



# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

**Erin Herbig**  
City Manager

E-mail: [citymanager@cityofbelfast.org](mailto:citymanager@cityofbelfast.org)

Tel: (207) 338-3370 ext. 110

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**MANAGER'S REPORT**  
Belfast City Council Meeting  
Tuesday, July 1, 2025

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

**6:30 p.m.** Committee Interviews

**7:00 p.m.** Regular Council Meeting

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

**FROM: Erin Herbig, City Manager**

**DATE: Thursday, June 26, 2025**

**Agenda Items:**

**10-A Discussion with the Wastewater Treatment Superintendent regarding proposed sewer user fee increases.**

During FY2025-26 Budget Hearings, Wastewater Treatment Superintendents Annaleis Hafford and Travis Jones reviewed the City's sewer billing system. The Wastewater Superintendents had

determined that the City had been inadvertently underbilling sewer rates for many years. The City had been only billing half of the base rate every six months based on half of the intended minimum usage. In turn, insufficient revenues had been generated for the Wastewater Treatment Plant and its eighteen pumping stations.

Following Council Discussion, a plan was established to incrementally increase rates to ease the impact on the rate payers. Customers currently paying the minimum bill of \$168.60 will see that amount increase to \$253.00 in the August/September billing cycle, and then to a minimum rate of \$337.40 in the January/February 2026 billing. The minimum usage will be 4,000 cubic feet, rather than 2,000 cubic feet, and each six-month period and the overage rate will remain at \$8.43 per hundred cubic feet. This phased approach is intended to give customers time to adjust while still moving toward a billing structure that provides sufficient revenue to cover wastewater operation costs.

The additional revenue generated from this correction is needed for continued maintenance of and critical capital improvements for Belfast's wastewater infrastructure, ensuring reliable service now and into the future.

This agenda item is an opportunity for the Wastewater Treatment Plant Superintendent Travis Jones and the City Council to discuss the proposed sewer user fee increases and review the draft letter to be sent to users in the next billing cycle.

Please see the attached draft letter to sewer users (10-A) from Wastewater Treatment Superintendents Annaleis Hafford and Travis Jones. Superintendent Jones will be at the meeting to present and answer any questions.

**10-B Request from the Wastewater Treatment Superintendent to expend up to \$17,500 to repair the treatment plant digester.**

During a scheduled cleaning of the digester at the Wastewater Treatment Plant (WWTP), it was discovered the 8" header showed numerous holes and extensive degradation.

An inspection was carried out by Penta, the contractor that handled the most recent facility upgrade. Staff were able to acquire the necessary replacement materials, and Penta installed a replacement so the tank could return to full operation ahead of the peak summer season.

If approved by the City Council, the Wastewater Superintendent requests a motion be made to expend up to \$17,500.00 to repair the Treatment Plant digester with funding to be allocated in Wastewater Department's Capital Reserve Account #990-537.

Please see the attached memo (10-B) from Wastewater Treatment Plant Superintendent Travis Jones providing further detail. Superintendent Jones will be at the meeting to present and answer any questions.

**10-C Request to install a Donor Bench honoring Jane Sanford at Belfast Common.**

The Parks and Recreation Department received a Donor Bench Request for Belfast Common. This Donor Bench would be an 8' bench in memory of Jane Sanford, donated by her granddaughter Eliza Duggan.

There is one remaining designated bench location available for this 8' bench along the sidewalk that parallels Union Street. Belfast Parks and Recreation Staff would be available to install this bench once it arrives.

If approved by the City Council, the Parks and Recreation Director requests a motion be made to approve the request to install a bench honoring Jane Sanford located at Belfast Common.

Please see the attached memo (10-C) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

**10-D Request from the Parks and Recreation Director for authorization to expend up to \$38,482.48 to purchase a tractor and backhoe.**

A tractor and backhoe replacement for \$45,000.00 was approved as part of the FY2025-26 Capital Improvement Program. Quotes were requested from United Ag & Turf (John Deere, Union, ME), Greenway Equipment Sales (John Deere, Bangor, ME), United Ag & Turf (John Deere, Fairfield, ME), and Union Farm Equipment (Kubota, Union, ME). The quote included replacing the 2003 John Deere Tractor and Backhoe with a John Deere 3033R Compact Utility Tractor and John Deere 375A Backhoe.

The Parks and Recreation Director recommends awarding the bid to Greenway Equipment Sales at \$38,482.48.

If approved by the City Council, the Parks and Recreation Director requests a motion be made to expend up to \$38,482.48 for a tractor and backhoe from Greenway Equipment Sales with funding allocated from the Capital Improvement Account.

Please see the attached memo (10-D, E and F) from Parks and Recreation Director Pam Salokangas providing further detail. Director Salokangas will be at the meeting to present and answer any questions.

**10-E Request by Belfast Bible Church for approval of a new Facility Use Request for use of Steamboat Landing Park on Saturdays, July 26 and September 13, 2025, from 12PM to 2PM.**

This request first came before the City Council at the Regular City Council Meeting of June 17<sup>th</sup>. Following that meeting, organizers updated their request based on the feedback that was provided by the City Council and resubmitted their request for consideration.

In an effort to introduce their new church to City residents, the Belfast Bible Church has requested use of Steamboat Landing Park to host an outdoor event with live Christian music,

refreshments, and community outreach. They have requested access to electricity for the live music. A certificate of insurance has been supplied.

If approved by the City Council, a recommended motion would be to approve the new Facility Use Request by Belfast Bible Church for use of Steamboat Landing Park on Saturdays, July 26 and September 13, 2025, from 12PM to 2PM.

Please see the attached memo (10-D, E and F) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

**10-F Request by organizers of the Belfast Street Party for approval of a Facility Use Request for use of High Street on Monday, July 28, 2025, from 2PM to 11PM.**

The Belfast Street Party is returning in 2025 on Monday, July 28, and organizers have requested use of High Street between Main Street and Market Street for the event. Additionally, the High Street Parking Lot of the Belfast City Hall will be utilized by the event and Market Street will be barricaded for use by emergency personnel. The event is scheduled between the hours of 2-11 PM and will include music, food vendors, adventure rides, a bounce house, obstacle course, and craft opportunities.

Event organizers have requested assistance from the Police Department, Public Works Department, and the Parks and Recreation Department.

If approved by the City Council, a recommended motion would be to approve the Facility Use Request by organizers of the Belfast Street Party for approval of a Facility Use Request for use of High Street on Monday, July 28, 2025, from 2PM to 11PM.

Please see the attached memo (10-D, E and F) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

**10-G Request from the Economic Development Director to authorize the submission of a letter of intent to the Community Development Block Grant Economic Development Grant Program.**

Three Tides seeks funding through the Community Development Block Grant (CDBG) Economic Development Program. This program can award grants of up to \$100,000 to be used by a business for capital and non-capital equipment, job training, and working capital.

