

# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

**Joseph J. Slocum**  
City Manager

**E-mail:** jslocum@cityofbelfast.org

**Tel:** (207) 338-3370 ext. 10

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## MANAGER'S REPORT

Belfast City Council Meeting  
Tuesday, March 17, 2015  
**6:15 p.m.** Executive Session  
**7:00 p.m.** Regular Council Meeting

**TO: Mayor Walter Ash Jr. and Honorable Members of Belfast City Council**

**FROM:** Joseph J. Slocum, City Manager

**DATE:** Friday, March 13, 2015

**NOTE:** The meeting will start at 6:15 p.m. for an Executive Session and will come back into public session at 7:00 pm.

**6:15 p.m.** Request from the City Manager to go into Executive Session to discuss a possible land transaction under 1 M.R.S.A 405 (6) C.

### Agenda Items:

**10-A** Request from the Fire Chief to name Michael Sealy as a full time paramedic.

Mr. Sealy has filled in on a per diem basis since November and the Chief, in an attached letter, has recommended his support and appointment as a full time paramedic for the City of Belfast.

**10-B** Request from the Earth Day's / Waldo County Committee to use City Facilities:

#1 Use the Boathouse for free on Sunday, April 26.

#2 To conduct Earth Day activities at Steamboat Landing that same day.

#3 To run a non-motorized parade from Waterfall Arts to the Boathouse from 11:00 a.m. to noon.

Belfast Citizen David Smith and others are coordinating a variety of events to support environmental awareness and promote environmental protection. There is an extensive attachment in your packet that identifies the various groups he is working with on events from April 15<sup>th</sup> to April 26<sup>th</sup>. Chief McFadden has approved helping with the parade.

**10-C** Request from the Parks Department, the YMCA and several other local groups to allow for the closure of Main Street between High Street and Church Street from 4:00 p.m. to 4:30 p.m. on Wednesday, April 1, 2015 as part of a Hawaiian Day Belfast Celebration.

The YMCA is spearheading a large effort to kick away the winter blues with a Hawaiian Day on April 1<sup>st</sup>. Other groups are joining –including the City’s Parks and Recreation Department. This is one of those little things that makes everybody’s day a little better. Thanks once again to the YMCA and all the other groups around here who are always looking for ways to help us feel better and to live and laugh a little more.

**10-D** Request from the Belfast Co-op to close High Street from Main Street to Beaver Street on August 22, 2015 as part of their Annual Community Appreciation Day.

The Belfast Co-op is one of many great destination points in Belfast. It hosts a strong membership and a mammoth following. In appreciation of its customers, members, employees and the greater community itself, it has repeatedly elected to create an Annual Community Appreciation Day. Over the last several years this event has grown and they are once again requesting that we let it go out into the street a little on August 22<sup>nd</sup>. We note that this year it will be on a different day than the Harbor Festival.

**10-E** Second Reading of proposed changes to the Harbor Ordinance Chapter 30 Sections 30 –32 and 30 –94 as follows:

#1 Defines both resident and non-resident Commercial Fishermen and Commercial Businesses and #2 Establishes a priority for assigning moorings under these definitions.

The First Reading was in January and we held off the Second Reading until the Harbormaster returned from a well-deserved break. She has a memo in your packet which explains these proposals. The Harbormaster needs to have a guidance system to categorize potential mooring owners and with that a set of priorities among potential mooring owners.

**10-F** Request from Our Town Belfast to post signage in the Downtown.

Our Town Belfast has worked with the City Planning Office to develop some new pedestrian oriented signs in the Downtown. They would be mounted on the wooden

trash receptacles. Bre Bebb from Our Town Belfast has an attachment in your packet and will be at the meeting to answer questions.

**10-G** Second Reading of proposed changes to the Harbor Ordinance Chapter 30, Section 30 –164 which makes clear that moorings in the Outer Harbor or Coastal Harbors, which have not been used for two years, may be considered as abandoned.

City Harbormaster Katherine Pickering has an attachment in your packet. The impetus behind this clarification is to better identify moorings that are available to those on the waiting list.

**10-H** Request from the City Manager to:

#1 Close out certain Capital Projects because they are completed.

#2 Combine certain Capital Projects because they are related to the same issues

We have a bunch of Capital Projects that are finished and we should close them out. In many cases there is money still in some of them and those moneys would be returned to the City's Undesignated Fund Balance or Surplus. In some cases the projects went over budget and we should have them closed after Undesignated Fund Balance pays their deficits. These are all projects where someone made an estimate of the cost based upon information available at the time. Sometimes things come up that were either not expected or undervalued in the first place.

We also have several that should be combined into one remaining project. For example we have 4 open projects that relate to energy efficiency. I am recommending they be combined into one Capital Project.

All of these proposed changes in Capital Projects are outlined on a two page list in your packets.

**10-I** Update from the Economic Development Director on the issue of extending broadband technology in Belfast.

There is a lot in the news about different communities considering the possible expansion of broadband internet access. Some communities are investing local tax dollars to install the capacity and thereby subsidize the cost to the subscriber.

While we believe that broadband technology is an asset as a tool to enhance economic development, it is not a silver bullet- that standing on its own –will create or grow economic development.

Several communities in Maine are looking at combining their monies to have an engineering firm conduct Town by Town surveys of need for local broadband as well as

mapping out and developing cost estimates of what it would take to bring this technology to each of those communities.

Staff has a concern that it doesn't make sense to develop cost estimates if there is not really a need. We are considering a recommendation to conduct a local survey of Belfast by mail and by e-mail to get a sense of just how many potential customers there would be.

Presently there are five or six companies selling internet services in the City and we have fiber optic lines in the downtown and along Northport Ave. Broadband is about capacity and speed. There are existing companies who have invested their corporate monies to install Internet infrastructure in the City. We would like to know what level, if any, of need or a demand there is in Belfast for broadband. The need survey would also identify the areas of Belfast where this demand might be. Economic Development Director Thomas Kittredge will discuss this with you at the meeting. He may recommend that we appoint a small committee of knowledgeable people to help us look into this subject.

**10-J** Consideration of a request from the Planning Department to accept bids on the removal of ledge at the intersection of Route 1 and Route 141 and to consider awarding the bid.

We have been out to bid three times. The first two times the bids came in way over budget. Assistant City Planner Sadie Lloyd has a memo in your packet and is recommending that we award the bid retroactive to March 12, 2015.

**10-K** Update from the Planning Director on environmental cleanup issues along Washington Street and possible relocation of electric polls in this area.

The owners of Home Supply are working to develop the property behind their Main Street location along Washington Street. CMP is going to be doing some cleanup of soils in the area and there's some discussion about the location of telephone poles on the street. City Planner Wayne Marshall will provide a brief update at the meeting.

**10-L** Request from the City Manager for the Council to approve his administrative policies as City Policies for the handling of General Assistance applications in Belfast.

As City Manager I've initiated written administrative policies on how we respond to someone who comes to us at City Hall in need. The General Assistance Program is one of those responses. In your packet I've attach to codification these administrative policies and asked that you adopt them as policies of the City.

**10-M** Request from CMP to replace certain telephone poles along Route 141.

There is an attachment in the packet identifying which poles they are. Public Works Director Bob Richards indicated there is no concern with replacing these poles and none of them will be installed in the face of any sidewalk.

**10-N** Consideration of possible appointments to the Mid-Coast Planning Commission.

**10-O** Request from the Parks and Recreation Director for support for a private grant to upgrade the entrance around the flag pole at City Park.

City Parks and Recreation Director Norm Poirier, has sketches in your packet. He and the Parks and Recreation Commission have endorsed this grant application. It does not require a financial match or contribution of the City.

There is a list and you can pick three, ask staff to recommend 3 or abstain if you wish.

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

That's about it for now. We are lucky to see so many different parts of this City trying to do something positive. In this meeting alone we have the YMCA, Our Town Belfast, Belfast Community TV, a variety of local environmentally conscious groups and the Belfast Co-Op: all making an effort to do something special for the City and the greater region. What makes Belfast special is the sheer number of people who are not only willing to do something special for others, but who also celebrate this effort when they see it being exercised by others.

Special thanks to the City's Public Works Crews who have been required to work often around the clock this winter to keep our roads and walkways as open as they can. Some people think they love the overtime but the truth is that they don't and would far prefer being home with their families or able to catch up on needed sleep. The overtime budget (\$65,000) is already depleted and the \$85,000 we budget for tires, replacement parts and repairs on equipment will likely also be overdrawn by \$25,000 by the time we get to the end of the year on June 30<sup>th</sup>. We have one engine that will need about \$13,000 to be rebuilt.

Thanks also to the Citizens of Belfast who have been very patient with the huge piles of snow and now- with the warm up- the bumpy roads. This winter has taken a serious toll on the roads and we will revisit the extent of that damage and figure how to best allocate our limited dollars to repair these roads after the snow is gone and the weather warms up.

Have a safe and enjoyable weekend and don't forget to shop local for everything that you can.

**MEMORANDUM****March 10, 2015**

**To: Joseph Slocum, Belfast City Manager  
Honorable Mayor Ash and Belfast City Council  
From: Norm Poirier, Belfast Parks and Recreation Department  
Re: Facility Use Application – Trek Across Maine**

**Cc: Chief McFadden  
Bob Richards, Public Works  
Kathy Pickering, Harbormaster  
Manda Cushman, Manager's Office**

**The American Lung Association has submitted an application for City Facility use for the 2015 Trek Across Maine event to be held in Belfast on Sunday, June 21<sup>st</sup>. This year's request has and will take in to account any potential City projects taking place in Belfast. As a result some of the routes and locations for buses/storage tents have changed and have the approval of Chief McFadden, Belfast Police Department And Bob Richards from Public Works. As the construction season approaches it may be necessary to adjust locations for certain placement of luggage tents but will be done with the approval of City staff.**

**After conferring with Chief McFadden and Bob Richards, our recommendation is to approve this application and to continue to maintain lines of communication with the American Lung Association representatives as the time of the event nears in order to make any necessary adjustments to the logistics of this event.**

**Attachments: Application and maps**

## Request to use Facilities Belonging to the Citizens of the City of Belfast

It is the general policy of the City of Belfast 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, including all streets, roads, easements and rights of way. 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 simply write N/A (not applicable) in the space provided. Thank you.

1. State your name and whom you represent?

Gale Auclair - American Lung Assoc.  
Trek Across Maine

2. What facilities would you like to use or what permissions are you seeking with respect to property owned by the Citizens of Belfast? Please be specific.

Stamboat Landing, Heritage Park, Maskers Lot, (City Parking Lot - as a backup located on Main St + Washington).

3. What dates and times do you wish to have this event?

6/18 - 6/22 - Event is in Belfast 6/21. Dates include set up tents + portables plus dismantling on 6/22.

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

yes - see attached - streets are available to residents not traffic. Union St - will have no access between 7-3pm 6/21... our finish line.

5. Please describe this event in detail. If there is a schedule, then attach it and explain it here.

Trek Across Maine - 3 day, 180 mile cycling event from Sunday River to Belfast (Stamboat Landing), 2,200 cyclists plus 600 volunteers with families/spectators. Event ends 6/21 - at 3pm. Pick up done by 5:30pm.

6. How many people do you expect?

3,000+

7. Will you be selling things at this event?

our Trek memorabilia

If so what?

socks, t-shirts etc.

