



# CITY OF BELFAST

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## MANAGER'S REPORT

Belfast City Council Meeting

Tuesday, April 7, 2015

7:00 p.m.

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

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

**DATE:** Friday, April 3, 2015

**NOTE:** We had previously posted a notice that there would be a Public Hearing on the City's acceptance of a CDBG grant in the amount of \$800,000 to assist with the development of a new business to be located in Belfast. In our enthusiasm, we had hoped that before the April 7<sup>th</sup> meeting, there would have been a formal announcement by a private company of its plan to open a new facility here in Belfast. We expect that announcement in the near future but it would be premature to have a public hearing on a grant that supports this development until such time as a formal announcement has been made. Accordingly, we will reschedule the public hearing originally set for the April 7<sup>th</sup> meeting.

### Agenda Items:

**10-A** Presentation to the Belfast Rotary to honor and thank them for 90 years of continuous service to this City.

**10-B** First Reading on a request to amend the Zoning Ordinance in order to change the zoning for the property at 179 Congress Street from a Residential 3 Zone to a Residential 2 Zone.

The owner of 179 Court Street wishes to have a horse stable. These are permitted in Residential 2 but not permitted in Residential 3. The Planning Board considered this request and voted to support it. Attached in your packets are letters from the owners,

engineer, and a memo from Wayne Marshall, City Planner, outlining the proposed amendment. This is a First Reading, so I would ask that you vote to accept this language as a First Reading. It will appear on your next agenda for a Second Reading and final consideration.

**10-C** Further consideration of a request from Our Town Belfast to place “way finding” signs on Downtown garbage bins.

At the last meeting the Council asked that we show them what the garbage bins would look like in a new color. There will be one painted at the meeting for inspection. We look for approval for the color of the bins, as well as the signs that will go on them.

**10-D** Consideration of Council approval for 15 commercial Mooring Permits for the Front St. Shipyard, outside the Inner Harbor.

Council previously approved the continued use by the Front St. Shipyard of 5 moored floats, formerly belonging to the Belfast Boat Yard. Under both State and Federal law, a party is generally prohibited from selling a mooring spot to someone else. They can sell the chain, the stone, the float, etc., but they cannot sell the spot. However, the Army Corps of Engineers does recognize an exception in cases where a marina is bought by a subsequent owner. The Army Corps will recognize continued use of those locations if the local legislative body, in this case the City Council, supports the continued use by the new owner based upon a determination that they believe it is in “the best interest of Commerce”. That was exactly what the Council supported in the Inner Harbor.

In the past, the Army Corps of Engineers and the City of Belfast allowed the Belfast Boatyard to act as a booking agent for the City. The Boatyard managed and leased out 15 City owned moorings, most of which were in an area known as the Federal Navigation Project (or FNP, as it is commonly known). The FNP covers the majority of the area that most people would think of as Belfast Harbor, and goes all the way out to Allyn Street. It is designated as an FNP because it was dredged with Federal dollars years ago.

The City’s Harbor Ordinance specifically states that the City can enter into an agreement with one or more qualified “booking agents” who can manage City owned moorings and collect the compensation for doing so. We did this specifically to avoid the extra work required to manage these rental moorings seven days a week. The arrangement had worked out well.

The Army Corp's position was that Commercial entities could use these moorings in the FNP as service moorings, or as transient, but they could not make any profit on them. As a practical matter, I would suggest that profit, was in fact, collected on these transient moorings.

Unfortunately, last year the Army Corps advised us they would no longer accept this type of an arrangement. They have stated that these are public waters maintained by public dollars (the dredging), and as such, they have concluded that no private entity can profit from any activity within that area.

When the Shipyard bought the Boatyard they had planned to continue to use these moorings just as the Boatyard had, and to draw the revenue they could from leasing them out. The Shipyard secured a grant to construct these moorings. Now the Army Corps of Engineers says they cannot operate these 15 within the FNP because they can collect any profit for the investment and management of these moorings.

We can't give the Shipyard what the Boatyard had inside the FNP, however, the Harbor Master is considering providing them with the same number of moorings outside the FNP. The majority of these will be farther out, below Allyn Street.

Is it in the interest of Commerce for the buyer of the Boatyard to have the same or similar treatment as the Boatyard had from the City? In my mind the answer is yes. If we can't give them the same thing, then we should give them what we can, even if the location is not as desirable. This is a significant issue, and we are aware there are other stakeholders, who themselves, hope to have more moorings in the future. What distinguishes this situation is that here we are dealing with the group who bought the former Marina, which had these same or better opportunities. This is an important issue that should not solely be the responsibility of a Harbor Master, alone.

To be clear, because of the growing demand for space in Belfast Harbor, we do need a long term plan for the Outer Harbor, just as we did for the Inner Harbor. That undertaking will require a lot of communication, work and time. It could take more than a year. I would not recommend holding the Shipyard back while we work to get that accomplished. Planning for the future is essential, but it usually does not afford you the grace to ignore the present. Many plans get adjusted as time and circumstance present themselves. I am supporting the Shipyard's request for these moorings, because they are the people who came up with the resources to buy this loved and well respected Belfast business.

There is one last consequential hook. The Shipyard has been advised that if they can't get the permission for these moorings then they risk losing the entire \$50,000 grant that they received. This is no one's fault, but it is an issue that you should be aware of.

Finally, after this was written, the Harbor Committee had a special meeting on Thursday, April 2, 2015 to discuss this. I think everyone agreed that the Army Corps position really limits the City and the Commercial mooring owners. It appears that the Committee supported a motion to give the Shipyard, who had 15 moorings in the FNP, 5 moorings in the preferred location (close to the breakwater), and the rest out beyond Allyn Street. They also gave Belmont Boatworks (who has 1 commercial mooring and 2 recreational moorings in the FNP) 3 preferred moorings close to the breakwater.

I am concerned about disparate treatment here. If the math is right, then one party with more moorings got 1/3 of them in the preferred site, while the other party with fewer moorings, got three times the amount of them in the preferred site. I have always maintained that I do not think we should treat the buyer of the Boatyard any differently because they own other property. These are difficult issues and we all would have been better served if the Army Corp had been a bit more lenient.

**10-E** Consideration of a request from the Front Street Shipyard to store a mast on City property.

The request indicates the mast could be 187 feet high, and placed either on the parking lot, or on the Maskers' lot. Wayne Marshall has a memo attached in your packet. We should also discuss where the Shipyard is on constructing building #6, which was supposed to be where the City owned parking lot is. The original plan was to first lease and then sell the property to the Shipyard. If they are not prepared to purchase, then we should revisit the plan to lease with an option to purchase. This is what we did with building #5. When they concluded that purchase we stopped getting lease revenue from them. If they need our property for storage, then maybe this is a good time to revisit the status of the lease purchase plan.

**10-F** Request from the Economic Development Director to authorize a resolution on behalf of Front Street Shipyard to support an application for a Community Development Block Grant.

As we have done for other companies, the City must apply for this Grant on their behalf. The Grant is to support the purchase of business equipment and vehicles associated with the construction of building #6, which is planned for the site of the City parking lot on Front Street.

**10-G** Update from the Economic Development Director on the status of removing trees that obstruct the airspace at the Airport, and a request to move \$5,000 from the Airport Runway Capital Reserve to pay for fees required for a Maine DEP permit associated with this work.