The business ultimately receiving the benefit of the grant must create one full-time equivalent position per \$30,000 of grant funding received, with at least 51% of those new positions being taken by individuals from low-to-moderate income households. If awarded, Three Tides intends to use these funds to help pay for new/expanded kitchen equipment.

If the letter of intent is accepted, the City of Belfast would then be invited to submit a full application to this grant program and would expect to receive a decision during September of 2025.

If approved by the City Council, the Economic Development Director requests that a motion is made to authorize the submission of a letter of intent to the Community Development Block Grant Economic Development Grant Program; and authorize the City Manager to sign any documents related and necessary to the submission of the letter of intent.

Please see the attached memo (10-G) from Economic Development Director Thomas Kittredge explaining the request in further detail. Director Kittredge will be at the meeting to present and answer any questions.

**10-H Request to appoint Steven Weed and Brooks Taber-Grotton as the 911 Addressing Officers for the City of Belfast.**

The City Assessor typically serves as the 911 Addressing Officer. This position needs to be filled according to State Statute and it is necessary to update the names of our Addressing Officers for Belfast to the Emergency Services Bureau. It is recommended to appoint all employees within

the Assessing Department as 911 Addressing Officers to ensure cross training and office coverage.

If approved by City Council, City staff recommend a motion is made to appoint Steven Weed and Brooks Taber-Grotton as 911 Addressing Officers for the City of Belfast and to authorize the City Manager to sign the Emergency Services Communication Bureau Addressing Officer Confirmation Form authorizing both as Addressing Officers. Both are fully capable and willing to serve in this role.

I will be at the meeting to present and answer any questions.

**10-I Request from the Public Works Director for authorization to expend up to \$61,833.00 to purchase a 2024 Ram 3500.**

The Public Works Director seeks authorization to purchase a 2024 Ram 3500 from Libby Farms Auto for \$61,833.00 from the Public Works Purchase of Equipment Account #410-535. This purchase is to replace the 2013 Chevy 3500. This expense was budgeted for in the FY2025-26 Budget.

If approved by the City Council, the Public Works Director requests a motion be made to expend up to \$61,833.00 for a new 2024 Ram 3500 with funding allocated from the Public Works Department Purchase of Equipment Account #410-535.

Please see the attached memo (10-I) from Public Works Director Kip Faulkner providing further detail. I will be at the meeting to present and answer any questions.

**10-J Request to remove one City Street Tree.**

The City received a request for the removal of one City Street Tree located between 44 and 50 Bayview Street.

Belfast Garden Club Member and Certified Tree Risk Assessor Carol Herwig conducted a tree risk assessment of the tree. Ms. Herwig's analysis found that the tree's roots are dying. She found signs of borer activity, but none of the trademark D holes made by emerald ash borer. Ms. Herwig recommends the removal of this tree.

Per the City Tree Ordinance, the tree was tagged, notifying the public of the requested removal and contact information for the City Manager's Office to report any questions or concerns regarding the request. The tree was posted at least two weeks prior to City Council consideration for removal, as required. I will update you if any additional comments come in before the meeting on Tuesday.

Please see the attached photo of the tree and memo from Belfast Garden Club Member and Certified Tree Risk Assessor Carol Herwig (10-J). I will be at the meeting to answer any questions.

**10-K Request from the BelTV Media Manager to expend up to \$2,644.00 for media equipment.**

The BelTV Media Manager seeks authorization to purchase a laptop for media editing for up to \$2,644.00 from the Cable Television Capital Reserve Account #250-537. In order to continue operations and provide current City Meeting streaming services, an investment in this equipment is necessary.

If approved by the City Council, BelTV Media Manager Shannon Brown requests a motion be made to expend up to \$2,644.00 for media equipment with funding allocated from the Cable Television Capital Reserve Account #250-537.

I will be at the meeting to present and answer any questions.

## **10-L Signing of Council Orders**

This past Friday, June 20th marked summer solstice, the longest day of the year. With Independence Day right around the corner, summer is officially in full swing!

From our harbor to our parks and trails, and all the shops and restaurants, Belfast is bustling with neighbors and tourists alike. You don't have to look far to find a variety of summer activities and adventures to suit everyone!

Here are several upcoming events:

**June 23rd** Summer Reading begins at the Belfast Free Library! Grab your gameboards from the Youth Services desk on the 2nd floor and get reading! Don't forget, library cards are free for Waldo County residents under 18. And on June 26th, pet lovers can read to a dog and enjoy a calm exercise in reading to one or all available therapy dogs. More details at [belfastlibrary.org](http://belfastlibrary.org).

**June 26th** The first of many Belfast Summer Nights, usually at Steamboat Landing Park, tonight's event will be up the hill at Belfast Commons.

**June 28th and 29th** The Belfast Area Chamber of Commerce will host the 29th annual Arts in the Park on the waterfront featuring over 100 Maine artists, rain or shine!

**July 4th** Celebrate Independence Day with fireworks in neighboring Searsport at Mosman Park around dusk (about 9 PM). See Facebook for details! As a reminder, fireworks are not permitted in the City of Belfast. Please enjoy visiting our Midcoast neighbors for their fabulous show!

If you're looking to get out of town and escape the heat, don't forget to get your discount amusement park tickets through the Parks and Recreation Department! Tickets for Aquaboggan Waterpark and Funtown Splashtown USA, as well as York's Wild Kingdom Zoo & Amusement Park, can be purchased at the City Clerk's Office Monday through Thursday from 7 AM to 6 PM.

Summer is a busy time with so many options for fun and recreation. Don't forget to slow down and enjoy the beautiful sunny days as our City bustles with activity. Happy summer everyone!

**City of Belfast  
Consent Agenda  
Tuesday, July 1, 2025  
Meeting #1**

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:**

<b>Baywrap Inc</b>	<b>d/b/a Bay Wrap</b>
<b>Bethany Gregory</b>	<b>d/b/a Brackish River Bistro Vista &amp; Vows Catering</b>

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

Baywrap Inc	d/b/a Bay Wrap
Bethany Gregory	d/b/a Brackish River Bistro Vista & Vows Catering

**B. Request to approve an application by TTA Tides Continuation, LLC d/b/a Brackish River Bistro located at 192 Northport Ave., Belfast, Maine for a new Malt, Spirituous, and Vinous liquor license.**

Motion to approve an application by TTA Tides Continuation, LLC d/b/a Brackish River Bistro located at 192 Northport Ave., Belfast, Maine for a new Malt, Spirituous, and Vinous liquor license.