8. Will any alcohol be served or consumed at this event? (If yes provide details) NO

9. 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?)

yes - caterer will work with Consumer Fuel for gas tanks

10. Will you be renting spaces to vendors on City Property? NO

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

N/A

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

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

yes - SCS Agency - Great Neck, NY - Copy attached

14. Noise: What kind of noise do you expect to generate at this event and during which specific periods of time? Cheering + music 11-3pm 6/21

15. How do you propose to handle garbage removal? Dumpsters rented at

Stamboat Landing, caterer + AIA provide trash + recycle receptacles. We pick up all trash etc.

16. How do you propose to handle parking?

N/A

17. How do you propose to handle security? Caterer to provide + hire own

security for Sat 6/20 at Stamboat Landing.

18. How do you propose to handle the need for restrooms? porta potties in all

Sections

19. What is your plan/need for electricity or water? Water - French + Webb allows us to borrow their faucets. Electricity - work with Norm Poirer.

20. Have you spoken to the neighbors in the area of this event and discussed traffic, noise, parking etc. with them? yes. We also mail letters to residents that are affected on temporary access ~ closed (demoist) streets ahead of time.

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

Kathryn Libby - c - 242-6100 klibby@lungne.org  
Gale Auclair - c - 907-9155 gauclair@lungne.org

22. What specific City services or assistance are you asking for? we hire police + firemen

<u>Department</u>	<u>Service Requested</u>
City Manager	_____
Police	<u>traffic mgmt, safety into city ~ finish line</u>
Fire/ Ambulance	_____
Parks	<u>work with Norm Poirer to coordinate deliveries ~ facility usage</u>
Public Works	<u>work with Bob Richards - road barricades for closed streets</u>
Harbor	<u>work with Kathy - parking lot to ensure boat launch is not affected by participants.</u>
Planning (Maps)	_____



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/20/2015

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 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).

PRODUCER SCS Agency, Inc. P.O. Box 220493 11 Grace Avenue - Suite 300 Great Neck, NY 11022-0493	CONTACT NAME	
	PHONE (AG, No, Ext) 516-466-6007	FAX (AG, No) 516-829-5857
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED American Lung Association of the Northeast, Inc. Adam Shuster 45 Ash St. East Hartford, CT 06108	INSURER A	The Hartford 22357
	INSURER B	Philadelphia Insurance Co. 18058
	INSURER C	
	INSURER D	
	INSURER E	

## 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	ADDITIONAL INSURED	SUBROGATED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> SexAbuse/Molesta \$1000000/\$3000000 GENL AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X		PHPK-1199996	07/01/2014	07/01/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON OWNED AUTOS			PHPK-1199996	07/01/2014	07/01/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	X		PHUB-466214	07/10/2014	07/10/2015	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	12WBCRR0763	07/01/2014	07/01/2015	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000

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

Re: Trek Across Maine to be held on June 19-21, 2015.  
Certificate holder is included as Additional Insured with respects to General Liability as per written contract or agreement subject to policy terms and conditions.

## CERTIFICATE HOLDER

## CANCELLATION

CITYBEL  City of Belfast Boathouse 34 Commercial Street 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 

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## CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

**Joseph J. Slocum**

City Manager  
June 1, 2013

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

Tel: (207) 338-3370 ext. 10

Fax: (207) 338-2419

Dear Friend,

The City of Belfast will be hosting the American Lung Association's *Trek Across Maine, Sunday River to the Sea event* on Sunday June 16, 2013 at Steamboat Landing Park and in and around the surrounding downtown area.

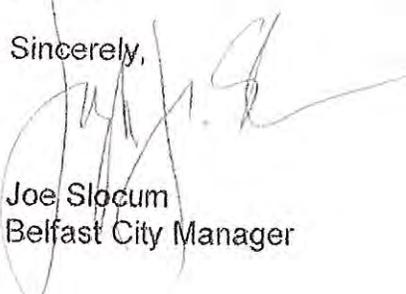
Belfast's beautiful harbor and natural setting makes this an ideal location for cyclists and spectators alike. We are expecting between 3,500-4,000 visitors arriving in Belfast to enjoy all the beautiful city and sights.

In order to ensure the safety of our cyclists, volunteers and visitors, the City of Belfast has approved limited access to selected streets on Sunday, June 16<sup>th</sup>. You are receiving this letter because entry to your street is one that will be limited between 7a.m. to 4 p.m.

- Harbor Street at High Street/Northport Avenue
- Allyn Street at High Street/Northport Avenue
- Condon Street at High Street/Northport Avenue
- Bell Street at High Street/Northport Avenue
- Commercial Street at High Street/Northport Avenue
- Pearl Street at High Street/Northport Avenue
- Park Street at High Street/Northport Avenue
- Union Street perpendicular to Miller Street
- Miller Street is closed from High Street to Front Street
- Front Street at Federal Street
- Cross Street at High Street
- Spring Street at Main Street
- Pendelton Street at High Street

We thank you for your support of American Lung Association's largest fundraising event in New England and for supporting our mission of preventing lung disease and promoting lung health.

Sincerely,

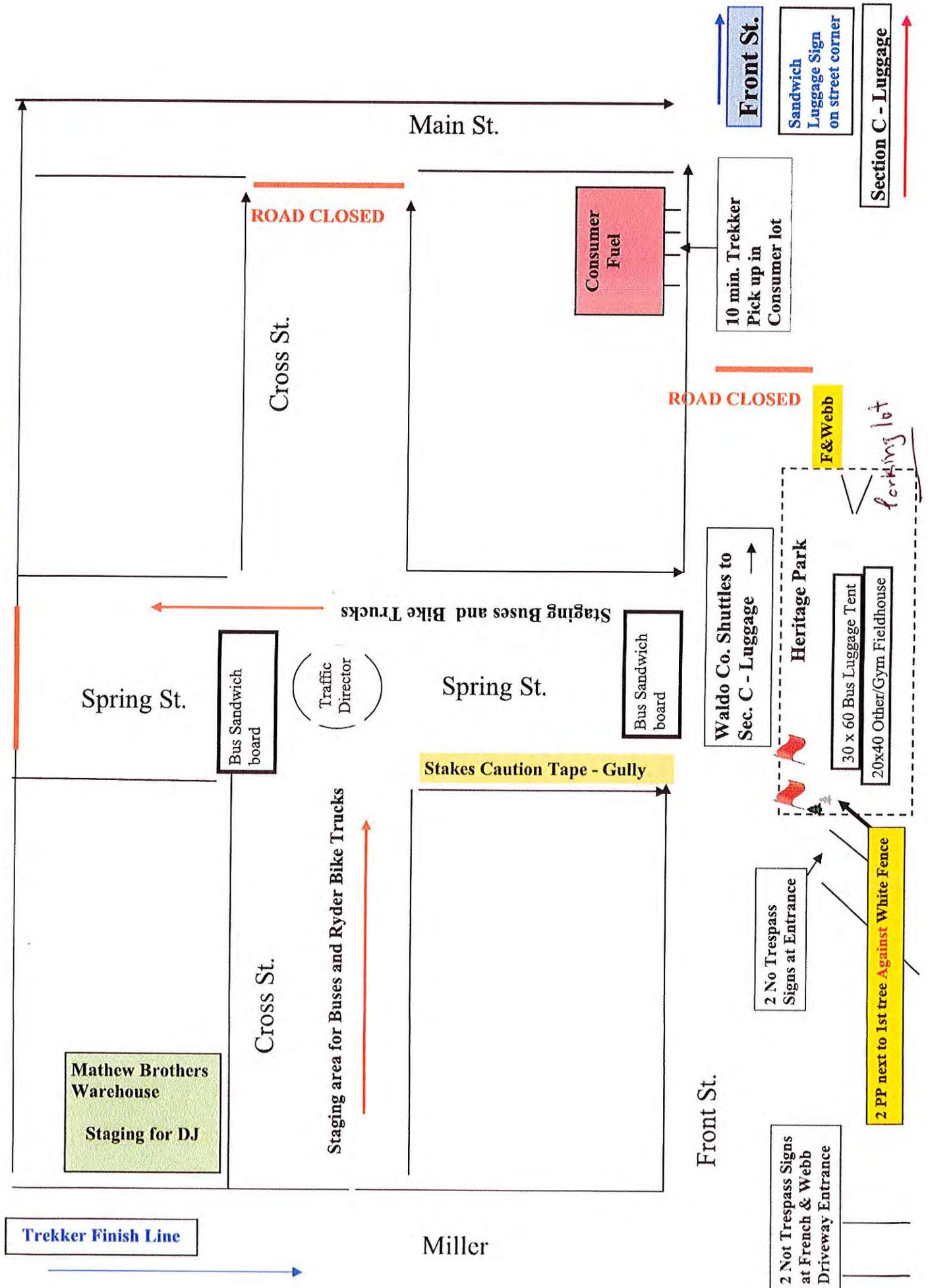


Joe Slocum  
Belfast City Manager



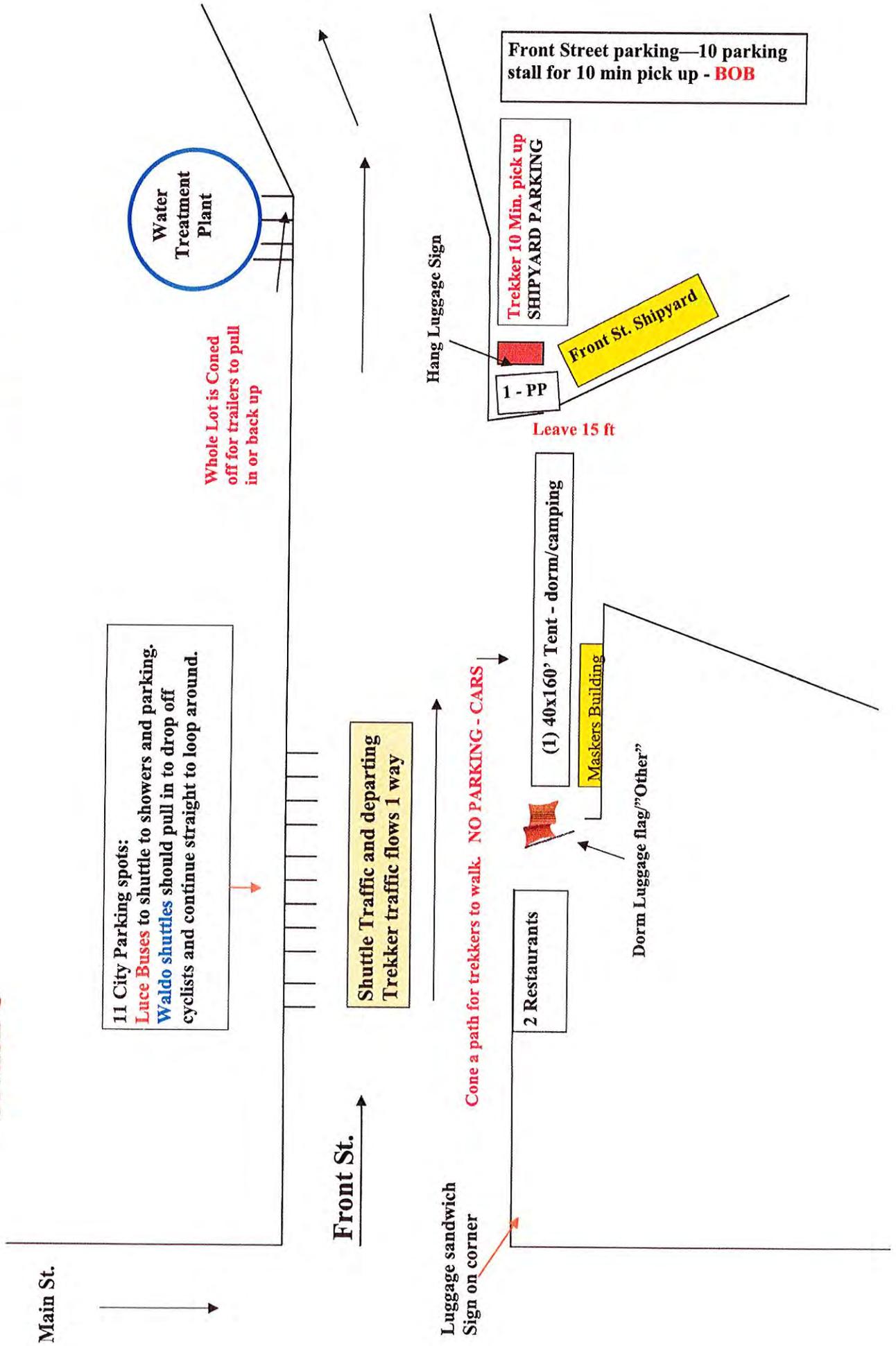
# Belfast Section B

American Lung Contact: Christina O'Grady 649-9802  
Belfast Contact: Norm Poirer - 323-4766



