CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Joseph J. Slocum
City Manager

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MANAGER'S REPORT
Belfast City Council Meeting
Tuesday, June 2, 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, May 29, 2015

Agenda Items:

10-A Request to appoint community members to the advisory committee for the CDBG Economic Development Program Grant for OnProcess Technology.

The City secured an $800,000 Community Development Block Grant under the Economic Development Program on behalf of OnProcess Technology. One of the requirements of the Grant is to have an advisory committee who will oversee the administrations of the Grant. At the last Council meeting the City appointed members of full-time staff and representatives from OnProcess Technology to this advisory committee. At the suggestion of Council member John Arrison, the Council agreed to search for community members to also serve in on this advisory committee.

We have had some expression of interest in serving on this committee and a general expression of interest in serving on a City Committee where their background may be useful. I am hesitant to identify these names until I know that this is what they would like to do. I will ask Thomas Kittredge to follow up and report to you on Tuesday.

10–B Request from the Harbor Master to appoint the Front Street Shipyard as our Booking Agent in the Federal Navigation Project.

This was on the last agenda and the Council deferred to this meeting so that the Harbor Committee could have an opportunity to review the request and make their recommendation. The purpose of the Booking Agent appointment, a process outlined in our existing Harbor Ordinance, was to continue the practice for this season only, for the City to continue to allow the Belfast Boatyard and its successor, the Front Street Shipyard to manage City owned mooring spaces inside the Federal Navigation Project. The difference from past practice is that the Shipyard will no longer receive any profit under this agreement. This process was identified as an alternative suggested by the Army Corps of Engineers when the Council met with them to better understand the prohibition against private commercial businesses making any profit inside the area dredged with Federal dollars which is our Federal Navigation Project. That dredging project was completed about a decade ago. The Shipyard is willing to continue to act as the Booking Agent without profit this year so that they do not lose customers and also so they don't to move their mooring stones and chains more than once in the next year. We are all looking to create a new Outer Harbor and Coastal Harbor Plan by the end of this year and these stones and chains will be moved out of this area when that Plan is adopted.

The Harbor Committee met on May 20th and I have yet to see any minutes of that meeting. It is my understanding that they initially voted to recommend against entering into a contract with the Shipyard as our Booking Agent. After that vote they had more extensive conversation and eventually recommended that we appoint a Booking Agent but they did not specify the Shipyard. It has been previously represented by the Harbor Master that the Shipyard is the only entity who meets the qualifications of the Ordinance to in fact become the Booking Agent. The public will ask, why do we need a Booking Agent? It was originally done to help the Belfast Boatyard and because City Staff has its hands full managing the other City owned moorings and dock space outside the Federal Navigation Project

I do want to note that the Harbor Master did make a comment at the Harbor Committee that the City was acting illegally. Those kinds of statements need to be addressed and clarified. The reference to illegality was not to the consideration of appointing a Booking Agent who makes no profit, as suggested by the Army Corp of Engineers here, but rather our temporary allocation of a couple of moorings for commercial use this year outside the Federal Navigation project in front of private recreational mooring owners who have been waiting on a waiting list to move closer in. Offering a couple of spots outside the Federal Navigation Project to Commercial businesses that were losing their

ability to rent moorings for profit inside the Federal Navigation Project was a decision made by the Harbormaster herself. Apparently it is inconsistent with the waiting list provisions in the Ordinance. I look at all of this as temporary adjustments to try to match what people had last season while we chart out a longer term plan before next season.

10-C Update on efforts to develop an Outer Harbor and Coastal Harbor Plan for the City in 2015.

