopy.

Please see the attached draft proclamation (10-A) from the Belfast Garden Club for your consideration. Members of the Belfast Garden Club will be at the meeting to present and answer any questions.

10-B Request from the Facilities and Maintenance Director to authorize required upgrades to the heating and cooling systems at City Hall.

Necessary upgrades or replacement of both the heating and cooling systems at City Hall have been a topic of conversation for more than a decade in the City of Belfast. Due to the cost of the projects and tight City budgets, both have been delayed.

The existing cooling system at City Hall is an R-22 refrigerant chiller. This refrigerant is no longer being used due to environmental impacts and has been phased out by the United States Department of Energy over the past decade.

Due to environmental regulations and refrigerant availability, this system will not be able to operate this summer. The new refrigerant is more environmentally friendly, but the lead times are significant (16 weeks) as the industry switches.

During the past few years, the City has improved heating and cooling systems at the former Superior Courthouse and the Library. This has been possible with tremendous financial assistance from Efficiency Maine. During this process, City staff have had professionals evaluate the needs and practicalities of the future of these systems in City Hall. Unfortunately, due to Efficiency Maine Grant Program requirements, City Hall does not render the same cost savings. If the City were to move forward with the most energy efficient project in City Hall, it is currently estimated to be an investment of over \$477,000, and it would not be possible to complete the work ahead of this summer. Additionally, as a result of the current system, it would require invasive construction that would impact daily operations at City Hall significantly.

The alternative approach would be to replace the chiller with a more environmentally friendly chiller system and replace the primary boiler. This option would cost the City \$123,840.00 for the chiller and \$28,560.00 for the boiler. We have consulted City Facilities and Maintenance, Planning and Codes, and Economic Development to analyze the best path forward. It is the recommendation of City staff to authorize the replacement of the chiller and the primary boiler at this time in order to be up and running this summer.

If approved by the City Council, the Facilities and Maintenance Director requests a motion is made to authorize the required upgrades to the heating and cooling system at City Hall totaling \$152,400.00 as part of the FY2025-26 Capital Improvement Plan, enter into a contract to secure these services, and authorize the City Manager to sign all necessary contracts required.

Please see the attached memo (10-B) from Facilities and Maintenance Director Norman Gilmore providing further detail. Director Gilmore will be at the meeting to present and answer any questions.

10-C Request from the Cemetery Superintendent for authorization to expend up to \$12,896.00 for a zero-turn mower.

The Cemetery Superintendent seeks authorization to purchase a zero-turn mower from Bradstreet's Lawn and Garden of Brewer. This piece of equipment is vital to the Department's operations and is needed as the current mower, last purchased in 2014, is outdated and no longer performs at the level necessary for operations. The City would retain the 2014 mower as a back-up and would retire the 2006 mower which currently serves as the back-up.

Funding was allocated for this purchase in the FY 2024-25 Municipal Budget in the Cemetery Equipment Capital Reserve Account #630-537. This account has a current balance of \$63,292.22.

If approved by the City Council, the Cemetery Superintendent requests a motion be made to expend up to \$12,896.00 for a zero-turn mower from Bradstreet's Lawn and Garden out of Brewer from the Cemetery Equipment Capital Reserve Account #630-537.

Please see the attached memo (10-C) from Cemetery Superintendent Leigh Wilcox providing further detail. Superintendent Wilcox will be at the meeting to present and answer any questions.

10-D Request from the Economic Development Director to approve April 1, 2024 through March 31, 2025, Tax Year Annual Reports for the Wight Street, School Street, and 115 Congress Street Affordable Housing Development and Tax Increment Financing Districts.

Tax increment financing is a flexible finance tool used by the City of Belfast to leverage new real and personal property taxes. Any portion of these new additional taxes may be used to finance public projects identified in a development program for up to 30 years. The City of Belfast also has the ability to establish credit enhancement agreements where the new taxes can be refunded to the private party that created them, serving as an important economic development tool.

The City of Belfast established three Affordable Housing Development and Tax Increment Financing Districts; the Wight Street Affordable Housing Development and Tax Increment Financing District, the School Street Affordable Housing Development and Tax Increment Financing District, and the 115 Congress Street Affordable Housing Development and Tax Increment Financing District.

Municipalities establishing an Affordable Housing Development and Tax Increment Financing District are required under state law to report annually to MaineHousing regarding the status of that district.

If approved by the City Council, City staff recommends a motion be made to Approve the Annual Report for Tax Year April 1, 2024 - March 31, 2025 for the Wight Street Affordable

Housing Development and Tax Increment Financing District; approve the Annual Report for Tax Year April 1, 2024 - March 31, 2025 for the School Street Affordable Housing Development and Tax Increment Financing District; approve the Annual Report for Tax Year April 1, 2024 - March 31, 2025 for the 115 Congress Street Affordable Housing Development and Tax Increment Financing District; and authorize the Economic Development Director to submit these approved reports to MaineHousing.

Please see the attached memo and drafts of the April 1, 2024 - March 31, 2025, tax year annual reports for each of the three districts (10-D) from Economic Development Director Thomas Kittredge. Director Kittredge will be at the meeting to present and answer any questions.

10-E Request by the Economic Development Director to accept an awarded Assistance to Firefighters Grant and to authorize the issuance of one or more Requests for Bids (RFBs).

In March of 2024, the City of Belfast submitted an application to FEMA's Assistance to Firefighters Grant Program, for \$330,742.86 to be matched with \$16,537.14 in City funds, for a total project budget of \$347,280.00, intended to be used to purchase 20 self-contained breathing apparatus (SCBA) units; 1 rapid intervention team (RIT) pack; 1 fit testing machine; and 3 power lift systems.

In July of 2024, the City of Belfast was selected to receive a grant from this program, but for a slightly reduced amount of \$310,952.38 which would be matched with \$15,547.62 in City funds, for a total project budget of \$326,500.00. FEMA's rationale for this reduction in the grant amount was to reduce the expected unit costs of the RIT pack and the SCBA units, and to remove the fit testing machine, as it was a lower priority item.

At this time, the City of Belfast would like to begin procuring the items that would be funded by this grant, through either the issuance of a Request for Bids (RFBs), or by securing permission from FEMA to request a cost estimate from a single vendor.

If approved by the City Council, City staff recommends a motion be made to accept the awarded Assistance to Firefighters Grant; authorize the issuance of a Request for Bids for the purchase and installation of two power lift systems to be installed in the Ambulance Department's existing two ambulances; authorize the issuance of a Request for Bids for the purchase of 22 SCBAs, 22 compatible face masks, 1 Rapid Intervention Team Pack, 1 60-minute bottle for the Rapid Intervention Team Pack, 22 sets of storage brackets and hardware, and vendor-provided training for appropriate use; and authorize the issuance of a Request for Bids for the purchase and installation of a power lift system to be installed in the Ambulance Department's under-construction ambulance, or if permitted by FEMA, to request a cost estimate from a single vendor.

Please see the attached memo (10-E) from Economic Development Director Thomas Kittredge providing further information. Director Kittredge will be at the meeting to present and answer any questions.

10-F Request by the Airport Manager to authorize a project contract with McFarland Johnson for Fuel Farm Jet-A Reimbursement Project Administration and to authorize the submission of a FAA grant reimbursement.

In early April 2025, the Airport Manager created an independent fee estimate for project administration for Fuel Farm Jet-A Reimbursement Project Administration, assuming 81 hours of work and a fee of \$15,054.45. The City received its first fee estimate from McFarland Johnson for project administration, assuming 166 hours of work and a fee in the amount of \$30,500.

On April 4, 2025, a meeting was held with McFarland Johnson to discuss the wide disparity between the two fee estimates. Negotiations resulted in an 18.16% decrease in the proposed fee to \$24,900. In turn, the Airport Manager recommends approval of the fee estimate of \$24,900 from McFarland Johnson for Project Administration, as well as the authorization of an expected

2.5% local match in the amount of \$10,975 to be taken from Account #640-595 Airport Runway Capital Reserve. This account has a current balance of \$70,626.72.

If approved by the City Council, the Airport Manager requests that a motion be to enter into a project contract with airport engineering consultant McFarland Johnson for "Fuel Farm Jet-A Reimbursement Project Administration"; authorize the City Manager to take all actions necessary to execute the contract and submit the FAA grant application for reimbursement of total project costs in the amount of \$439,000; and authorize the expected 2.5% local match in the amount of \$10,975 to be taken from Account #640-595, Airport Runway Capital Reserve.