# Belfast Trek Across Maine Section C

ALA Contact: Christina O'Grady - 649-9802  
Belfast Contact: Norm Poirer - 323-4766



<b>2015 MDOT Message Boards</b>			
<b>Region 2</b>			
<b>Route</b>	<b>Town</b>	<b>Placement</b>	<b>Confirmation</b>
<b>137B</b>	<b>Winslow</b>	<b>On Rte. 137B west of Rte. 137 intersection</b>	
<b>3</b>	<b>China</b>	<b>On Rte. 3 west of Alder Park Rd intersection</b>	
<b>3</b>	<b>Belfast</b>	<b>On Rte. 3 west of Jesse Robbins Rd intersection</b>	

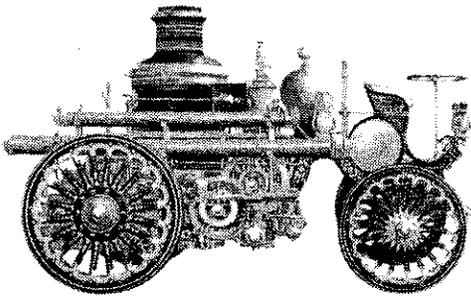
**City of Belfast**  
**Consent Agenda**  
**Tuesday, March 17, 2015**  
**Meeting #18**

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 Facility Use application by The American Lung Association for the 2015 Trek Across Maine event to be held in Belfast on Sunday, June 21<sup>st</sup>.**

Motion to approve a Facility Use application by The American Lung Association for the 2015 Trek Across Maine event to be held in Belfast on Sunday, June 21<sup>st</sup>.



10.A

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

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March 10, 2015

To: Joe Slocum  
City manager

From: Jim Richards, Chief  
Belfast Fire & Ambulance

Reference: Full Time Paramedic

I submit to you, for your confirmation, the name of Micheal Sealy to be a full time Paramedic for the Belfast Ambulance Service. He will be working the night shift that will be open because of the resignation of Adrian Stone. Adrian will work his last shift on April 6, 2015.

Mike has been a fill in as per-diem for Belfast Ambulance since November, 2014, has had his Paramedic license with the State of Maine since October 2013 and has shown good EMS skills on his Ambulance runs.

He resides in Bucksport and is a member of the Bucksport Fire Department. He is presently a per-diem fill in for Northeast Ambulance Service out of Rockport.

If you have any questions, please contact me at the Fire Station.

Thank You

A handwritten signature in cursive script, appearing to read "Jim Richards".

Jim Richards, Chief  
Belfast Ambulance & Fire

**MEMORANDUM**

March 10, 2015

To: Joseph Slocum, Belfast City Manager  
Honorable Mayor Ash and Belfast City Council  
From: Norm Poirier, Belfast Parks and Recreation Department

Re: Facility Use Request - Earth Day Events 2015

Cc: Chief McFadden, Belfast Police Department  
Sandra Squire, Boathouse Rental Coordinator

The Earth Days / Waldo County Committee comprises many organizations with David Smith and Bev Roxby leading the efforts. The Committee is asking for approval of the following;

1. Use of the Boathouse on Sunday, April 26<sup>th</sup> for Earth Day activities with the rental fee waived. (Rental application attached)
2. Use of Steamboat Landing Park on Sunday, April 26<sup>th</sup> for Earth Day activities. (Facility Use application attached)
3. Organize and conduct a non-motorized parade on Sunday, April 26<sup>th</sup> from 11am-12noon Leaving from Waterfall Arts proceeding down High Street to Main Street turning left towards Harbor and then right on to Front Street ending at the Boathouse. (Permit application attached)

The Earth Days / Waldo County has received permission from Our Town Belfast to use OTB's insurance for all of the events. The parade has the approval of Chief McFadden and will have a Police vehicle escorting the participants both in front and following the group for safety purposes and public awareness of the parade.

The use of Steamboat Landing Park has the approval of the Parks and Recreation Department provided the soil and conditions have dried sufficiently. The Department reserves the right to restrict the Parks use dependent on weather and conditions.

The use of the Boathouse at no cost to the Committee is a City Council decision.

## Earth Days/Waldo County

April 2015 will mark the kick-off of what we hope will be a revival of the “Earth Day Every Day” movement, one that got its start on or about April 22, 1970. That was an era that ushered in powerful new protections—laws to protect air, water, endangered species, land use, toxic chemicals—a host of significant strengthened protections. We’re hoping to rekindle new awareness, community wide, about our need to be vigilant regarding environmental health and sustainability.

The committee is made up of people representing, among others, Belfast Transition, Habitat Belfast, Green Sanctuary, 350/Waldo County, Belfast Garden Club, BBWC, and a new entity, “With Breath Puppetry.” We are confident more groups will be represented by the time these events begin at our opening event, on April 22. Events are as follows (some having been planned beforehand by UU Church and BBWC):

Thursday April 16: At the library—Sid Quarrier speaks on current topics on climate change (BBWC sponsoring)

Sunday April 19: At UU Church—Pastor Rob McCall (Green Sanctuary sponsoring)

Wednesday April 22: UU Church—family potluck supper. The mission of Earth Days/Waldo County will be introduced. Next that evening—Belfast Library—Jim Merkel will speak on how people can “de-grow” by making more sustainable lifestyle choices. .

Thursday, April 23: Colonial Theatre—showing of the film “A Fierce Green Fire” which chronicles the history of the American environmental movement

Friday, April 24: First CC Church—Speaker presentations by George Jacobson from U/Maine Climate Institute, and Mick Devin, marine researcher, state representative, and principal author of the ocean acidification study just concluded in the state legislature. Tabling by various community groups at this event.

Saturday April 25: Hope Festival, Orono (not officially a part of our efforts). Hikes/walks on rail and urban nature trails in town. Evening: poetry readings and music at Bell the Cat, along with award presentations and students’ reading of essays on environmental themes.

Sunday April 26: Waterfall Arts, Boathouse, and Main Street— Earth Day parade, followed by a pageant at Steamboat Landing Park and the boathouse, featuring speakers, skits, music and other festivities celebrating Earth.

Ongoing: Coalescing of many area groups to provide events that draw in the community, to promote Earth Days throughout the year.

David Smith and Beverly Roxby

**RENTAL AGREEMENT for BOATHOUSE**  
34 Commercial Street, Belfast, Maine 04915

Name of Business, Organization or Individual Renter: *Earth Days, Waldo County*

Mailing Address: *5 Seaview Terrace*

City, State and Zip Code: *Belfast, ME 04915*

Telephone: *338-4466*

Alternate Telephone: *669-2903*

Email: *d/s.smith7@gmail.com / beverlyteach@gmail.com*

Rental Date(s): *April 26, 2015*

Rental Time(s): *10:00 A.M. - 4:30 P.M.*

Type of Event: *Green Fair and Earth Day Pageant*

If Wedding, Name of Bride & Groom:

Number of People Attending Event: *100 - 150 .....*

Do you plan to serve alcoholic beverages?

Yes

No

**Insurance**

An insurance liability policy must be obtained and submitted to Belfast City Hall for approval two weeks in advance of event. A copy must be sent to Nora McGrath at Belfast City Hall for review and approval – [managersoffice@CityofBelfast.org](mailto:managersoffice@CityofBelfast.org). It is very important that the policy be in the amount of one million dollars and that the City of Belfast (not the Boathouse) is named the **additional insured**.

**Damage/Cleaning Rules:**

You must leave the Boathouse in the same exact condition it was in when you picked up key before your event. This means all floors are cleaned and wet mopped if necessary, kitchen appliances and countertops are cleaned, tables/chairs are returned to original stacked position in storage area; no damage has been done to furniture, interior or exterior of the building. This also includes removal of all decorations, trash, food, garbage, etc. from Boathouse property. If the Boathouse is not left in accordance to these rules and after inspection by the Boathouse Maintenance Manager, the Boathouse will be professionally cleaned and the cost will be deducted from the Renter's Security Deposit. Any additional charges for damage or cleaning not covered by the Security Deposit will be billed to the Renter, payable on receipt. See details in Rules & Regulations.

**Picking up the Key to Boathouse:**

The Boathouse remains locked when not in use by a renter. **You must make arrangements with Sandra Squire, Event Coordinator for the Boathouse, to authorize the date and time for you the pick up the key prior to your event date. Keys will not be given out without this authorization.** This key will be picked up and returned (within 24 hours after your event) from Belfast City Hall, on the ground floor in the Clerk's Office. \$25 will be deducted from the Security Deposit for any key not returned promptly.

**Setting up for the Event:**

Tables and chairs are provided at the Boathouse as specified in Rental Rules & Regulations; however, it is the sole responsibility of the renter to set up and return the tables, chairs, etc. for the event. Upholstered chairs are not permitted to be used outdoors.

**Rental Fee:**

Security Deposit

**50% Advance Deposit Required:**

Paid:

                                            
Date            Check            Cash

**Balance and Security Deposit Due 90 days prior to Event:**

Paid:

                                            
Date            Check            Cash

\$ We are requesting  
\$ Free use of the  
\$ Boathouse. -  
\$ We would like to  
perform a Service  
Project For the City.

\*Checks should be made payable to the City of Belfast. Credit card payment is not accepted.

Please mail signed Rental Agreement, signed Rules & Regulations and check payments to:

Belfast Boathouse  
c/o Nora McGrath  
City Hall  
131 Church Street  
Belfast, ME 04915

**Payments, Security Deposits and Cancellation Policy:**

Rentals booked less than 90 days in Advance:

Full payment required with signed Rental Agreement. No Refund applicable

Rentals booked more than 90 days in advance:

50% Deposit due with signed Rental Agreement

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

Renters notifying City of Belfast in writing of a cancellation 90 days or more before the event will receive a full refund. Refunds will be paid by check within 14 days after written notice is received.