1. We should look at everything we are doing this year that changes anything as a temporary change until we develop the Outer Harbor and Coastal Harbor Plans later this year. The Booking Agent proposal above would be one of those temporary changes.
2. We have scheduled an open public discussion on concerns, issues and considerations that need to be taken into account as we develop an Outer Harbor Plan and a Coastal Harbor Plan this year. That meeting will take place at the Hutchinson Center on Thursday, June 11th from 6:30 p.m. to 8:30 p.m. We are of course inviting the Harbor Committee, the City Council and members the public and interested members of the Belfast boating community to come forward and help us outline the broad interests and concerns that are at stake in this limited resource. We are encouraging everyone to attend this discussion and speak their minds- including the Harbor Committee itself- and help us identify on one list the things that need to be taken into consideration in developing a Plan. We will tape record the program and later replay it on television and make it accessible to watch on the internet. Because it's at the Hutchinson Center it will not be a live television feed. The Harbor Committee may ask someone to facilitate the meeting and we will type up the notes for general distribution afterward.
3. The Harbor Committee hopes to start discussions on a draft Plan as soon as their next meeting on June 17th at City Hall.
4. We are seeking out plans from other communities and possible resources and seeking guidance and input from the Army Corp of Engineers.
5. We are looking for some independent support, someone who is not impacted by what happens in the Harbor, to help us develop a Plan. There are clearly competing interests. This independent role has yet to be defined as we understand that policy is something usually set in a very localized fashion. Perhaps they can help us identify and evaluate options. We are talking to several non- Belfast entities and we will report back as soon as we can on this effort.

10-D Consideration on how to best apply invoices from Revision Energy from solar produced electricity at the Fire Station.

Revision Energy paid for and currently owns the Solar System. As it produces electricity for us we are reducing our non-solar bills with CMP. Revision will send quarterly invoices for what we buy from this solar array and we will pay the bill from the 5 accounts it is tied to by charging as much as possible to the first account and then the second account if needed and then to the third account if needed. As we go through the year if one of the accounts runs out of funds then the bills will just move to the next accounts in line. We wanted the Council to approve this method of accounting for this new arrangement.

10-E Update on requests to use public facilities.

Attached in your packet is a response we received from the Legal Department of the Maine Municipal Association. Our dues cover our access to this kind of legal input. As you will note, the rules seem to be that if you open some part of public space for non-municipal uses then you have to allow access to that same space to all. You can limit the time and portion of the public space. We will continue to examine other municipalities and report back with some recommendations from the Parks Commission. One of the places I might suggest we do not open to groups or entities is the area along the Harbor Walk because I do not think people want to feel solicited when they use it. We have plenty of other space that could be used.

10-F Request from Life Share LLC to use the covered Pavilion at Belfast City Park on July 7th to hold an agency barbecue.

This is a new request. Usually this site is first come first served. There are attachments in you packet and the use is supported by the Parks and Recreation Director.

10-G Request from the Restorative Justice Project to close Beaver Street from Main Street to the beginning of the Parking Lot on July 24th from 4:30 p.m. to 9:00 p.m.

This is anew request. The application is in your packet. City staffs within the Park & Recreation and the Police Departments have recommended it as long as it does not cut off the parking lot.

10-H Discussion on the possible purchase by the City of 75 City Point Road.

There is a stretch of City Point Road where the Rail Trail and the road lay side-by-side one another. As one first drives up to this area from the City they would notice, if they looked, to see and old dilapidated house between the trail and the water. This week this house came on the market for about $45,000 and we were quickly able to identify that it was a developable lot with 2 acres of ground and 750 feet of waterfront. This house if rebuilt would be the closest residence to the Rail Trail along it entire length. The presence of a residence this close would clearly impact everyone's enjoyment of this trail.

In my judgment, independent ownership of this house and land in the long term would not be in the best long term interest of the City. I could foresee only conflict between the uses so close to one another. I have recommended that the City purchase the property for a number of reasons. The first is to control what happens on this land so close to the Rail Trail. Secondly this is a nice two acre piece and with lots of waterfront area. It would be a beautiful and natural area for one to stop and have a rest or picnic. It would afford an opportunity for a kayaker to pull in at high tide and stretch their legs along the trail. It is a fairly steep run to the water but there are parts of the property where the grade might one day accommodate future kayak access. I attached some relevant documents for your consideration. The idea would be that we would add this cost to the private fundraising effort.

10-I Request for funds from the Undesignated Fund Balance to make improvements to the Coast Guard offices that will be repaid to the City under the current lease.

The Coast Guard has been our tenant for over 10 years. We are currently in a new 5 year lease and they need some new carpeting, painting etc. Under the terms of the existing lease the Coast Guard will pay us back for these upgrades through additions to their monthly lease payments. I think I need about $18,000.

