



## CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

**Eric Sanders**  
Mayor

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March 24, 2020

To City of Belfast residents, business owners and visitors,

The City of Belfast has continued to closely monitor the coronavirus (COVID-19) pandemic, and with the guidance from the Maine CDC and Governor Janet Mills, we are heeding the recommendations from our Governor and will be limiting our services; thus the Belfast City Council, Mayor and City Manager have decided to take the following steps to provide an appropriate level of precaution for our staff and the community at large:

**Effective today, March 24<sup>th</sup> at 5PM all City of Belfast Facilities will be**

**CLOSED to the public through April 8<sup>th</sup>, 2020.**

We encourage the public to continue to utilize what services online or postal mail. **We will no longer be making in person appointments.** Please see below which services will be available through these avenues and how to contact the appropriate department. Any recent changes are in **red bold font**. All City phone and City email contact information is provided below, please contact us through these avenues with any questions.

**Public Safety** – Access to the Police Department and Fire/Ambulance Department will be closed to all non-employees except in emergency situations. If you have an emergency, please call 911.

**Belfast Free Library** – Access to the Belfast Free Library will be closed to non-employees.

**Committee/Council Meetings**- Following the Council Meeting on March 17, 2020, the City has suspended all committee meetings. **We are establishing protocol for how we will conduct public meetings online and will keep the public apprised of how they can participate as soon as possible.**

**City Clerk & Tax Office** - Access to City Hall will be closed to non-employees. **We will no longer be making appointments. We request that citizens view the list of items below to determine what can be performed online at cityofbelfast.org, by phone, email or postal mail. City employees will continue to be available by phone to answer questions of any nature as well as to assist anyone with the process of performing transactions with the City Clerk and/or Tax Collector:**

- **Vehicle re-registrations**
- **Real Estate Tax payments**
- **Sewer payments**
- **ATV re-registrations**
- **Boat re-registrations**
- **Snowmobile re-registrations**
- **Hunting Licenses**
- **Fishing Licenses**
- **Dog Licenses**
- **Marriage Licenses**
- **Birth, Death & Marriage Certificates (Mail only, not online)**

***All transaction to be completed online, can be accessed through our website under "How do I".***

**The items below are transactions that will not be able to be completed during this time:**

- **New Vehicle Registrations**
- **Vehicle re-registrations that are currently expired over 6 months**
- **Any New ATV, Boat & Snowmobile Registrations**

***\*Please see below the emergency legislation, that does cover some registration issues.***

- ***All registrations, including temporary registrations for vehicles, boats, atvs, snowmobiles and trailers that expires during the period of state emergency is deemed extended until 30 days after the state of emergency is terminated. (The important notice here is "expires during". Registrations that expired before the state of emergency was declared would not qualify for the extension the way it's worded (i.e. all boats which expired in December). "Temporary registrations" should cover Maine dealer sales but private sales and out of State dealer sales will not have a way to complete the registration process.)***
- ***The extension does not change the registration interval. All fees that would have been due are still due within 30 days of the termination of the state of emergency.***
- ***The online renewal systems (Rapid Renewal and MOSES) are to be turned on for all municipalities even if they current do not participate and will stay on until 30 days after the state of emergency is terminated.***

**All interest accrued from March 18<sup>th</sup> to April 8<sup>th</sup> on sewer or tax payments will be deferred without penalty.**

**Transfer Station-** **Effective immediately the Transfer Station is asking that you please STOP your vehicle at the end of the building (by the office) and wait for instruction by a City Employee before exiting your vehicle to throw household garbage into the hopper.** The Transfer Station will be suspending all recycling, including that from other municipalities, in an effort to reduce staff contact and possible exposure to the COVID-19 virus. Recycling of scale demolition and cardboard from Belfast businesses will continue to be accepted. We will continue to accept all trash from households and businesses. However, payment for trash will be reduced from \$3.50 to \$3.00, only cash will be accepted and should be placed in a designated payment receptacle. The requirement for stickers on trash bags will be suspended during this time. Residents with concerns can call the Transfer Station at 338-1817.