Please see the attached memo (10-F) from Airport Manager Kenn Ortmann providing further details. Airport Manager Ortmann will be at the meeting to present and answer any questions.

10-G Request from the Finance Director to release income funds from the Carolyn Crosby Trust Fund to the Belfast Area High School.

Each year, the City of Belfast transfers trust income earned from the Carolyn Crosby Trust Fund to Belfast Area High School. These funds will help defray expenses for the Family Consumer Science Program and the School Library.

If approved by the City Council, the Finance Director requests a motion be made to authorize the release of income funds in the amounts of \$5,338.82 for 2023 and \$5,960.09 for 2024 from the Carolyn Crosby Trust Fund to Belfast Area High School.

Please see the attached memo (10-G) from Finance Director Amy Bradford, which includes a letter from the Family Consumer Science Department explaining how they plan to expend the funds. I will be available to answer any questions at the meeting.

10-H Request from the Finance Director and City Attorney for approval of a Municipal Quitclaim Deed for 165 Swan Lake Ave.

Taxes for 165 Swan Lake Avenue have been paid and in turn, the City of Belfast must formally release to the heirs of Rose Marie Fletcher, all right, title and interest for Tax Map 23, Lot 16. As part of this general release, the City of Belfast specifically releases any and all rights derived from or described in the tax lien certificates.

If approved by the City Council, the Finance Director requests that a motion be made to approve the municipal quitclaim deed for 165 Swan Lake Avenue, Tax Map 23, Lot 16; authorize the City Manager to sign and record the deed with the Waldo County Registry of Deeds.

Please see the attached drafted municipal quitclaim deed (10-H) from City Attorney Kristin Collins. I will be available to answer any questions at the meeting.

10-I Signing of Council Orders

Serving on a City of Belfast Committee is a great opportunity to become more involved and influence decisions that shape the future of our community.

The City of Belfast currently has openings on the following committees that serve various functions within our municipality:

Airport Advisory Committee

Board of Assessment Review

Cemetery Trustees

Climate, Energy, and Utilities Committee

Harbor Advisory Committee

Housing and Property Development Committee

Library Board of Trustees

Parks, Trails, and Recreation Committee

Pedestrian, Transportation, and Accessibility Committee

Planning Board

Water District Trustees

Zoning Board of Appeals

Anyone interested in serving on one of these or any other City Committees should obtain an application from the City of Belfast website at www.cityofbelfast.org/95 "Boards & Committees" page or from the City Manager's Office at City Hall, 131 Church Street.

Commencing committee terms begin on July 1. The Belfast City Council will review all applications and make appointments for current openings at a duly called Council Meeting.

Please submit all applications to the City Manager's Office by mail, in person, or via email no later than May 12th, 2025.

If you have any questions, please feel free to contact Executive Assistant Ava Kelley at communications@cityofbelfast.org or 207.338.3370 ext. 119.

**City of Belfast
Consent Agenda
Tuesday, April 15, 2025
Meeting #20**

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

9) Permits, Petitions and Licenses - Consent Agenda

A. Request to approve the following Victualer License renewals, due to expire May 31, 2026:

Paul Dyer	d/b/a AllPlay Bowling Center LLC
Douglas Johnson	d/b/a Belfast Community Co-op
Bridget & Michael Bowen	d/b/a Bowen's Pizzeria & Deli LLC
Mac's Convenience Stores	d/b/a Circle K #4707104
Mac's Convenience Stores	d/b/a Circle K #4707011
Courtney Sanders	d/b/a Daily Soup
Anthony Jacovino	d/b/a Delvino's Grill & Pasta House
Danny Costa	d/b/a Dunkin Donuts (Belmont Ave)
Danny Costa	d/b/a Dunkin Donuts (Starrett Drive)
Daniel Rock	d/b/a Fon's Kitchen
Crusty Crab	d/b/a Front Street Pub
Moonbat LLC	d/b/a Marshall Wharf Brewing Co.
Shawna Aitken	d/b/a Nautilus Seafood & Grill
Wind Tracy	d/b/a Satori Belfast
Lexa & Nat Clifford	d/b/a The Alden House Inn
Traci Mailloux	d/b/a Traci's Diner
Michael Casby	d/b/a Trillium Events, INC.
Waldo County Shrine	d/b/a Waldo County Shrine Club
Dennis Fuller	d/b/a Wasses Hot Dogs
Raymond Young	d/b/a Young's Lobster Pound

Motion to approve the following Victualer License renewals, due to expire May 31, 2026:

Paul Dyer	d/b/a AllPlay Bowling Center LLC
Douglas Johnson	d/b/a Belfast Community Co-op
Bridget & Michael Bowen	d/b/a Bowen's Pizzeria & Deli LLC
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Daniel Rock	d/b/a Fon's Kitchen
Crusty Crab	d/b/a Front Street Pub
Moonbat LLC	d/b/a Marshall Wharf Brewing Co.
Shawna Aitken	d/b/a Nautilus Seafood & Grill
Wind Tracy	d/b/a Satori Belfast
Lexa & Nat Clifford	d/b/a The Alden House Inn
Traci Mailloux	d/b/a Traci's Diner
Michael Casby	d/b/a Trillium Events, INC.
Waldo County Shrine	d/b/a Waldo County Shrine Club
Dennis Fuller	d/b/a Wasses Hot Dogs
Raymond Young	d/b/a Young's Lobster Pound

B. Request to approve the following applications for a B&B Class 1 or 2 licenses to expire May 31, 2026:

Lexa & Nat Clifford d/b/a The Alden House

Motion to approve the following applications for a B&B Class 1 or 2 licenses to expire May 31, 2026:

Lexa & Nat Clifford d/b/a The Alden House

C. Request to approve an Incorporated Civic Organization License for Launchpad for the annual All Roads Music Festival on May 16 and May 17, 2025, from 11:00 a.m. to 11:00 p.m. located at 143 Church Street, Belfast, Maine.

Motion to approve an Incorporated Civic Organization License for Launchpad for the annual All Roads Music Festival on May 16 and May 17, 2025, from 11:00 a.m. to 11:00 p.m. located at 143 Church Street, Belfast, Maine.

D. Request to approve an application by Trillium Events, INC d/b/a Trillium Caterers/Trilly located at 62 Little River Dr., Belfast, Maine for a renewal Malt, Spirituous, and Vinous Qualified Caterer liquor license.

Motion to approve an application by Trillium Events, INC d/b/a Trillium Caterers/Trilly located at 62 Little River Dr., Belfast, Maine for a renewal Malt, Spirituous, and Vinous Qualified Caterer liquor license.

- E. Request to approve an application by Lisa Mosher d/b/a Dockside Family Restaurant located at 30 Main Street, Belfast, Maine for a renewal Malt, Spirituous, and Vinous Restaurant (Class A) liquor license.**

Motion to approve an application by Lisa Mosher d/b/a Dockside Family Restaurant located at 30 Main Street, Belfast, Maine for a renewal Malt, Spirituous, and Vinous Restaurant (Class A) liquor license.

- F. Request to approve an application for Game of Chance (Tournament Game - Poker) for Randall Collins Memorial VFW Post 3108 located at 34 Field Street, Belfast, Maine on Sunday, April 27, 2025, starting at 1:00 p.m.**

Motion to approve an application for Game of Chance (Tournament Game - Poker) for Randall Collins Memorial VFW Post 3108 located at 34 Field Street, Belfast, Maine on Sunday, April 27, 2025, starting at 1:00 p.m.

- G. Request to approve a Facility Use Application by the Belfast Lions Club for use of City streets for the annual Kilted Canter 5K road race on Saturday, July 19, 2025, starting at 8:30 a.m. beginning at the Belfast Area High School.**

Motion to approve a Facility Use Application by the Belfast Lions Club for use of City streets for the annual Kilted Canter 5K road race on Saturday, July 19, 2025, starting at 8:30 a.m. beginning at the Belfast Area High School.

- H. Request to approve a Facility Use Application by Krissy Jackson and Mike Hurley for the annual Keeping Belfast Maine Beautiful roadside clean-up event on Saturday, May 10, 2024, from 7:00 a.m. to 2:00 p.m. which includes the closure of High Street from Vine Street (Belfast Variety) to Head of Tide, from 7:00 a.m. to 8:00 a.m. for safety.**

Motion to approve a Facility Use Application by Krissy Jackson and Mike Hurley for the annual Keeping Belfast Maine Beautiful roadside clean-up event on Saturday, May 10, 2025, from 7:00 a.m. to 2:00 p.m. which includes the closure of High Street from Vine Street (Belfast Variety) to Head of Tide, from 7:00 a.m. to 8:00 a.m. for safety.