On March 18<sup>th</sup> we met with neighbors and other citizens affected by our need to clear some trees, which obstruct the airspace of the existing airport. It is fair to say that no one was terribly excited about our need to cut some of these tall trees, particularly if it was on their property. In order to maintain the existing airport, the City needs to cut trees on our own property and on neighboring property (where we do and do not have sufficient easements). Our next step in this process is to start working on a DEP permit, because there are wetlands in this area. The DEP permit application will cover the entire scope of the project, even in areas where we do not presently have easements. We have assured everyone that we will not step foot on anyone's property without their expressed permission. Normally, we cut anything on anyone's property without an easement. Since this is a safety issue, the cost and time to go through more than one DEP permit process does not make sense.

We will need \$5,000 to attach to the permit application and funds should come from Airport Capital Reserve Account 640 –595.

We are preparing the application now, and we will be notifying all abutters and neighbors on this process shortly. People will have an opportunity to comment and DEP may decide to conduct a public hearing, if they so choose. There are no secrets here, as this is an open community issue, and we have placed maps on the wall at City Hall for anyone who is interested in learning more. Our goal is to engage the neighbors, particularly from those who we need to get easements. The easement procurement process will not start for many months, and of course, wherever we secure easements, we will pay for them as defined by a federal appraisal process. This is probably a two-year project that we are taking a step forward on.

**10-H** Consideration of a request to allow the owner of Rollie's to apply for a permit to expand their business on City owned property.

We have been in discussion regarding this. An agreement has not been struck, but there appears to be enough conceptual agreement to allow them to start working on getting permits. If an agreement is never reached then the permit process will be abandoned.

**10-I** Request from Broadreach for free use of the Boathouse.

City Parks and Recreation Director, Norm Poirier, has some suggestions on how they might help the City with a public service benefit in exchange for free use of the facility.

**10-J** Updates from the Parks and Recreation Director.

Norm Poirier will update you on efforts to find a new operator of the Snack Shack at City Park. We would like to thank the Belfast Co-Op for operating it for the last two years. Norm will also update you on a service project that the Earth Day folks will be doing.

**10-K** Consideration of a request to appoint a Broadband Investigation Committee.

City Economic Development Director, Thomas Kittredge, brings this forward, and has contacted some knowledgeable people for you to consider.

**10-L** Request to set a date for the bid, and possible sale, of 6 properties that have been automatically foreclosed upon for failure to pay 2012 property taxes and one sewer lien.

By operation of law, these properties became City property in January when the 18 month lien period expired. Several notices go out as part of this process. We had a practice of allowing the owner to redeem the property up until the time when the bids were opened. In recent years we have set these properties up for sale by submission of sealed bids, either in June or July. We can discuss a date at the meeting.

**10-M** Request from the Cemetery Superintendent for permission to go out to bid for a new truck.

The existing 2002 truck will not pass inspection.

**10-N** Request from the Cemetery Superintendent to waive the bid process on a multi-year effort to re-point the grave stones in Grove Cemetery.

The Superintendent, and the Cemetery Trustees, see this as a professional service that has a great bit of unique knowledge and experience tied to doing it correctly. The Cemetery Superintendent contacted two contractors who indicated they did not have much experience with this type of work. He and the Trustees located and interviewed

two other groups with experience in this field, and are recommending the less expensive one. The proceeds would be paid from the Cemetery Trusts. We need a motion authorizing the waiver of the normal bid requirements, and authorize the award of the Contract with Mr. Stevens in the amount of \$111,000. The other party interviewed was over \$200,000. There is an attachment in your packet which outlines the work. Funding will come from the Cemetery Trust funds, not local taxes.

**10-O** Request from the Planning Office to amend the award for reconstruction at the intersection of Route 1 and Route 141.

The Council recently authorized this contract, which will largely deal with removing ledge at this intersection. We have State and Federal grant monies involved, and contrary to our plan for part-time inspection, they are requiring full-time inspection of this project from someone who is on their list of acceptable inspectors. This will add \$5,000 to \$10,000 more to the cost of the project. I will report at the meeting where we might find this funding, as there are not sufficient funds in this project to pay for this additional cost. There is a memo from the Assistant City Planner Sadie Lloyd attached in your packet.

**10-P** Request from the City Manager for the Council to approve Policies for the administration of the City's General Assistance Program.

These are additional program guidelines that I have set up administratively, but they should also have the force of City Policy, as set by the Council. I welcome all suggestions or alterations.

**10-Q** Request the Economic Development Director to transfer \$100 from the City's Downtown Waterfront TIF to be used to pay attorney's fees.

The Downtown TIF ("Tax Increment Financing District") needed some minimal legal work, and the cost should be paid from this account (730-638)

**10-R** Request for a signature on a financial representation letter to the auditor.

There is a memo from the City Treasurer Rickie LeSan attached in your packet.

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

That's about it for now. I saw a moth this week. Spring must be around here somewhere. The warmer days that are coming will excite and distract everyone. Let's not have "spring fever" lead to anyone getting hurt. More bikes are out, kids just want to run, young adults want the music as loud as it can go, and for their cars to go as fast as they can. We can understand this, but we do want all to be safe. Think green, shop local, and offer a spring smile wherever you can.

Revised 3 April, 2015 by Nora E. McGrath, Office Manager

**City of Belfast  
Consent Agenda  
Tuesday, April 7, 2015  
Meeting #19**

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 an application by the Moorings Oceanfront Resort Inc. d/b/a Papa J's located at 193 Searsport Avenue, Belfast, Maine for a renewal Malt, Spirituous and Vinous Restaurant Class liquor license, interior and exterior.**

Motion to approve an application by the Moorings Oceanfront Resort Inc. d/b/a Papa J's located at 193 Searsport Avenue, Belfast, Maine for a renewal Malt, Spirituous and Vinous Restaurant Class liquor license, interior and exterior.

- B. Request to approve an application by Anne Saggese d/b/a Belfast Farmer's Market located at Waterfall Arts, 256 High Street, Belfast, Maine for a renewal, wine or malt liquor license.**

Motion to approve an application by Anne Saggese d/b/a Belfast Farmer's Market located at Waterfall Arts, 256 High Street, Belfast, Maine for a renewal, wine or malt liquor license.

- C. Request by the Chief of Police to confirm Dean Jackson as a part-time Patrol Officer for the Belfast Police Department.**

Motion to approve the request by the Chief of Police to confirm Dean Jackson as a part-time Patrol Officer for the Belfast Police Department.

- D. Request by the Chief of Police to confirm Timothy Davis as a part-time Patrol Officer for the Belfast Police Department.**

Motion to approve the request by the Chief of Police to confirm Timothy Davis as a part-time Patrol Officer for the Belfast Police Department.

**E. Request by the Chief of Police to confirm Russell Stickney as a part-time Parking Enforcement Officer for the Belfast Police Department.**

Motion to approve the request by the Chief of Police to confirm Russell Stickney as a part-time Parking Enforcement Officer for the Belfast Police Department.

**F. Request by the Chief of Police to confirm Madison Littlefield as a part-time Parking Enforcement Officer for the Belfast Police Department.**

Motion to approve the request by the Chief of Police to confirm Madison Littlefield as a part-time Parking Enforcement Officer for the Belfast Police Department.