**General Assistance** – Anyone needing General Assistance should contact the administrator at 338-3370 ext. 120. Applications will be processed over the phone, email and postal mail. 338-3370 ext. 120 will also connect elderly residents of Belfast who are homebound and need access to supplies, such as food or prescriptions.

**Public Works** – Staff will continue to work, however there will be no public access to the Public Works Facility. Residents with concerns can call the Facility at 338-2375.

**Wastewater Treatment Plant** – The plant will continue operations but no non-employees will be allowed to access the plant. In an effort to reduce potential staff contact with raw wastewater and possible exposure to the COVID-19 virus the City is asking that all public sewer users refrain from flushing products, other than toilet paper, down the toilet. Disposing of other products can lead to sewer line blockages and plugged pumps that require direct contact by staff to resolve the issue. Residents with concerns can call the Plant at 338-1744.

**Assessing Office** – Please contact 338-3370 ext.122 if you need forms or assistance. Everything will be processed over the phone, email or postal mail.

**Planning & Code Office** – Those who wish to get building permits or have questions regarding projects should call 338-3370 ext. 135. Everything will be processed over the phone, email or postal mail.

**Harbor** – Please contact 338-1142 if you need forms or assistance. Everything will be processed over the phone, email or postal mail.

**Parks and Recreation** – Please contact 338-3370 ext. 127 if you need forms or assistance. Everything will be processed over the phone, email or postal mail.

**Economic Development** – Please contact 338-3370 ext. 116 if you need forms or assistance. Everything will be processed over the phone, email or postal mail.

**Belfast Municipal Airport** - Physical access to the airport property and terminal building by the general public is prohibited. Airport tenants, charter and medical transport passengers, aircrews and medical personnel have full access to the airport and terminal with the caveat the terminal is only staffed part time and may not be sanitized following every visit. Please call 338-3370 x 600 or 603-970-1947 if you need assistance.

**The following is a list of City of Belfast departments and how they can be reached during this time:**

<a href="mailto:citymanager@cityofbelfast.org">citymanager@cityofbelfast.org</a>	338 3370 x 110	Erin Herbig	
<a href="mailto:managersasst@cityofbelfast.org">managersasst@cityofbelfast.org</a>	338 3370 x 110	Manda Cushman	
<a href="mailto:managersoffice@cityofbelfast.org">managersoffice@cityofbelfast.org</a>	338 3370 x 119	Nora McGrath	
<a href="mailto:generalassistance@cityofbelfast.org">generalassistance@cityofbelfast.org</a>	338 3370 x 120	Jodie Stout	
<a href="mailto:maintenance@cityofbelfast.org">maintenance@cityofbelfast.org</a>	338 3370 x 113	Norman Gilmore	
<a href="mailto:treasurer@cityofbelfast.org">treasurer@cityofbelfast.org</a>	338 3370 x 111	Theresa Butler	
<a href="mailto:cityclerk@cityofbelfast.org">cityclerk@cityofbelfast.org</a>	338 3370 x 114	Amy Flood	
<a href="mailto:assessor@cityofbelfast.org">assessor@cityofbelfast.org</a>	338 3370 x 122	Brent Martin	
<a href="mailto:wmarshall@cityofbelfast.org">wmarshall@cityofbelfast.org</a>	338 3370 x 135	Wayne Marshall	
<a href="mailto:jboynton@cityofbelfast.org">jboynton@cityofbelfast.org</a>	338 3370 x 118	Jonathan Boynton	
<a href="mailto:ceo@cityofbelfast.org">ceo@cityofbelfast.org</a>	338 3370 x 133	Bub Fournier	
<a href="mailto:parksandrec@cityofbelfast.org">parksandrec@cityofbelfast.org</a>	338 3370 x 127	Norm Poirier	
<a href="mailto:economicdevelopment@cityofbelfast.org">economicdevelopment@cityofbelfast.org</a>	338 3370 x 116	Thomas Kittredge	
<u>City Attorney</u>	338 3370 x 146	Bill Kelly	
<a href="mailto:harbormaster@cityofbelfast.org">harbormaster@cityofbelfast.org</a>	338 1142	ext. 700	Kathy Pickering
<a href="mailto:publicworks@cityofbelfast.org">publicworks@cityofbelfast.org</a>	338 2375	ext. 300	Bob Richards
<a href="mailto:firechief@cityofbelfast.org">firechief@cityofbelfast.org</a>	338 3362	ext. 200	Chief Jim Richards