9.G+H



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

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

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

MEMORANDUM

TO: Erin Herbig, City Manager
FROM: Pam Salokangas, Parks and Recreation Director
DATE: April 7, 2025
RE: Facility Use Requests

The City of Belfast Parks and Recreation Department is presenting the following Facility Use Requests for the Consent Agenda.

9.G

Kilted Canter 5K

This annual fundraising race did not take place in 2024, but it is being planned for a return in 2025. This fundraising event is associated with the Maine Celtic Celebration held during the third week in July.

The Kilted Canter 5K is scheduled for Saturday, July 19, at 8:30 AM and will be operated by RunBelfast on behalf of the Maine Celtic Celebration. This 5K race uses the City's surface streets, starting at the Route 1 Overpass near Belfast Area High School, and utilizing an out-and-back route (map attached).

The organizers are requesting a Belfast Policy Officer for the Route 1 Overpass intersection to close the bridge between 8:25-8:35 AM for the start of the race; they are also requesting trash cans from the Parks and Recreation Department. All runners and walkers should be finished by 9:30 AM with clean-up complete by 10 AM. Certificate of Insurance is due to the City by July 7, 2025, and this Certificate will be used for both the race and the Maine Celtic Celebration located near the waterfront.

Belfast Parks and Recreation recommends approval by Belfast City Council for this event.

9.H

Keep Belfast Maine Beautiful (KBMB)

This year's Keep Belfast Maine Beautiful (KBMB) event will be a bit smaller than in year's past, but it will still provide an opportunity for local residents to participate in a spring road-side clean-up. This year's event will kick-off at 7 AM from the Athena Health complex and will include several local roads, and trash bags and latex gloves will be provided from supplies purchased last year. From 7-8 AM, High Street/City Point Road from the Belfast Variety to Head of The Tide Road will be closed to vehicle traffic so that volunteers can safely clean both sides of the street without traffic. The road-side clean-up efforts will continue until 11 AM in several other locations.





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Ltr. to City Manager

April 7, 2025

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The event will conclude back at the Athena property where there will be a post-even BBQ, sponsored by Bell The Cat.

Once again Pinkerton's Disposal will provide a dumpster at the Athena property where volunteers can drop-off their trash bags. Belfast Public Works will provide supplies for street closures on Friday and Belfast Parks and Recreation will also assist in picking up trash bags and taking them to the dumpster and/or transfer station as well.

KBMB Organizers have requested assistance from the Belfast Police Department for the High Street/City Point Road closure and for traffic detours.

Belfast Parks and Recreation recommends approval by the Belfast City Council for this event.





Facilities Use Request City of Belfast, Maine



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 application is specifically for City property such as waterfront parks, pavilions, streets, sidewalks, etc. This application is NOT for the Belfast Boathouse, but it may be required in addition to the Belfast Boathouse Rental Application if you are planning an event that includes both the Belfast Boathouse and Steamboat Landing Park.

This application must be submitted 60 days or more before the proposed event date. This allows for the application to be reviewed by all departments and to be reviewed and approved by the Belfast City Council.

EVENT NAME: Kilted Canter

BRIEF EVENT DESCRIPTION: 5K road race

DATES and TIMES: July 19, 2025; 08:30am start

PROPOSED LOCATIONS/AREAS TO BE USED: Start/Finish at BAHS.

course to be run on City streets.

ORGANIZING GROUP (if applicable): Belfast Lions Club

GROUP REPRESENTATIVE/INDIVIDUAL NAME: Laura Lougheed; Karen Varney

MAILING ADDRESS: 42 Prospect St, Searsport, ME 04974

PHONE NUMBER: **CELL PHONE:** 207-808-9788 (Laura)

All applications and related documents must be returned to the Belfast Parks and Recreation Office at City Hall, 131 Church Street, Ground Level (drop off at City Clerk's office). Questions? Please call 207- 338-3370 Ext. 127 or parksandrec@cityofbelfast.org.

This is a planning checklist for your benefit as well as the City's. **All activities must be included in the event description; anything not included cannot be approved and cannot be added later unless a second or revised application is submitted. Approvals will not be provided to individuals or groups who are uncertain of their plans.**

When you are ready to submit your application, please attach maps, additional sheets, event outlines etc. which will help to explain your request. If any of the following questions do NOT apply to your event, simply write N/A (not applicable) in the space provided. Thank you.

Describe in detail the activities within your event and the schedule you are proposing.

Set up 07:00-08:30am; start time 08:30am from Hwy 1 overpass on Waldo Avenue; all runners and walkers should finish by 09:30am; clean up 09:30-10:00am.

Based on the facilities noted above, how do you intend to use the spaces requested?

Volunteers along race route.

Are you asking to close off any City Streets? If so, please list by street name (include from where-to-where the street will be blocked, days, times, etc.).

Restricted access of Hwy 1 overpass on Waldo Avenue between 08:25-08:35am

If yes, who will be managing the street closures?

N/A

How many people do you expect at your event?

50-70

How many volunteers do you expect at your event?

20-25

Will you be selling things at this event? If yes, what will you be selling, and please provide descriptions.

N/A

If you will not be selling anything, will others at this event be selling items? If yes, please provide details.

N/A

Will you be renting spaces to vendors on City property? If yes, please provide for the type of vendors and your fees.

N/A

Please provide an explanation of vendor space sizes, locations, load-in/load-out details, etc.

N/A

Does this event call for any type of open fire, including for cooking purposes? If so, please describe what fire safety measures you plan on employing associated with this potential hazard? NOTE: a fire permit may be required.

N/A

How do you propose to handle garbage removal?

City provided trash receptacle.

How do you propose to handle parking and how will parking instructions be communicated to vendors, volunteers, service providers, and your customers?

BAHS parking lots.

How do you propose to handle security, if needed.

N/A

How do you propose to handle the need for regular and accessible restrooms?

BAHS field house restrooms.

What are your electrical needs, and how will you provide electricity?

N/A

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

Fans; mostly at the start and finish area.

What are your event safety protocols (i.e., weather, injury), and will you have a First Aid tent?

Event will be held rain or shine.

On-site first-aid kit.

Extreme medical emergencies will be handled by 911.

Have you spoken to the neighbors in the area of this event regarding traffic, noise, parking etc.? NOTE: You may need to provide parking lot monitors and signage for your event.

N/A

Will any alcohol be served or consumed at this event? If yes, please provide details on who will be providing that service, including their contact information (phone and email). NOTE: Additional permits may be required for your event based on your service provider, their liability insurance coverages, and any existing permits they may have.

N/A

Please attach a map that shows your event's boundaries, how you will set-up your event (vendors, beer/wine garden, restrooms, where activities will be located, your access points, and any other pertinent details).

Are you able to provide a Certificate of Insurance in the amount of \$1,000,000 that also lists the City of Belfast as an additional insured 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; policy to be forwarded, separately.

Who is your insurance agent that will provide the Certificate of Insurance as proof of this policy?

See above.

Who will be in charge of the event and on-site for the majority of the event's duration? Please include cell phone numbers and an email address.

Karen Varney varneykaren22@gmail.com 207-462-2698	Laura Loughheed laura.lougheed@yahoo.com 207-808-9788	Chip Lagerbom clagerbom@gmail.com 207-930-5425
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Are you asking the City for any additional services over and above the request to use the facilities you have described above? If so, please be specific. (Examples: barricades, security/street closures, electrical access, etc.)

N/A

Are there any other details you haven't addressed and that you would like to include?

Map attached.
Insurance Certificate of Liability to be provided separately.

Have you reviewed the specific policies for use of City-owned property, located in Appendix A?

Yes No

Department and Services Requested

City Manager:	
Police:	Continue "gentleman's agreement" to have an available officer at start on Hwy 1 overpass on Waldo Avenue and at Waldo Avenue and Main Street intersection.
Fire/ Ambulance:	
Parks and Rec.:	One garbage can with liner (corner of Waldo Avenue and Lions Way).
Public Works:	
Harbor Master:	
Other:	Map attached. Insurance Certificate of Liability to be provided separately.

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 unless an amended form or an addendum is filed for approval by City Council. Any amendments or addenda must be filed more than 60 days prior to the event date.

I certify that I am at least twenty-one (21) years of age. I have read and fully understand the Belfast Boathouse Rental Agreement and also the rules and regulations for renting the Belfast 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 as an individual 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 during the use of the Belfast Boathouse facilities.

