



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Erin Herbig
City Manager

E-mail: citymanager@cityofbelfast.org

Tel: (207) 338-3370 ext. 110

Fax: (207) 338-2419

MANAGER'S REPORT

Belfast City Council Meeting

Tuesday, October 20, 2020

6:15 PM Committee Interview

7:00 PM Regular Council Meeting

All City Council Meetings will be conducted online using Zoom and can be streamed on the City website at www.cityofbelfast.org. They will air live on BEL TV as well as on Belfast Community Radio WBFY 100.9.

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

FROM: Erin Herbig, City Manager

DATE: Thursday, October 15, 2020

Agenda Items:

10-A Letter from the City of Belfast Mayor and Councilors Condemning Racism.

Please see the attached letter (10-A) from the City of Belfast Mayor and Councilors condemning racism. Mayor Eric Sanders will read the letter to the public at the meeting.

10-B Request for approval of the Election Warrant from the City Clerk for the November 3, 2020 Election and an update on the upcoming Election.

Our City Clerk Amy Flood must post an Election Warrant approved by the Council. The election will be on Tuesday, November 3, 2020 from 7:00 a.m. to 8:00 p.m. at the following locations:

Wards One and Two

The Belfast Boathouse
34 Commercial
Belfast, ME 04915

Wards Three and Four

The Crosby Center
96 Church Street
Belfast, ME 04915

Ward Five

United Methodist Church
23 Mill Lane
Belfast, ME 04915

Having three voting locations will alleviate lines, accessibility, and be easier for the workers and voters to abide by CDC guidelines in response to COVID-19.

The City of Belfast has installed a Ballot Drop Box which has been placed outside of City Hall on the side of the High Street entrance to be used for dropping off absentee ballots. This will help alleviate traffic in the Clerk's office, as well as provide flexibility for voters to drop their ballots off at any time.

Please see attached to this report (10-B) a copy of the proposed Election Warrant. Clerk Flood will be at the meeting to offer more information and answer any questions regarding the upcoming Election.

10-C Request from the City Clerk to accept a \$5,000.00 Center for Tech and Civic Life COVID-19 Response Grant.

The Center for Tech and Civic Life (CTCL) is providing grants to local election jurisdictions across the country to help ensure municipalities have the staffing, training, and equipment necessary so this November every eligible voter can participate in a safe and timely way and have their vote counted.

Election offices can use the funds to cover certain 2020 expenses incurred between June 15, 2020 and December 31, 2020. These include, but are not limited to, the costs associated with the safe administration of the following examples of election responsibilities. If accepted by the Council the City Clerk would like to use funding to cover the non-reimbursed cost of our Ballot Drop Box, a security system to monitor the box and the increased cost of postage needed this year for absentee ballots.

Matching funds are not required to apply for this grant and funds will be disbursed from the Center for Tech and Civic Life.

Please see the attached memo (10-C) from City Clerk Amy Flood explaining the request in further detail. Clerk Flood will be at the meeting to offer more information and answer any questions.

10-D Request from the Belfast Fire Chief to accept and award the bids for defibrillators.

We received 2 bids, on Thursday, October 15th. Stryker Sales Corporation is the lowest bidder at \$78,105.10 for 3 automatic defibrillators. Chief is recommending that the Council additionally purchase the annual preventive maintenance onsite inspection program for a one-time cost of \$6,058.80, bringing the total price to \$84,163.90. Belfast Fire Chief Jim Richards is request that you accept the bids as presented and award the bid to the lowest bidder, Stryker Sales Corporation, with funding to come from the Ambulance Capital Reserve account.

Please see attached memo (10-D) from Fire Chief Jim Richards which provides further detail. Chief Richards will be at the meeting to answer any questions.

10-E Request from the Belfast Chief of Police to confirm Kyle Hayward as a full-time patrol Sergeant for the City of Belfast.

Kyle Hayward has undergone a hiring process which included an oral board interview, extensive background investigation, and a polygraph examination, all of which he passed without issue. He has completed his field training while working for the Belfast Police Department.

Chief Gerry Lincoln is highly recommending confirmation of Officer Hayward and expects that his previous supervisory experience in law enforcement and the military will serve the City of Belfast well. If confirmed he will begin his supervisory training with the Police Department immediately.

Please see attached memo (10-E) from Chief Lincoln providing further detail on his recommended appointment. Chief Lincoln and Officer Hayward will be attending the Council Meeting to answer any questions.

10-F Update on the City of Belfast Winter Parking Ban and winter parking lot rules beginning on November 1, 2020.

This is to remind all residents that the Winter Parking Ban will go into effect on November 1st and remain in effect until April 30th. Any vehicle parked overnight on any city street for more than one hour between the hours of Midnight and 6 a.m. will be ticketed and/or towed at the owner's expense.

As a reminder, changes to the winter parking lot rules in Washington, Cross and Beaver Street parking lots were approved by Council in February 2020. The new parking lot rules follow the daily calendar. On an "odd" numbered day of the week (ex. 1,3,5) vehicle owners must park in a designated "odd" spot and vice versa on "even" numbered days (ex. 2,4,6). Every night, regardless of whether it snows, cars must park in the spaces mapped off in each lot as "odd" or "even."

From November 1 through April 30th, no one shall park a vehicle from midnight until 6:00 am in a City lot unless it is parked in the mapped spaces that match the odd or even days of the month. This will leave room for the Public Works Department to plow these parking lots clean throughout the night and allow for snow storage.

If there are no available spaces in the areas mapped off for odd and even days, then the vehicle owner will have to utilize another City parking lot or make private arrangements for their vehicles. Violators may be fined, towed, or have their vehicles booted.

I have met with the Chief of Police and the Public Works Director this week to review the rules and discuss getting the word out to those who regularly utilize these parking lots by placing notices on vehicles over the next few of weeks ahead of November 1.

10-G New Facility Use Request by Waterfall Arts for use of Steamboat Landing Park on Saturday, October 24th at 11:00 AM for the Belfast's Great Pumpkin Pageant Event.

Waterfall Arts would like to host a Great Pumpkin Pageant on October 24th at Steamboat Landing Park to provide a creative and safe activity for all ages this Halloween. Those who are

interested in participating can pick up a pumpkin at Waterfall Arts on October 17th and 18th. Participants will have the week to decorate or carve their pumpkin. Beginning at 11:00 AM on Saturday, October 24th participants will carry their pumpkin, as part of the “Grand Procession,” down the Harbor Walk where pumpkins will be left for display for the afternoon. Participants can collect a goody bag, pose for a photo, watch the procession and vote for your favorite pumpkins.

Pumpkins will be transported to downtown businesses at 4:00 PM where they will be on display for the week.

Please see attached memo from Parks and Recreation Director Norm Poirier and Waterfall Art’s completed Facility Use Request Application (10-G). Director Poirier and Waterfall Arts Youth and Family Outreach Manager Bridget Matros will be at the meeting to explain the request and answer any questions.