<a href="mailto:ambulance@cityofbelfast.org">ambulance@cityofbelfast.org</a>	338 3362	ext. 202	Debbie Heath
<a href="mailto:wwtp@cityofbelfast.org">wwtp@cityofbelfast.org</a>	338 1744	ext. 900	Jon Carman
<a href="mailto:transferstation@cityofbelfast.org">transferstation@cityofbelfast.org</a>	338 1817	ext. 400 desk	Mike McFadden
<a href="mailto:snorman@belfastlibrary.org">snorman@belfastlibrary.org</a>	338 3884	ext. 500	Steve Norman
<a href="mailto:cemetery@cityofbelfast.org">cemetery@cityofbelfast.org</a>	338 2264	ext. 800	Steve Boguen
<u>Police Dispatch</u>	338 2420		Chief Gerry Lincoln
<a href="mailto:beltv@cityofbelfast.org">beltv@cityofbelfast.org</a>	323 2430	ext. 136	Ned Lightner
<a href="mailto:airport2@cityofbelfast.org">airport2@cityofbelfast.org</a>	338 3370	ext. 600	Kenn Ortmann

### **Belfast Mayor and Council**

<a href="mailto:mayor@cityofbelfast.org">mayor@cityofbelfast.org</a>	207-322-6806	Mayor Eric Sanders
<a href="mailto:ward1councilor@cityofbelfast.org">ward1councilor@cityofbelfast.org</a>	207-323-1748	Councilor Mary Mortier
<a href="mailto:ward2councilor@cityofbelfast.org">ward2councilor@cityofbelfast.org</a>	207-323-8083	Councilor Neal Harkness
<a href="mailto:ward3councilor@cityofbelfast.org">ward3councilor@cityofbelfast.org</a>	207-505-0116	Councilor Brenda Bonneville
<a href="mailto:ward4councilor@cityofbelfast.org">ward4councilor@cityofbelfast.org</a>	207-323-0881	Councilor Mike Hurley
<a href="mailto:ward5councilor@cityofbelfast.org">ward5councilor@cityofbelfast.org</a>	207-338-1920	Councilor Paul Dean

March 24, 2020

### **Governor Mills Orders Further Steps to Protect Public Health**

*Governor also urges large essential businesses to limit in-store customers, enhance curbside pick-up and delivery services, and implement physical distancing measures to protect customer and employee health*

**Augusta, MAINE** – Under the authority granted to her during a State of Civil Emergency, Governor Janet Mills today issued an Executive Order mandating that all non-essential businesses and operations in Maine close their physical locations that are public facing, meaning those that allow customer, vendor or other in-person contact. The Order also closes non-essential business sites that require more than ten workers to convene in a space where physical distancing is not possible. Non-essential businesses and operations may continue activities that do not

involve these types of in-person contact and convenings, and should facilitate the maximum number of employees working remotely.

The Order is effective tomorrow, March 25, 2020 at 12:01 a.m. and extends for a period of 14 days through April 8, 2020 at 12:00 a.m.

It solidifies as a mandate her previous recommendation to close non-essential business sites.

Governor Mills also strongly urged all large, essential, public-facing businesses to immediately employ strategies to reduce congestion in their stores, including limiting the number of customers in the store at any one time and enhancing curbside pick-up and delivery services. These measures, aimed specifically at high-traffic retail stores in Maine that provide essential goods and services, seek to better protect both customers and employees from the threat of COVID-19.