SIGNATURE:	<u>Laura Loughheed</u>	DATE:	<u>March 19, 2025</u>
REVIEW #1:	<u>Pamela J. Salokangas</u>	DATE:	<u>March 24, 2025</u>
REVIEW #2:	_____	DATE:	_____
APPROVAL:	_____	DATE:	_____

APPENDIX A:
SPECIFIC POLICIES RELATED TO
USE OF CITY PARKS AND PROPERTY FOR SPECIAL EVENTS AND FUNDRAISERS

The purpose of this policy is to specify and clarify procedures regarding the use of City parks for special events or fundraising events and to ensure these activities meet the requirements of the City ordinances. **A Special Event or Fundraiser can be defined as any event that exceeds 75 people, and which is open to the general public, and/or where fundraising may occur through an event pre- registration, and/or where donations will be accepted in advance or on-site.**

This policy applies to:

- all City parks and park areas;
- the City pool;
- and for other City-owned property utilized for special events or fundraisers (i.e., sidewalks, streets, city parking lots).

Reservations must be secured for special events/fundraisers AT LEAST 60 days in advance. Some events may require additional lead time and should be discussed in advance. This time frame allows the Department to review requirements with organizers, secure paperwork and deposits, and then forward to City Council for approval for any atypical details or waiver requests.

NOTE: Several waterfront parks are also designated as special event spaces since they provide the most space for the larger events held in the City of Belfast. Special requirements are necessary to balance the use at the various City parks and to ensure that the parks are still open to the general public and that parking is available for all events and for general users.

The following types of large group events are subject to the provisions of this policy:

- Community events sponsored by Belfast-based civic or social organizations,
- Fundraising events sponsored by a Belfast-based non-profit organization to benefit a Belfast-based program,
- Special athletic or sporting events by a Belfast-based group,
- Concerts or public performance events at any park,
- Special events at the Belfast Dog Park,
- Other events as determined by the Parks and Recreation Director or the Parks, Trails, and Recreation Committee.

The following rules apply:

- Since each event is somewhat unique, the Director of Parks & Recreation will determine if the planned event shall be covered by this policy.
- Belfast-based groups organizing a large special event/fundraiser will have priority over non-Belfast-based groups.
- Special events/fundraisers are booked on a first-come, first-served basis EXCEPT three annual events with a long event history and schedule—Arts In The Park, Maine Celtic Celebration, and the Belfast Harbor Fest.
- All special events/fundraisers must be reviewed in advance to ensure that they meet this

policy and the City ordinances regarding public safety, alcohol, permitting, etc.

Scheduling

Special Events/Fundraisers can be scheduled up to one (1) year in advance. The appropriate rental form (either Special Event/Facility Request or a Belfast Boathouse Rental Application, or in some cases both forms) must be completed to secure a date. The Parks and Recreation Director will determine when rental deposit, security deposit, final payment, and insurance certificate will be due. The rental date(s) will not be secure until rental deposit and/or full payment (depending on lead time) is paid.

Reservations must be secured for special events/fundraisers AT LEAST 60 days in advance. In addition, the Director and/or City Manager/City Council may:

- deny or revoke reservations to any event which is not compatible with the facility or other scheduled events;
- restrict the total number of Special Events/Fundraisers which may be held per year at each park;
- deny or revoke reservations to any event with the potential of overloading park visitor capacity with respect to public safety or facility capacity or parking accommodations;
- suggest alternate locations in order to better accommodate Special Events/Fundraisers with respect to public safety, parking, visitor capacity;
- move activity locations or cancel specific activities if inclement weather has created hazardous conditions or the potential for excessive facility damage;
- all cases of reservation denial or revocation may be appealed to the Belfast City Council at their next regularly-scheduled meeting.

Event Planning

Special event/fundraiser organizers shall meet with the Director **at least 60 days** prior to the event to review preliminary event plans, determine activity locations in the park, and confirm all operational details. A second meeting 7-10 days prior to the event may also be scheduled. Provisions for inclement weather/heavy rain should be made by the sponsoring group with regard to all event operations (parking areas, activities, food service, etc., to include moving activity locations or canceling specific activities if inclement weather has created hazardous conditions or the potential for excessive facility damage.). The Department Director must approve event details in advance.

Tent Policy

If you intend to erect tents of your own or rented tents from a third-party, you will need to adhere to the following recommendations:

- All tents, no matter the size, should be staked properly to avoid any accidental fly-aways during windy days. Tent stakes should be marked clearly to avoid any tripping hazards.
- Large tents (larger than 20' x 20'/400 sq. ft.) installed without sides do not need any additional inspections or permits; these tents must be staked properly.
- Large tents (larger than 20' x 20'/400 sq. ft.) installed with sides, sides that will be on 100% of the time, fall into the Assembly Use category for the Maine State Fire Marshall's office. These tents would need to have a plan review for egress paths and fire retardation

certification. This would be coordinated well in advance of the event. These tents must also be staked properly.

- Large tents (larger than 20' x 20'/400 sq. ft.) with or without sides should have one (1) fire extinguisher on-hand; large tents (larger than 40' x 40'/1,600 sq. ft) with or without sides should have two (2) fire extinguishers on-hand.
- Tent stakes/support guy wires must be 12' or more from any structures, parking lots, trees, vehicles, signage, etc. Any stakes/support guy wires must be marked well for pedestrians' needs.
- Installation areas must be marked for utilities in advance of any tent installation if there is even the slightest chance that underground utilities are in the area. Utility marking is the sole responsibility of the reservation holder and should only be scheduled once reservation holder has an approved tent location from the Department.
- Additional rental fees may be required if a tent must be installed several days in advance of a special event/fundraiser, and only if the space is available.

Park Operations

Belfast Parks and Recreation is not able to financially assist special event or fundraising events. The Department may assign staff for park maintenance before, during, and after the event (for assistance with trash collection, restroom maintenance, special setups/take downs, facility maintenance, electrical needs), based on the potential number of visitors the event may generate.

The Department will invoice the event sponsors for all expenses incurred that were in excess of the normal level of park operations or that generated overtime. Only Department employees are permitted to operate Department vehicles and equipment. The large event organizers may also be required to provide volunteers to direct event parking and pedestrian access or to provide overflow parking at a non-municipal owned area, and to assist with trash collection duties. Therefore, the organizing group can expect to pay for these functions:

- Permits for alcohol/catering services; these may need to be paid by renter and/or by individual vendors participating in the fundraising or special event being sponsored by renter.
- Extra Department staff: expense depends on event details; an estimate can be provided in advance,
- Repairs to park facilities, as required, and if resulting from the group's use,
- Portable toilet rentals (supplemental) from a private supplier, pending event details,
- Trash dumpsters (supplemental) from a private supplier, pending event details, and
- Additional insurance premiums for coverage of the event with indemnification to the City of Belfast, and, if needed, for any private parking areas near the facility (see below) and/or for a liquor liability endorsement.

Insurance

All rentals that are open to the public except family rentals (non-public) shall provide to the Department, in advance of the event, a Certificate of Insurance which:

- Provides evidence of coverage in both commercial general liability insurance and automobile liability insurance (if applicable) for a minimum coverage amount of \$1,000,000 per occurrence, combined single limit;

- A Certificate of Insurance must include adding the City of Belfast as an additional insured;
- For events that are hosting alcohol-related activities such as a beer garden or wine tasting, the Certificate of Insurance will also need to demonstrate a liquor liability endorsement which may increase the insurance premium.

The minimum coverage amount that is required by the Department may be increased pending the type of event and level of risk or an additional rider may be requested. Food service and liquor operations may require additional permits, and these are typically processed by the Belfast City Clerk's office and approved by the Belfast City Council. Additional insurance coverage for food service (as well as meeting the requirements of the City and state health codes) may be required. In addition, other groups or businesses which use park facilities during special events (i.e., third-party concessionaires like food vendors) must also present in advance to the event organizer a similar Certificate of Insurance for their operations. Please contact the Department regarding specific insurance requirements for the planned event.

Parking and Vehicle Access

Very few of the Special Event areas have their own parking, especially those in the waterfront area. To host an event at Steamboat Landing Park, an event organizer will be required to rent the Belfast Boathouse to secure handicap parking and to have load-in and load-out access.