10-H Request from the Parks and Recreation Director to accept estimates for a V-snowplow and to award the bid to the lowest bidder.

Parks and Rec Director Norm Poirier secured three estimates for the purchase and installation of a V-snowplow on the 2019 Parks & Recreation pick-up truck. Pete’s Landscape Supply of Bangor is the lowest bidder at \$5,850.00. Director Poirier is requesting that the Council accept the estimates as presented and award the bid to the lowest bidder, Pete’s Landscape Supply, with funding to come from account #610-535. This account currently has a balance of \$3,029.08.

After reviewing the expenditures in this line, there are \$1,665 for barricades and \$717 for sandwich boards which will be reimbursed through the Keep Maine Healthy COVID-19 grant. This will still put this line in the negative \$439. I am recommending #610-585 Park Maintenance cover the remaining balance.

Please see attached memo (10-H) from Director Poirier providing further detail. He will be at the meeting to answer any questions.

10-I Request from the City Manager and Our Town Belfast to extend Curbside Belfast from Sunday, November 1st through Monday, March 1st, 2021 on a case by case basis.

At its May 19th Meeting, the City Council approved “Curbside Belfast” that kicked off on Friday, May 22nd (Memorial Weekend) and was extend through Sunday, November 1st.

“Curbside Belfast” has provided businesses the ability to apply for a temporary permit, allowing restaurants and retailers to utilize city parking spaces in front of their businesses. We have had 13 downtown businesses utilize this opportunity and have received much positive feedback from both business owners and citizens about how this opportunity has helped keep our downtown vibrant and bustling during a very difficult time.

After extending this program on September 15th at the Regular Council Meeting until November 1st Our Town Belfast and City staff have received feedback from several downtown businesses that would now like to extend this program beyond the 1st after reassessing their plans for the winter. I am recommending that the City Council extends the “Curbside Belfast” program until Monday, March 1st, 2021 to be reviewed on a case by case basis. New and existing program participants must apply/reapply to participate this winter as the criteria for participation has changed slightly. After conversations with downtown businesses, Our Town Belfast and City staff believe that with additional criteria such as lighting and snow removal we can work together with businesses to come up with a creative and safe solutions for businesses to continue outdoor operation this winter.

Please see the attached proposed updated Curbside Belfast application (10-I). I will be available at the meeting to answer any questions.

10-J Request to reappoint members of the Keep the Faith Business Grant Review Board until March 1st, 2021.

At a Special City Council Meeting on April 14, 2020 the Council created the Keep the Faith Fund, an economic relief program for small business grants and grocery vouchers. As part of the business grant program, the Council appointed committee members Executive Director of Our Town Belfast Zach Schmesser, Executive Director of the Belfast Area Chamber of Commerce Steve Ryan, and Economic Development Director for the City of Belfast Thomas Kittredge to the Belfast Keep the Faith Fund Small Business Grant Committee to review applications. Those appointments expire in October. I am requesting that the Council reappoint those members until March 1, 2021.

I will be happy to answer any questions at the meeting.

10-K Request to go into Executive Session on a Personnel matter pursuant to 1 M.R.S.A. 405 (6) A.

10-L Request to go into Executive Session on a Personnel matter pursuant to 1 M.R.S.A. 405 (6)
A.

10-M Signing of Council Orders

As public servants, we have an even greater responsibility to speak out when the unacceptable becomes the norm in our society and work to promote better understanding and acceptance to all. The Belfast City Mayor and Council take their responsibility very seriously. With important conversations concerning racial inequality occurring much of this year across our country, the City of Belfast arranged for two training sessions in September on implicit bias in which all full time staff and elected officials were able to reflect on what implicit bias is, how it can impact our ability to successfully work with each other and the community, and that by becoming more aware of those biases we can improve the way we interact with one another.

Following that training, the City of Belfast held a Listening Session on Racial Inequality in which we brought together community leaders who listened to and learned from a panel of three black students from our area. Thank you to Madi Hemingway, Tessa Solomon and Rio Dubois for sharing your experiences with our community and teaching us how we can be more understanding and ways we can work together to make Belfast a more welcoming, just and inclusive community for all.

Thank you to our participating community leaders that included representatives from RSU #71, the Sherriff's Department, the Belfast Police Department, Restorative Justice, the First Church of Belfast, and City of Belfast Elected Officials for listening, learning and providing thoughtful feedback.

I think that we can all agree that, while uncomfortable, conversations concerning equality are incredibly important and will only help us become a stronger community. I am proud of our Elected Officials, staff, and community for continuing to take on these tough conversations and take actions needed to move toward equality for all right here at home.

**City of Belfast
Consent Agenda
Tuesday, October 20, 2020
Meeting #8**

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

9) Permits, Petitions and Licenses - Consent Agenda

A. Request to approve a renewal application for a Victualer's License for Moonbat LLC d/b/a Marshall Wharf Brewing Company located at 36 Marshall Wharf, Belfast, Maine.

Motion to approve a renewal application for a Victualer's License for Moonbat LLC d/b/a Marshall Wharf Brewing Company located at 36 Marshall Wharf, Belfast, Maine.

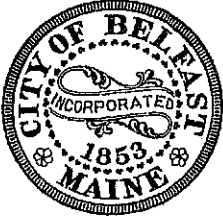
B. Request to approve a new application for a Victualer's License for Sherian Swindell d/b/a The Only Doughnut of Maine LLC located at 225 Northport Ave., Belfast, Maine.

Motion to approve a new application for a Victualer's License for Sherian Swindell d/b/a The Only Doughnut of Maine LLC located at 225 Northport Ave., Belfast, Maine.

C. Request to approve a parade permit application for a Woman's March utilizing City sidewalks on Saturday, October 17, 2020 starting at 3:45 p.m. at the Waldo County Superior Courthouse.

Motion to approve a parade permit application for a Woman's March utilizing City sidewalks on Saturday, October 17, 2020 starting at 3:45 p.m. at the Waldo County Superior Courthouse.

10. A



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Belfast Mayor and City Council
Honorable Mayor, Eric Sanders
Ward 1 Councilor, Mary Mortier
Ward 2 Councilor, Neal Harkness
Ward 3 Councilor, Brenda Bonneville
Ward 4 Councilor, Michael Hurley
Ward 5 Councilor, Paul Dean

E-mail: cityhall@cityofbelfast.org
Tel: (207) 338-3370
Fax: (207) 338-2419

We, the Mayor and Councilors for the City of Belfast, celebrate difference, diversity and individuality among residents and visitors. The City of Belfast is a community that welcomes all.

It is imperative that the City of Belfast continues to work to ensure that our community is inclusive and welcoming to all, and that our message is clear: any act of racial injustice will not be tolerated here.

We denounce the murders of George Floyd, Breonna Taylor, Ahmaud Arbery and the countless others who are not named here but are equally important. Black Lives Matter. We hear the pain across our county and join in the determination to do better.