“Today, I am taking further action to mitigate the spread of the virus, to protect the health of our loved ones and fellow citizens, and to safeguard the capacity of our health care system,” **said Governor Mills.** “I recognize these decisions will create significant difficulties for people and businesses across our state, but we are confronting an unprecedented challenge that is threatening the health and safety of our people.”

“Maine people should live their lives as if COVID-19 is in their community,” **said Nirav D. Shah, Director of the Maine Center for Disease Control and Prevention.** “Physical distancing in every part of Maine is crucial to limit potential spread of the virus. You can be there for loved ones without being in the same place.”

Governor Mills continues to strongly urge all Maine people to practice physical distancing. She particularly urged Maine residents who are considered at higher risk from COVID-19, such as older Mainers and those with underlying health conditions, to limit physical interactions with other people as much as possible.

Non-essential businesses and operations subject to the Governor’s Executive Order include, but are not limited to, shopping malls, fitness and exercise gyms, spas, barber shops, hair salons, tattoo and piercing parlors, massage facilities, nail technicians, cosmetologists and estheticians, electrolysis services, laser hair removal services, and similar personal care and treatment facilities and services.

The Executive Order excludes businesses that provide essential services including, but not limited to: food processing, agriculture, industrial manufacturing, construction, trash collection, grocery and household goods (including convenience stores), home repair and hardware and auto repair, pharmacy and other medical facilities, biomedical, behavioral health and health care providers, child care, post offices and shipping outlets, insurance, banks, gas stations, laundromats, veterinary clinics and animal feed and supply stores, shipping stores, public transportation, and hotel and commercial lodging.

State government remains open, but offices have significantly moved to telework and dispatch from home, limited client engagement, and have required physical distancing within office

buildings. The Department of Administrative and Financial Services estimates that 70 percent of state government employees are working remotely. The Governor urges Maine people to avail themselves of the state's online services and resources.

For those essential businesses that remain open, Governor Mills strongly urged them to implement physical distancing measures. She specifically urged high-traffic retail stores in Maine that provide essential goods and services to immediately employ strategies to reduce congestion in their stores, including:

- For stores with a physical retail space of more than 5,000 feet, limiting customers to no more than 100 at any one time;
- Enhancing their curbside pick-up and delivery services;
- Staggering their hours for shoppers of a certain age;
- Closing fitting rooms;
- Cautioning customers against handling merchandise they are not purchasing;
- Marking six-foot measurements by the cashier stations and reminding customers to remain six feet apart while in store;
- Staggering break times for employees and require frequent hand-washing;
- Frequently sanitizing high-touch areas, such as shopping carts.

These measures come as Governor Mills seeks to strengthen physical distancing measures in Maine to better protect both customers and employees from the threat of COVID-19. Physical distancing is considered one of the most effective methods to help mitigate the spread of COVID-19.

If the function of your business is not listed, but you believe that it is essential, you may request designation as an essential business at <https://www.maine.gov/essentialservice>

Questions may also be directed to [business.answers@maine.gov](mailto:business.answers@maine.gov).

To align with today's Executive Order, Governor Mills today also renewed her previous Executive Order prohibiting gatherings of more than ten people and the closure of dine-in service at restaurants and bars in Maine to extend its timeframe to April 8, 2020 at 12:00 a.m. Today's Executive Order does not modify the previous Executive Order in any other manner.

Governor Mills is taking into consideration all COVID-19 response options, including a stay-at-home restriction. She is consulting with the Maine CDC, other clinicians and health system leaders, other states that have invoked this option, and other members of her Coronavirus Response Team. Those discussions are ongoing, and include, but are not limited to the public health efficacy of such orders compared to existing measures, Maine-specific factors, and their potential secondary health and economic implications. The Governor will make recommendations based upon their advice and what she deems is in the best interest of the health and safety of Maine people.

The Governor [has taken steps to protect Maine workers and small businesses](#) impacted by COVID-19. Upon Governor Mills' request, [the Small Business Administration \(SBA\)](#) declared that Maine businesses are now eligible to apply for economic support loans to help them

overcome any temporary loss of revenue due to COVID-19. Additionally, the emergency omnibus package she signed temporarily revises eligibility for unemployment insurance to extend it to individuals whose employment has been impacted by COVID-19. It also temporarily waives the one week waiting period for benefits so that workers may obtain benefits faster and ensures that claims for UI will not affect an employer's experience rating. It also establishes a consumer loan guarantee program through FAME, in partnership with financial institutions, to provide low- or no- interest loans for eligible people in Maine.