**Security Deposit** is required with final payment and will be refunded within 14 days of the Event, less any charges as outlined in the Rules and Regulation. **Fee is \$250 for 24 hour or more rental, and \$75 for day only event. This includes a key deposit of \$25 for keys not returned within 24 hours.**

I certify that I am at least eighteen (18) years of age. I have read and fully understand the Rental Agreement and also the Rules & Regulations for renting the Boathouse located at 34 Commercial Street in Belfast, Maine. I am an authorized representative of above listed business, organization or event and will abide by all rules and regulations set forth by this agreement. I understand and fully agree to forfeiture of any or all deposits if I am not in compliance with the terms set forth by this agreement. In signing this form, I as myself or as a representative of the above listed business or organization, release the City of Belfast, from any and all liability in case of death or injury received during the use of the Belfast Boathouse facilities.

Signed: David Smith  
Renter

Date: 3/9/2015

Signed: \_\_\_\_\_  
Sandra Squire

Date: \_\_\_\_\_

Belfast Boathouse – Event Coordinator

Tel.: (207) 338-1619 - Please Leave Message

Email: [Sandra.squire07@gmail.com](mailto:Sandra.squire07@gmail.com)

FOR PARADE  
AND  
STERMINT LANDING  
PARK

**Request to use Facilities that  
Belong to the Citizens of the City of Belfast  
Updated February 5, 2015**

All applications and related documents bring 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?

Beverly Roxby / 207-669-2903 / beverlyteach@gmail.com  
Committee organizer of Earth Days / Waldo County

If you are not going to be the primary contact for this event - then who is and please provide their full name, phone number and email address:

Along w/ me, David Smith / 207 338-4406, dls.smith7@gmail.com  
352-3054 cell

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

An Earth Day parade followed by a pageant w/ skits, music, speakers and information tabling.

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.

6

City building: The Belfast Boathouse (from <sup>10:00 AM</sup> till 4:30 PM)

Parade route: access to High Street, down Main Street, onto Front Street to the Boathouse, Steamboat Landing Park

4. What dates and times do you wish to have this event?  
APRIL 26, 2015. 10:00-4:30 (boathouse)  
11:00-12:00 (parade route), 3:00-4:30 (Park)  
AM

5. Are you asking to close off any City Streets? (Which ones, what dates, for how long a period of time each day?)  
Yes. From Waterfall Arts on High Street to Main St. down Main Street to Front Street, then to Boathouse (11:00-12:00)

If yes then who will manage these closed off Streets?  
? help from city police, plus some volunteers from our groups

6. Are you asking the City for anything other than use of the facilities you have described above?  
No (except police!)

7. How many people do you expect?  
Last year's parade: 100 people, this year? probably 300 or so.

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)  
Where? - Attach MAP No

By Whom: Name and Phone contact number:

NA

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?)

NA

11. Will you be renting spaces to vendors on City Property? Yes \_\_\_\_\_ No

If yes where do you propose they set up? (MAP Location) We won't be renting, but various community groups (not vendors) will table either at the fair (weather permitting) or the boothhouse.

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

NA

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?

See email sent 2/25/15

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 periods of time?

Music in parade (acoustic instruments). Hopefully a small acoustic band.

16. How do you propose to handle garbage removal?

volunteer support + carry in/carry out

17. How do you propose to handle parking?

Use lots downtown and on streets adjacent to the event.

18. How do you propose to handle security?

See email. (We can provide volunteer support, we'll have families (parents, small children, + police?)

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

Use facilities at starting place (Waterfall Arts), the public bathroom (Main Street) and our boathouse.

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

Advise bringing water bottles for hydration; use tablets (sparingly) at boathouse.

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

? No. Hopefully the City has a method for doing so; otherwise let us know. We can publicize and hand deliver flyers on High Front Sts.

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?

Beverly Roxby / 207 669-2903 (cell) / beverlyracha@gmail.com  
David Smith / 330-4446 (home) / ds.smith7.com  
322-3054 (cell) / @gmail.com  
Willow Cordes-Erlund / willowbreathpuppetry@gmail.com  
cell: 612-876-7096

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

Police assistance? A few barricades on parade route

**Department**

**Service Requested**

City Manager

✓ Police

Fire/ Ambulance

Parks

Public Works

Harbor

Other?

**Remember, if any aspect of the activity you wish to conduct is not specifically listed on this checklist then there will be no permission to conduct that activity.**

Map of parcel

Harbor

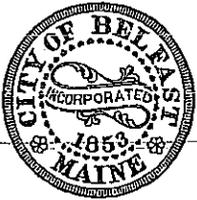
Front St.

Boathouse

High St

Main St.





CITY OF BELFAST, MAINE 04915  
131 CHURCH STREET

cityclerk@cityofbelfast.org

131 Church Street, Belfast, Maine 04915

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

# City of Belfast

## Parade Permit

Permit # \_\_\_\_\_  
(Office use only)

Date of request: March 9, 2015

Name of Organization: Earth Days, Waldo County

Contact Person: David Smith Phone#: 338-4466

Mailing address: 5 Seaview Terrace

Date of Parade: April 26, 2015

Parade Route - please complete the following information:

Where parade will be forming: Waterfall Arts

There will be no motorized vehicles in the Parade

Parade Route: The Parade will go down High Street from Waterfall Arts, to Main Street. At Main Street the Parade will take a left. The Parade will take a right on Front Street and proceed to the Boathouse.

Applicant Signature: David Smith

Date approved by City Council: \_\_\_\_\_

**MEMORANDUM**

**March 11, 2015**

To: Joseph Slocum, Belfast City Manager  
Honorable Mayor Ash and Belfast City Council  
From: Norm Poirier, Belfast Parks and Recreation Department

Re: Belfast Celebrates Hawaiian Day – April 1, 2015

**Introduction**

The City of Belfast in conjunction with the Waldo County Y, Our Town Belfast, Belfast Chamber of Commerce and Ned Lightner, BC- TV will be celebrating closure to the winter season with an impromptu community wide celebration of spring with "Hawaiian Day in Belfast" on Wednesday, April 1<sup>st</sup>. Community organizations, residents and businesses are encouraged to promote the wearing of Hawaiian style attire for the day in an effort to raise everyone's spirits as we turn the corner (hopefully) towards spring.

**Request from Belfast City Council**

The coalition of organizations would like to request from the City the closing of Main Street from corner of Church Street to High Street traffic light from 4:00-4:30pm on Wednesday, April 1<sup>st</sup> and allow for a community wide gathering and short celebration of Hawaiian Day in Belfast. We will have luau type music playing along with hula hooping, limbo and most of all FUN !

Come on let's break out of the winter blues and in to the sunshine of spring with Belfast Goes Hawaiian – wear your flip flops, Luau shirt and yes we will have leis.

Thank you for your consideration and approval of this spiritually lifting event

**MEMORANDUM**

March 11, 2015

To: Joseph Slocum, Belfast City Manager  
Honorable Mayor Ash and Belfast City Council  
From: Norm Poirier, Director of Belfast Parks and Recreation Department  
Re: Facilities Request Application – Belfast Co-op Community Appreciation Day

Cc: Chief McFadden, Belfast Police Department  
Bob Richards, Belfast Public Works

The Belfast Co-op has submitted an application to hold their Community Appreciation Day on August 22, 2015. The application is requesting the closure of High Street from the Main Street intersection to Beaver Street from 7am – 7pm with the actual event taking place from 10am - 4pm . In discussions with Chief McFadden there are concerns over closing this busy section of High Street especially the south side of High Street and Beaver Street intersection. Last year this event was held during the same weekend as Harbor Fest, the Co-op organizers have decided to move the date in an effort to not conflict or create more congestion on the same weekend as another community event.

The Chief is recommending as in the previous year to have a Police cruiser across High Street located near the end of Beaver Street so vehicles travelling towards the event realize the Street is closed. The opposite direction is not as concerning due to the traffic light.

City staff recommend approval of this event.

## **Request to use Facilities Belonging to the Citizens of the City of Belfast**

It is the general policy of the City of Belfast 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, including all streets, roads, easements and rights of way. 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 simply write N/A (not applicable) in the space provided. Thank you.

1. State your name and whom you represent?

Chris Grigsby, General Manager, Belfast Co-op

2. What facilities would you like to use or what permissions are you seeking with respect to property owned by the Citizens of Belfast? Please be specific \_\_\_\_\_

High Street between Main St. and Beaver St. and upper Pendleton Ln.

3. What dates and times do you wish to have this event? \_\_\_\_\_

August ~~18~~<sup>22nd</sup> 201~~5~~<sup>5</sup>, from 10-~~4~~<sup>4</sup>. We will require the street to be closed from 7am-7pm.

4. Will you want to put up banners or signs? (If so where and the dates the signs will be put up and taken down) \_\_\_\_\_

Yes, signs at the gateway locations August 3rd-August 20th

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

Yes, High St. from Main to Beaver and the upper part of Pendleton St.

6. Please describe this event in detail. If there is a schedule then attach it and explain it here.

Attached addendum included with schedule of events and detail. This event is our annual

Community Appreciation Day, with free live music, samples, blood drive, book sale, barbeque,

and Health Fair. We have outgrown our parking lot a bit and thought that if we expanded into the street a bit it could serve both the Co-op's needs as well as bring another great event into the City's jurisdiction.

City of Belfast - Facilities Request Form

18. How do you propose to handle parking? Our lot will remain 3/4 open.

19. How do you propose to handle security? Not really necessary, but with in-house staffing.

20. How do you propose to handle the need for restrooms? We will have a portable toilet as well as our in-store bathrooms.

21. What is your plan/need for electricity or water? All the electricity will come from the Co-op or area businesses that agree. Water would be from the Co-op.

22. Have you spoken to the neighbors in the area of this event and discussed, traffic, noise, parking etc with them? Yes, I have spoken with all the neighboring businesses that would be effected and they are all excited about the possibility.

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

The management team here at the Co-op will be in charge. Chris Grigsby, Joe Jordan, and Mylisa Vowles. The number here at the store is 338-2532. Email addresses are chris@belfast.coop, joe@belfast.coop, and mylisa@belfast.coop

What specific City services or assistance are you asking for? \_\_\_\_\_

**Department**

**Service Requested**

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

Police \_\_\_\_\_

Fire/Ambulance \_\_\_\_\_

Parks \_\_\_\_\_

Public Works sawhorses, cones, and signage to help with traffic control.