9.C-F

March 30, 2015

I've recently had some very good luck with qualified individuals showing interest in joining our Patrol team. First is Dean Jackson, Dean started his career here with the Belfast Police Department in 1985 and worked with our Department until December of 1989 when he joined the Maine State Police. Dean enjoyed a successful career as a Maine State Trooper, spending 15 years as a Detective with the Major Crimes Unit of the State Police. Dean brings a vast knowledge of proper police practices and investigatory procedure with him. Dean lives locally in Morrill and currently works full time for the Waldo County DA's Office as a Prosecutorial Assistant. Second on our list of folks who would like to join the Patrol team is Timothy Davis. Tim currently works full time for the Camden Police Department and has for about two years. Tim is familiar with Belfast, and in fact as a youngster delivered newspapers here in Belfast. We look forward to another busy summer and these new additions to the team will be a welcome help to our staff who once again find themselves struggling to fill shifts due to several unforeseen injuries which have caused; at time, up to 4 Officers to be out of work for extended periods of time. These positions are particularly appealing to us because for the simple price of a uniform these Officers are ready to work. Their training needs have already been taken care of.

Next are two positions for Parking Enforcement. Russell Stickney, who lives here in Belfast and actually works for the Belfast Fire and Ambulance services, has shown interest in performing some parking enforcement duties for us. Russell is very familiar with the City, I'm confident he will take this new duty in stride. Last but not least is Madison Littlefield. Madison recently visited me to express interest in a career in law enforcement. Currently Madison is a senior at the Belfast Area High School, and plans to further her education in the field of law enforcement. I suggested to Madison that our Parking Enforcement positions here have produced several fine Police Officers in the past, and I'd like to keep that trend going. During her duties as Parking Enforcement Madison will be responsible for adding information into our data base, filling our reports and becoming familiar with the downtown area and the public she serves. She will have daily contact with many of the Officers in the Department and she will become familiar with the State laws and City ordinances which she is responsible for enforcing.

Background investigations have been performed on the above individuals. All of these hires are for part time positions. The need for these positions is in part due to the fact that we have lost one part time position when we hired Travis Spencer to fill a full time position. Lewis Dyer who is part time certified can only work 1040 hours a year by statute, and he is on track to be out of workable hours by the middle of spring due to the fact that we've used him full time to cover for Officer Spencer while he's been in the academy. Other part time Officers to include Officer Tom Ballard and Officer Jim Burgdoll who have both acquired full time jobs within the past year that limit the time they're available to work for us. Currently Officer Cushman is completing his Field Training, but the reality is we need more help. The above individuals will put us in a very good position as far as manpower as we move into the busier time of year.

Chief of Police Michael McFadden

# AGENDA TOPIC

TO: Mayor & City Council  
FROM: Wayne Marshall, City Planner  
DATE: April 1, 2015  
RE: Property Owner Request for Zoning Change

## **ACTIONS REQUESTED OF COUNCIL**

**Action #1.** The Council should review the request for a change in zoning districts proposed by Megan and Daniel Britton who own a 5 acre parcel located at 179 Congress Street, Map 34, Lot 25, and decide if you want to consider such as an Ordinance amendment. The Planning Board, at its meeting of March 25, voted to support the request. This would be considered the First Reading of this proposed amendment.

**Action #2.** If you vote to pursue the proposal, you should schedule the Second Reading and public hearing of the amendment for your meeting of May 5, which will allow time for providing required public notices of the amendment.

## **BACKGROUND INFORMATION**

I have attached a letter dated March 25, 2015 from Thomas Fowler, Engineer who is working for Megan and Daniel Britton, property owners, that was addressed to the Belfast Planning Board regarding the proposed amendment. I believe Mr. Fowler's letter well explains the Britton's request.

I note that the 2009 adopted Future Land Use Plan proposed that this property would be included in the Residential 2 zoning district, a district that would not allow a professional office or health care facility. David Loxtercamp, former owner of the property, requested that the property be included in the Residential 3 zoning district because he proposed to construct a health care office on the property. When the Planning Board and subsequently the City Council considered the adoption of Ordinance amendments for this area in 2014, the property was included in the Residential 3 zoning district.

The current owner would like to conduct a use, a horse stable, that is not allowed in the Residential 3 zone. That said, this property immediately abuts properties in the Residential 2 zone on which a horse stable is an allowed use. Also, as noted in Mr. Fowler's letter, when the Britton's purchased this property in 2012, a horse stable was an allowed use in the zoning district that then applied to this property, Residential Growth.

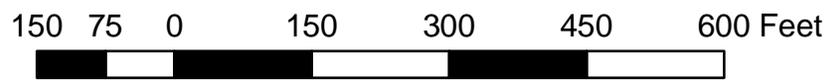
The Belfast Planning Board, at its meeting of March 25, reviewed information in the letter from Mr. Fowler and information provided by Code and Planning Department staff. The Board voted unanimously to recommend that the City Council support the requested Ordinance amendment. The Board, in making its recommendation, noted the following:

- that the density standards adopted in September 2014 for the Residential 2 and Residential 3 zoning district are the same, a minimum lot size of 7,500 sq. ft, thus, the requested change in zoning would not adversely affect the number of dwelling units which could be constructed;
- that this is a large parcel for the Inside the Bypass area, 5 acres, and that it is located adjacent to several other large parcels on Congress Street that also are used for agricultural/husbandry uses, thus, the request is consistent with other uses in the immediate area.
- that the request is consistent with policy direction in the adopted 2009 Future Land Use Plan.

The Planning Board and the Code and Planning Department consider this request a minor change to the amendments adopted in September 2014 to the City Zoning Ordinance. If you support the proposal, the only change is to amend the boundaries of the Residential 2 and Residential 3 zoning districts (the official zoning map) to include this property in the Residential 2 zoning district. I have attached an aerial photo that identifies the location of the property, which also identifies the current boundaries of the Residential 2 and Residential 3 zoning districts in this area.

I would be happy to answer any questions.

# BRITTON PROPERTY - 179 CONGRESS ST - ZONE CHANGE REQUEST





**THOMAS FOWLER, P.E.**

civil engineer: design and permitting services

March 25, 2015

To: Planning Board Member  
c/o Wayne Marshall, City Planner  
131 Church Street  
Belfast, ME 04915

Subject: Proposed Zone Change  
Megan R. & Daniel E. Britton Property  
179 Congress Street (Tax Map 34 Lot 25)  
Belfast, Maine  
Project No. 15-007

Dear Planning Board Member:

On behalf of Megan and Daniel Britton, owners of the property at 179 Congress Street (Tax Map 34 Lot 25), I am writing to initiate discussion with you regarding a proposed change of zone of this lot from the Residential 3 District to the Residential 2 District. I have enclosed a map of the Residential 3 District and a portion of the Residential 2 District with the subject property highlighted for your reference.

The Brittons purchased this property in 2012 when it and all of the surrounding property was in the Residential Growth District. At the time, the Residential Growth District allowed "Agricultural and Horticultural Uses," which included keeping horses, with Planning Board approval. This was an important selling point for them when looking at property to purchase for their home and development. Since that time, via wholesale zoning updates inside the Bypass, the zone has changed to Residential 3. There is one of 3 properties on the west side of Congress Street in the Residential 3 district.

The new zoning of the Residential 3 District excludes agricultural uses such as horses and horse barns/stables. However, these types of uses are allowed with Planning Board approval in the portion of the Residential 2 District west of Congress Street. In fact, the subject property is within the area described for these "agricultural activities...bounded by Miller Street to the north, the Route 1 Bypass to the west, and Congress Street to the south and east."

We understand from the City Planner that when the zoning changes inside the Bypass were initially proposed, the subject property was included in the Residential 2 District. It was changed to the Residential 3 District during the re-zoning process at the request of the previous owners, who had a professional office use in mind when they purchased the property. We believe that a change back to Residential 2 would place this property in a more consistent use pattern with its adjacent properties to the north and west, which are used as a combination of residential and agricultural. The property directly to the west (Tax Map 34 Lot 33) is an approximately 24 acre parcel maintained as a meadow/pasture and has horse facilities on it.