**C. Request to approve an application by Double Ds Dairy Cup LLC d/b/a Double Ds Dairy Cup LLC located at 20 Marsh Road, Belfast, Maine for a new Malt and Vinous liquor license.**

Motion to approve an application by Double Ds Dairy Cup LLC d/b/a Double Ds Dairy Cup LLC located at 20 Marsh Road, Belfast, Maine for a new Malt and Vinous liquor license.

10.A



## CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

Dear Belfast Sewer User,

We're writing to share an important update regarding your sewer billing because of recent budget planning discussions and a review of the City's revenue and sewer billing systems. This applies to most sewer users except those who have separate industrial agreements. The City has inadvertently been underbilling the intended sewer rates which has contributed to generating insufficient revenue for the wastewater treatment plant and its eighteen pumping stations. To summarize, the City has been only billing half of the base rate every six months based on half of the intended minimum usage. This is going to be adjusted incrementally to ease the impact on the rate payers. Over the past year, the rates should have been \$337.40 per 4,000 cubic feet of usage each six-month period. (The overage rate is \$8.43 per hundred cubic feet.)

The City Council approved a stepwise implementation of this billing correction as part of the Fiscal Year 25/26 budget process. For example, customers currently paying the minimum bill of \$168.60 will see that amount increase to \$253.00 in the August/September billing cycle, and then to the intended minimum rate of \$337.40 in the January/February 2026 billing. The minimum usage will be 4,000 cubic feet each six-month period and the overage rate will remain at \$8.43 per hundred cubic feet. This phased approach is intended to give customers time to adjust while still moving toward a billing structure that provides sufficient revenue.

The additional revenue generated from this correction is needed to support critical capital improvements and continued maintenance of Belfast's wastewater infrastructure, ensuring reliable service now and into the future. We appreciate your understanding and support. If you have any questions, please don't hesitate to reach out to the City Clerk's Office at 207-338-3370 Extension 114.

Sincerely,

Travis Jones  
Wastewater Treatment Plant Superintendent

## MEMO

**From:** Travis Jones, Olver Associates Inc.

**Cc:** City of Belfast

**Date:** June 24, 2025

**Re:** Use of Capital Reserves for WWTP Digester Aeration Header Repair

This memo is a request for \$17,500.00 to be allocated from the Wastewater Department's Capital Reserves (990-537) for the attached email quote from Penta Corp. This request is being made posthumously, as this necessary work has been completed.

During the scheduled cleaning of the digester at the Belfast Wastewater Treatment Plant, we took the opportunity—based on Fern's recommendation—to inspect the aeration header for structural integrity. The aeration header is the large 8" pipe responsible for delivering compressed air to a network of lateral distribution lines. These laterals disperse the air evenly throughout the tank, enabling the effective aeration of the digesting sludge prior to dewatering.

The inspection revealed numerous holes and significant degradation along the bottom of the header. Left unaddressed, this would have compromised the aeration process and created a heightened risk of odor issues similar to those experienced two summers ago.

Our department remained in close contact with City Hall throughout the process, and we received a timely notice to proceed from the City Manager. This quick turnaround allowed us to move forward without delay. Penta, the same contractor who recently completed upgrade work at the facility, was able to source the necessary replacement materials and complete the installation promptly.

From the time the assessment of the header's condition was made to the total completion of the project, just seven days passed (Wednesday, June 11 to Wednesday, June 18).

Special recognition goes to Fern and the operations staff for maintaining steady process control during this period. Their ability to make the necessary accommodations allowed the facility to continue functioning without this critical component until the repair was completed.

All in all, the process went about as smoothly as we could have hoped. From the fast coordination with City Hall to the quick response by Penta and the adaptability of our operations team, each party played a key role in minimizing disruption and returning the digester to full operation ahead of the summer season.

We hereby submit this request for \$17,500.00 to be allocated from the Wastewater Department's Capital Reserves (990-537) for the emailed quote dated 6-12-25 from Wendall Harvey of Penta Corp. for the City Council's consideration and approval. Please feel free to reach out if you have any questions.

Thank you.

# INVOICE

**PENTA CORPORATION**  
**PO BOX 390**  
**1253 WHITTIER HIGHWAY**  
**MOULTONBORO, NH 03254**

<b>INVOICE #</b>	2508-1
<b>INV DATE</b>	6/24/2025
<b>DUE DATE</b>	7/24/2025

**TO** CITY OF BELFAST  
BELFAST CITY HALL  
131 CHURCH STREET  
BELFAST, ME 04915

**JOB**  
REPLACE AIR HEADER

ITEM	DESCRIPTION	UNIT PRICE	QUANTITY	AMOUNT
	REPLACE AIR HEADER			\$17,500.00

**INVOICE NOTES**  
REPAIR AIR HEADER AS QUOTED

<b>SUBTOTALS</b>	
<b>TOTALS</b>	<b>\$17,500.00</b>

**PENTA PHONE 603-476-5525**  
**PENTA FAX 603-476-5106**  
[pentacorp@pentacorp.us](mailto:pentacorp@pentacorp.us)

10.C



# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

**Pamela J. Salokangas, CPRE, 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:** June 23, 2025  
**RE:** Donor Bench Request

The Belfast Parks and Recreation Department has received a Donor Bench request for Belfast Common Park. This Donor Bench would be an 8' bench in memory of Jane Sanford, and this bench is being donated by her granddaughter, Eliza Duggan. Ms. Duggan has already fundraised for the 8' bench per the 2025 Fee Policy and Operations Manual, updated in April 2025; the cost to place this bench is \$3,056 to include maintenance and repair funds as well as the bench and plaque purchase with shipping/handling.

There is one remaining designated bench location available for this 8' bench, and it would be along the landscaping/sidewalk that parallels Union Street. Belfast Parks and Recreation Staff would be available to install this bench once it arrives as the ground will need to be cleared of grass, landscaping fabric placed, and a stone base installed. While we do that installation, we would also inspect and adjust any benches/bench areas that need attention (weeds, fabric, pruning behind benches, etc.).

The Parks and Recreation Director is requesting that the Belfast City Council consider and approve this Donor Bench placement, which allows the Donor and the department to move forward to place an order for the bench. Delivery time is approximately 8-12 weeks.



10.D, E+F



# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

**Pamela J. Salokangas, CPRE, 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:** June 24, 2025  
**RE:** Tractor Replacement (CIP) and Facility Use Request

10.D **Tractor Replacement**

The Belfast Parks and Recreation Department included a tractor replacement as part of the FY24-25 Capital Improvement Program. The Agency used some of the previous research done by the former Director to shape the quotes for our recommended replacement.