To form a more perfect Union, one that practices racial equality, we must first become comfortable having uncomfortable conversations as we participate in the sharing of experiences. When we fully engage in these learning opportunities, especially as we listen to how vulnerable people of color feel, only then can we start to begin to understand how serious this issue is and how urgent it is to begin to be part of the solution to work towards racial equality.

While we may never fully understand, we are committed to working towards becoming more understanding.

We know that we cannot wash away systemic racism with a slogan or a policy. But we can work towards realizing a new reality for all people. "We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness."

It is time to listen, learn, and implement policies that reject bias of any kind. It is time to break the cycle.

We, the Mayor and Councilors of the City of Belfast, have an obligation to act, and to take meaningful steps towards addressing the complicated issues of racism, bias, and injustice that are present today in our community. We are committed to working together with each other, our employees, volunteers, and community members so we can all become better versions of ourselves, and to become the leaders of character our communities and our country need to grow and do better.

10.B



CITY OF BELFAST, MAINE 04915

131 Church Street

**Tel: (207) 338-3370
Fax: (207) 338-6222**

**MUNICIPAL ELECTION WARRANT
FOR NOVEMBER 3, 2020**

WALDO COUNTY, SS

To: _____ a police officer of Belfast, Maine.

You are hereby required in the name of the State of Maine to notify the voters of Belfast, Maine of the election described in this warrant.

To the voters of Belfast, Maine in **Wards 1, 2, 3, 4, & 5**

You are hereby notified that the Municipal Election in this municipality will be held at the following locations: Wards 1 & 2 at the Belfast Boathouse - 34 Commercial Street; Wards 3 & 4 at the Crosby Center - 96 Church Street and Ward 5 at United Methodist Church - 23 Mill Lane on Tuesday, November 3, 2020 for the purpose of electing to the following offices:

- 1-Councilor for Ward One for a two year term until November 2022**
- 1-Councilor for Ward Two for a two year term until November 2022**
- 1-Councilor for Ward Five for a two year term until November 2022**
- 1-Warden for Wards Three and Four for a two year term until November 2022**
- 1-Deputy Warden for Wards One and Two for a two year term until November 2022**
- 2-RSU# 71 Board of Directors for three year terms until November 2023**

The polls will be opened at 7:00 a.m. and closed at 8:00 p.m. on the Third (3rd) day of November 2020.

The registrars of voters will be available at Belfast City Hall Monday through Thursday, from 7:00 a.m. to 6:00 p.m., Friday October 30th from 1:00pm-5:00pm, as well as each polling location during the election from 7:00 a.m. to 8:00 p.m., to correct any error in or changes to name or address on the voting list and to accept any new registrations of persons eligible to vote.

All persons not registered may vote in any election by registering to vote on or before Election Day.

Dated: October 20, 2020

Mary Mortier, Councilor Ward One

Neal Harkness, Councilor Ward Two

Brenda Bonneville, Councilor Ward Three

Michael D. Hurley, Councilor Ward Four

Paul Dean, Councilor Ward Five

A True copy of the Warrant, Attest:

Amy I. Flood, City Clerk



CITY OF BELFAST, MAINE 04915

131 Church Street

Tel: (207) 338-3370

Fax: (207) 338-6222

MUNICIPAL ELECTION WARRANT FOR NOVEMBER 3, 2020

Constables Return:

State of Maine

Waldo, SS:

Date: October 27, 2020

To the Municipal Officers of the City of Belfast:

On the 27th day of November 2020, pursuant to the forgoing Warrant, I,
_____ notified the voters of the City of Belfast of the
time and place for the Annual Municipal Election by posting an attested copy of said
Warrant at the entrance to the following voting places:

Belfast Boathouse – 34 Commercial Street – for Wards 1 & 2

The Crosby Center – 96 Church Street – for Wards 3 & 4

United Methodist Church – 23 Mill Lane – for Ward 5

In said City of Belfast, at public and conspicuous places in said City, on the 27th day of
November 2020 being at least seven (7) days prior to the day set for said election.

Dated: _____

Police Officer

10.C



CITY OF BELFAST

131 Church St.
Belfast, Maine 04915

E-mail: cityclerk@cityofbelfast.org

Tel: (207) 338-3370

Fax: (207) 338-6222

10/14/2020

Mayor & City Council,

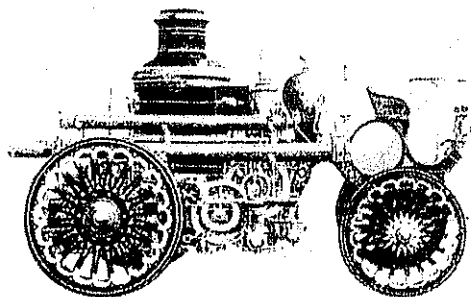
Hello All! I am writing to provide some information on a Grant opportunity to help support local election costs for Clerks in Maine. The Company is called The Center for Tech and Civic Life, and they are offering grants of up to \$5,000.00 for any municipality that applies. I heard about the Grant from colleagues within the Maine Town & City Clerk's Association, in which I serve on as a Board member.

I am happy to share that I have applied for the City of Belfast and have been awarded \$5,000 to spend on items that we will need for the upcoming Election. This could be used for equipment needed, additional staffing, additional mailing costs due to the high volume of absentee voting, and ballot drop boxes, etc. This Grant is really going to make a difference in many municipalities around the State, including ours. The Grant project period is June 15, 2020 through December 31, 2020.

Happy Election!

Sincerely,
Amy I. Flood
City Clerk

A handwritten signature in black ink, appearing to read "Amy I. Flood", written over a white background.



10.D

Belfast Fire & Ambulance Department
131 Church Street • Belfast, Maine 04915
Phone 338-3362

October 15, 2020

To: Honorable Mayor
Members of The City Council
And Erin Herbig, City Manager

From: Jim Richards, Chief
Belfast Fire & Ambulance

Reference: Purchase of Three Defibrillators

The Belfast Ambulance Service received bids from Stryker Sales Corporation and Zoll Medical Corporation for the purchase of Three Automatic Defibrillators.

Zoll bid was \$94,580.71 with one-year warranty and including trade-in.
Stryker bid was \$78,105.10 with one-year warranty including trade in.

The three Zoll Defibrillators, which we have had in service for the past twelve years, have had an annual preventative maintenance price of \$765.00 for the three defibrillators plus the cost of any repair parts used.

The Stryker Sales corporation has a one-time cost of the annual preventative maintenance onsite inspection program including repairs, labor parts and shipping if needed for a price of \$6,058.80

We have checked the specs from each company and found everything to be as requested.

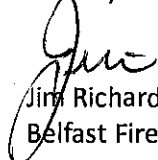
I recommend to you that we purchase the 3 Stryker Life Pak 15 Defibrillators for a price of \$78,105.10 plus add the annual preventive maintenance onsite inspection program for a one-time price of \$6,058.80.