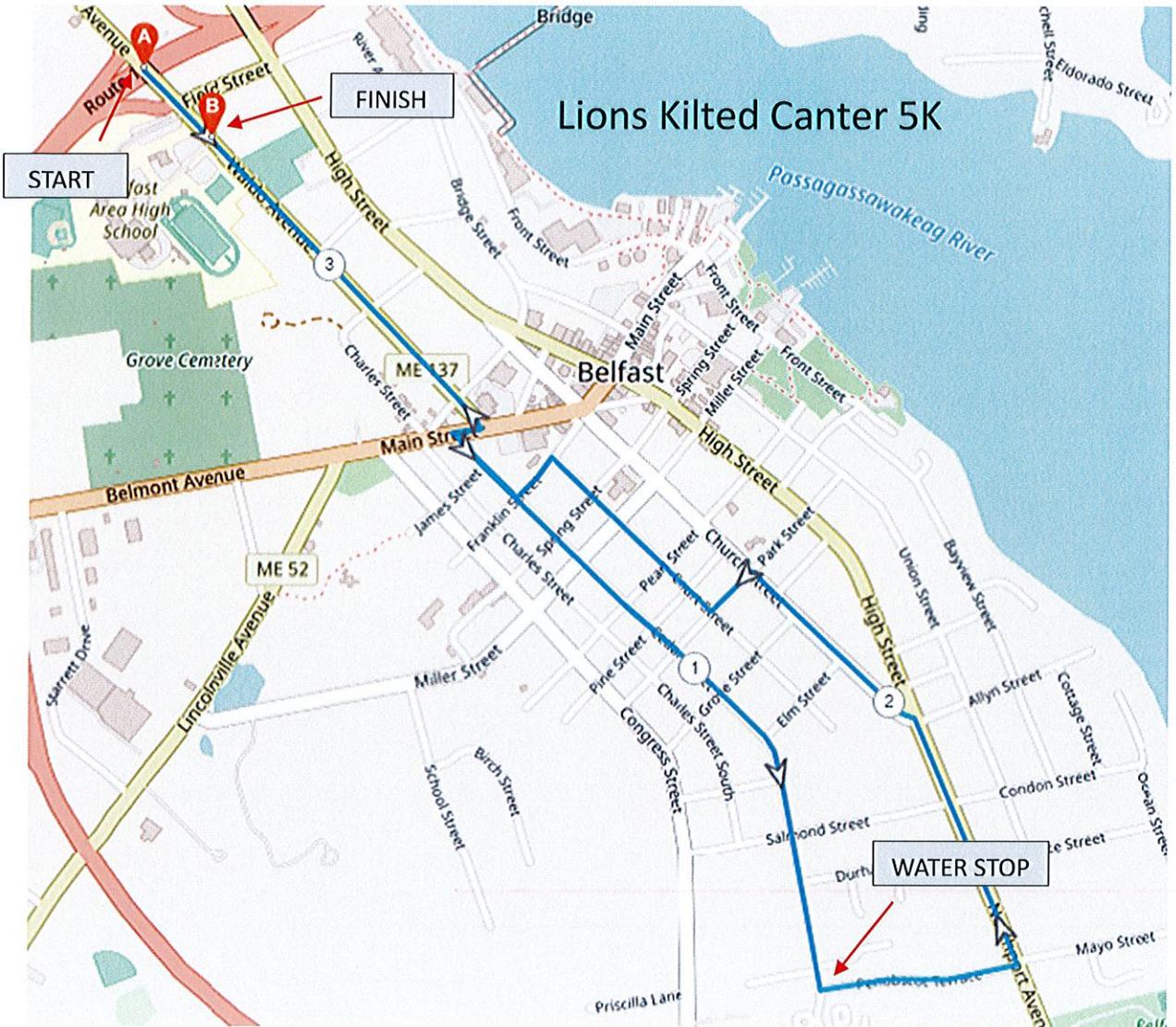
Event organizers will be required to follow the soon-to-be-created parking plan during large and multi-day events (as of 2025). Once that parking plan is in place, the Belfast Parks and Recreation Department will update this policy with those details. Parking is permitted only in designated spaces or areas. No parking on the grass or in driveways is permitted during a large group event, except with the express written permission of the Department. Tasks may also include providing appropriate signage during events, hosting volunteers for parking tasks (see below), and communicating the parking information to patrons.

The organizers should also make arrangements to furnish Parking Guides (volunteer or paid) to safely direct vehicles to the proper spaces, as well as providing safe pedestrian crossings on various roadways around the event site.

- Considerations should be given to making directional and information signs for your event.
- Vehicles parked illegally on City or private property will be ticketed by police and are subject to towing at the owner's expense.
- It is especially important that emergency access remain available at all times during your event, and that the event organizers follow the new event parking plan (2025).
- Vehicular access to any areas off the paved roadways must be approved by the Department in advance, including by event contractors, caterers, concessionaires, event leaders, etc.

If you plan to submit a request that is outside the boundaries of this policy, please submit it at least 60 days in advance.

Lions Kilted Canter 5K





Facilities Use Request City of Belfast, Maine



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 application is specifically for City property such as waterfront parks, pavilions, streets, sidewalks, etc. This application is NOT for the Belfast Boathouse, but it may be required in addition to the Belfast Boathouse Rental Application if you are planning an event that includes both the Belfast Boathouse and Steamboat Landing Park.

This application must be submitted 60 days or more before the proposed event date. This allows for the application to be reviewed by all departments and to be reviewed and approved by the Belfast City Council.

EVENT NAME: Keeping Belfast Maine Beautiful

BRIEF EVENT DESCRIPTION: Community effort to clean the streets.

Community effort to clean the streets.

DATES and TIMES: May 10th, 2025 7 AM-2 PM; home base is Athena, on the Bell The Cat side of the facility.

PROPOSED LOCATIONS/AREAS TO BE USED: Belfast, closing off

Street from High Street (Br) to Head of tide for one hour.

ORGANIZING GROUP (if applicable): KBMB / Team Colonial

GROUP REPRESENTATIVE/INDIVIDUAL NAME: Kissylynn Jackson

MAILING ADDRESS: 41 Resh Rd Searsport, Me

PHONE NUMBER: **CELL PHONE:** 2073327931

All applications and related documents must be returned to the Belfast Parks and Recreation Office at City Hall, 131 Church Street, Ground Level (drop off at City Clerk's office). Questions? Please call 207- 338-3370 Ext. 127 or parksandrec@cityofbelfast.org.

This is a planning checklist for your benefit as well as the City's. **All activities must be included in the event description; anything not included cannot be approved and cannot be added later unless a second or revised application is submitted. Approvals will not be provided to individuals or groups who are uncertain of their plans.**

When you are ready to submit your application, please attach maps, additional sheets, event outlines etc. which will help to explain your request. If any of the following questions do NOT apply to your event, simply write N/A (not applicable) in the space provided. Thank you.

Describe in detail the activities within your event and the schedule you are proposing.

7am closing street, clean both sides of the curvy street opening back to public when done. All other streets will be cleaned and trash taken back by pinkerton's Disposal.

Based on the facilities noted above, how do you intend to use the spaces requested?

Saw horses from Lip (Public Works) and a detour sign.

Two sets of barricades and Detour Signs from DPW; should be dropped at BV and City Point Rd. & Head of The Tide Road on Friday. Third set of barricades and 10 cones requested to be dropped at the back of Bell The Cat on Friday.

Are you asking to close off any City Streets? If so, please list by street name (include from where-to-where the street will be blocked, days, times, etc.).

Hightstreet (Br) to Head of tide

If yes, who will be managing the street closures?

Mike Hurley, Colonial Theater team → Melissa Samuels, team leader of 2025 KBMB.

How many people do you expect at your event?

900+

How many volunteers do you expect at your event?

25 people plus the community

Will you be selling things at this event? If yes, what will you be selling, and please provide descriptions.

N/A.

If you will not be selling anything, will others at this event be selling items? If yes, please provide details.

N/A

Will you be renting spaces to vendors on City property? If yes, please provide for the type of vendors and your fees.

N/A

Please provide an explanation of vendor space sizes, locations, load-in/load-out details, etc.

Does this event call for any type of open fire, including for cooking purposes? If so, please describe what fire safety measures you plan on employing associated with this potential hazard? NOTE: a fire permit may be required.

How do you propose to handle garbage removal?

Pinkerton and Sons Disposal.
Dumpster will be placed on Athena property; Athena is home base for this year's event.

How do you propose to handle parking and how will parking instructions be communicated to vendors, volunteers, service providers, and your customers?

Plans are sent out by email, week of event to team leads. Police will be active day of to help with traffic control.

How do you propose to handle security, if needed.

Belfast PD.
Request for Belfast Police Department to provide coverage at closed intersections to help route people along the detour around the 7-8 AM High Street/City Point Road closure.