Quotes were requested from United Ag & Turf (John Deere, Union, ME), Greenway Equipment Sales (John Deere, Bangor, ME), United Ag & Turf (John Deere, Fairfield, ME), and Union Farm Equipment (Kubota, Union, ME). The quote includes replacing the 2003 John Deere 4310 TLB Compact Utility Tractor and John Deere 47 Backhoe with a John Deere 3033R Compact Utility Tractor and John Deere 375A Backhoe, and all John Deere vendors allowed a trade-in of the older equipment. The Department also looked at a Kubota L3302 HST Tractor and a Kubota BH77 Backhoe; unfortunately, a trade-in isn't available across brands, but savings could be recouped via an auction of the tractor and backhoe. Both tractors are very similar and the John Deere model is the equivalent of our current tractor.

Pricing:

Vendor	Tractor & Backhoe	Trade-In Deduction	Total Cost (Delivery Incl.)	Maintenance
United Ag & Turf (Union)	\$47,212.00	(\$10,500)	\$36,712	In the field and at the shop.
Greenway Equipment Sales	\$45,482.48	(\$7,000)	\$38,482.48	In the field and at the shop.
United Ag & Turf (Fairfield)	No quote received	No quote received	No quote received	In the field and at the shop.
Union Farm Equipment (Union)	\$41,915	No trade-in; recommend to auction items.	\$41,915	At the shop.





# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

**Memo to Manager Herbig**

**June 24, 2025**

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While United Ag & Turf's (Union) price is lower, there are a few items missing from the quote that were requested. These items include the loaded rear tires, a 24" backhoe bucket vs. a quoted 18" backhoe bucket, and the trade-in value was higher, but done via an in-house review of hours and photos of the current tractor's condition.

The Belfast Parks and Recreation department is recommending the 2<sup>nd</sup> highest price at \$38,482.48 from Greenway Equipment Sales (a difference of \$1,770.48) as they inspected the tractor and backhoe on-site on Friday, June 20, and adjusted their initial trade-in value based on hours and conditions, and they included the aforementioned items as requested in our conversation. With the customer discounts for purchasing under a Sourcwell contract and being tax-exempt, the department would be under the \$45,000 threshold for this capital purchase by \$6,517.52.

10.E

## **Belfast Bible Church Community Outreach – Facility Use Request**

In an effort to introduce the new church to city residents, the Belfast Bible Church is requesting space at Steamboat Landing Park, based around the gazebo, to host two community meet-and-greet events with live Christian music at the gazebo and complimentary refreshments along with popcorn and cotton candy. The church would also be providing some raffled giveaways. The church has requested access to electricity. A Certificate of Insurance is already on file.

The dates are Saturday, August 23 and Saturday, September 13. A map of the event layout is included with the Facility Use Application. No other services have been requested from Belfast Parks and Recreation, and the department supports this request.

10.F

## **Street Party**

The Street Party is returning in 2025 on Monday, July 28, and organizers have once again requested use of High Street between Main Street and Market Street, and Market Street will be barricaded as well for use by emergency personnel. The event runs between the hours of 2-11 PM. The event includes music, food vendors, adventure rides, a bounce house, obstacle course, and craft opportunities. The request also includes the High Street Parking Lot of the Belfast City Hall; City employees will need to move their vehicles to street parking outside the event boundaries before 2 PM.

Street Party volunteers will close High Street with barricades at 2 PM and will work with those whose cars will need to be moved from the street. Vendors will set-up at 4 PM with music starting at 5 PM.





# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

**Memo to Manager Herbig**

**June 24, 2025**

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The event will run until 10 PM, and after that, clean-up will occur and the street should be re-opened by 11 PM. The event organizers are requesting assistance from the Belfast Police Department and the Belfast Public Works Department, and a Power Box from the Belfast Parks and Recreation Department.

At the time of submission, a 2025 Street Party map was not available. If one is available by the July 1 City Council meeting, the Belfast Parks and Recreation Department will distribute copies that evening.



**Quote Summary**
**Prepared For**

BELFAST PARKS AND REC  
 131 CHURCH ST  
 BELFAST, ME 04915  
 Business: 207-338-3370  
 Email: PARKSANDREC@CITYOFBELFAST.ORG

**Prepared By**

Jeremy Snow  
 Greenway Equipment Sales  
 1701 Hammond Street  
 Bangor, ME 04401  
 Phone: 207-990-4433  
 jeremy@greenwayequipment.com

**Quote Id:** 33025519  
**Created On:** 16 June 2025  
**Last Modified On:** 20 June 2025  
**Expiration Date:** 30 June 2025

**Equipment Summary**

	Selling Price	Qty		Extended
JOHN DEERE 3033R Compact Utility Tractor (24 PTO hp)	\$ 33,992.79	X 1	=	\$ 33,992.79
JOHN DEERE 375A Backhoe	\$ 11,489.69	X 1	=	\$ 11,489.69
<b>Equipment Total</b>				<b>\$ 45,482.48</b>

**Trade In Summary**

	Qty	Each	Extended
JOHN DEERE 4310 TLB	1	\$ 7,000.00	\$ 7,000.00
PayOff			\$ 0.00
Total Trade Allowance			\$ 7,000.00
<b>Trade In Total</b>			<b>\$ 7,000.00</b>

**Quote Summary**

Equipment Total	\$ 45,482.48
Trade In	\$ (7,000.00)
SubTotal	\$ 38,482.48
Est. Service Agreement Tax	\$ 0.00
Total	\$ 38,482.48
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 38,482.48</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



# Selling Equipment

Quote Id: 33025519

Customer: BELFAST PARKS AND REC

## JOHN DEERE 3033R Compact Utility Tractor (24 PTO hp)

**Selling Price**  
\$ 33,992.79

Hours:

Stock Number:

Code	Description	Qty	Unit	Extended
136ALV	3033R Compact Utility Tractor (24 PTO hp)	1	\$ 32,719.00	\$ 32,719.00
<b>Standard Options - Per Unit</b>				
0202	United States	1	\$ 0.00	\$ 0.00
0409	English Operator's Manual and Decal Kit	1	\$ 0.00	\$ 0.00
1520	eHydro™	1	\$ 0.00	\$ 0.00
1701	Factory Installed Loader with Bucket	1	\$ 7,477.00	\$ 7,477.00
2000	Open Station with Vinyl Standard Seat	1	\$ 0.00	\$ 0.00
2650	Less Radio	1	\$ 0.00	\$ 0.00
3320	Dual Mid Selective Control Valve	1	\$ 0.00	\$ 0.00
3400	Less Mid PTO	1	\$ 0.00	\$ 0.00
4061	Less iMatch™ Quick Hitch Category 1	1	\$ 0.00	\$ 0.00
5223	41x14-20 (4PR, R3 Turf, 2 Position)	1	\$ -292.00	\$ -292.00
6223	27x8.5-15 (6PR, R3 Turf, 2 Position)	1	\$ 86.00	\$ 86.00
<b>Standard Options Total</b>				<b>\$ 7,271.00</b>
<b>Dealer Attachments</b>				
	loaded tires	1	\$ 246.40	\$ 246.40
<b>Dealer Attachments Total</b>				<b>\$ 246.40</b>
<b>Other Charges</b>				
	Freight	1	\$ 1,087.00	\$ 1,087.00
<b>Other Charges Total</b>				<b>\$ 1,087.00</b>
<b>Suggested Price</b>				<b>\$ 41,323.40</b>
<b>Customer Discounts</b>				
<b>Customer Discounts Total</b>			<b>\$ -7,330.61</b>	<b>\$ -7,330.61</b>
<b>Total Selling Price</b>				<b>\$ 33,992.79</b>