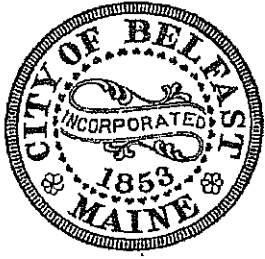
Total Price: \$84,163.90

Funding to come from Ambulance Capital Reserve account.

Delivery: 2-4 weeks

Thank you


Jim Richards, Chief
Belfast Fire & Ambulance



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

E-mail: cityhall@cityofbelfast.org

Tel: (207) 338-3370

Fax: (207) 338-2419

**Defibrillator and Monitor
Bid Opening
October 15, 2020 at 10:00 a.m.**

Present at the opening: Amy I. Flood Belfast City Clerk, James Richards Fire Chief & Erin Herbig City Manager

There were a total of two (2) bid envelopes submitted as follows:

Zoll Medical Corporation
269 Mill Road
Chelmsford, MA
1-800-804-4356
www.zoll.com

Price: \$94,580.71

Stryker
11811 Willows Road NE
Redmond, WA 98052
1-425-867-4000
Stryker.com

Price: \$78,105.10

Attest:


Amy I. Flood ~ City Clerk

10.E



Memo

To: Belfast City Council
From: Chief of Police Gerry Lincoln
cc: City Manager Erin Herbig
Date: October 13, 2020
Re: Sergeant - Authorization to Hire

I am presenting Kyle Hayward to the council for confirmation as a full-time patrol Sergeant for the City of Belfast.

Kyle is originally from the state of Missouri where he attended Culver Stockton College in Canton, completing a degree in Criminal Justice.

Kyle served in the US Army reserve as a military police officer and is currently serving in the US Army reserve as a Criminal Investigation Division Special Agent with the rank of Sergeant First Class in the senior non-commissioned officer tier.

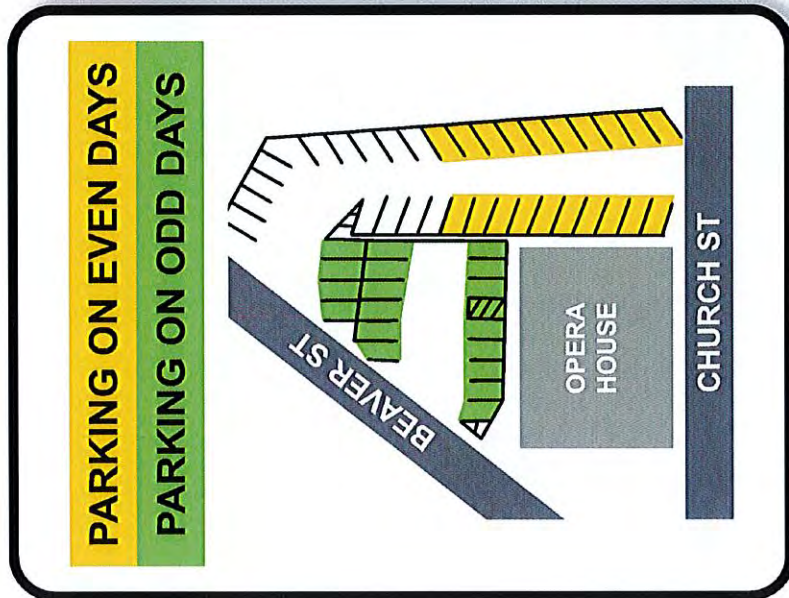
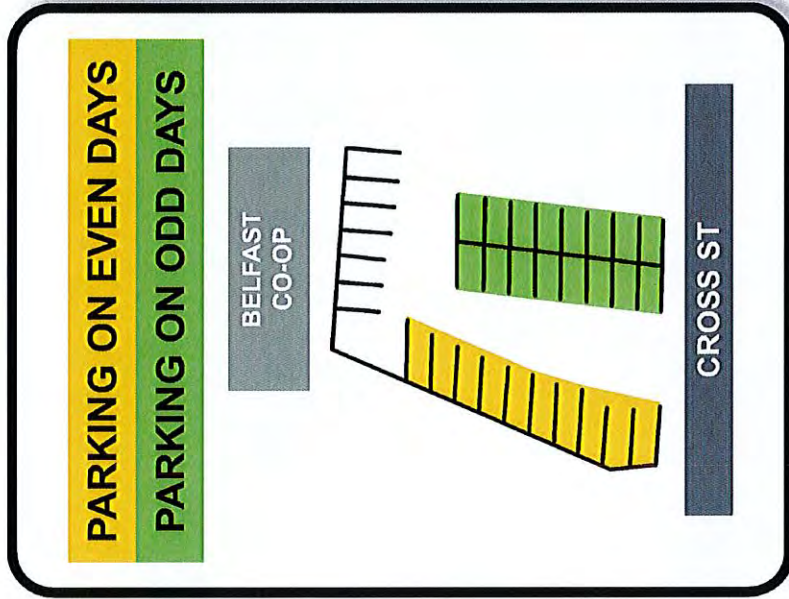
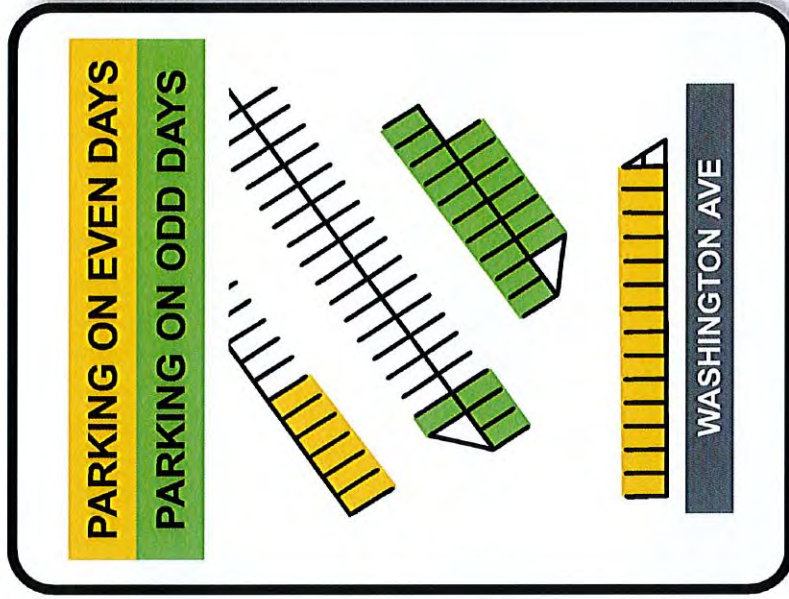
While in Missouri, Kyle achieved his class "A" Peace Officer license and served for eight years on the Sedalia Police Department and Lee's Summit Police Department training new officers as a field training officer and firearms instructor.