How do you propose to handle the need for regular and accessible restrooms?

Moores Septic.

What are your electrical needs, and how will you provide electricity?

Ø N/A

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

N/A

What are your event safety protocols (i.e., weather, injury), and will you have a First Aid tent?

N/A

Have you spoken to the neighbors in the area of this event regarding traffic, noise, parking etc.? NOTE: You may need to provide parking lot monitors and signage for your event.

Yes. got permission from Athena Health to use parking lots. (Private Property)

Will any alcohol be served or consumed at this event? If yes, please provide details on who will be providing that service, including their contact information (phone and email). NOTE: Additional permits may be required for your event based on your service provider, their liability insurance coverages, and any existing permits they may have.

N/A

Please attach a map that shows your event's boundaries, how you will set-up your event (vendors, beer/wine garden, restrooms, where activities will be located, your access points, and any other pertinent details).

Are you able to provide a Certificate of Insurance in the amount of \$1,000,000 that also lists the City of Belfast as an additional insured 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?

Who is your insurance agent that will provide the Certificate of Insurance as proof of this policy?

Who will be in charge of the event and on-site for the majority of the event's duration? Please include cell phone numbers and an email address.

Kassyllynne Jackson - 207 332 7931
Jojo Oliphant - 207 338 2084
John Gibbs - 207 323 2629

Are you asking the City for any additional services over and above the request to use the facilities you have described above? If so, please be specific. (Examples: barricades, security/street closures, electrical access, etc.)

Cones, two trash cans, saw horses, Detour Sign.

Are there any other details you haven't addressed and that you would like to include?

In previous years this event has been a huge success. We want this year to be just as amazing.

Have you reviewed the specific policies for use of City-owned property, located in Appendix A?

Yes No

Department and Services Requested

City Manager:	
Police:	
Fire/ Ambulance:	
Parks and Rec.:	
Public Works:	
Harbor Master:	
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 unless an amended form or an addendum is filed for approval by City Council. Any amendments or addenda must be filed more than 60 days prior to the event date.

I certify that I am at least twenty-one (21) years of age. I have read and fully understand the Facilities Request Application and also the rules and regulations utilizing Belfast Parks and Recreation's facilities and property. 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 as an individual 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 during the use of any City-owned facility or property.

SIGNATURE: *Kerry Lynn...*

DATE: 04/05/2025

REVIEW #1: *...*

DATE: 4/7/25

REVIEW #2: *Pamela J. Salokangas*

DATE: 4/8/25

APPROVAL: _____

DATE: _____

10.A

**ARBOR DAY PROCLAMATION
CITY of BELFAST, MAINE**

Whereas, this holiday called Arbor Day was first observed in the U.S. during April 1872 by Nebraska homesteaders, who are said to have planted more than a million trees; and

Whereas, Arbor Day 2025 will be observed globally and in the U.S. with all 50 states participating, Maine being home to 19 Tree Cities USA; and

Whereas, in the past Belfast has not had the capacity to manage its public trees for long-term sustainability, even while recognizing our urban canopy has always been one of the City's most important attractions, deserving protection and care; and

Whereas, recent knowledge about trees has increased greatly, demonstrating trees' key contributions to a healthy natural world by moderating the temperature, enriching soils, preventing erosion, recycling water, cleaning the air, producing oxygen, sequestering carbon, providing food and shelter for all kinds of wildlife; and

Whereas, the Belfast community recognizes trees as a renewable resource suited to human needs, yielding timbers to build our homes, fuel for our fires or furnaces, shade for cooling, fruits for our nourishment; and

Whereas, our community has come to appreciate how generously trees increase the value of our properties, enhance the economic vitality of business areas, and improve our streets, parks, and trails; and

Whereas, trees everywhere are a source of joy and beauty, and have become symbols of humanity's hope for a future, achievements lofty and long-standing;

Now, Therefore, I, Eric Sanders, Mayor of the City of Belfast, do hereby proclaim

Friday, April 25, as

ARBOR DAY

and I urge all citizens to celebrate Arbor Day and help protect our trees and woodlands.

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this _____ day of _____

Mayor _____

10.B



MECHANICAL SERVICES, INC.
MAINE CONTROLS
mechanicalservices.com

400 PRESUMPSCOT STREET
PORTLAND, ME 04103

TEL. (207) 774-1531
FAX (207) 553-7006

72 FREEDOM PARKWAY
HERMON, ME 04401

TEL. (207) 947-6250
FAX (207) 848-5592

525 CENTRAL DRIVE
PRESQUE ISLE, ME 04769

TEL. (207) 554-1212
FAX (207) 762-6088

40 GABRIEL DRIVE
AUGUSTA, ME 04330

TEL. (207) 626-0822
FAX (207) 621-1008

PROPOSAL and CONTRACT

Customer: Belfast City Hall	Contact: Norman Gilmore
Address: 131 Church Street	T:
	F:
Job Location: City Hall boiler room	SE# 42670
	Date: 3/14/2025

DESCRIPTION OF SERVICES COVERED BY THIS CONTRACT:

Mechanical Services, Inc. will provide the labor and materials required to replace the Burnham V Series boiler with a new Buderus 215/7 oil-fired boiler.

- We will remove the current Burnham boiler and dispose of it.
- We will install the Buderus boiler in the same location as the existing one, which will match the other boiler on site.
- Connect the supply and return water piping to the boiler. All new piping will be installed.
- A new oil burner will be installed to include control and power wiring.
- A new breaching will be installed on the existing chimney. The current chimney appears to meet state code and has a Stainless-Steel liner.
- We will start up and test the operation of all new equipment.

COST FOR THIS PROPOSED WORK SHALL BE: Twenty-Eight Thousand Five Hundred Sixty Dollars: (\$28,560.00)

The work shall be invoiced at completion. Any additional work will be performed upon written authorization and will be invoiced separately from work described above.

THE FOLLOWING WORK IS NOT INCLUDED IN THIS PROPOSAL:

- The handling or disposal of, or any costs associated with the handling or disposal of, hazardous materials, special waste, or mold, or any byproduct thereof.
- Unless specifically provided for herein, Mechanical Services, Inc. is not responsible for the structural integrity of any portion or aspect of the building where this work will be performed, including the ability of the structure to support the load of the equipment being installed.
- All extra service to correct problems found during work described above.

WARRANTY: For a period of one year from the date of start-up, all parts and labor for new equipment provided by Mechanical Services, Inc.

THIS PROPOSAL IS VALID FOR 30 DAYS.

Customer signature below attests to financial responsibility for payment of invoices in accordance with our terms of net 30 days. A finance charge of 1½% per month (annual percentage rate of 18%) will be charged on all amounts due and unpaid 30 days from invoice date. **Mechanical Services, Inc.** shall be entitled to recover from the customer all costs incurred, including reasonable attorney fees, for the collection of any amounts due.

All non-public, confidential or proprietary information of Mechanical Services, Inc., including, but not limited to, the scope and terms of this proposal, engineering processes, equipment selection, system sizing, operational sequences, trade secrets, technology, information pertaining to business operations and strategies, or information pertaining to pricing (collectively, "Confidential Information"), disclosed by Mechanical Services, Inc., whether disclosed orally or disclosed or accessed in written, electronic or other form or media, and whether or not marked, designated or otherwise identified as "confidential," in connection with this proposal or the provision of services hereunder is confidential, and shall not be disclosed or copied without the prior written consent of Mechanical Services, Inc.

Prepared By: Peter Neumayer

_____ Title: Area Manager Date: 3/14/2025

ACCEPTANCE

Mechanical Services, Inc. is hereby authorized to perform the work as described in this proposal.

Accepted By: (typed or printed name) _____

Signature Title: _____ Date: _____

HVAC SERVICE • INSTALLATION • PREVENTIVE MAINTENANCE • OIL & GAS BURNERS • CONTROLS • 24 HOUR SERVICE



MECHANICAL SERVICES, INC.
MAINE CONTROLS
 mechanicalservices.com

400 PRESUMPSCOT STREET
 PORTLAND, ME 04103

TEL. (207) 774-1531
 FAX (207) 553-7006

72 FREEDOM PARKWAY
 HERMON, ME 04401

TEL. (207) 947-6250
 FAX (207) 848-5592

525 CENTRAL DRIVE
 PRESQUE ISLE, ME 04769

TEL. (207) 554-1212
 FAX (207) 762-6088

40 GABRIEL DRIVE
 AUGUSTA, ME 04330

TEL. (207) 626-0822
 FAX (207) 621-1008

PROPOSAL and CONTRACT

Customer: Belfast City Hall	Contact: Norman Gilmore
Address: 131 Church Street Belfast, Maine	T:
	F:
Job Location: Same	Date: 4/10/25
	SE# 48753

DESCRIPTION OF SERVICES COVERED BY THIS CONTRACT:

Mechanical Services, Inc. shall provide labor and materials required to replace the existing chilled water package system with a new Trane chiller. All system design will be performed by a licensed professional engineer.