# Selling Equipment

Quote Id: 33025519

Customer: BELFAST PARKS AND REC

<b>JOHN DEERE 375A Backhoe</b>				
				<b>Selling Price</b>
				\$ 11,489.69
<b>Hours:</b>				
<b>Stock Number:</b>				
Code	Description	Qty	Unit	Extended
6165LV	375A Backhoe	1	\$ 12,186.00	\$ 12,186.00
<b>Standard Options - Per Unit</b>				
0202	United States	1	\$ 0.00	\$ 0.00
0409	English Operator's Manual and Decal Kit	1	\$ 0.00	\$ 0.00
1000	Subframe Mounting	1	\$ 0.00	\$ 0.00
3024	24 In. Bucket	1	\$ 427.00	\$ 427.00
<b>Standard Options Total</b>				<b>\$ 427.00</b>
<b>Dealer Attachments</b>				
BLV10962	Power Beyond Kit	1	\$ 404.25	\$ 404.25
<b>Dealer Attachments Total</b>				<b>\$ 404.25</b>
<b>Other Charges</b>				
	Freight	1	\$ 75.00	\$ 75.00
	Setup	1	\$ 760.00	\$ 760.00
<b>Other Charges Total</b>				<b>\$ 835.00</b>
<b>Suggested Price</b>				<b>\$ 13,852.25</b>
<b>Customer Discounts</b>				
<b>Customer Discounts Total</b>			<b>\$ -2,362.56</b>	<b>\$ -2,362.56</b>
<b>Total Selling Price</b>				<b>\$ 11,489.69</b>



**JOHN DEERE**

**GREENWAY**  
EQUIPMENT SALES

# Trade In

**Quoteld:** 33025519

**Customer:** BELFAST PARKS AND REC

**JOHN DEERE 4310 TLB**

**Machine Details**

**Description**

JOHN DEERE 4310 TLB

**Net Trade Value**

**\$ 7,000.00**

**Your Trade In Description**

**Additional Options**

**Hour Meter Reading**            1850

**Total**

**\$ 7,000.00**

# INVOICE

UNION FARM EQUIPMENT  
1893 Heald Highway  
Union, ME 04862

sales@unionfarmequip.com  
+1 (207) 785-0301  
unionfarmequipment.com



## Belfast Parks and Recreation Department

**Bill to**  
City Of Belfast  
Parks & Rec Dept  
131 Church Street  
Belfast, Me. 04915

### Invoice details

Invoice no.: 34014  
Invoice date: 06/18/2025

Sales Rep: Rob 785-0321

#	Product or service	Description	Qty	Rate	Amount
1.	L3302HST	Kubota L3302HST Tractor: 111.4 cu in., 3 cyl diesel, 33.0 eng 26.1 PTO hp, 4WD, diff-lock, 3 range hydrostatic transmission, wet disc brakes, power steering, adjustable seat suspension, category I 3-pt hitch -1,433 lbs. lift capacity @ 24" behind lift point, 13.4" ground clearance, live independent PTO, folding ROPS. Tractor weight: 2,921 lbs. 63.4 in. wheelbase. Standard  * Turf tires included in the price.	1	\$23,190.00	\$23,190.00
2.	LA526-QA	Kubota LA526 quick attach loader with Skid-steer style quick attach bucket. Single lever control, 1,140 lbs. lift capacity (pivot pin, max height*), 94.3" max lift height (pivot pin), 2,473 lbs. bucket breakout, 66" material bucket.	1	\$6,800.00	\$6,800.00
3.	Includes	Tractors with Loaders will include; -Engine Block Heater, Rear Work Light, Center-Mounted Bucket hook, Front Grille Guard	1	\$0.00	\$0.00
4.	Rim Guard	Environmentally friendly, biodegradable, non-caustic, non-corrosive, non-toxic liquid wheel weighting compound for the rear tires.	1	\$635.00	\$635.00

\* Tubes and new valve stems added for reliability.

5. **BH77**

Kubota BH77 backhoe, 89.8 in. dig depth (2' flat bottom), 124.3 in. reach from pivot point, 3,339 lbs. bucket digging force, 16" bucket.

1

\$11,290.00

\$11,290.00

\* Kubota Mechanical Thumb for BH65 and BH77 included in price.

6. **Miscellaneous**

\*\*\* Pricing is valid while supplies last. Programs are changing as of July 1st, 2025 but does not mean the pricing will guaranteed change.

1

\$0.00

\$0.00

**Total**

**\$41,915.00**



**Quote Summary**

**Prepared For**

CITY OF BELFAST PARKS AND RECREATION  
 131 CHURCH ST  
 BELFAST, ME 04915

**Prepared By**

Eric Hook  
 United Ag & Turf  
 1987 Heald Highway  
 Union, ME 04862  
 Phone: 207-785-4464  
 eric.hook@uatne.com

**Quote Id:** 33049652  
**Created On:** 20 June 2025  
**Last Modified On:** 24 June 2025  
**Expiration Date:** 27 June 2025

<b>Equipment Summary</b>	<b>Suggested List</b>	<b>Selling Price</b>	<b>Qty</b>	<b>Extended</b>
JOHN DEERE 3033R Compact Utility Tractor (24 PTO hp)	\$ 42,152.00	\$ 33,763.00 X	1 =	\$ 33,763.00
JOHN DEERE 375A Backhoe	\$ 14,703.00	\$ 13,449.00 X	1 =	\$ 13,449.00
<b>Equipment Total</b>				<b>\$ 47,212.00</b>

<b>Trade In Summary</b>	<b>Qty</b>	<b>Each</b>	<b>Extended</b>
2003 JOHN DEERE 4310 TLB	1	\$ 10,500.00	\$ 10,500.00
PayOff			\$ 0.00
Total Trade Allowance			\$ 10,500.00
<b>Trade In Total</b>			<b>\$ 10,500.00</b>

<b>Quote Summary</b>	
Equipment Total	\$ 47,212.00
Trade In	\$ (10,500.00)
Filing / Origination Fees	\$ 0.00
SubTotal	\$ 36,712.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 36,712.00
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 36,712.00</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