Harbor \_\_\_\_\_

Planning (Maps) \_\_\_\_\_

Cable TV \_\_\_\_\_

**ADMINISTRATIVE COMMENTS (Internal City use only)**

City Manager's Office \_\_\_\_\_

\_\_\_\_\_

City Clerk's Office \_\_\_\_\_

\_\_\_\_\_

Police Department \_\_\_\_\_

\_\_\_\_\_

Fire/Ambulance Department \_\_\_\_\_

\_\_\_\_\_

Parks Department \_\_\_\_\_

\_\_\_\_\_

Public Works Department \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Harbor Master \_\_\_\_\_

\_\_\_\_\_

Boat House Coordinator \_\_\_\_\_

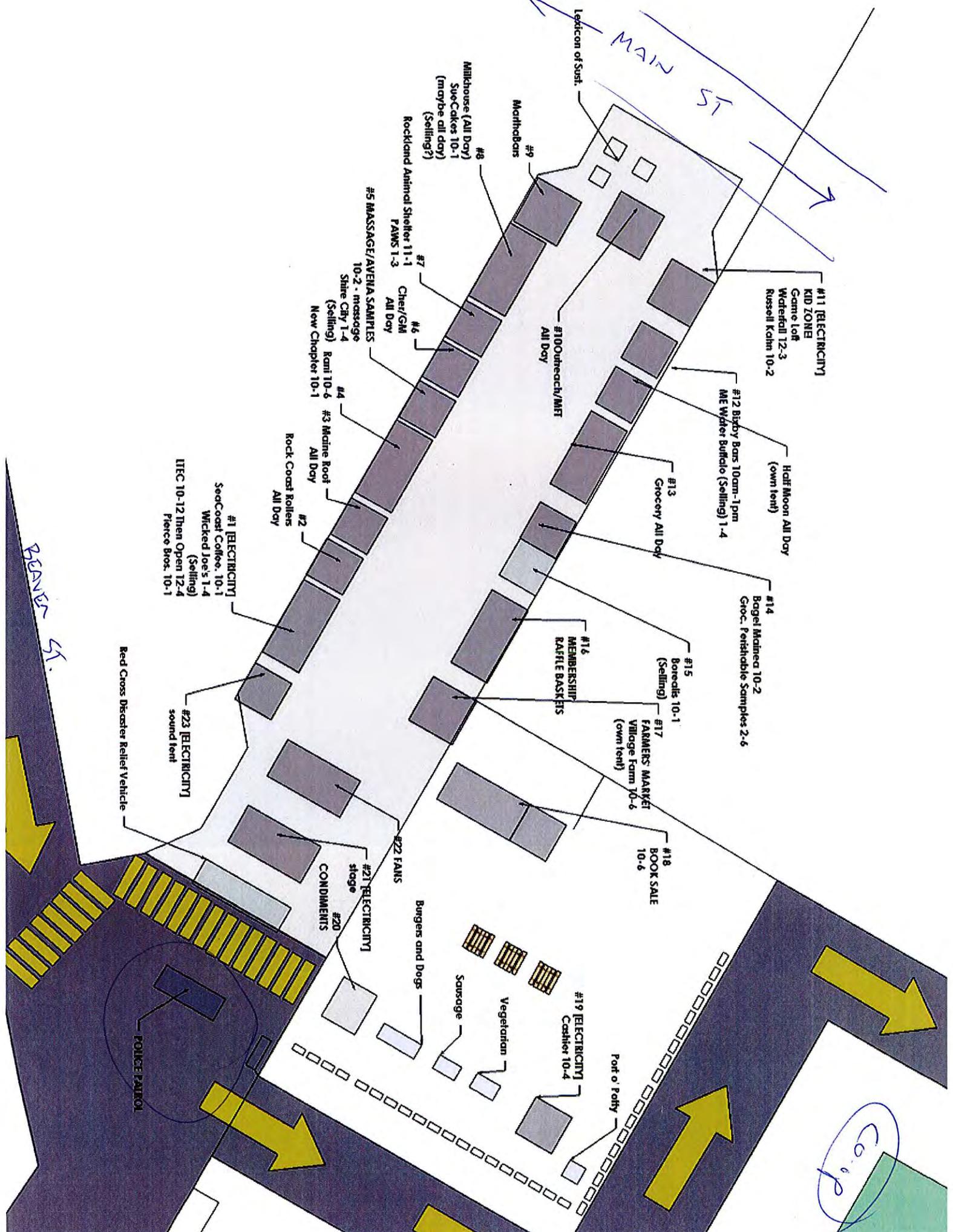
\_\_\_\_\_

Planning Department \_\_\_\_\_

\_\_\_\_\_

**Other Notes:** \_\_\_\_\_

\_\_\_\_\_



MAIN ST

Location of Sust.

#11 [ELECTRICITY]  
KID ZONE  
Game Loft  
Waterfall 12-3  
Russell Kahn 10-2

Half Moon All Day  
(own tent)

#12 Biddy Buns 10am-1pm  
ME Water Buffalo (Selling) 1-4

#14 Bogel Medicine 10-2  
Grocc. Perishable Samples 2-6

#13 Grocery All Day

#15 Boreads 10-1  
(Selling)

#17 FARMERS MARKET  
Village Farm 10-6  
(own tent)

#18 BOOK SALE  
10-6

#10 Outreach/MTF  
All Day

#16 MEMBERSHIP  
RAFFLE BASKETS

#19 [ELECTRICITY]  
Cashier 10-4

Port o Potty

#8 Milkhouse (All Day)  
SueCakes 10-1  
(maybe all day)  
(Selling?)

#9 Mortchbars

#5 MASSAGE/AVERIA SAMPLES  
10-2 - massage

#7 Rockland Animal Shelter 11-1  
PAWS 1-3  
Cher/GM  
All Day

#4 (Selling) Rami 10-6  
New Chapter 10-1

#2 Rock Coast Rollers  
All Day

#1 [ELECTRICITY]  
SeedCoast Coffee, 10-1  
Wicked Joe's 1-4  
(Selling)  
ITEC 10-12 Then Open 12-4  
Pierce Bros. 10-1

Red Cross Disaster Relief Vehicle

#22 FANS

#21 [ELECTRICITY]  
stogie

#20 CONDIMENTS

Burgers and Dogs

Sausage

Vegetarian

POLICE PATROL

Co-op

REARER ST.

January 14, 2015

10.E

**Commercial Definitions  
Harbor Advisory Committee  
Recommended Amendments to the City of Belfast Harbor Ordinance**

The following definitions were put together by Kristin Collins from Bill Kelly's Office in April of 2013 at the request of the Council. The Harbor Committee reviewed these definitions at that time, and decided to strike out the last sentence in each of the Commercial Business definitions as they felt that statement wasn't appropriate until the allocation of rental permits was discussed. The Harbor Committee again reviewed these definitions at their last meeting on January 13, 2015 and voted unanimously to accept them with the previous changes.

These definition changes also mean the priority list for commercial use in the Inner Harbor: Sec 30-94, should also be amended as below:

**Chapter 30:**

**MARINE ACTIVITIES**

The following Commercial User Definitions to be added:

**Sec. 30-32 Definitions.**

**Resident Commercial Fisherman:**

A person who occupies a dwelling in the City of Belfast for more than 180 days in a calendar year, who holds a commercial Marine License issued by the Department of Marine Resources, and who requires use of a moored vessel to earn a substantial portion of his or her income through fishing.

**Resident Commercial Business:**

A business that has its principal place of business within the City of Belfast and that provides marine-related services including but not limited to construction, service, storage, or maintenance of vessels, mooring inspections, charters, launch services, or other services to boaters such as food or supplies. In order to receive a mooring permit, a Resident Commercial Business shall demonstrate to the satisfaction of the Harbor Master that it requires use of a mooring as an operational necessity of its business. ~~Priority for rental permits will be given to commercial businesses that already provide services to transient boaters as of the date of the request.~~

**Non-resident Commercial Fisherman**

A person who holds a Marine License issued by the Department of Marine Resources, and who requires use of a moored vessel to earn a substantial portion of his or her income through fishing, but does not occupy a dwelling in the City of Belfast for more than 180 days in a calendar year.

## Non-resident Commercial Business

A business that provides marine-related services including but not limited to construction, service, storage, or maintenance of vessels, mooring inspections, charters, launch services or other services to boaters such as food or supplies, but does not have its principal place of business within the City of Belfast. In order to receive a mooring permit, a Non-resident Commercial Business shall demonstrate to the satisfaction of the Harbor Master that it requires a mooring as an operational necessity of its business. ~~Priority for rental permits will be given to Resident Commercial Businesses that already provide services to transient boaters as of the date of the request.~~

### **Sec. 30-94 Commercial mooring area.**

[Ord. No. 55-2003, 6-17-2003; Ord. of 2-15-2011]

The commercial mooring area is defined on the south by a line parallel to the outer section of the north side of the breakwater, point "C" to the east side of Belfast Harbor, point "D" and on the north by the footbridge. Mooring sites shall be assigned by the following priority guidelines as space allows:

- (1) Shorefront owner.
- (2) ~~Resident commercial fishing vessel.~~ Resident Commercial Fisherman
- (3) ~~Resident commercial vessel~~ Resident Commercial Business.
- (4) ~~Resident commercial mooring.~~ Non Resident Commercial Fisherman
- (5) ~~Non-resident commercial vessels.~~ Non Resident Commercial Business
- (6) Other.

10.F

## Our Town Belfast Downtown Pedestrian Signage Proposal

To Mayor Walter Ash, Councilors Mary Mortier, Neal Harkness, Eric Sanders, Michael Hurley, and John Arrison, and City Manager Joe Slocum  
CC: Wayne Marshall, Sadie Lloyd, Bob Richards

Dear Friends at the City of Belfast,

March 11<sup>th</sup> 2015

In our efforts to foster and support positive development in the downtown, Our Town Belfast has recognized a need to provide better pedestrian level signage alerting visitors (and locals, too) of the business activity located "off the beaten path."

With the addition of businesses on Church Street, Beaver Street, in the Opera House Courtyard, the future development of Cross Street, and the exciting times to come along the Harbor Walk, we believe that it important to show that there is more available to people than just businesses and activities located on Main Street, and that there is life beyond the traffic light in downtown Belfast.

This need has been expressed to us by many downtown businesses who desire more foot traffic. While there is a lot that can be done with attractive storefronts and signage and the appropriate use of sandwich boards and other sidewalk enticements, Our Town Belfast sees an opportunity to help move pedestrians throughout the downtown with the addition of signage.

In keeping with the existing sign aesthetic of the Belfast gateways and parking signs downtown, our design committee has worked with the City Planning Department to draft the following proposal:

- New pedestrian level signage will be placed on the wooden trashcan boxes at key intersections downtown.
- All trashcan boxes (regardless of whether or not they will have signs on them) will be painted the same blue as the existing gateway signs (see attached visual), which has been approved by Bob Richards at Public Works.
- White PVC signs with blue lettering will be affixed to certain trashcan boxes below the opening. These signs will incorporate the "wave" shape at their top as is done in other Belfast signage. The lettering will be done on one solid decal to avoid chipping of individual letters.
- Public Works has agreed to alter all trashcan box openings to be a rectangular (rather than oblong) shape in order to better compliment the "wave" shape on the new signs
- Our Town Belfast will cover the cost of up to 12 of these signs at \$50 each (Belfast Signs, Matt Lecher) for a total of \$600. We ask that the City cover the cost of the trashcan box painting (as is typically done for maintenance purposes anyhow) and, if the project is successful, would replace signs or update sign decals in future years as needed. Matt at Belfast Signs suggests that the signs should last at least 5 years barring any human/vandal intervention.
- As an alternative, Matt Lecher suggests that more longer-lasting durable sign material (aluminum) could be used. However the cost difference could not at this time be sustained by Our Town Belfast. OTB could still contribute \$600 toward the project, and if the Council would prefer aluminum signs we would ask that the City cover the difference (\$25 per sign, \$300 total).
- Should the project be approved to move forward, we request that the location and language content of the signs be determined by the Planning Department in working with Our Town Belfast. The Council may wish to ask us back for further approval once locations and content are drafted, or to let the Planning Department determine these particulars of the final product.

Thank you for your consideration of this project. We are excited to move forward with your support.  
Best,

*Breanna Pinkham Bebb*

Breanna Pinkham Bebb, *executive director Our Town Belfast*

Turn Page for Visuals!