The Brittons' goals for the property are to build a new energy-efficient home for themselves, establish a small horse barn and grazing area, while providing building site opportunities for other residences consistent with the existing neighborhood development. The residential development density standards are the same for the Residential 2 and 3 Districts, so the requested zone change will not adversely impact the residential development potential of this land. In each District, the updated zoning encourages residential growth, which is in step with the Brittons' development goals.

Based on the information presented above, we believe this zone change is a reasonable request that will promote the property's development consistent with the adjacent properties on Priscilla Lane already in the Residential 2 District, while accomplishing the owner's goals when they purchased the property. The Brittons and I look forward to working with you on this proposed zone change.

Sincerely,

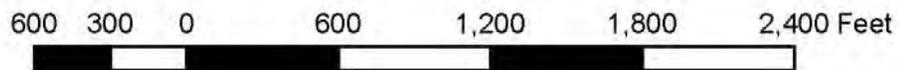
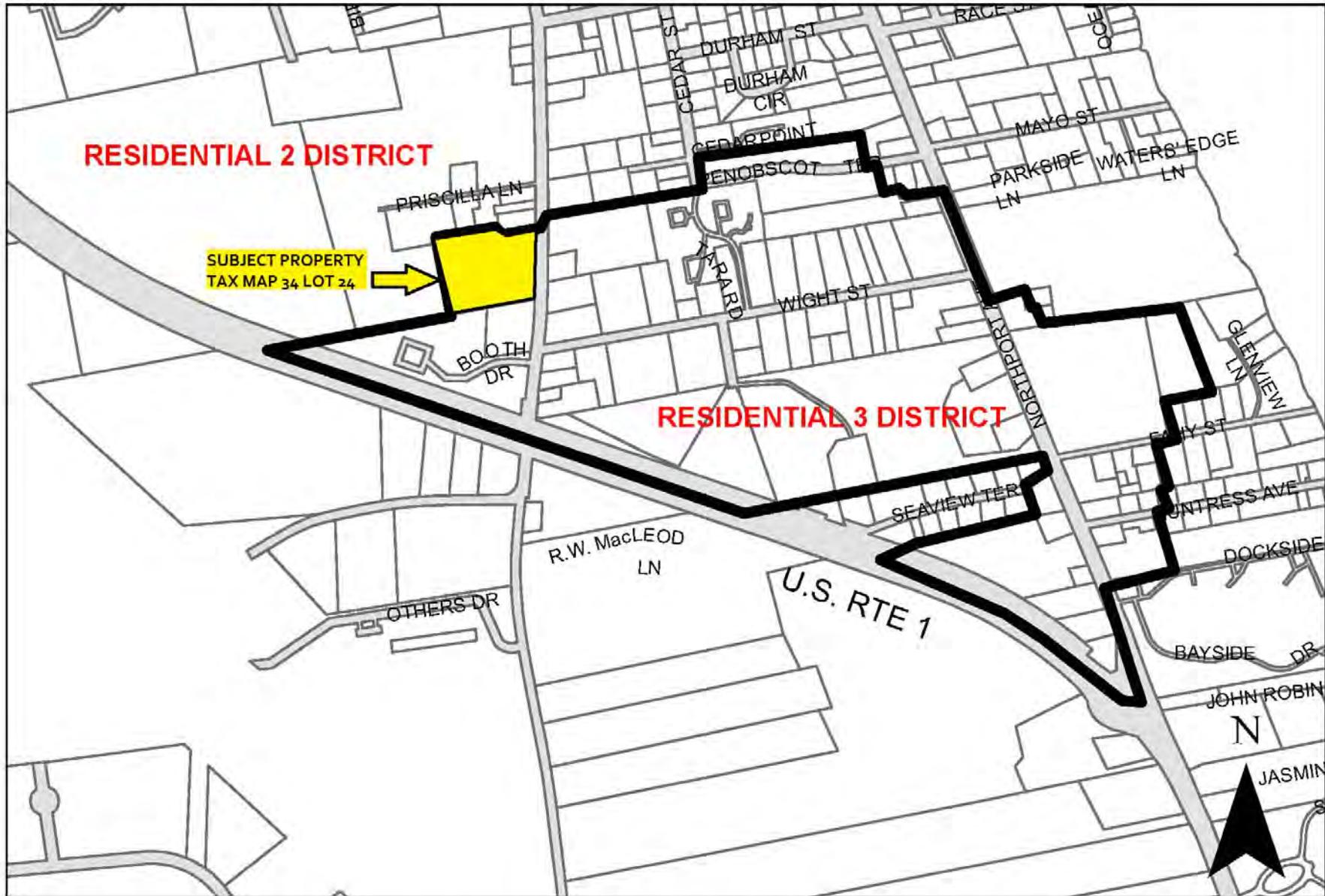
A handwritten signature in blue ink, appearing to read "Thomas A. Fowler".

Thomas A. Fowler, P.E.

cc: Megan & Dan Britton  
File

Enclosure

# PROPOSED RESIDENTIAL 3 ZONING DISTRICT - CITY COUNCIL HEARING



# AGENDA TOPIC

TO: Mayor & City Council

FROM: Wayne Marshall, City Planner

DATE: April 3, 2015

RE: Shipyard Request for Mast Storage

## **ACTION REQUESTED**

The Front Street Shipyard has requested the City grant the Shipyard permission to store a 187 foot mast for the vessel the Asolare in the Front Street parking lot from mid-May to potentially the end of August. The Council previously granted the Shipyard permission for temporary mast storage for this same vessel, however, the upcoming demolition of the Maskers Theater/Railroad building does not allow mast storage in the area used last year. J.B. Turner, Manager for the Shipyard, will be present to discuss the Shipyard's interest.

## **BACKGROUND INFORMATION**

The mast for the Asolare is about 187 feet in length and 26 feet in width. I discussed potential options for storage with J.B. Turner. With the unavailability of the Maskers area, he prefers to store the mast immediately adjacent to Building #5 in the Front Street parking lot. The attached photo generally identifies this storage location. If the mast can 'hug' Building #5, it likely will only affect the use of 1 row of parking spaces in the Front Street parking lot. Storing the mast in this area means that there would be about 64 spaces for public parking available in the Front Street parking lot and an additional 8 spaces on the Street near the parking lot.

J.B. has indicated that he would like to store the mast from about mid-May until the end of July or August. At present, the specific schedule for demolition of the Maskers Theater is unknown. The City and Ransom Consulting are awaiting further direction from the State Historic Preservation office regarding our proposed approach to the demolition, and we hope to know more from them by the Council meeting of April 21. That said, from the date that we obtain Council approval to proceed, it likely will take 3 plus months to accomplish project bidding, bid award, removal of the hazardous building materials and demolish and clean-up of the building. Thinking optimistically, the above schedule means the area near the Maskers building will not be available for any alternative use until the end of July.

When the City allowed the Shipyard to use the Maskers Theater property for mast storage the City did not assess any cost for use of our property. The City Manager has suggested that the Council may want to assess a lease cost for the use of the City parking lot, and you may want to consider such.

# SHIPYARD MAST STORAGE - APRIL 2015



40 20 0 40 80 120 160 Feet



10. F

Request by the Economic Development Director that the City Council sign a resolution to submit an application to the Community Development Block Grant Economic Development Program on behalf of Front Street Shipyard.