Kyle has undergone a rigorous hiring process to include an oral board interview, extensive background investigation, and polygraph examination, all of which he passed without issue. Kyle has completed his field training in minimal time and has been working with the Belfast Police Department for the past 3 months in an exemplary manner earning the respect and confidence of his peers and supervisors.

If confirmed, Kyle would begin his supervisory training with the Police Department immediately to begin his Sergeant duties as soon as possible.

Kyle currently lives in Winterport with his wife and 2 children awaiting a 3rd child on the way.

With his previous supervisory experience in law enforcement and the military, I am confident Kyle, if confirmed, will perform well serving the City of Belfast as a full-time patrol sergeant and he is highly recommended for confirmation.



10.G

MEMORANDUM

October 14, 2020

To: Erin Herbig, Belfast City Manager
Honorable Mayor Sanders and Belfast City Council

From: Norm Poirier, Belfast Parks and Recreation Department

Re: Facility Use Request – Belfast Pumpkin Pageant

The City of Belfast has received a Facility Use Application from Bridget Matros representing Waterfall Arts All Ages Art Happenings with a request to organize the first ever “Belfast Pumpkin Pageant” in Steamboat Landing Park. The event is planned for Saturday, October 24th from 11:00 a.m. to 3:00 p.m.

Attached is a proposal and application explaining the event in the park and the second part of the activity “Pumpkin and Jack-O-Lantern” Display. Sounds like a lot of fun in a safe way.

The Parks and Recreation Department is in support of this request and will assist Bridget if necessary in providing the community with this alternative Halloween activity.



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

EVENT: The Pumpkin Pageant

DATES: Saturday October 24, 2020 11 am.-3 pm.

EVENT REPRESENTATIVE: Bridget Matros, Waterfall Arts

PROPOSED LOCATION/AREA TO BE USED: Steamboat Landing Park

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

The City of Belfast owns Streets, sidewalks, parks, land and buildings. It is the policy of the City that property belonging to the citizens of Belfast be available to the public.

Unless specifically approved to the contrary, no public property will be set aside for the exclusive use of any individual or group and the general public will at all reasonable times have access to City property.

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

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

If any of the following questions do NOT apply to your event simple write

N/A (not applicable) in the space provided. Thank you.

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

Bridget Matros, Waterfall Arts All Ages Art Happenings Coordinator

Email: bridget@waterfallarts.org

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

See attached explanation and proposal

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

Steamboat Landing Park in order to social distance

4) What **dates and times** do you wish to have this event? Saturday, October 24 11 am.-3 pm.

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

No

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

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

Partnering with Parks and Recreation for assistance with logistics.

7) How many people do you expect?

50-100 but spread out during the 11 am.-3 pm. timeframe

8) Will you be selling things at this event? What and by who if not you? No

9) Will any alcohol be served or consumed at this event? (If yes provide details) No

Where? - Attach MAP _____

By Whom: Name and Phone contact number:

10) Does this event call for any type of open fire - including for cooking purposes? (If so describe what fire safety measures you plan on employing associated with this potential hazard?)

No

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

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

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

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

Waterfall Arts

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

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

11 am. – 3 pm. laughing and smiles

16) How do you propose to handle garbage removal? Public trash cans

17) How do you propose to handle parking? Public lots

18) How do you propose to handle security? N/A

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

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

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

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

Bridget Matros bridget@waterfallarts.org

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

Department

Service Requested

City Manager

Police

Fire/ Ambulance

Parks set up and logistics of layout , maybe transporting pumpkins to businesses

Public Works

Harbor

Other?



FACILITY USE APPLICATION CHECKLIST

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

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

Signature _____ Date: _____

Printed Name: Bridget Matros, Waterfall Arts

DRAFT: Belfast Pumpkin Pageant planning doc
*Seeking partners and volunteers to provide a safe, public Halloween event, in the tradition of
Waterfall Arts' All Ages Art Happenings -
Creative, immersive community gatherings that are accessible to all!*

WHAT:

A two-part free, public event the weekend before Halloween that provides an opportunity for displaying decorated pumpkins AND a chance for children and families to be seen in their costumes in a safe and controlled environment.

The Event: The Pumpkin Pageant Processional

Steamboat Landing Park
Saturday October 24
11am-3pm

A wide walkway across the field is marked off for costumed people to carry or cart their decorated pumpkins to the harborwalk, where they leave their pumpkin on a plywood display bench that has a number posted under it. They proceed down the path and receive a goody bag. They may circle back to view the procession, or they may use a prepared photo op backdrop to take a photo (would be nice to have photographers on hand to do this for social media/could sell prints).

The pumpkins are on display at the Landing until they are moved at 4 PM to downtown businesses who have indicated willingness to host (and how many pumpkins they will take).

Pumpkin and Jack-o-Lantern Display

Pumpkins and their entry numbers will be on view in storefronts until Nov 1. Families can retrieve their pumpkins from the open business sooner; pumpkins not claimed will be picked up for trashing/composting.

Voting takes place on the event Facebook Page for four categories:

Spookiest
Silliest
Most Creative
Most Skillful

Winners of donated prizes will be announced via Facebook live.

NEEDED:

X Pumpkins for those that can't get their own - 50-75 DONATED by JOHNNY'S SEEDS

X Storefronts for Display - list below

Prizes-

Donations for Goody Bags (from shops/locals who typically help with Cedar Street)-

Bags-

X Baggers - Elizabeth of People Places Things

Planks and supports for temp display shelf on Harborwalk, assemblers -

X PA and music for Steamboat Landing PARKS AND REC

Photo op - photographers or volunteers to set up hay bales, etc.-

X Signage on stakes for the field - WATERFALL ARTS

X Transport of pumpkins to downtown - PARKS AND REC

X FB marketing and voting system - WATERFALL ARTS

Composting resource/pumpkin gatherers -

Voting Table -

PARTICIPATING SHOPS:

Alexias

YoMamas

Satori

Quench

People Places Things

Colonial

City Hall

Green Store

10.4

MEMORANDUM

October 14, 2020

To: Erin Herbig, Belfast City Manager
Honorable Mayor Sanders and Belfast City Council

From: Norm Poirier, Belfast Parks and Recreation Department

Re: Quotes / Estimates for a V-Snowplow

This past budget cycle, 2020-21 Fiscal Year the City approved the purchase of a snowplow and installation for the 2019 Parks and Recreation pick-up. This was in place of budgeting \$2,000 annually for snow removal from the ice skating rink parking lot and the Four Season Recreational parking area.

In addition this will allow the Department to plow other areas such as the Muck parking area, Walsh Field parking lot and the walkway to the dog park. This will reduce the need for Public Works crews to clear these areas.

The estimates received include the following:

Greg's Auto Sales	Searsport, Me.	8' 6" Snowdog V-Plow	Price Installed: \$6,824.73
Bangor Truck Equipment	Bangor, Maine	8' 6" Fisher V-Plow XV2	Price Installed: \$6,214.
Pete's Landscape Supply	Bangor, Maine	8' 6" Western V-Plow	Price Installed: \$5,850.