These new steps from the Governor build on the work done by the Mills Administration to respond to COVID-19, including:

- [Convening a Coronavirus Response Team](#), led by Maine CDC Director Dr. Nirav Shah and comprised of key individuals in the Mills Administration, to coordinate State government's response across departments and local agencies and health authorities;
- [Signing a proclamation of civil emergency](#) to bring the State of Maine to highest alert and allowing her to deploy all available state resources to protect the health and safety of Maine people and to take every action she reasonably deems necessary to help respond to and protect against the spread of COVID-19 in Maine. The proclamation also eased Maine's access to critical federal aid to boost response efforts.
- [Signing into law a \\$73 million supplemental budget proposal](#) that protects the health and well-being of Maine people as the State responds to COVID-19;
- [Signing into law a package of emergency measures](#) granting her access to at least \$11 million in State funding to respond to COVID-19, expanding authorities of State and local officials to allow them greater flexibility to respond to the virus, and provide support to Maine workers impacted by the virus.
- [Mandating that all restaurants and bars statewide close](#) to dine-in customers until midnight, March 31, 2020 and prohibiting all gatherings of more than 10 people until further notice.
- Distributing personal protective equipment (PPE) to first responders and health care professionals across Maine as it becomes available and [pressing the Federal government](#) to provide more PPE and testing supplies to the State of Maine
- [Issuing a Declaration of Abnormal Market Disruption](#), drafted in close consultation with Attorney General Aaron M. Frey, to prohibit price gouging of certain necessities;
- [Declaring a health insurance emergency](#) to require health insurance carriers providing health care coverage in Maine's commercial market to cover costs related to coronavirus testing and increase access to care.



- [Directing the Maine Department of Health and Human Services](#) to issue emergency rules to ensure MaineCare does not charge copays for office visits and prescription drugs that may be needed for COVID-19 diagnosis and treatment, and to allow for a prescription refill of up to 90 days so people have to make fewer visits to pharmacies.
- [Recommending ending classroom instruction](#) in all public schools as soon as reasonably practical
- [Applying for and receiving a waiver](#) from the U.S. Department of Agriculture to allow schools the ability to provide meals offsite to students, if the school or community currently has, or qualifies for, a USDA Summer Food Service Program.
- [Recommending hospital systems and health care providers](#) across Maine postpone non-urgent medical procedures, elective surgeries, and appointments until further notice.
- [Recommending all long-term care providers](#) prohibit all visitors and non-essential health care personnel; except for certain compassionate care situations such as an end of life situation, until further notice.
- [Pressing President Trump to marshal](#) the resources of the federal government to support Maine's vital fishing and seafood industries.
- [Convening a call with Maine's Congressional delegation](#) to discuss the State's response to COVID-19 and the Congressional delegation's ongoing work to support those efforts.
- [Temporarily suspending](#) non-essential, out-of-state travel for all State employees and reviewing leave policies and telecommuting options.
- [Launching a 211 option for Mainers to get answers](#) to questions about COVID-19 at any time. This service is available by dialing 211 (or 1-866-811-5695), texting your ZIP code to 898-211, or emailing [info@211maine.org](mailto:info@211maine.org).

For more information on Maine's response to COVID-19 and updated testing results, visit the Maine CDC [website](#).

The best thing that Maine people can do to protect their health is to practice physical distancing and take the same preventive measures that avoid catching a cold: Wash your hands often for 20 seconds. Cover coughs and sneezes. Stay home if you are sick. Symptoms of COVID-19 include fever, shortness of breath, and lower respiratory distress. Call ahead to a health care professional if you develop a fever and symptoms of respiratory illness. Health care providers will make the initial determination on whether COVID-19 testing is necessary.