- Recover refrigerant and oils from the existing system and prepare for disposal.
- One new Trane chiller will be installed in the location of the existing.
- Piping will be connected to the new chiller.
- Power wirings and controls wiring will be installed to the new chiller.
- One new buffer tank will be installed for the new chilled water system. This is recommended by manufacture.
- Start up and test of operation.
- Assist will factory start up.

COST FOR THIS PROPOSED WORK SHALL BE: One Hundred Twenty Three Thousand Eight Hundred Forty Dollars (\$123,840.00)

Equipment Information:

60 Ton Air-Cooled (CGAM)

- Air-Cooled Scroll Packaged Chiller
- Startup Included - Trane Service must start equipment for warranty to be honored
- 40 nominal tons
- 208 volt 3 phases 60 hertz
- Extra efficiency/performance
- Refrigerant Charge R-454B
- With factory installed freeze protection
- Refrigerant isolation valves (discharge valve)
- ETL Listed to US/Canadian Safety Standard
- ASHRAE 90.1/CSA C743 - 2019 Compliance
- AHRI certified
- Factory installed flow switch - set point 15 cm/sec
- Standard Cooling
- Grooved pipe connection
- Factory insulation 0.75"
- Performance based on propylene glycol 30%
- Wide Ambient
- Lanced aluminum fins
- Across the line starter/direct on line
- Single point connection main line unit power-ancillary items require other power
- Circuit breaker
- Enclosure Type UL 60335 Rated for Outdoor Applications
- Elastomeric isolators (field installed)
- With water strainer factory installed
- Super quiet
- Architectural louvered panels

1st year labor warranty

The work shall be invoiced at completion. Any additional work will be performed upon written authorization and will be Invoiced separately from work described above.

THE FOLLOWING WORK IS NOT INCLUDED IN THIS PROPOSAL:

- The handling or disposal of, or any costs associated with the handling or disposal of, hazardous materials, special waste, or mold, or any byproduct thereof.
- Unless specifically provided for herein, Mechanical Services, Inc. is not responsible for the structural integrity of any portion or aspect of the building where this work will be performed, including the ability of the structure to support the load of the equipment being installed.
- All extra service to correct problems found during work described above.

WARRANTY: For a period of one year from the date of start-up, all parts and labor for new equipment provided by Mechanical Services, Inc.

THIS PROPOSAL IS VALID FOR 7 DAYS.

Customer signature below attests to financial responsibility for payment of invoices in accordance with our terms of net 30 days. A finance charge of 1½% per month (annual percentage rate of 18%) will be charged on all amounts due and unpaid 30 days from invoice date. **Mechanical Services, Inc.** shall be entitled to recover from the customer all costs incurred, including reasonable attorney fees, for the collection of any amounts due.

All non-public, confidential or proprietary information of Mechanical Services, Inc., including, but not limited to, the scope and terms of this proposal, engineering processes, equipment selection, system sizing, operational sequences, trade secrets, technology, information pertaining to business operations and strategies, or information pertaining to pricing (collectively, "Confidential Information"), disclosed by Mechanical Services, Inc., whether disclosed orally or disclosed or accessed in written, electronic or other form or media, and whether or not marked, designated or otherwise identified as "confidential," in connection with this proposal or the provision of services hereunder is confidential, and shall not be disclosed or copied without the prior written consent of Mechanical Services, Inc.

Prepared By: Peter Neumayer

_____ Title: Area Manager Date: 4/10/25

ACCEPTANCE

Mechanical Services, Inc. is hereby authorized to perform the work as described in this proposal.

Accepted By: (typed or printed name) _____

_____ Title: _____ Date: _____
Signature

HVAC SERVICE • INSTALLATION • PREVENTIVE MAINTENANCE • OIL & GAS BURNERS • CONTROLS • 24 HOUR SERVICE

10.C



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Leigh Wilcox
Cemetery Superintendent

E-mail: cemetery@cityofbelfast.org
Tel: (207) 338-2264

Cemetery New Zero turn Lawn Mower

This report is about the cemetery purchasing a new zero turn mower.

The cemetery needs a new mower this season because the previous mower is outdated. The mower I'm using now was last purchased in 2014. And a new zero turn would help tremendously. The one I have now has no suspension in the seat. The mower still runs, and it will become my new back up mower. The back up mower i use know is a Scag brand mower that was purchased in 2006 and that mower is basically on its last life. It works when it wants to and needs repairs.

So, I would like to purchase this mower from Bradstreet's Lawn and Garden based out of Brewer.

The price of the new mower is \$12,896. This is the same brand and make of the 2014 mower I use now. 50-inch mowing deck all same specs. I would be purchasing this from the Equipment Capitol Reserve account 630—537 this account has \$63,292.22 dollars in the account.

So, with the approval of the council I'd like to purchase this before the fiscal year is over.

Thank you. Leigh Wilcox Cemetery.

10.D



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Thomas Kittredge
Economic Development Director

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

From: Thomas Kittredge, Economic Development Director

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

For: Belfast City Council Meeting of April 15th, 2025

Regarding: Request by the Economic Development Director to have the City Council approve April 1, 2024 - March 31, 2025 Tax Year Annual Reports for the Wight Street, School Street, and 115 Congress Street Affordable Housing Development and Tax Increment Financing Districts.

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

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

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

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

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

development project costs, set forth in the Certificate of Approval issued by MaineHousing for the district and its development program are being maintained.

Drafts of the April 1, 2024 - March 31, 2025 tax year annual reports for each of these three districts are included for your reference and review.

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

- 1) Approve the Annual Report for Tax Year April 1, 2024 - March 31, 2025 for the Wight Street Affordable Housing Development and Tax Increment Financing District;**
- 2) Approve the Annual Report for Tax Year April 1, 2024 - March 31, 2025 for the School Street Affordable Housing Development and Tax Increment Financing District;**
- 3) Approve the Annual Report for Tax Year April 1, 2024 - March 31, 2025 for the 115 Congress Street Affordable Housing Development and Tax Increment Financing District; and**
- 4) Authorize the Economic Development Director to submit these approved reports to MaineHousing.**

Annual Report for Tax Year April 1, 2024 - March 31, 2025
Affordable Housing Tax Increment Financing District
Submission Deadline of April 30, 2025

Municipality: City of Belfast

Municipal official submitting this report:

Thomas Kittredge
Printed name



Signature

April 16, 2025
Date

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

Name of Affordable Housing Development District:

115 Congress Street Affordable Housing Development and Tax Increment Financing District

Date that the municipal legislative body approved this Report (not the District):
April 15, 2025

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

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

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

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

As noted in the Annual Report for Tax Year April 1, 2023 - March 31, 2024 for the District, DC 115 Congress LP purchased the approximately 4.22-acre parcel located at 115 Congress Street, Belfast, Maine (tax map 035, lot 043) that encompasses the entire 115 Congress Street Affordable Housing Development and Tax Increment Financing District, from the City of Belfast, on April 4, 2023, for \$136,423.00. On June 14, 2023, DC 115 Congress LP granted a portion of tax map 035, lot 043 to a related entity, DC 115A Congress LLC. The portion of the property that was granted by DC 115 Congress LP to DC 115A Congress LLC can be described as being Building A, which is one of the five buildings constructed upon the property, and which consists of 12 two-bedroom affordable rental housing units, and the land underneath and within the footprint of that building, which is approximately 4,000 square feet. (This granting of property was accidentally omitted from the Annual Report for Tax Year April 1, 2023 - March 31, 2024 for the District and is included here now.)

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

No changes from what was described in the approved Development Program for the District have been made during the April 1, 2024 - March 31, 2025 Tax Year. No funds from the District were expended during the April 1, 2024 - March 31, 2025 Tax Year.

Annual Report for Tax Year April 1, 2024 - March 31, 2025
Affordable Housing Tax Increment Financing District
Submission Deadline of April 30, 2025

Municipality: City of Belfast

Municipal official submitting this report:

Thomas Kittredge
Printed name



Signature

April 16, 2025
Date

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

Name of Affordable Housing Development District:

Wight Street Affordable Housing Development and Tax Increment Financing District

Date that the municipal legislative body approved this Report (not the District):
April 15, 2025

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

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

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

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

No property sales have occurred within the District during the April 1, 2024 - March 31, 2025 Tax Year.