# Our Town Belfast Downtown Pedestrian Signage Proposal

PHOTOSHOPPED MOCK-UP; EXACT SIGN LANGUAGE TO BE DETERMINED



Trash can will be painted in the same shade of blue as the existing Belfast gateway and parking signs.

In working with Matt Lecher at Belfast Signs we have determined this blue to be somewhere between Pantone 293 and 294 and will work to find a paint color that best matches the shade.

The signs will be made of PVC (same material used in pet waste bag dispenser signs) and will be white with lettering in the same shade of blue (on one solid decal to prevent chipping of individual letters) that is used in existing signage.

The content of the signs will be determined through collaboration between Our Town Belfast and the City of Belfast Planning Department.

The intent is to show pedestrians the general retail/dining/cultural/practical offerings downtown and NOT to highlight specific businesses.

IN KEEPING WITH EXISTING SIGN DESIGN AESTHETIC





10.G

February 12, 2015

Memo to: Honorable Mayor Walter Ash, Belfast City Council, Joseph Slocum, City Manager

From: Katherine Pickering, Harbor Master

Re: Council Agenda March 3, 2015

The Harbor Committee at their meeting on Feb. 11, 2015 continued their discussion on allocation of commercial permits for moorings and moored floats. The ongoing questions were brought up, including how many permits should be allocated overall (how many are really needed), how should they be used, and where can they be located. The main focus turned to how many commercial permits are really needed for the entire harbor. It was difficult to determine a specific number for several reasons, some of which the Council has already brought up; not having much history of 'regulated' commercial use in the harbor, having relatively new marine businesses who aren't sure what they need yet, and the future of the harbor and how busy it might become. I felt that if we could start with a total number of commercial permits allowed, we could at least get a management process started.

So a motion was made that 20% of the total number of current permits be allocated for commercial use, and this number would be reviewed annually. The motion passed 4 – 0 with 1 abstention. The number of total permits allocated at the end of the 2014 season was 287, and of those, 41 were Commercial permits and include the City's 11 rental mooring permits. 20% of 287 is 57 permits.

There was more discussion about where more commercial moorings/moored floats could be placed. De-authorizing part of the Federal Navigation Project was one option, and extending the commercial area was another option. No more decisions were made regarding the use.

The Committee also discussed the problem with the limited space in the Harbor and how it's really one of the motivating factors for a lot of the issues we are dealing with right now. Our Harbor Ordinance currently doesn't have any regulations that moorings/moored floats in the Outer and Coastal harbors (south of the City Landing) have to be used – as many towns do when space becomes a problem, so some sit empty year after year. Another motion was made to require a mooring/moored float be used at least every two years, or the permit holder would lose their privilege (with exceptions allowed). This motion passed unanimously.

I believe the commercial permit allocation and use, needs more discussion, and possibly some review by the City Attorney. We may be getting stuck on one small part of a larger issue that should be looked at. The harbor is seeing more change right now

than it has for a very long time, and an overall review of our ordinance and current management of the harbor may be the thing to do.

I would however like to ask the Council if they would approve the Harbor Committee's motion to require mooring/moored float use. Permit renewals are sent out in mid-March and I'd like to be able to notify mooring owners at that time, that they have to use their mooring within the next two years, or they will have to give it up. This seems like a fairly obvious but necessary step to better manage a busier harbor overall – by alleviating some of the limited space issues.

Below is the language I would like to add to our Harbor Ordinance:

**Sec. 30-164 Suspension or termination of mooring assignment.**

[Ord. No. 55-2003, 6-17-2003; Amd. of 5-2-2012]

The harbormaster may suspend or terminate the mooring assignment of any mooring owner for noncompliance with the application rules, construction standards or marking standards, or failure to comply with any order of the harbormaster given according to the provisions of this article.

All mooring and moored float permit holders with sites located in the inner harbor and whose moorings/moored floats are not used as permitted at least 50% of the time for three consecutive months during the calendar year may have their mooring/moored float deemed abandoned and removed by the City. All mooring and moored float sites located in the outer and coastal harbors whose moorings/moored floats are not used as permitted at least every two years, may have their mooring /moored float deemed abandoned and removed by the City. The harbormaster may grant exceptions to this section either upon advance request or on appeal made within 30 days of issuance of the written notice of abandonment. Such requests shall be granted only upon proof of extenuating circumstances such as selling the boat, inability to use the boat, or other reasonable unforeseen situations, and upon a showing of definite intent to use the mooring as provided herein. In the event any exceptions are made to this section, all fees and inspections must remain current.

10.4

**Capital Projects to Close Recommended by City Manager 3 11 15**

Project	Return \$ to Surplus	Surplus to pay off balance
730-640 Supervisor Training	\$0	
730-644 Healthy Waldo	\$334.34	
730-665 Skating Rink		\$400.16
730-673 Town Clock	\$3,910.34	
730-677 TA CDBG	\$2,756.3	
730-683 Harbor Restrooms/Insulation	\$1,319	
730-738 Aerial Photos	\$16.18	
730-736 Rt #3 Corridor	\$1,716.68	
730-747 Leadership Maine		\$373.49
730-748 City Hall Server		\$1,068.11
730-751 Northport Ave Sidewalk	\$64.94	
730-756 Harbor Hoist		\$1,500
730-760 Restore Cemetery Chapel	\$45.00	
730-776 City Hall Copiers		\$363
730-780 Blockhouse repairs	\$3,803.64	
730-792 Maine Bike Coalition	\$1,797	
730-813 Inner Harbor Study		\$0.02
730-820 Solar Panels Fire Station		\$88.00
Totals	\$15,762.74	\$3,392.62

**Capital Projects to combine 3 11 15**

Add 720-801 Planning Consultant \$27,000

Into 730-627 Comp Plan Consult -\$2,034.18= \$24,965.82

Add 730-712 Climate Protection \$324.75

730-740 Efficiency Audit Grant \$2,800

730-782 Police Station Weatherization \$1,688

Into 730-643 Energy Initiatives \$3,953.05= \$8,765.8

Add 730- 775 T Station recycle \$2,632.79

Into 730-805 T Station Office \$2,425= \$5,057.79

One Capital Project to be closed that first should be paid from the existing Downtown TIF Funds because it was the money spent to initially set up the Downtown TIF Project. We should pay and close:

730-682 Community Development

with \$5,815.92 paid by

730-638 Down Town TIF

Update to be provided by the Economic Development Director regarding efforts on broadband internet development within the City of Belfast, and a request to establish a Broadband Internet Committee.

The City's Economic Development Director will provide an update to the City Council and the Belfast public on recent discussions and research regarding the development of broadband internet service within the City of Belfast. This will include discussion of a recent proposal from an engineering firm to provide survey, asset inventory, network design, and network cost estimate services to both Belfast and several other midcoast communities.

The City's Economic Development Director will also request the establishment of a Broadband Internet Committee, and the determination of its membership size. This committee would be expected to be tasked with looking into this issue further and providing future guidance to the City Council.

10.I

10. J

## MEMORANDUM

TO: CITY COUNCIL

FROM: SADIE LLOYD, ASSISTANT PLANNER

DATE: MARCH 13, 2015

RE: RTE 1/141 LEDGE REMOVAL PROJECT UPDATE AND BID AWARD

*Actions requested:*

- 1) Award contract for ledge removal, sidewalk, and median work to Farley & Sons for the amount of \$58,309.
- 2) Allow Planning staff to authorize an additional \$5,000 contingency amount from the grant (or not to exceed budget remaining if full \$10,000 is utilized for item 3, below) to cover any additional materials that may be needed for this project. This project is mostly based on materials. While we expect estimates from the engineer to be accurate, there may be some additional material, for example, when the contractor begins cutting into the ledge.
- 3) Authorize Planning staff to secure inspection services that meet Federal Highway requirements, not to exceed \$10,000.

Details below:

In 2010 the City received a grant from Federal Highway to install traffic calming measures (based on a safety audit) along Route 141 and Route 1 and at the intersection of these roads. In the fall of 2014 Public Works completed sidewalk work on Rte 141 near the elementary school. There are still two remaining pieces to this project; ledge removal and electrical work at the intersection of Route 1 and Route 141. On Wednesday, March 4<sup>th</sup>, the City received bids for the ledge removal piece of the traffic calming project at the intersection of Route 1 and Route 141. The ledge removal part of the project has four components: removing approximately 110 cubic yards of ledge at the intersection, replacing curb tip downs with verticle curb where the crosswalk used to be located on Rte 141 (it has been moved up to just past Robbins Road), extending the median slightly on Route 141 at the intersection of Route 1, and replacing sidewalk in front of the ledge that will be disturb during ledge removal work.

The project has gone out to bid four times now. This is the first time we have gone out to bid for only one part of the project (the ledge removal). The lowest bid for all components was \$58,309. While this is higher than the estimate the engineer provided when this project was first started, this is lower than previous bids. The low bidder was Farley & Sons who operate out of Rockport. Wayne, City Planner, and myself met with Farley & Sons on Thursday, March 12<sup>th</sup>, and feel comfortable recommending they be awarded the project. They have done a number of projects in the area and regularly do earth work. They also own all the equipment they need and will not be contracting any of the services out. We are waiting for a reference list from them. Farley & Sons

estimated that they would start the project around May 1<sup>st</sup> and that it would take a month to complete.

The remaining budget for this project is \$73,263. The funds that have already been expended have been mostly for engineering services as well as some advertising. The Federal Highway grant requires an MDOT certified inspector to inspect the project during construction. Cost of inspection services are unknown at this time. We are in the process of securing an inspector with these certifications. The Planning Staff asks that you grant us the authority to select the inspector, with a cost not to exceed \$10,000.

Planning staff asks that you award the bid to Farley & Sons for the amount bid, \$58,309, with an additional contingency amount of \$5,000 to cover any unforeseen materials or time.

After the completion of the ledge removal portion of this project there will be very little money left from the grant for the electrical work (which includes adding additional flashing lights and upgrading the pedestrian flashing beacons). The Council will need to decide at that point whether to expend City money to complete the project.