**JOHN DEERE**

# Selling Equipment

Quote Id: 33049652

Customer: CITY OF BELFAST PARKS AND RECREATION

## JOHN DEERE 3033R Compact Utility Tractor (24 PTO hp)

**Suggested List**  
\$ 42,152.00  
**Selling Price**  
\$ 33,763.00

Hours:

Stock Number:

Code	Description	Qty	Unit	Extended
136ALV	3033R Compact Utility Tractor (24 PTO hp)	1	\$ 32,719.00	\$ 32,719.00
<b>Standard Options - Per Unit</b>				
0202	United States	1	\$ 0.00	\$ 0.00
0409	English Operator's Manual and Decal Kit	1	\$ 0.00	\$ 0.00
1520	eHydro™	1	\$ 0.00	\$ 0.00
1701	Factory Installed Loader with Bucket	1	\$ 7,477.00	\$ 7,477.00
2000	Open Station with Vinyl Standard Seat	1	\$ 0.00	\$ 0.00
2650	Less Radio	1	\$ 0.00	\$ 0.00
3320	Dual Mid Selective Control Valve	1	\$ 0.00	\$ 0.00
3400	Less Mid PTO	1	\$ 0.00	\$ 0.00
4061	Less iMatch™ Quick Hitch Category 1	1	\$ 0.00	\$ 0.00
5223	41x14-20 (4PR, R3 Turf, 2 Position)	1	\$ -292.00	\$ -292.00
6223	27x8.5-15 (6PR, R3 Turf, 2 Position)	1	\$ 86.00	\$ 86.00
<b>Standard Options Total</b>				<b>\$ 7,271.00</b>
<b>Dealer Attachments</b>				
LRT	LOADED REAR TIRES	1	\$ 0.00	\$ 0.00
BH	BUCKET HOOK	1	\$ 0.00	\$ 0.00
<b>Dealer Attachments Total</b>				<b>\$ 0.00</b>
<b>Suggested Price</b>				<b>\$ 42,152.00</b>
<b>Customer Discounts</b>				
<b>Customer Discounts Total</b>			<b>\$ -8,389.00</b>	<b>\$ -8,389.00</b>
<b>Total Selling Price</b>				<b>\$ 33,763.00</b>

## JOHN DEERE 375A Backhoe

**Suggested List**



**JOHN DEERE**

# Selling Equipment

Quote Id: 33049652

Customer: CITY OF BELFAST PARKS AND RECREATION

<b>Hours:</b>				
<b>Stock Number:</b>				
<b>Code</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Extended</b>
6165LV	375A Backhoe	1	\$ 12,186.00	\$ 12,186.00
<b>Standard Options - Per Unit</b>				
0202	United States	1	\$ 0.00	\$ 0.00
0409	English Operator's Manual and Decal Kit	1	\$ 0.00	\$ 0.00
1000	Subframe Mounting	1	\$ 0.00	\$ 0.00
3018	18 In. Bucket	1	\$ 353.00	\$ 353.00
<b>Standard Options Total</b>				<b>\$ 353.00</b>
<b>Dealer Attachments</b>				
BLV11010	POWER BEYOND	1	\$ 0.00	\$ 0.00
<b>Dealer Attachments Total</b>				<b>\$ 0.00</b>
<b>Suggested Price</b>				<b>\$ 14,703.00</b>
<b>Customer Discounts</b>				
<b>Customer Discounts Total</b>			<b>\$ -1,254.00</b>	<b>\$ -1,254.00</b>
<b>Total Selling Price</b>				<b>\$ 13,449.00</b>



**JOHN DEERE**

# Trade In

**Quoteld:** 33049652

**Customer:** CITY OF BELFAST PARKS AND RECREATION

**2003 JOHN DEERE 4310 TLB**

**Machine Details**

Description	Net Trade Value
2003 JOHN DEERE 4310 TLB	\$ 10,500.00
<b>Your Trade In Description</b>	
JOHN DEERE 4310 WITH LOADER AND BACKHOE	
<b>Additional Options</b>	
Hour Meter Reading	1815
<b>Total</b>	<b>\$ 10,500.00</b>

## Extended Repair Plan Proposal

## PowerGard™ Protection Plan Residential

### 3033R TRAC

Date : June 24, 2025

Machine/Use Information		Plan Description	Price	
Manufacturer	JOHN DEERE	Plan Type:	Deductible:	
Equipment Type	3033R TRAC	Coverage:	Quoted Price	\$ 0.00
Model	3033R TRAC	Total Months:	Powergard List	
Country	US	Total Hours:	Date Quoted	
MFWD/Tracks	N			

### Scraper Use

THIS PROPOSAL IS VALID FOR 30-DAYS FROM DATE ISSUED. GRACE pricing is offered only early during the Deere basic warranty period and has no surcharges. After this period, DELAYED PURCHASE pricing (surcharged) is offered later during the John Deere Basic Warranty. Many PowerGard quotes presented in the Delayed Purchase Period will require inspection/certification process and must also pass fluid testing. The Total Months and Total Hours listed above include the John Deere Basic Warranty terms (24 months / 2000 hours on Tractors, 24 months on Golf & Turf Products, 12 months for all AG Harvesting and Sprayer equipment, and 12 months/1000 hours on most Gator Utility Vehicles). "Limited" Plan coverage = Engine & Powertrain only. "Comprehensive" Plan coverage = Full Machine.

### Proposal Prepared for:

*I have been offered this coverage and*

-----  
Customer Name – Please Print

I ACCEPT the Residential plan

I DECLINE the Residential plan

-----  
Customer Signature

*If declined, I fully understand that my equipment listed above is not covered for repair expenses due to component failures beyond the original basic warranty period provided by John Deere.*

**Note :** This is not a contract. For specific PowerGard™ Protection plan Residential coverage, please refer to the terms and conditions on John Deere's public website([www.JohnDeere.com](http://www.JohnDeere.com)) under Services & Support >Warranty > Extended Warranties > PowerGard protection plan Residential.

### PowerGard™ Protection Plan Residential (Residential plan) is:

The PowerGard™ Protection Plan Residential is an extended repair plan that provides parts and labor coverage up to four years beyond the manufacturer's warranty. It is available on all riding lawn equipment, zero-turn radius mowers, utility vehicles, utility tractors and compact utility tractors. Your John Deere equipment will be in the hands of qualified, certified technicians from John Deere dealers using Genuine John Deere Parts.

### Not covered under a Residential plan:

Residential plans do not cover routine maintenance services or items normally designed to be replaced by the purchaser due to normal wear and tear. They do not cover any product used for commercial or rental applications. They also do not cover repairs for damage from accident, misuse, fire, theft, or exposure to weather conditions such as lightning, hail, flood or water. See the actual PowerGard™ Protection Plan Residential Terms and Conditions for a complete listing of coverage, and limitations and conditions under the program.