Recommendation is for Belfast City Council to accept all three estimates and award the purchase / installation to Pete's Landscape Supply in the amount of \$5,850 with funds expended from account #610-535

Estimate

P.O. Box 2334
Bangor, ME 04402
207-990-2212
pete@peteslandscapesupply.com
www.PetesLandscapeSupply.com



ADDRESS
City of Belfast Parks and Rec

ESTIMATE # DATE
1076 09/15/2020

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

DATE	ACTIVITY	QTY	RATE	AMOUNT
09/15/2020	Equipment sales:Western Equipment 8'6" WESTERN MVP3 (painted steel) HALOGEN LIGHTING WITH HANDHELD CONTROL INSTALLED ON 2019 GMC 2500HD	1	5,850.00	5,850.00
	TOTAL			\$5,850.00

Accepted By

Accepted Date

PUSH THROUGH THE DEPTHS OF WINTER

MVP 3™

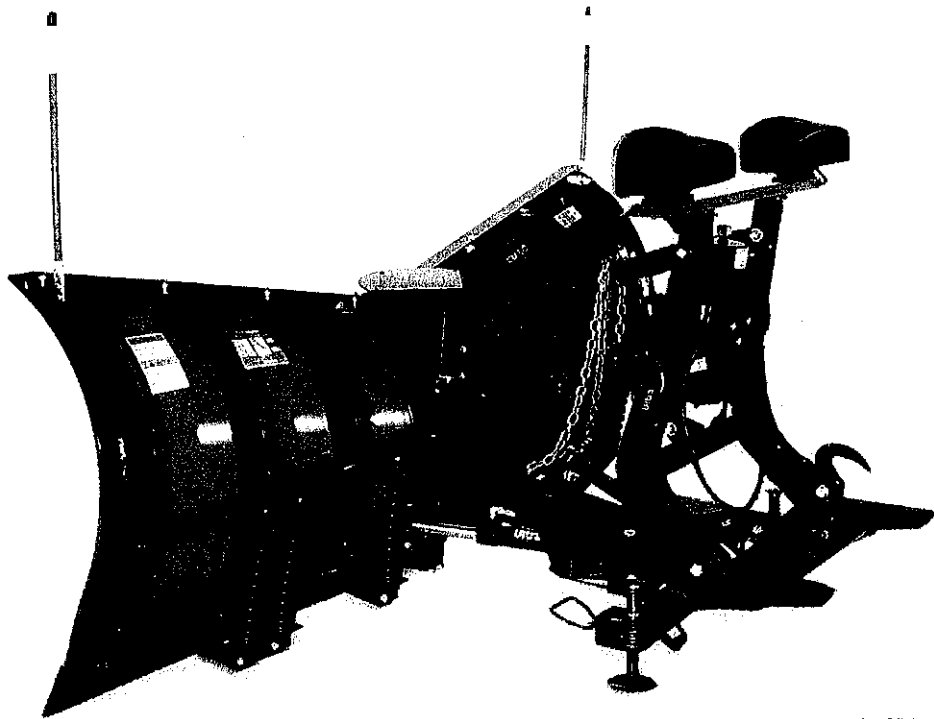
V-PLOW

STRENGTH COMES **FROM RELIABILITY**

The rugged MVP 3™ v-plow gives you all the power, productivity and performance you need for commercial snowplowing. With extreme flared wings, up to 45° on the heavy-duty 10' 6" model, and double-acting cylinders, the MVP 3 v-plow has earned its reputation as a reliable plow by consistently delivering on what matters most—getting more jobs done faster.

For MVP 3 availability, check with your local dealer.

[Save to Facebook](#) [Share](#) [Tweet](#)



*9' 6" MODEL SHOWN

UNIQUE **FEATURES**

FEATURED ACCESSORIES



POLY CUTTING EDGE

Sensitive surfaces found in many residential and commercial applications require a more forgiving approach. Reduce the risk of property damage with Poly Cutting Edge Kits for the 8' 6", 9' 6", and 10' 6" MVP 3.



RUBBER SNOW DEFLECTOR

Control the snow and always see where you're going with optional deflectors. The 10", 2-ply rubber snow deflector fits all MVP 3™ v-plow blades. Bolt on steel plates ensure proper positioning of the deflectors to keep your view clear and clean.



HIGH WEAR SHC

Reduce cutting effort by increasing the shoe wear with the ground wear shoe kit designed for the MVP 3. Com resistant AR400 shoes are designed for municipal and commercial applications in residential areas.

[VIEW ALL MVP 3 ACCESSORIES](#)

PRODUCT SPECIFICATIONS

	STANDARD	METRIC				
Models	7' 6" SS or PC	8' 6" SS or PC	8' 6" Poly	9' 6" SS or PC	9' 6" Poly	10' 6" SS or PC
Blade Width	7' 6"	8' 6"	8' 6"	9' 6"	9' 6"	10' 6"
Blade Height	37" at End 31" at Hinge	38" at End 31" at Hinge	38" at End 31" at Hinge	39" at End 31" at Hinge	39" at End 31" at Hinge	45" at End 35" at Hinge
Blade Gauge	14	14	¼" Poly	14	¼" Poly	11 PC 12 SS
Trip Springs	4	4	4	6	6	6
Vertical Ribs	6	8	8	8	8	8
Lift Cylinder	1 ¾" x 8"	1 ¾" x 8"	1 ¾" x 8"	1 ¾" x 8"	1 ¾" x 8"	1 ¾" x 8"
Angling Rams	1 ¾" x 11"	1 ¾" x 11"	1 ¾" x 11"	1 ¾" x 11"	1 ¾" x 11"	2" x 11"

[PRINT](#)

[VIEW FULL MVP 3 GALLERY](#)

PRODUCT **LITERATURE**

SELL SHEETS

MVP 3™ 10' 6" V-Plow Sell Sheet

[↓ DOWNLOAD](#)

FULL-LINE BROCHURES

Snowplow Full-line Product Brochure

[↓ DOWNLOAD](#)