BELFAST - WIN 15700.06 RTE 1 and RTE 141 PROJECT

	Farley & Sons	R.F. Jordan	Gardiner Construction	Maine Earth	Stetson & Watson	Vaughn Thibodeau
<b>Section 0001 Bid Items</b>						
203.21 Rock Excavation	27,500	24,750	29,400	16,500	27,500	30,250
652.33 Drum	1,500	1,500	750	1,980	1,500	1,500
652.34 Cone	750	750	450	660	600	600
652.35 Construction Signs	1,740	5,800	5800	4,930	7,250	7,250
652.36 Maintenance Traffic Control	3,600	6,600	60	12,000	600	22,500
652.38 Flagger	7,200	4,800	4560	5,640	4320	4,560
656.75 Temp Soil Eros Control	500	\$1,500	\$2,000	\$3,700	1500	\$340
659.10 Mobilization	3,000	\$4,500	\$6,200	\$28,000	45,000	\$9,000
<b>Total Section 0001</b>	<b>\$45,790</b>	<b>\$50,200</b>	<b>\$49,300</b>	<b>\$73,410</b>	<b>\$85,270</b>	<b>\$92,000</b>
<b>Section 0002 Bid Items</b>						
203.20 Common Excavation	700	875	1,225	1,225	1,750	2,450
304.10 Aggr. Subbase Course Gravel	500	\$2,000	\$2,000	\$1,000	2,000	1,000
403.209 Hot Mix Asphalt 9.5 MM	2,250	\$4,500	\$2,700	\$4,500	2,250	3,060
409.15 Bituminous Tack Coat	75	140	250	65	100	50
608.26 Curb Ramp Detectable	6,000	756	1,200	1,800	1,000	3,600
609.21 Vertical Curb Type 1	630	2,580	3,720	3,000	3,000	4,000
609.34 Curb Type 5	704	1,166	1,760	1,144	1,320	2,200
609.35 Curb Type 5 - Circular	480	1,224	1,440	1,320	900	2,400
615.07 Loam	630	840	910	700	2,100	3,500
618.1301 Seeding Method Number 1	100	\$110	\$100	\$300	500	50
619.1201 Mulch - Plan Quantity	100	\$110	\$100	\$300	500	50
658.20 Acrylic Latex Finish Green	350	196	875	1,050	525	2,100
<b>Total Section 0002</b>	<b>\$12,519</b>	<b>\$14,497</b>	<b>\$16,280</b>	<b>\$16,404</b>	<b>\$16,745</b>	<b>\$24,460</b>
<b>Total 001 &amp; 0002</b>	<b>\$58,309</b>	<b>\$64,697</b>	<b>65,580</b>	<b>\$89,814</b>	<b>\$102,015</b>	<b>\$116,460</b>

City of Belfast Statement of policy on the Administration of General Assistance and financial assistance requests : Dated March 17, 2015

1. We want to treat every applicant with dignity, respect and demonstrate a genuine interest in helping out- if we can. We want to be welcoming and helpful.
2. The State has rules as to how to administer the General Assistance Program and we follow the model General Assistance Ordinance drafted by MMA- subject to any independently authorized amendments the City formally adopts.
3. In every inquiry for assistance of any kind, a General Assistance Application will be filled out with the helpful assistance of the General Assistance Administrator.
4. We want to look at all factors- especially if children are involved and who may be impacted by the poor judgment of their parents or other adults. If we proportionately disqualify the adult then we still want to make sure that the kids are covered.
5. In every inquiry the General Assistance Administrator will read aloud the warning against willful written false statements which can disqualify an applicant for 120 days in the future.
6. The rules of General Assistance often provide the General Assistant Administrator with some discretion. It is the policy of the City to exercise this discretion in favor of the applicant at all times --if there is any reason to suspect that the information provided by the applicant- including verbal explanations- is a reasonable account of their situation, actions or needs.
7. After the Application has been filled out, the Administrator should go over it to make sure that we have a comprehensive understanding of the Applicant's entire situation, regardless of the nature of their specific request. If they do not qualify for the specific type of request that they are making, but would be entitled to other benefits under the rules of GA then they shall be so advised and given the opportunity to decide whether or not they wish to amend their application to include this other option.
8. The Applicants responsibility to document and provide proof of their situation, their past actions and their past available resources should always be applied with a view of reasonable accommodation. City staff will help applicants get the documentation they may need- including making phone calls on their behalf, providing fax, mail, electronic mail, photocopies services to help Applicants.
9. The City will do their best to help the Applicant fulfill their responsibilities to provide accurate, complete and current information. We understand that people who administer GA know more about the program than many applicants do, so we want to provide applicants with the broadest reasonable knowledge about how to properly apply for help. We should tell them that they need to apply for everything that they think they need.
10. After the Application has been filled out, the Administrator should go over it to make sure that we have a comprehensive understanding of the Applicants entire situation, regardless of the nature of their specific request. If they do not qualify for the specific type of request that they are making, but would be entitled to other benefits under the rules of GA then they shall be so advised and given the opportunity to decide whether or not they wish to amend their application to include this other option.

11. To the best extent possible the City wants to consider a phone as a basic need and as an essential expense for job searches, medical support, calls to GA office, housing searches etc. If we decide that a cell phone is unnecessary we do not want to count the current months bill as an unneeded expense until such time as we help them replace their cell phone with a substitute phone (Snap program "Safe Link")
12. We want to have transportation cost associated with food shopping, job searches, medical treatment considered as an essential expense and calculated for under #4 "O" on every application.
13. We want everyone who does not qualify for General Assistance to be evaluated for Emergency Assistance. If there is an emergency then the higher benefit of either GA or Emergency Assistance should be authorized. If there is not emergency then the file narrative should explain why.
14. If applicants appear to be impaired for any reason- such as age, education, mental or emotional challenges, physical challenges etc, then the General Assistance Administrator will use their best effort to locate someone such as a case worker, advocate or other person or contact who may help the impaired person pursue any form of assistance they seek. Alternatively the General Assistance Administrator will perform this service themselves by helping someone work through the paperwork, getting in contact with the right person on their behalf and helping with forwarding documents to other entities that may be of potential assistance to an impaired person. This is not taking the Applicants responsibility away, it is helping them to fulfill it. If we have any question about whether or not what we are saying is sinking in then we should always have them repeat back to us what we have said to them.
15. Money available to the Applicant is supposed to be spent first on basic necessities but reasonable allowances for a reasonably priced child's birthday present etc should not be considered misspent on a first time applicant. We should explain any denial relating to misspent money in writing and explain verbally and in writing that any future occurrence explanation that mis-spent money can cause future denial of benefits.
16. A first time applicant or an applicant who has not been here in over a year is entitled to a little imperfection. We should demonstrate some leeway if they did not know or had forgotten all of the rules of GA.
17. Written warnings should be reviewed, delivered and signed by the applicant on anything that will preclude them from getting denied in the future.
18. Family relationships and friendships have and dynamics that are very complicated. While people do need to utilize their resources before getting GA we should not be in the practice of assuming that other family members or friends can or will help unless we have special knowledge that they will. Contacting that family person or friend to be sure is always required if we are going to hinge an eligibility decision on some assumption that the relative or friend can or will help.
19. A person may leave their job and still qualify if they had "just cause" to do so. If there are two plausible explanations as to why the job was vacated and one of them supports the applicant then the City wants to err on the side of the applicant.

20. Applicants who we have determined are ineligible because they have mis-spent their money still have a need. We are to help them pursue every other reasonable assistance that we can provide by helping them access other available resources.
21. The General Assistance Office shall make themselves familiar with all other public and private entities that offer financial assistance to those on need. The GA Administrator will openly offer to assist Applicants with accessing all other public and private entities that offer financial assistance to those on need. If the rules of GA will not meet the needs of the Applicant, then the GA Administrator shall do all they reasonably can to help the applicant to secure assistance to meet those needs elsewhere.
22. The City wants to consider the whole of the Applicant's situation. We should be looking to provide responsive strategies or proposals with either GA or other outside programs that may help to limit the Applicants future needs or make it unnecessary for the applicant to continue to experience the same shortfall in the future and possibly need to come back.
23. While we need to help the applicant reach out to non GA sources such as Maine State Housing, LiHeap, TANIF, Salvation Army, Ministerium, Soup kitchen etc., the Ministerium is not a formal non-profit and we should not treat it as a primary resource like other agencies, non-profits or government programs. It should be treated as a secondary resource when all else fails. We must have clear knowledge of what other resources are out there and to regularly network with these groups to best understand how they operate- and advise applicants accordingly.
24. If GA can't help and we are aware of other resources that may be helpful to the applicant then we shall provide the referral information to the applicant and help them understand why these referrals may be useful and assist them with their efforts to apply for them. If we want someone to go and seek rent assistance from someplace they need to travel to then we should assist with helping them find the transportation to do so.

10.M

# Maine Department of Transportation Utility Location Permit Application

Utility Job/W.O. No.  
1000518152

X 14 Day Permit by Rule (PBR)    30 Day Permit by Rule (PBR)    Statutory Application    MaineDOT Project

**Applicant Information:** Date: 30 Oct 2014

Utility Name: Central Maine Power Company PBR #:: \_\_\_\_\_

Joint Utility: Northern New England Telephone Operations, LLC Joint PBR #:: \_\_\_\_\_

**Primary Contact Information:**

Name: Jordan Drake Phone: 338-8589 Cell: 322-8172

Address: 57 Searsport Ave. Email: jordan.drake@cmpco.com

Town: Belfast State: ME ZIP 04915

**Proposed Installation:** *\*Please attach a Location Map and Sketch Plan\**

Town: Belfast MaineDOT PIN (if applicable): \_\_\_\_\_

Type of Installation Proposed: 6 utility poles

Minimum Depth of Cover: \_\_\_\_\_ (if applicable) Maximum PSI: \_\_\_\_\_

GPS Coordinates: *\*Decimal Degrees\**

	Latitude (ex: 44.3074199)	Longitude (ex: -69.7775613)
Starting Point:	44.435431	-69.004513
Ending Point:	44.437083	-69.003335

**Comments:** Upgrade utility poles 3, 4, 5, 5H, 6, & 7 for new recloser equipment

**Location Description:**

On Route 141, beginning at a point approximately 235 feet  
Route #, I.R. # or Name shown on Location Map      Distance (including units - feet, meters)

North of Route 1 and extending in a  
Direction (North, South, etc...)      Ref. Point (Intersection of major road, Route Number, Town Line, Bridge)

Northerly direction for a distance of 665'  
Direction (i.e. Northerly, Southerly, Easterly or Westerly)      Distance (including units - i.e. feet, meters, etc...)

**Expected Construction Schedule:** Start: 01 Dec 2014 Completion: 01 Nov 2015

Do you intend to provide public notice? \*  Yes  X No: \* Reference Public Notice Supplement