### Benefits of Residential plan:

- Offer the choice of adding up to 4 years of repair coverage beyond the machine's factory warranty.
- Do not require preapproval before repairs are made by the authorized John Deere dealership.
- Is transferable by the original purchaser for the balance of the original agreement period.
- Ensures higher resale value and makes equipment more marketable during sale or trade-in.
- Comprehensive Plans:
  - No deductibles and no out-of-pocket costs on covered repairs.



**JOHN DEERE**

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- Free transportation for factory warranty and extended repair plan repairs for the term of the plan (Note: A surcharge may apply for machines located outside of the dealership's normal service area).
- Limited Powertrain Plans:
  - Low deductibles on covered repairs
  - Do not provide transportation coverage



## 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:** The Belfast Bible Church Meet and Greet with Music

**BRIEF EVENT DESCRIPTION:** Introduce ourselves to the community with free refreshments and live Christian Music .

**DATES and TIMES:** 8-23 & 9-13 12pm-2pm

**PROPOSED LOCATIONS/AREAS TO BE USED:** Steamboat Landing

**ORGANIZING GROUP (if applicable):** The First United Pentecostal Church of Augusta, Maine

**GROUP REPRESENTATIVE/INDIVIDUAL NAME:** Nate Charles

**MAILING ADDRESS:** 15 Wilson St. Augusta, Me. 04330

**PHONE NUMBER:** 207-622-1721 **EMAIL:** thecharlesfamilyministry@gmail.com

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.

**To introduce our new church to the Belfast community, we would like to host meet-and-greet events. These events will feature live Christian music and complimentary refreshments, including water, juice, popcorn, and cotton candy. We also plan to offer giveaways, such as gift cards. We are requesting the event be held 12pm-2pm**

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

**Our music setup will be in the gazebo. To the left and right of the gazebo, there will be 10x10 canopies for refreshment and information stations, as indicated on the attached map.**

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.). **No**

If yes, who will be managing the street closures?

How many people do you expect at your event?

**While it's difficult to give an exact total due to passersby who might join, I'd estimate between 20 and 50 people, excluding that variable number.**

How many volunteers do you expect at your event? **At Least 10 not including musicians and singers.**

Will YOU or YOUR GROUP be selling things at this event? If yes, what will you be selling, and please provide descriptions. **No.**

If you will not be selling anything, will others at this event be selling items? **No.**

If yes, please provide details.

Will you be renting spaces to vendors on City property? **No.**

If yes, please provide for the type of vendors and your fees.

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? No.

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? We will carry out all garbage created by our event.

How do you propose to handle parking and how will parking instructions be communicated to vendors, volunteers, service providers, and your customers? If necessary we can assign some of our volunteers to assist with parking details. Most of our volunteers will park outside of the park's parking spaces to allow visitors to utilize them.

How do you propose to handle security, if needed. N/A

How do you propose to handle the need for regular and accessible restrooms? We plan to use the park's restrooms at The Boathouse.

What are your electrical needs, and how will you provide electricity? Electricity will be required for the PA/music system and refreshment machines. I've been informed that Steamboat Landing offers ample electrical access.

What kind of noise do you expect to generate at this event and during which specific period of time? Music and announcements 12pm-2pm

What are your event safety protocols (i.e., weather, injury), and will you have a First Aid tent? We will have a basic first aid kit on hand.

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. No, not yet, but we can if necessary.

Will any alcohol be served or consumed at this event? **No**

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.

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).

Map Attached: **Yes** No (If no, when will map be available to review?) \_\_\_\_\_

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, However the attached certificate has an incorrect date. We will have it adjusted and forwarded to the department ASAP.**

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

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.

**The individuals listed will most likely be present at both events for their entire duration. Their order reflects the chain of command for the event. Once our request is approved, or as the date approaches, I can provide a single point of contact to the department.**

**Pastor Rick Stoops-207-458-5680 Pastor Shane Stoops-207-841-6133**

**Kris Mccray-207-215-4684 Nate Charles -207-576-7920**

**Sararuth Cole -207-242-5949**

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.)

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

Have you reviewed the specific policies for use of City-owned property, located in Appendix A, particularly the information about reservations being secured in advance, and changes that could occur to your event (middle of pg. 7, under Scheduling)? **Yes** No

**Specific Department and Services Requested**

City Manager: \_\_\_\_\_

Police: Fire/ Ambulance: \_\_\_\_\_

Parks and Rec.: **Park rental(Steamboat Landing) Access to electricity.**

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: Alta chue DATE: 6-24-25

REVIEW#1: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEW#2: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_



Imagery ©2025 Airbus, Map data ©2025 Google 20 ft



- event Boundary
- A - 10'x10' Canopy for Refreshments info Staking



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/21/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Church Mutual Insurance Company, S.I. 3000 Schuster Lane P.O. Box 357 Merrill WI 54452		<b>CONTACT NAME:</b> Church Mutual Insurance Company, S.I. <b>PHONE (A/C No. Ext):</b> 1-800-554-2642 <b>FAX (A/C No.):</b> 855-264-2329 <b>E-MAIL ADDRESS:</b> customerservice@churchmutual.com	
		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Church Mutual Insurance Company, S.I.	<b>NAIC #</b> 18767
<b>INSURED</b> FIRST UNITED PENTECOSTAL CHURCH & DIREIGRE 15 WILSON ST AUGUSTA ME 04330-7840		INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N		0219091 25-863666	04/21/2025	04/21/2026	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000						
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COMP/OP AGG \$ 1,000,000
							\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Use of park on 7/31/25 and 9/13/25

**CERTIFICATE HOLDER****CANCELLATION**

City of Belfast 131 Church St Belfast ME 04915	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Pamela C. Ruckmyer</i>
--	--



### 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 Bandhouse, but it may be required in addition to the Belfast Bandhouse Rental Application if you are planning an event that includes both the Belfast Bandhouse and Seaside 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:** BELFAST ANNUAL STREET PARTY

**BRIEF EVENT DESCRIPTION:** Our 16th wonderful yearly celebration for the people of Belfast.

Two bands, food vendors, adventure "trials", houses house, obstacle course, craft opportunities all around.

**DATES and TIMES:** July 26, 4pm-10pm

**PROPOSED LOCATIONS AREAS TO BE USED:** From the Mini-Mall on High Street to the light

Close road 2pm, vendors set up 4pm, music starts 5pm

**ORGANIZING GROUP (if applicable):** Krissy-Lynne Jackson and Debbie/Tom Murphy

**GROUP REPRESENTATIVE/INDIVIDUAL NAME:** KrissyLynne Jackson

**MAILING ADDRESS:** 41 Rash Rd, S. sport, krissyllynnejackson@gmail.com, debbie97@aol.com

**PHONE NUMBER:** 603-289-1637 Debbie **CELL PHONE:** 207-332-7931

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.