Front Street Shipyard is requesting that the City of Belfast apply on its behalf to the Community Development Block Grant Economic Development Program (CDBG EDP) for funding of up to \$300,000. Front Street Shipyard will match the CDBG EDP funds, if secured, with at least an equal amount of their own funds; these funds together would be used to outfit Front Street Shipyard's future building (Building #6) with the equipment necessary for it to be used to its fullest capacity. Specifically, Front Street Shipyard would purchase the following items: cranes; a used forklift; curtain walls; a compressor, an air filtration system, and piping; a used pickup truck; and 2 used scissor lifts.

Front Street Shipyard would also commit to create 10 new full-time equivalent positions (carpenters, composite technicians, mechanics, and painters; with 51% of these positions being taken by individuals from low-to-moderate income households) should this grant be awarded and accepted.

The City of Belfast had previously (in 2012) assisted Front Street Shipyard in securing a \$200,000 grant from this very same grant program; in that case, grant funds, in combination with \$200,000 of Front Street Shipyard funds, were used to purchase a mobile crane for removing ship masts and to purchase a spray paint booth to accommodate paint work for larger vessels. Through that grant/project, Front Street Shipyard created a total of 44 new full-time positions, 23 of which were taken by individuals coming from low-to-moderate income households; this was far in excess of the 10 positions that Front Street Shipyard originally committed to creating when they applied for this grant. All requirements for this grant were successfully met, and it was closed out on March 20, 2013.

This current CDBG EDP grant application is due on Friday, April 24<sup>th</sup>, 2015. A resolution signed by the City Council, authorizing and directing the City Manager to submit this application, authorizing the City Manager to make assurances on behalf of the City of Belfast, and authorizing and directing the City Manager to carry out the duties and responsibilities for implementing the grant program, is a required part of the application package to be submitted.

10.G

Request by the Economic Development Director to take \$5,000.00 from the Airport Runway Capital Reserve Account (640-595) to pay for fees required for a Maine Department of Environmental Protection permit.

The City of Belfast, on behalf of Belfast Municipal Airport, has been undertaking an "environmental analysis and data collection for airspace obstruction analysis" project since late 2013. This project involves gathering data to determine the extent of obstructions affecting the airspace surfaces for the airport, as well as obtaining permits necessary to remove obstructions in the future, whether they are located on airport property, on existing easements, and or on future easements yet to be acquired.

Staff recently learned that there would be fees required for the City's upcoming permit application to the Maine Department of Environmental Protection for this project. These fees were not able to be included in the original project scope and associated fee since their need and/or amount could simply not be determined until the project itself was largely completed.

Fortunately, this type of situation is not wholly foreign to the Federal Aviation Administration (FAA). While the FAA is unable to modify an existing planning grant to account for fees that cannot be reasonably anticipated at the outset of a project, the FAA (and the Maine Department of Transportation) is willing and able to reimburse the City for 95% of this fee in a future related grant (most likely a FY 2016 tree clearing project, in about 18 months from now).

These fees are based on the location, type, and amount of natural resources impacted by a given project, as well as by the type of impact that could occur to those resources. The most recent estimate for these fees is \$4,647.24, but there is the possibility that this amount may be adjusted slightly; hence the request for \$5,000.00 to ensure that funds will definitely be sufficient to cover this fee. These funds would be transferred from the Airport Runway Capital Reserve Account (640-595) to the expense account that has been established for this project (730-795).

# AGENDA TOPIC

TO: Mayor & City Council  
FROM: Wayne Marshall, City Planner  
DATE: April 3, 2015  
RE: Potential Sale of City Property to Rollies

## **REQUESTED ACTIONS**

- 1) The Council should decide if you are willing to entertain the sale of City property to Rollies and to initiate the process to complete the sale. If you are, I recommend you provide Ryan Otis, Manager, Rollies, permission to pursue City permits associated with construction of the improvements he proposes prior to the sale being completed.
- 2) The Council should decide if you want to authorize the Front Street alternative for providing electrical service to the property. Other issues are identified in this memorandum, which is the same information as was emailed to the Council on April 2.

## **BACKGROUND INFORMATION**

Charlie Ploude and Tom Fowler, on behalf of Ryan Otis, spoke with the Council in Executive Session at your meeting of March 17, regarding Ryan Otis's, Rollies, interest in purchasing land from the City. Ryan met with Joe Slocum and me on April 1, and stated that he would like to pursue the potential purchase of City property. We recommended that this request be discussed at your upcoming April 7 meeting.

At your April 7 meeting you would have the option of further discussing this request in Executive Session because it involves the sale of City property. At present, we have scheduled this issue as an open session matter, unless any of the Councilor's would prefer to discuss such in Executive Session. If anyone wants an Executive Session, it can be requested at the Council meeting. I note that Ryan Otis is comfortable having the discussion in open session.

The suggested approach for considering this purchase and on which your guidance will be needed.

- 1) Mr. Otis will pay the City cost to hire an appraiser who will work for the City to identify the value of this property. We need Council authorization to hire an appraiser. I recommend Fred Bucklin who worked with the City on the Front Street Shipyard appraisal.