GREG'S AUTO SALES

389 E. MAIN ST.
SEARSPORT, ME 04974
TEL. 207-548-6199
www.gregsautosales.net
skeach@gregsautosales.net

Name: Belfast Parks and Recreation

Address: _____

GENERAL AUTOMOTIVE REPAIR

City: _____

YEAR & MAKE OF VEHICLE <u>2019 GMC 2500</u>		PHONE: <u>338-3370</u>	DATE: <u>9/14/2020</u>
VIN #			
QUANTITY	PARTS	COST	MILEAGE
			DESCRIPTION OF WORK
<u>1</u>	<u>Snowdog 8 1/2 ft. V-Plow</u>	<u>5995.00</u>	
			<u>install plow</u>
			AMOUNT
			<u>500.00</u>
			DIAGNOSTIC FEE
			TIRE DISPOSAL FEE @ \$2.00 EACH
			MOUNT & BALANCE @15.00 EACH
			STATE INSPECTION
	TOTAL PARTS	<u>5995.00</u>	TOWED
COMMENTS:		FROM:	PARTS <u>5995.00</u>
		TO:	TOWING
			LABOR
ESTIMATES ARE FOR LABOR ONLY, MATERIALS ARE ADDITION. ESTIMATES ARE GOOD FOR 30 DAYS ONLY. WE DO NOT WARRANTY CUSTOMER SUPPLIED PARTS.			TAX <u>exempt</u>
I HEREBY AUTHORIZE THE ABOVE REPAIR WORK TO BE DONE AMONG WITH THE NECESSARY MATERIALS. GREG'S AUTO SALES EMPLOYEES MAY OPERATE ABOVE VEHICLE FOR PURPOSE OF TESTING, INSPECTING, OR DELIVERY AT MY RISK. AN EXPRESS MECHANICS LIEN IS ACKNOWLEDGED ON THE ABOVE VEHICLE TO SECURE THE AMOUNT OF REPAIRS THERETO. IT IS UNDERSTOOD THAT GREG'S AUTO SALES ASSUMES NO RESPONSIBILITY FOR LOSS OR DAMAGE BY THEFT OR FIRE TO VEHICLES PLACED WITH THEM FOR STORAGE, REPAIR, OR ROAD TESTING.			TOTAL <u>tax - 329.73</u> <u>w/10 tax = \$6495.00</u>
CUSTOMER SIGNATURE:			<u>w/ tax = \$ 6824.73</u>

Quote

BANGOR TRUCK EQUIPMENT

195 Thatcher St. • Bangor, ME 04401
(207) 990-3757 • Toll Free 1-877-990-3757 • Fax (207) 990-1125
www.bangortruckequipment.com

Attn: Norm Poirier
Belfast Parks and Recreation
Belfast, ME 04915

Date: 8-13-20
Phone: 338-3370 Ext. 127
Sales Rep.: Wayne Nason

Quote for Fisher Snowplow

- (1) 8'6" Fisher 'XV2' Snowplow with:
- Painted steel moldboard (yellow)
 - Minute-mount 2 attachment system
 - Insta-act hydraulics
 - Formed cutting edges
 - Fish-stik hand-held control
 - Snowplow headlights

Installed, FOB., Bangor, ME \$6214.00

Note: Pricing includes all municipal discounts.

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Note: Pricing includes all municipal discounts.



CURBSIDE BELFAST – Phase II TEMPORARY OUTDOOR RESTAURANT AND RETAIL OPERATION PERMIT APPLICATION

1: INTRODUCTION

In accordance with Governor Janet Mills' Rural Reopening Plan of May 8th, 2020, all restaurants and retail operations that provide temporary outdoor areas must adhere to strict mitigation standards intended to prevent the spread of COVID-19. The City of Belfast has made temporary use permits available to both restaurants and to retail operations that are located within Belfast's downtown.

The original program operated from May 22nd until October 12th. Belfast City Council on September 15th approved an extension of the program until November 1st.

Phase II of the curbside program will begin on November 2, 2020 and will expire on March 1, 2021 or upon rescission or other relevant modification of Governor's Rural Reopening Plan, whichever comes first. The requirements of Phase II have been modified from Phase I.

No establishment Curbside Belfast permit will be carried over from Phase I. Any establishment interested in continuing to utilize the Curbside Belfast program must re-apply as part of Phase II.

Applications for Phase II will be available starting Wednesday, October 21st. In order to avoid disruption in operation from Phase I to Phase II applications must be received no later than October 28th, 2020. After that applications will be reviewed as received and no guarantee can be made on continuous operation from Phase I to Phase II.

2: REQUIREMENTS

Areas must be lit from dusk to dawn even when spaces are not in use. Consumer-grade extension cords cannot be used to deliver electricity to an outside area; establishments wishing to extend electricity to an outside area are strongly recommended to consult with a qualified electrician.

The area occupied shall be that portion of abutting public property which least infringes on public use, passage, and traffic as determined by, and at the complete discretion of, the City of Belfast.

If an establishment already has its own adjacent side and/or rear areas, it is strongly encouraged to fully utilize them by placing its outside areas within those locations, and minimize any use of

public ways or parking spaces.

- The City of Belfast will be placing traffic barriers along public streets for increased safety.
- A retail operation may not use more than one parking space for its outdoor area.
- A restaurant may not use more than four parking spaces for its outdoor area.
- A retail operation's outdoor area must use non-permanent structures which can be set up and broken down at the end of each day of operation.
- A restaurant's outdoor area must use non-permanent structures which can be set up and broken down, but they will be allowed to be left in place until the expiration of the permit on March 1, 2020, including overnight and on days when a restaurant is closed.
- A permit, if granted, will only be valid during the hours of 6:00am to 9:00pm each day, Sunday through Saturday, beginning at 6:00am Monday, November 2nd, 2020, and shall expire at 9:00pm on Monday, March 1, 2021.
- All temporary outdoor areas shall be under the responsible direction and control of the establishment as identified in this application.
- All temporary outdoor areas must be as continuous as possible by locating the outdoor area in a single portion of an establishment's frontage; it may be located adjacent to the building or near the curb.
- A temporary outdoor area may not extend in front of an adjoining establishment without written permission from the neighboring property owner.
- Temporary outdoor areas that encroach into a public walkway must maintain at a safe path at all times of at least 3 feet in width, to allow for unimpeded, unobstructed pedestrian traffic.
- Building entrances, accessible parking spaces, firetruck access, dumpster access, and any furniture or fixtures related to outdoor areas must remain completely unobstructed.
- The use of physical barriers (i.e., fences, barricades, etc.) to visually distinguish the boundary of the outdoor area is required.
- All improvements (i.e., furniture, fixtures) used in the outdoor area must be temporary in nature and there shall be no penetration of public walkway surfaces. Heat sources must comply with local, state and federal law.
 - The establishment is responsible for any ice and snow removal. Ice and snow removal shall, within a reasonable time after snow ceases to fall in the daytime, and before 10:00 in the morning on the first business day after a fall of snow in the night, cause to be removed from the space so much of the snow and ice as will create a reasonable passage sufficient for pedestrian traffic.
- The establishment must comply with all applicable city, state, and federal laws and regulations, including the Americans with Disability Act. This includes ADA standard **[§303.4]** "Ramps and curb ramps along accessible routes to span changes in level greater than ½".

3: INSURANCE AND LIABILITY (PLEASE CONSULT WITH YOUR INSURANCE CARRIER REGARDING THE FOLLOWING ITEMS)

The establishment understands and expressly assumes all the risk of operating and conducting business under this permit.