Close street 2pm, Police & Public works are aware. 4pm vendors start to arrive. 5pm 1st band is up ( Annie and the Rain Makers). 7pm 2nd band (Country Mist) . Close and street clean-up 10pm.

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

We are off the vendor spot by parking lines. Just like always, with cones and flyers.

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.).

High Street -- 4 corner lights & mini-mall (not including Macleod).

If yes, who will be managing the street closures?

Police, public works, our Street Party team

How many people do you expect at your event?

1,000

How many volunteers do you expect at your event?

15

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

Yes. Craft items, food, various information/phamlets from different local groups.

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

Yes. Craft items, food, various information/phamlets from different local groups.

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

Food trucks and craft vendors, \$25/parking space.

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

Arrive 4pm to set up. Parking spaces will be marked for vendors to know where to set up. Only trailers & "rides" stay,, no vehicles.

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.

Moose BBQ may have an open fire using coal.

How do you propose to handle garbage removal?

Pinkerton has volunteered to help with that. We will bring all trash to designated area for Brad to pick up.

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

We meet with folks as they arrive and give instruction. Many walkers attend. Most vendors already know from past years.

How do you propose to handle security, if needed.

Police, Chief Bob Cormier

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

Ordered porta-potties for the event.

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

We will need the city's " electrical box" in front of the City Hall at the utility pole there, as every year past. The rest of the electrical needs has been arranged with the High St store owners.

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

2 bands -- Annie and the Rainmakers and , of course, Country Mist

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

The fire department and ambulance join us for the kids to explore and for safety.

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

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.

NO

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?

N/A

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.

Krissylynn Jackson 2673327931  
Debbie Murphy 603 2891637

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.)

Street Closures - High Street, Market Street for emergency personnel only.

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

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:	Bob Cormier
Fire/ Ambulance:	Patrick Richards
Parks and Rec.:	Pamela Salokangas
Public Works:	Kip Faulkner
Harbor Master:	
Other:	No

**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: Debbie Murphy

DATE: 6/16/25

REVIEW #1: Pamela J. Salokangas

DATE: 6/24/25

REVIEW #2: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_

Boiler House  
& Gardens

- Corner ①
- Belfast Garden
- Wildly ②
- Wildly
- Bees Wax ③
- Lions ④
- Lions
- Camden ⑤
- Waldo Cap ⑥

Climbing Wall

- Registration
- Ratio
- Ted + Lemonade
- Super Scoop

Alexia's  
Road Way

Darbus  
Patio

- Rotatory ⑦
- Rotatory
- Bank of America ⑧
- Hula Hoop ⑨
- Hula Hoop
- Project Grad ⑩
- Canby Hats - Leonard ⑪

Rose Durgin  
First National  
⑬

- ⑬
- ⑭
- ⑮
- ⑯
- ⑰

Material  
ARTS  
DEMS  
2 Sports  
2 Sports

Colonial  
Ticket Booth

- Penobscot Job Corps ⑫
- Belfast Soup Kitchen ⑬
- Waffle House ⑭
- Waffle House
- Party Palooza ⑮
- Party Palooza
- Corn Hole ⑯
- Kettle Corn ⑰
- Kettle Corn
- Games
- Face painting  
Cornerstone

- Bubble Machine
- Bands
- Audience

City Hall

Ball Seateds

GAME LOFT  
Handi Cap  
Parking  
Spot

Dunk Tank ?

- Bounce House
- Bounce House

- ⑲
- ⑳
- ㉑
- ㉒
- ㉓
- ㉔
- cake
- ORZARD

Kids Play  
Bees Building

Road Way  
Emergency Personnel

Macleods  
Furniture  
Finc

- Porta Potty
- Radio W6FY
- Obstacle Course

Legion Hall

# Electrical Needs 2023

**CITY OF BELFAST**

City Hall  
131 Church Street  
Belfast, Maine 04915

Thomas Kittredge  
Economic Development Director

E-mail: [economicdevelopment@cityofbelfast.org](mailto: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 July 1<sup>st</sup>, 2025

**Regarding:** Request by the Economic Development Director to have the City Council authorize the submission of a letter of intent to the Community Development Block Grant Economic Development Grant Program.

Three Tides, a Belfast-based restaurant business, is at the present time interested in seeking funding through the Community Development Block Grant (CDBG) Economic Development Program. This program can award grants of up to \$100,000 that can be used by a business for capital and non-capital equipment, job training, and working capital.

The business ultimately receiving the benefit of the grant must create one full-time equivalent position per \$30,000 of grant funding received, with at least 51% of those new positions being taken by (or at least be made available via the Maine JobLink) individuals from low-to-moderate income households.

If awarded, Three Tides intends to use these funds to help pay for new/expanded kitchen equipment.

If the letter of intent is accepted, the City of Belfast would then be invited to submit a full application to this grant program, and would expect to receive a decision during September of 2025.

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

- 1) Authorize the submission of a letter of intent to the Community Development Block Grant Economic Development Grant Program; and**
- 2) Authorize the City Manager to sign any documents related and necessary to the submission of the letter of intent.**

10.I

Date 06-23-2025

To: Mayor, City Council,  
City Manager, Erin Herbig

From: Kip Faulkner  
Public Works Director

Re: 2024 Ram 3500

I would like permission to purchase a 2024 ram 3500 for \$ 61,833.00 from Libby Farms Auto. To replace our 2013 chevy 3500. The money will come from Purchase of Equipment account #410-535

Thank you,  
Kip Faulkner

10.5

Carol Herwig  
June 23, 2025

## Tree Assessment Report

To: Belfast City Council:

On June 22 and June 23, responding to a city request, I inspected the ash tree at 44-50 Bayview Street. It measures 33 inches in diameter at breast height; DBH is the standard for measurement. This translates to 103.63 inches in circumference. It is among the tallest trees on Bayview, its bare crown standing out in the landscape. It is sited in extremely sandy soil on land that slopes to the bay.

This ash is not completely dead - there are green branches about midpoint up - but the crown has died, indicating the roots are dying as well.. I found lots of signs of borer activity, but none of the trademark D holes made by emerald ash borer. By examination and neighbors' oral history, this tree has been failing for several years. It is the victim of included bark because the one trunk splits into two trunks of equal size at about 4 feet, and they have grown into each other, creating decay.

Because ash branches become dangerously brittle when dead, the removal of this tree should be a priority. It will be a loss because of its size, shade and soil stabilization. There are few city trees on Bayview.

Submitted

Carol Herwig

International Society of Arboriculture certification MA-5010A



Between 44-50 Bayview Street