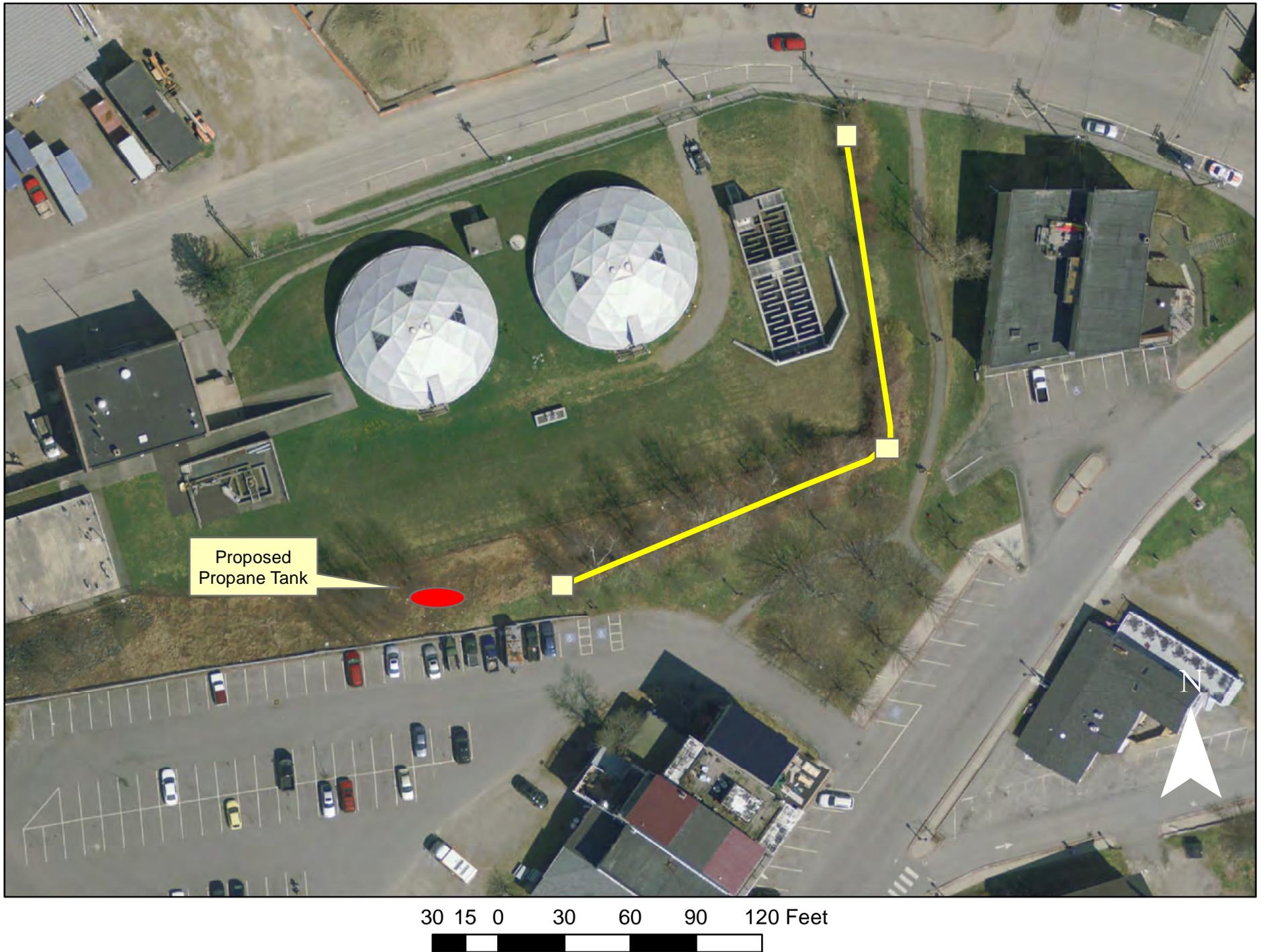
- 2) Council would allow an underground propane tank beyond the guardrails of the Washington Street parking lot. Reference the attached photo that identifies the general area for the propane tank.
- 3) Council would only sell land directly to the rear of the Rollies property, however, the final amount of land to be sold will be subject to further negotiations/information.
- 4) Council would not allow the placement of a dumpster on City property (Ryan suggested an area near the entrance to the Washington Street parking lot).
- 5) Electrical. All have continued to work with CMP to identify potential options to provide underground power to the property. New proposal (see photo) is to extend power from a pole on Front Street up the hill to a transformer on the other side of the guardrails of the Washington Street parking lot. This likely would be a lesser cost to Mr. Otis than rerouting most of the buried line through the paved parking lot. One potential problem with this approach is that it could increase the City's future costs to provide power to the Masker's Theater area. This is because CMP is basically shifting a transformer from the pole that serves the Maskers area to provide the proposed service to the Washington Street parking lot. Mr. Otis has offered to escrow several thousand with the City to help off-set this cost, but at present, I do not have actual cost estimates from CMP. And while I do not have an estimated cost, I believe the cost could be greater than \$7,500.

Mr. Otis would like to begin initial work on this project as soon as practical; particularly being able to complete the enclosure of his existing outside covered deck/smoking area. Any change to the exterior of the building requires review by the City Intown Design Review Committee. I believe the best approach is to have the Design Review Committee consider the enclosure of the existing covered deck and the design of the proposed addition that would be constructed on City property at the same time (same Design Review meetings). Since he does not yet own the City property on which the new addition would be constructed, he would need permission from the City Council to pursue review by the Design Review Committee. I suggest that the Council grant him this permission, and that the City issue a letter to this effect. I note that the City used a similar approach with the Front Street Shipyard in their request to construct Building #6. The City granted the Shipyard the right to obtain needed permits, even though they did not yet own the City property (see attached letter). This approach would allow Mr. Otis to pursue Design Review approval, and to better line up work with other improvements.

Final price of the purchase would be negotiated post City receipt of the appraisal report. I also note that the appraisal would have applicability to other potential sales of City property in this area.

I will do my best to respond to questions at the Council meeting. Mr. Otis also will be available to respond to Council questions.

# Rollies Potential Underground Service Lay-out





# CITY OF BELFAST

131 Church Street  
Maine 04915

Joseph J. Slocum  
City Manager

e-mail: [jslocum@cityofbelfast.org](mailto:jslocum@cityofbelfast.org)  
Tel: (207) 338-3370 ext 10  
Fax: (207) 338-2419

December 27, 2012

DUBBA, LLC  
d/b/a Front Street Shipyard  
c/o J.B. Turner, Manager  
101 Front Street  
Belfast, ME 04915

Dear Mr. Turner:

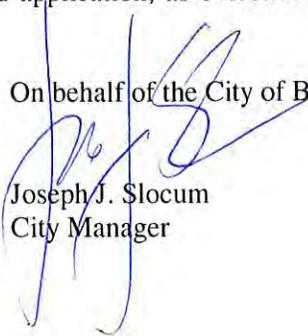
This letter serves as written permission from the Belfast City Council, acting on behalf of the City of Belfast, for your company, Front Street Shipyard, to pursue in its own name, permitting approval relating to land use laws within the City of Belfast and well as any permits, licenses, permissions or approvals required from any and all State or Federal jurisdictional authorities relating to the further development of the Front Street Shipyard relating to the inner harbor in Belfast and the "parking lot" owned by the City of Belfast as depicted on Tax Map 11 as Lot number 136. The Belfast City Council, at its regular Council meeting of December 18, 2012, by unanimous vote, chose to grant this permission to the Front Street Shipyard.

This permission may be withdrawn at any time, and if so, the City will directly inform you in writing of such a decision. The City will also directly inform any State or Federal authority with jurisdiction of any such withdrawal of permission; provided, however, until such written withdrawal of permission is actually received by a jurisdictional authority, all jurisdictional authorities may rely on this letter as providing ongoing permission to Front Street Shipyard to have sufficient interest in the property in question for it to have legal standing to pursue any and all permitting, licensing and permissions in its own name.

The permission provided herein may be relied upon by, including but not limited to, the Belfast Planning Board, the Belfast Harbor Committee, the Belfast Zoning Board of Appeals, the Belfast Intown Review Committee and the Maine Departments of Transportation, Environmental Protection, and Conservation and the United States Army Corps of Engineers.

The City of Belfast shall not be responsible for any representations, submissions or representations made by Front Street Shipyard in any application it makes to any jurisdictional authority under the authority of the permission provided herein. A copy of this letter shall be submitted to each jurisdictional authority by Front Street Shipyard together with any related application, as evidence of its standing to seek related permits, licenses, permissions or approvals.

On behalf of the City of Belfast,

  
Joseph J. Slocum  
City Manager

10.I

**MEMORANDUM**

**March 26, 2015**

To: Joseph Slocum, Belfast City Manager  
Honorable Mayor Ash and Belfast City Council  
From: Norm Poirier, Belfast Parks and Recreation Department  
Cc: Sue diRosario, Broadreach Family & Community Services  
  
Re: Community Service Project in lieu of Boathouse Rental Fee

Broadreach Family & Community Services has requested use of the Boathouse for Saturday, May 30, 2015 from 11:00 am – 11:30 pm for their Fiber Sale and Midcoast Mom Prom Fundraisers. The date and facility has been tentatively reserved and does not interfere with other rental opportunities.

As a result of the request for waiving of the non-profit fee Broadreach will work with the Parks Department to complete the improvements to the Stephenson Lane Rangeway with the spreading of wood chips to identify the public access trail leading to the water's edge. The wood chips will assist the public in understanding the trail's boundaries as well as cover any uneven and rough terrain.

The Parks Department will work with Broadreach on the exact date/time to insure the project is completed this spring – once it arrives.



## City of Belfast

### Request of Council for Reduced Rate of the Belfast Boathouse

(Please fill in **ALL** 9 questions in detail; if it does not apply to your event please write **N/A**)

1. State your name and who you represent:

Sue diRosario, Broadreach Family & Community Services, 5 Stephenson Lane, a 501c3 non-profit which has operated in Belfast since 1983.