Date Published: \_\_\_\_\_ Name of Newspaper: \_\_\_\_\_

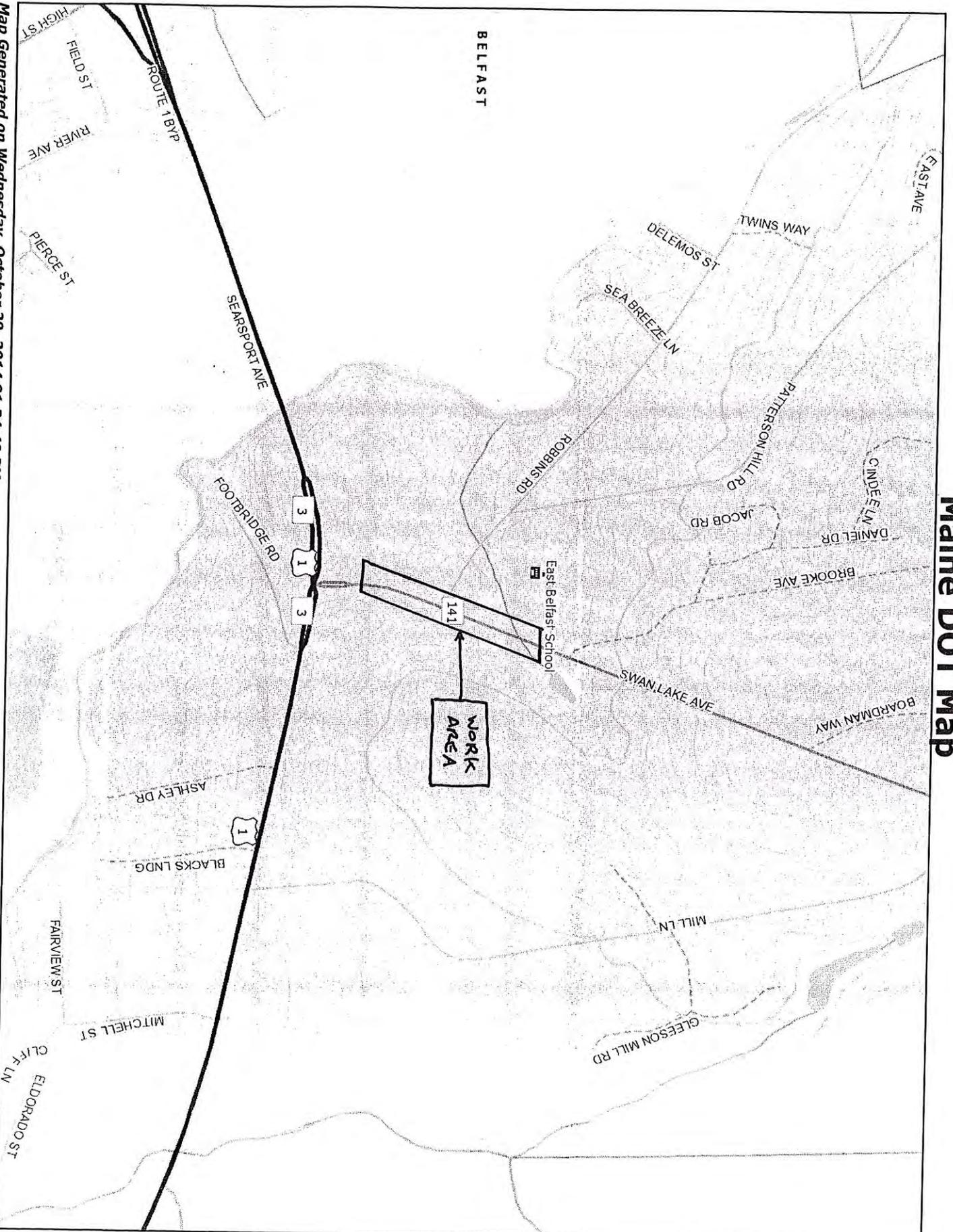
*By signing this Application for Utility Location Permit, the undersigned hereby certifies: a) that he/she is a duly authorized employee and representative of the utility/entity identified above ("Applicant"); b) that the information provided herein is true and accurate; c) that the application is understood to be for a limited period and that the Applicant, at its sole expense, may have to adjust, remove, or relocate its facilities in the future; and d) that the Applicant will maintain its facilities in accordance with MaineDOT's Utility Accommodation Rules (17-229 C.M.R. Chapter 205) and all other applicable laws.*

Signature: Jordan Drake Signature: \_\_\_\_\_  
 Printed Name: Jordan Drake Printed Name: Joseph J. Sloan  
 Title: Field Planner - CMP / Belfast Title: \_\_\_\_\_

\*\*\* A copy of this application shall be sent to the applicable municipality in which the facility is proposed to be installed \*\*\*



# Maine DOT Map



Map Generated on Wednesday, October 29, 2014 01:24:40 PM

The Maine Department of Transportation provides this publication for information only. Reliance upon this information is at user risk. It is subject to revision and may be incomplete depending upon changing conditions. The Department assumes no liability if injuries or damages result from this information. This map is not intended to support emergency dispatch. Road names used on this map may not match official road names.

Map Scale 1:6941

10.N

# MID-COAST

REGIONAL PLANNING COMMISSION  
166 S Main Street, Suite 201, Rockland, ME 04841  
(207) 594-2299 ~ [www.midcoastplanning.org](http://www.midcoastplanning.org)

## EXECUTIVE BOARD BALLOT 2015

The following 10 representatives have been nominated to the Executive Board. There are 7 positions available.

Please select **up to 7** candidates:

- Henry Chapman, Washington Resident (3-Year Term)
- Dianne Darling, South Thomaston Resident (2-Year Term)
- Patricia A. Finnigan, Camden Town Manager (3-Year Term)
- Walter Foster, Friendship Resident (1-Year Term)
- Greg Hamlin, Thomaston Selectman (1-Year Term)
- David Kalloch, Rockland Code Enforcement (1-Year Term)
- Carmine Pecorelli, Belmont Planning Board (1-Year Term)
- John Snow, South Thomaston Code Enforcement (1-Year Term)
- David Studer, Friendship Code Enforcement (1-Year Term)
- Mary Jane West, Union Resident (2-Year Term)

**Please return your ballot by mail in the provided stamped envelope. Ballots must be received no later than 5:00 p.m. on April 10, 2015.**

**Thank you for voting.**

10.0

## Belfast City Park Entrance Enhancement Proposal

*Belfast City Park, Northport Ave., Belfast, ME 04915*

### **Purpose:**

The Belfast City Park is a cherished historic park here in Belfast. Established in 1904 with help from the women of the Belfast Improvement Society, 202 tax payers signed a petition and ever since the park has seen young trees grow into beautiful giants and a community that has loved it through the ages. This 17.5 acre park sees on average 600 visitors a day throughout the park's open season (May-November) and has hosted such large events as concerts and weeklong fairs as well as smaller annual gatherings for the Farm League Baseball and the High School tennis teams' daily practices and games. The Park Pool sees many visitors during the summer months and a newly interested team of pickle ball enthusiasts are now using half of the basketball courts. The park offers beach access and an incredible view, the perfect backdrop for ocean education or intimate gatherings such as weddings or family reunions. Even in winter time, when the gates are closed to vehicular traffic, a snowshoe trail is available to visitors to snowshoe or cross country ski on. A new program at the hospital next door, actually rents snowshoes to community families and directs them to the park to enjoy the park's snowy beauty. It is a park built to change with the seasons and times and adept at holding on to a beautiful history of park design and the Belfast community. However, there's no knowledge of the park's trees or biodiversity, and very little about its history made available to the public at the park. This is a missed opportunity that should be remedied.

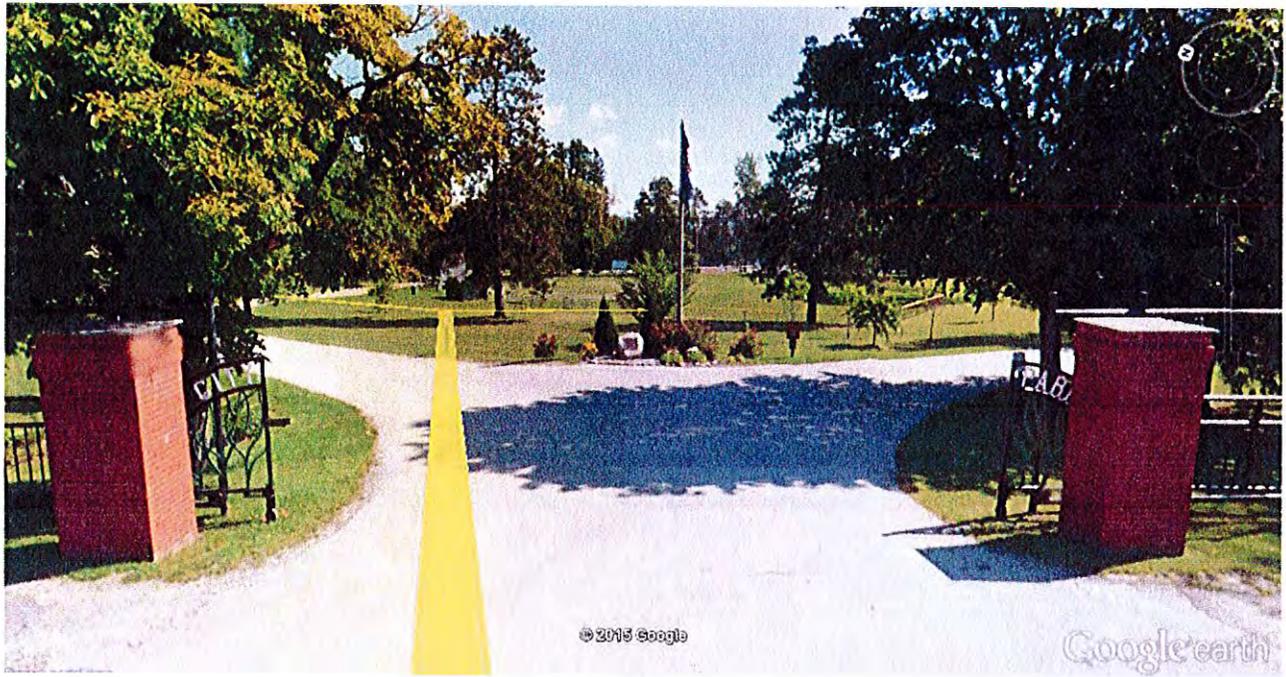
Having been used in the past to help plant trees and implement other beautification projects, this grant understands that this park requires on-going care, maintenance, and deserves some upgrades every now and then including increasing interpretation opportunities. In the year to come there are plans to renovate the pool pumps, give some care to the perimeter trail and add some small fitness stations to it. In collaboration with the Greenway Center the park would also like to highlight the amazing diversity of trees in the park and develop an arboretum which will involve the installation of tree labels and other educational paraphernalia. Also deemed necessary is a re-design of the entrance which has been sorely under embellished. A park with such grand history and grand community love, deserves a grand entrance that reflects that history and love.

This proposal seeks to utilize funds from this grant to enhance the park's entrance which will draw inspiration from the community, the park's history, and the future arboretum plans. Desired outcomes include increased interaction of the visitor with the park through arboretum focal point development and interpretation signage for park history and arboretum, as well as increased beauty and local biodiversity through mass plantings of native plants and calculated specimen tree establishment.

### **Proposed concept design:**

The following images show how the entrance could be transformed from a space devoid of hospitality and inspiration into one that embraces and welcomes the visitor by affording them the opportunity to stand at one of the highest points in the park from which to view the park in its entirety. This concept features the arboretum that was unofficially preserved and promoted by this fund in the past. A park map and information on the arboretum and coming events are shown displayed in podium-style interpretation signs placed in a semi-circular fashion surrounding a flagpole. Granite flagstones, reflecting the resources of the Maine coast, are placed underfoot. The entire space is then surrounded by native plants to keep maintenance costs low and promote local habitat. Finally specimen trees to add to the arboretum collection would also be planted here to simultaneously highlight the arboretum as well as bring increased grandeur to the park entrance.

Current entrance: *image taken from Google Earth*



Proposed concept: *View taken from just outside the park looking in. This visitor's first glimpse of the park.*



Close up: *Birdseye view of the interpretation space surrounded by native plants.*



Suggested Individual Interpretation sign close up: *Kirby Design's Specialty Viewing Center:* [www.kirbybuilt.com](http://www.kirbybuilt.com)



**Proposed Budget:**

Kirby Interp signs (6)	\$3,950
Patio blocks/flagstone	\$2,200
Retaining blocks/wall around backside	\$4,400
Plantings (Native plants and specimen trees)	\$2,000
Sign maps/information	\$2,200
Contractor	\$4,600
<b>Total:</b>	<b>\$19,350.00</b>

**Desired Outcomes:**

Increased visitor welcome and interaction with the park through:

Increased interpretation about park history and design, biodiversity, and trees

Highlighting the Arboretum and adding to tree collection

Increasing native habitat which would also lower maintenance costs and promote native gardening.