As a condition of being granted this permit, during the term of this permit, the permittee shall defend, indemnify, save and hold the City of Belfast, and its inhabitants, officers, employees and agents completely harmless from and against any and all liabilities, losses, suits, claims, costs, expenses, judgments, fines or demands arising by reason of injury to or death of, or asserted by, any person or persons, including the permittee's agents, clients, invitees or employees, or damage to any property, including all reasonable costs for investigation and defense thereof (including but not limited to attorney's fees, court costs, and expert witness fees), of any nature whatsoever arising out of or incident to this permit and/or the use, occupancy, conduct, or management of the demised premises or the acts or omissions of the permittee's officers, clients, agents, employees, contractors, subcontractors, licensees, or invitees, except to the extent such injury, death, or damage is caused by the negligent acts or omissions of the City, its agents, employees, clients or invitees. The permittee shall give to the City reasonable notice of any such claim or actions. The permittee shall also use counsel reasonably acceptable to the City in carrying out its obligations under this article.

The permittee further expressly agrees that it will defend, indemnify, save and hold the City of Belfast harmless from any and all claims made or asserted by the permittee's agents, servants or employees arising out of the permittee's activities under this permit. For this purpose, the permittee hereby expressly waives any and all immunity it may have under Maine's Workers Compensation Act in regard to such claims made or asserted against the City by the permittee's agents or employees. For this purpose, the permittee further expressly waives any charitable immunity it may have under applicable law as to any and all claims of any person made or asserted against the City arising out of the permittee's use and occupancy of the demised premises or other activity of the permittee under this Permit.

The indemnification provided under this section shall extend to and include any and all costs incurred by the City to answer, investigate, defend and settle all such claims, including but not limited to the City's costs for attorneys' fees, expert and other witness fees, the cost of investigators, and payment in full of any and all judgments rendered in favor of the permittee's agents, invitees, licensees, clients, servants or employees against the City in regard to claims made or asserted by such persons.

In exercising the rights granted under this permit, the permittee shall at all times be regarded as an independent entity conducting its own business and operations and shall not at any time act, hold itself out or purport to act as an agent, contractor, co-partner, joint venture or employee of the City.

The permittee, during the entire term of this permit shall maintain, at its sole expense, insurance in the type and amount shown below with companies authorized to do business in the State of Maine for the protection of the City of Belfast against any and all liability, including wrongful death, against all claims, losses, costs or expenses arising out of injuries to persons whether or not employed by the permittee or damage to property whether resulting from acts, omissions, negligence or otherwise of the permittee, its directors, officers, clients, employees and agents and arising from the permittee's use of the demised premises or any part or portion thereof: 1) commercial general liability insurance with a minimum limit of \$1,000,000 combined single limit per occurrence and \$2,000,000 in the aggregate; and 2) workers compensation and employers liability insurance with a minimum limit of \$500,000 per occurrence.

The permittee shall cause to be furnished to the City, at the time of execution of this permit, evidence in the form of certificates of insurance of the existence in force of the insurance required hereunder. Said certificates shall name the City as an additional insured and loss payee. The permittee shall cause to be furnished to the City replacement certificates of insurance whenever the insurance policies are renewed. The City shall be notified prior to any changes or discontinuances of coverage.

The City agrees to promptly notify the permittee in writing of the existence or filing of any claim, demand or action arising out of an occurrence covered hereunder of which the City has knowledge, and to cooperate with the permittee in the investigation and defense thereof.

The minimum insurance coverage required under this article shall be deemed to be automatically adjusted whenever the Maine State Legislature shall increase the City's maximum liability beyond such minimums for personal injury, wrongful death or property damage claims brought under the Maine Tort Claims Act. In the event of such an increase, the minimum insurance coverage required shall be no less than the amounts required herein or no less than the City's maximum liability for such claims under the Maine Tort Claims Act, whichever is greater.

4: ENFORCEMENT

The rights and duties granted herein shall be under the supervision and control of the City of Belfast's Code Enforcement Officer and the City of Belfast's Chief of Police. In the event of a breach of this permit by permittee, the City may, for the first breach, issue a verbal warning to Permittee; in the event of a second breach, terminate this Permit.

Notwithstanding these provisions regarding penalties for breaches or any other provision of this permit, in the event that the City, in its sole discretion, determines that further use of the premises under this permit is not in the best interests of the City, the rights granted herein may be suspended or terminated upon 24 hours written notice to the permittee.

At the end of the term of this permit, or if this permit is suspended or terminated, all fencing, tables, seating, or equipment must be removed from any City of Belfast public walkway or public area. The City may move or remove any of said items if they are not removed before the end of the term of this permit or before the 24-hour notice period expires.

5: APPLICATION (ALL RESPONSES ARE REQUIRED):

Legal Name: _____

DBA Name: _____

Physical Address: _____ Belfast, ME 04915

Mailing Address: _____
Street/PO Box City State Zip

Phone: _____ Fax: _____ Email address: _____

Name, address, telephone number of Property Owner (if property is rented or leased, need a copy of rental agreement / lease):

Which hours do you plan to have these additional areas open (no earlier than 6:00am, and no later than 9:00pm)? _____

Please briefly summarize you plans for snow removal:

For extension of License on Premise

License # (if requesting extension of liquor license): _____ Expiration Date: _____

Start Date: _____ End Date: _____

Reason for Request:

On the following page, sketch out your plan for your outdoor area. In your sketch you must include and clearly indicate the relative locations of the following components:

- existing dimensions/boundaries of your business;
- parking spaces, public walkways, and/or adjacent areas that you are looking to utilize; Please indicate contiguous and non-contiguous space you plan to use.
- path(s) through your area(s) that will allow for pedestrian traffic;
- arrangement of tables and other structures which have proper spacing;
- barriers to be used;

- awnings, umbrellas, and/or other rain- and sun-shielding devices to be used (optional)
- lights or lighting systems to be used; and
- heat sources
 - reflectors to be used.

For extension of license on premise:

- There must be stanchion or fence completely enclosing the area.
- Signs must be posted, stating “no alcohol beyond this point”
- There must be sufficient employees at the extension of premise, which would be able to control and monitor the area
- Please indicate the contiguous and non-contiguous areas you plan to use (you may be permitted to use both).. See the section of Maine’s liquor laws that govern these areas at <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec1051.html>. See section 3 and 9.

Signature of Owner/Corporate Officer

Printed Name of Owner/Corporate Officer

EXTENSION AREA PREMISE DIAGRAMS

In an effort to clearly define your extension please draw a diagram below that will include the area you want for a temporary license premise. Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including methods of monitoring and containment of certain area which you are requesting approval from the Division of liquor consumptions.

6: SUBMISSION OF YOUR COMPLETED APPLICATION

When completed, please submit your application via regular mail or via e-mail to:

Bub Fournier
Code Enforcement Officer
City of Belfast
Belfast City Hall
131 Church Street
Belfast, Maine 04915
ceo@cityofbelfast.org