2. State the dates and times of the requested event:

2 Events on same day, Saturday, May 30, 2015 Fiber Sale Fundraiser from 11:00 am – 2:00 pm and Midcoast Mom Prom Fundraiser from 7:30 pm – 11:30 pm. This would allow us to make the most efficient use of the venue as well as the generosity of our volunteers in donation of their time and talents.

3. Describe this event in detail attaching any schedules and explaining it here:

Both the Fiber Sale and Midcoast Mom Prom are Broadreach Family & Community Services fundraisers for our Early Childhood Education Program and Supportive Services. For the Fiber Sale, Diane Brott Courant has graciously donated her materials used as a fiber artist to specifically fundraise for the Early Childhood Education Program. It is also an opportunity to recognize Diane Brott Courant for her 40 years as a fiber artist and her generosity in supporting this fundraiser. The event would be open to the public and fiber artists throughout New England and the mid-Atlantic states would be invited and encouraged to make a weekend of the event, staying in Belfast and enjoying all the City has to offer. The Midcoast Mom Prom would be celebrating its 4<sup>th</sup> Annual event. Last year and this year all proceeds would benefit Broadreach's Early Childhood Education Program. It is a dance format for Moms and "those that mother". The Fiber Sale and Mom Prom times are described above but we would also need time for set-up and clean-up.

4. How many people are expected to attend:

Both events, approximately 100 people each.

5. Will there be an admission charged at this event:

Not for the Fiber Fair Fundraiser, but there would be an admission for the Mom Prom, which is the way funds are raised for this event. Most expenses are covered in-kind, such as the DJ,

photographer, and food. The admission for the Mom Prom is \$30 per ticket, which is the source of fundraising revenue for this event.

Rev: February 2015

1

6. Will there be things sold (if so, what?):

At the Fiber Fair, we will be selling the yarn, and other fiber products donated by Diane Brott Courant. Tickets for the Mom Prom may also be purchased at the door for the event but most people buy their tickets prior to the event. The ticket price of the Mom Prom is \$30 per person.

7. Will there be rental of spaces to vendors on the property (if so, what type of Vendor and the charges you propose to assess against them?):

N/A

8. List the names, home & cell phone numbers, & email addresses of **ALL** persons who are in charge of this event so that they may be contacted **before, during, or after** the event:

Sue diRosario, Office Number: 338-2200 x 201, Work Cell: 322-3541, Personal Cell 692-7960, email [sdirosario@brmaine.org](mailto:sdirosario@brmaine.org)

9. What, if anything, do you propose to do that will provide a public service to Belfast as an exchange of value for a fee reduction or waiver for use of the Boathouse?

**(This refers to the piece that has been worked out with the Parks & Recreation Director)**

Broadreach staff and volunteers would volunteer to spread bark chips, supplied by the City of Belfast, along the public access rangeway off Route 1 adjacent to the Wentworth Event Center, from the head of the trail to the end of the trail it meets the shore. We would follow the path designated and coordinate this project with the City of Belfast to meet their specifications.

For the events Broadreach plans to host, they it bring up to 200 people to Belfast for these events. It is expected that many people will stop at local restaurants and other businesses that day and those traveling from long distances will stay at local hotels/motels/bed & breakfast establishments. It will be a way to provide a late spring event in Belfast that will have the potential to bring people back to Belfast over the coming summer and months and years beyond to enjoy all that Belfast has to offer. For those who live in the region, but not in Belfast, it is a chance to discover all the exciting things that are happening in Belfast since their last visit and an encouragement to visit more often. We would be happy to have literature at both events promoting upcoming events in Belfast.

10. J

**MEMORANDUM**

March 25, 2015

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

Re: Service Project(s) proposed for Earth Days / Waldo County Committee

Cc: David Smith and Beverly Roxby

The Belfast Parks and Recreation Department meet with some of the event's organizers and decided on these top three choices for community service projects not only for this year but for future years as well.

1. Revive "April Stools" Day and cleaning of dog poop along the Harbor Walk and adjacent parks
2. Assist in the moving / spreading of new soil and planting the new garden area in "Park on Main"
3. Work with the City and the Tree Canopy Program in planting new trees as deemed necessary by the City. In addition working with the City to care for the trees.

The Committee will work with the Parks Department to coordinate the various volunteer activities and planning.

10.K

We spoke of a 3 person Broadband Committee but we have 4 good nominees:

1. Roger Lee is very versed in the issue and is a passionate volunteer.
2. Declan O'Connor worked for years for Blue Streak and knows the industry very well.
3. Will Martell is head of everything internet and communications at Maine Maritime and is a huge resource.
4. Cheryl Fuller is an internet user and has extensive experience in online tech support and internet communications.
5. John Arrison has also volunteered to be a council observer and sometime participant on the committee (he can speak to this).
6. Thomas may or may not want to serve as City liaison/support / I don't recall if that was the plan.

They have all agreed to serve.

10.L

2012 MATURED TAX LIENS

Gail Gendron	9 RW MacLeod Land Lot #4	Map/Lot 004-064-014	M/H	
Craig Goner	18 Mason Pond Circle	Map/Lot 023-007-003	M/H	
Thomas Harville	Smart Road	Map/Lot 009/103	Land	
Brenda Hutchinson	9 Mason Pond Circle	Map/Lot 023-007-001	M/H	(Deceased)
Sandie Travis	12 Mason Pond Circle	Map/Lot 023-007-002	M/H	

2012-1 MATURED SEWER LIEN

Elaine Cunningham	25 Robbins Rd	Map/Lot 018-039ON	M/H	
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# City of Belfast

131 Church St  
Belfast, Maine 04915

Phone: 207-338-2264  
Fax: 207-338-6222

10.M+N

## Grove Cemetery

March 17, 2015

Memo To: Joe Slocum, City Manager

Memo From: Steve Boguen, Cemetery Supt.

Regarding: Agenda Items

Greetings Joe,

I would like to have two items put on the April 7 Council meeting agenda if I could. The first will be to ask permission to go out to bid for a new pick-up that we discussed last fall. The 2002 truck that I usually drive is no longer inspectable and we have the funds available in our two reserve accounts (630-537 and 630-593) to cover this expense. The second item would be to ask the Council's permission to waive the bid process for the restoration project that we have planned for the Old Section of Grove Cemetery. This is a very large project and after researching companies in Maine and also New Hampshire, my committee has decided to use the services of Thomas Stevens of Newcastle. We have met with Mr. Stevens and he has provided us with an estimate and a detailed description of the scope of the work. We have, as you know, enough funds in an accumulated interest account from our trust funds to pay for this project. It now appears that this would be a 3 or 4 year project to completion.

Thank You for your time!!

Steve Boguen

# Thomas A. Stevens CEMETERY RESTORATIONS

10 Lynch Rd. Newcastle, Maine 04553

207-563-1376

email: [tom@stevensmemorials.com](mailto:tom@stevensmemorials.com)

Fax # 207-563-1379

web page: [www.cemeteryrestorations.com](http://www.cemeteryrestorations.com)

April 3, 2015

Steve Boguen, Cemetery Supt.  
City of Belfast  
131 Church Street  
Belfast, Maine 04915

## GROVE CEMETERY RESTORATION PROPOSAL

I have enclosed a map showing numbered sections that are bordered by cemetery roads that are highlighted in gray. This area is bordered by the large maple trees.