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

No changes from what was described in the approved Development Program for the District have been made during the April 1, 2024 - March 31, 2025 Tax Year.

No funds from the District were expended during the April 1, 2024 - March 31, 2025 Tax Year. However, the City had made a credit enhancement agreement reimbursement overpayment to Belfast Acres, LP for the April 1, 2023 - March 31, 2024 Tax Year, in the amount of \$1,598.98. This same amount was subsequently repaid by Belfast Acres, LP back to the City of Belfast on or around April 30, 2024, with the funds returned to the District's account.

Annual Report for Tax Year April 1, 2024 - March 31, 2025
Affordable Housing Tax Increment Financing District
Submission Deadline of April 30, 2024

Municipality: City of Belfast

Municipal official submitting this report:

Thomas Kittredge

Printed name



Signature

April 16, 2025

Date

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

Name of Affordable Housing Development District:

School Street Affordable Housing Development and Tax Increment Financing District

Date that the municipal legislative body approved this Report (not the District):
April 15, 2025

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

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

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

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

No property sales have occurred within the District during the April 1, 2024 - March 31, 2025 Tax Year.

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

No changes from what was described in the approved Development Program for the District have been made during the April 1, 2024 - March 31, 2025 Tax Year.

No funds from the District were expended during the April 1, 2024 - March 31, 2025 Tax Year. This includes no reimbursements of incremental real and personal property taxes to 32 BB School St., LP, the owner of the affordable housing located at 32 School Street/tax map 035, lot 055), as their affordable housing preservation project that was the subject of the credit enhancement agreement did not proceed, and the credit enhancement agreement was never executed.

10.E



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Thomas Kittredge
Economic Development Director

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

From: Thomas Kittredge, Economic Development Director

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

For: Belfast City Council Meeting of April 15th, 2025

Regarding: Request by the Economic Development Director to have the City Council accept an awarded Assistance to Firefighters Grant, and to authorize the issuance of one or more Requests for Bids.

In March of 2024, the City of Belfast submitted an application to FEMA's Assistance to Firefighters Grant Program, for \$330,742.86 (to be matched with \$16,537.14 in City funds, for a total project budget of \$347,280.00), intended to be used to purchase 20 self-contained breathing apparatus (SCBA) units (including airpacks and spare cylinders); 1 rapid intervention team (RTI) pack; 1 fit testing machine; and 3 power lift systems. In July of 2024, the City of Belfast learned it had been selected to receive a grant from this program, but for a slightly reduced amount of \$310,952.38 (which would be matched with \$15,547.62 in City funds, for a total project budget of \$326,500.00). (FEMA's rationale for this reduction in the grant amount was to reduce the expected unit costs of the RTI pack and the SCBA units, and to remove the fit testing machine, as it was a lower priority item.)

At this time, the City of Belfast would like to begin procuring the items that would be funded by this grant, through either the issuance of a Request for Bids, or by securing permission from FEMA to request a cost estimate from a single vendor (in the case of the power load system to be purchased and installed in the Ambulance Department's under-construction ambulance).

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

- 1) Formally accept the awarded Assistance to Firefighters Grant;
- 2) Authorize the issuance of a Request for Bids for the purchase and installation of two power load systems to be installed in the Ambulance Department's existing two ambulances;
- 3) Authorize the issuance of a Request for Bids for the purchase of 22 SCBAs, 22 compatible face masks, 1 Rapid Intervention Team Pack, 1 60-minute bottle for the Rapid Intervention Team Pack, 22 sets of storage brackets and hardware, and vendor-provided training for appropriate use; and
- 4) Authorize the issuance of a Request for Bids for the purchase and installation of a power load system to be installed in the Ambulance Department's under-construction ambulance, or if permitted by FEMA, to request a cost estimate from a single vendor.

10.F



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



22 Wright Brothers Drive

Airport Manager
Kenn Ortmann

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

Request by Airport Manager Kenn Ortmann and the Belfast Airport Advisory Committee (BAAC) to have the City Council authorize the City Manager to sign a Project Contract with Airport engineering consultant McFarland Johnson for *"Fuel Farm Jet-A reimbursement Project Administration"* and to authorize the submission of a FAA grant to reimburse the City for work completed on the Jet-A portion of the fuel farm and the installation of a spill control valve. The scope of work received concurrence from the Federal Aviation Administration and the Maine Department of Transportation.

On April 2, 2025 the Sponsor created its original independent fee estimate for Project Administration, assuming 81 hours of work and a fee of \$15,054.45. On April 3, 2025 the Sponsor received its first fee estimate from McFarland Johnson for Project Administration, assuming 166 hours of work and a fee in the amount of \$30,500. Upon comparison, the first fee estimate was more than double the Airport Manager's estimate.

On April 4, 2025 a Teams meeting was held with McFarland Johnson. The Sponsor noted the wide disparity between the two fee estimates, but offered to begin the negotiation process with the understanding that retaining a third-party IFE contractor would be necessary if the gap remained unacceptable to the Sponsor.

The Sponsor acknowledged that some of the tasks had already been completed and felt comfortable including the actual numbers for those sub-tasks. Further negotiations resulted in hour decreases of between 17.24% and 50% to five subtasks, a small reduction to one sub-task and no change to one sub-task. These hourly changes resulted in an 18.16% decrease in the proposed fee to \$24,900.

Based on the negotiations described above, I am satisfied with the fee estimate of \$24,900 and am recommending it for approval by the Belfast City Council.

The Airport Manager and the BAAC are now requesting that the City Council vote in support of authorizing the following actions:

Authorize the City Manager to sign a Project Contract with Airport engineering consultant McFarland Johnson for *"Fuel Farm Jet-A reimbursement Project Administration"*, authorize the City Manager to take all actions necessary to execute the contract and submit the FAA grant application for reimbursement of total project costs in the amount of \$439,000, and authorize the expected 2.5% local match in the amount of \$10,975 to be taken from Account 640-595, Airport Runway Capital Reserve.

10.G

City of Belfast

Memo

To: Erin Herbig, City Manager
From: Amy I. Bradford, Finance Director
cc: Mayor & Council
Date: April 15, 2025
Re: Carolyn Crosby Trust Income

Each year the City transfers trust income earned from the Carolyn Crosby Trust Fund to the Belfast Area High School. The income is to help defray expenses for the Family Consumer Science program and the School Library.

I would like to request authorization to release the income funds listed below to the High School. Attached is a letter from each department with the breakdown of how they plan to expend the funds this year.

2023 Income: \$5,338.82

2024 Income: \$5,960.09

Thank you!

Family Consumer Science Dept.
Belfast Area High School
98 Waldo Ave.
Belfast, ME 04915

Mar 18, 2025

To. Amy Bradford, City Treasurer

For this year's 2025 Clark~Crosby Trust Fund monies, the high school would like to purchase new wooden chairs to replace the old broken one for the library and for the Home Ec room a new refrigerator from Macleod's Furniture, in Belfast Maine.

Respectfully Submitted by,

Sonya Verney - Family Consumer Science

10.14

Municipal Quitclaim Deed

The **CITY OF BELFAST**, a municipality organized under the laws of the State of Maine, for consideration paid, releases to the **HEIRS OF ROSE MARIE FLETCHER**, all right, title and interest in and to a certain lot or parcel of land located in Belfast, Waldo County, Maine, more particularly described in the following instruments:

1. Tax Map 23, Lot 16, as found on tax maps of the City of Belfast prepared by Global Information Systems and dated April 1, 2019.
2. Tax lien certificates recorded in the Waldo County Registry of Deeds ("Registry") in Book 5016, Page 103; Book 4919, Page 336.

As part of this general release, the City of Belfast specifically releases any and all rights derived from or described in the tax lien certificates listed above. Rose Marie Fletcher died in 2018. As of the date of this Quitclaim Deed, the City of Belfast has not located any record of probate.

This release is made as is, where is, without recourse or covenant.

Witness my hand and seal this _____ day of April 2025.

WITNESS:

CITY OF BELFAST

By: Erin Herbig, City Manager
Duly authorized

State of Maine
County of Belfast

_____, 2025

Then personally appeared the above-named _____, having been duly authorized by vote of the City of Belfast City Council, and acknowledged the foregoing instrument to be her free act and deed in her said capacity and the free act and deed of City of Belfast.

Before me,

Notary Public