When we do restoration work in a cemetery, all the stones that are leaning are reset. Otherwise it may appear that we skipped over some monuments that needed work. The prices listed in this proposal show the cost to have every monument that requires resetting, repair or cleaning in each section. I have also enclosed an Outline of Procedures that details how the restoration work will be done.

Section	Resetting & Repair	Cleaning	Total
1	\$ 4250.00	\$ 2400.00	\$ 6650.00
2	1175.00	1320.00	2495.00
3	950.00	1700.00	2650.00
4	1250.00	1600.00	2850.00
5	2125.00	1660.00	3785.00
6	1175.00	1360.00	2535.00
7	1375.00	1160.00	2535.00
8	2000.00	1460.00	3460.00
9	1900.00	1120.00	3020.00
10	1000.00	1180.00	2180.00
11	1625.00	1140.00	2765.00
12	1375.00	1400.00	2775.00
13	500.00	520.00	1020.00
14	800.00	500.00	1300.00
15	250.00	480.00	730.00
16	175.00	160.00	335.00
17	1350.00	1640.00	2990.00
18	700.00	1500.00	2200.00
19	475.00	1200.00	1675.00
20	825.00	1340.00	2165.00
21	1450.00	1720.00	3170.00

22	1375.00	1480.00	2855.00
23	1575.00	1540.00	3115.00
24	1950.00	1620.00	3570.00
25	1375.00	1200.00	2575.00
26	1220.00	1600.00	2820.00
27	1125.00	1800.00	2925.00
28	1450.00	1200.00	2650.00
29	1450.00	1700.00	3150.00
30	1300.00	2020.00	3320.00
31	375.00	320.00	695.00
32	5500.00	6900.00	12400.00
33	4150.00	6200.00	10350.00
34	1825.00	2900.00	4725.00
35	400.00	700.00	1100.00
36	250.00	1200.00	1450.00
Totals \$52045.00		\$58940.00	\$110985.00

Steve,

Shown above is the original 9/19/11 proposal. As I mentioned before, I will need to add an extra 10% since my rates have gone up since then. The total cost will be increased to \$121,000.00. I would also like to spread this project out over two, three, or preferably four years.

A two year project would be \$61,755.00 the first year, and \$59,245.00 the second year.

A three year project would be \$41,470.00 the first year, \$39,700 the second year, and \$39,830.00 the third year.

A four year project would be \$32,980.00 the first year, \$28,770.00 the second year, \$33,070.00 the third year, and \$26,180.00 the fourth year.

I have outlined each project showing the sections that would be done each year and the price for each year.

You can visit my web page, [www.cemeteryrestorations.com](http://www.cemeteryrestorations.com), for a description of my work, before and after photos, and a list of references.

10.0

## MEMORANDUM

TO: CITY COUNCIL

FROM: SADIE LLOYD, ASSISTANT PLANNER

DATE: April 3, 2015

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

*Actions requested:*

- 1) Increase the amount authorized for project inspection from \$10,000 to \$21,000.
- 2) Approve up to \$6,046 in City funds to cover inspection costs and complete project work.
- 3) This approach means that there will be no contingency amount, which we suggested at the March 17<sup>th</sup> meeting in the amount of \$5,000. To retain the contingency recommended on March 13<sup>th</sup> we would need a total of \$11,046 of City funds.

Details below:

At your meeting on March 17<sup>th</sup> we requested you award the ledge removal work at the intersection of Route 1 and Route 141 to Farley & Sons, an earth work and landscaping firm out of Rockport. We also requested the authority to spend up to \$10,000 on inspection services and \$5,000 as contingency funds. MaineDOT has approved the bid award and on Wednesday, April 1, we officially notified Farley & Sons of the award. We have also notified the other bidders and thanked them for their submissions.

Since your second meeting in March we have been working with MaineDOT to secure inspection services. They informed us that they will require the inspector to be on-site full time. This greatly increases the cost of inspection services. MaineDot estimated that inspection services would be just over \$21,000. While we hoped they would come in lower, MaineDOT's estimate was close; we solicited a cost estimate from Kleinfelder, a firm we have worked with on a number of occasions, and it came back at \$20,956.

The original project award was for \$100,000. The project construction contract was awarded for a cost of \$58,309. To date we have expended \$26,737 since 2012 on engineering services. This leaves \$14,954 from the Federal Highway grant available for the project. If inspection services come in at \$21,000 than we would need just over \$6,000 in City funds to fully cover the cost of the inspection and the project. If project costs are greater than anticipated, the contingency money may be needed.

Lastly, the cost of this work means that there likely will be no grant funds to assist in installation of pedestrian signage improvements or electrical upgrades. The estimated cost for the signage improvements is \$15,000-\$25,000.

10.P

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 and 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, a General Assistance Application will be filled out with the helpful assistance of a 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 parents or other adults. If we must 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. It will be made clear to applicants that the City's General Assistance Program must comply with State laws.
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.
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 the specific request. If the applicant does 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 Applicant's 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, including providing fax, mail, electronic mail, and photocopy services to help Applicants.
9. The City will do its 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. 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")

11. We want to have transportation cost, associated with food shopping, job searches, and medical treatments considered as an essential expense and entered as zero (0) on line 4 on every application.
12. 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 an emergency, then the file narrative should explain why.
13. 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 make 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 may perform this service 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 does not take away the Applicants responsibility; 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 the Applicant repeat back to us what we have said.
14. Money available to the Applicant is supposed to be spent on basic necessities, but reasonable allowances for a reasonably priced child's birthday present or similar expense 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 of misspent money can cause future denial of benefits.
15. 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.
16. Written warnings should be reviewed, delivered, and signed by the applicant on any issue that may preclude them from getting assistance in the future.
17. Family relationships and friendships have 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 can or will help. Contacting that family member 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.
18. 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.
19. Applicants who we have determined are ineligible because they have misspent their money still have a need. We are to help them pursue other reasonable forms of assistance.
20. The General Assistance Administrators shall make themselves familiar with all other public and private entities that offer financial assistance to those in need. The GA Administrator will offer to assist Applicants with accessing public and private entities that offer financial assistance to those in need. If GA funding 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.

21. 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 Applicant's 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.
22. We need to help the applicant reach out to non GA sources such as Maine State Housing, LIHEAP, TANF, 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 regularly network with these groups to best understand how they operate; we can then better advise applicants accordingly.
23. 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. We will assist them with their efforts to apply for them, including helping them to find transportation, if needed.

10. Q

Request by the Economic Development Director to take \$100.00 out of the City's Downtown-Waterfront Tax Increment Financing District Account (730-638) to be used to pay for attorney's fees.

During the second half of 2014, the City of Belfast has periodically consulted with its attorney for the City's tax increment financing districts, incurring a total of \$100.00 in fees. Staff requests that these fees be paid out of the City's Downtown-Waterfront Tax Increment Financing District Account (730-638). Attorney's fees such as these are eligible to be paid from proceeds generated by a tax increment financing district.



CITY OF BELFAST, MAINE  
131 Church Street

10.R

e-mail: cityhall@cityofbelfast.org

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

April 3, 2015

To: Joe Slocum, City Manager  
City Council

From: Rickie A. LeSan, Treasurer

*ral*

RE: Management Representation Letter

The management representation is a letter issued by an auditor's client (the City of Belfast) to our auditor (C. H. Dorr & Co) in writing as one of audit evidences.

It is used to let the Client's management declare in writing that the financial statements and other presentations to the auditor are sufficient and appropriate and without omission of material facts to the financial statements, to the best of the management's knowledge.