10-J Request to move funds to support the purchase of a new Police cruiser.

One of our older vehicles lost both steering and brakes at the same time and the operating Officer was very lucky to not have major injuries from the ensuing accident. We asked the manufacturer to review its suitability for operation and after it was fixed- the steering went out a second time and we were lucky not to have a more serious accident again. In the same 10-day period when the engineers for the manufacturer were giving us high assurances that those nothing wrong with the design or operation of the vehicle we actually received a recall notice from the same manufacture telling us that there were in fact problems with steering and brakes. Through our insurance

carrier we did our best to settle with the manufacturer but in the end we were unable to secure replacement value for the vehicle itself. Neither I nor the Chief want to see another officer behind the wheel of this vehicle. This means we need to buy a vehicle a little sooner than we had planned on doing so. We need $23,000 for the vehicle and $5,000 to equip and mark it.

We would ask that you allow us to use the following funds from the following sources to pay for this:

$4,747 Cruiser Purchase line in Budget line 220-535

$5,000 Capital Reserve for Phone System

$10,000 2015-2016 Capital Reserve- allow us to spend in advance and book against next year's budget

$8,253.00 from the Training Capital Reserve

$28,000 Total

10-K Discussion on renewing our license to develop a radio station.

In order to maintain our FCC license to construct a Low Power FM Radio Station we will need to file an extension with the FCC prior to our expiration date of July 27, 2015. The extension on our permit would allow us another 18 months to construct.

10-L Signing of Council Orders

That's about it for now. Have a pleasant and safe weekend and don't forget how important it is that any money you spend that you try to spend it here.

City of Belfast
Consent Agenda
Tuesday, June 2, 2015
Meeting #23

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 Game Loft for use of lower City Park for their Graduation Ceremony and Games on June 12, 2015 from 4:00 p.m. to 9:00 p.m. with set up starting at noon.

Motion to approve a Facility Use application by the Game Loft for use of lower City Park for their Graduation Ceremony and Games on June 12, 2015 from 4:00 p.m. to 9:00 p.m. with set up starting at noon.

B. Request to approve a Facility Use application by Mid-Coast Board of Realtors for use of the Harbor Walk, sidewalks and City Park for a Walk to support Habitat for Humanity and the Cinderella Project on Saturday, June 13, 2015 from 8:30 a.m. to 11:00 a.m.

Motion to approve a Facility Use application by Mid-Coast Board of Realtors for use of the Harbor Walk, sidewalks and City Park for a Walk to support Habitat for Humanity and the Cinderella Project on Saturday, June 13, 2015 from 8:30 a.m. to 11:00 a.m.

C. Request to approve a Facility Use application by American Legion to conduct a Flag Day Ceremony on the ball field at City Park on Sunday, June 14, 2015 from 1:00 p.m. to 3:00 p.m.

Motion to approve a Facility Use application by American Legion to conduct a Flag Day Ceremony on the ball field at City Park on Sunday, June 14, 2015 from 1:00 p.m. to 3:00 p.m.

D. Request to approve a Facility Use application by Our Town Belfast for the Annual Street Party for use of High Street and part of Church Street on Monday, August 3, 2015 from 5:00 p.m. to 10:00 p.m.

Motion to approve a Facility Use application by Our Town Belfast for the Annual Street Party for use of High Street and part of Church Street on Monday, August 3, 2015 from 5:00 p.m. to 10:00 p.m.

E. Request by the Fire Chief to confirm Robert Larry as a member of the Belfast Fire Department and Ambulance Service as an on call Firefighter and Ambulance Driver.

Motion to approve the request by the Fire Chief to confirm Robert Larry as a member of the Belfast Fire Department and Ambulance Service as an on call Firefighter and Ambulance Driver.

F. Request to approve an application for a new Special Amusement Permit by Robert W. Wlodyka d/b/a The Mill Restaurant Bar & Ice Cream Shop for Live Music, DJ, Karaoke, all Live Entertainment, and dancing located at 100 Searsport Ave., Belfast Maine, interior only.

Motion to approve an application for a new Special Amusement Permit by Robert W. Wlodyka d/b/a The Mill Restaurant Bar & Ice Cream Shop for Live Music, DJ, Karaoke, all Live Entertainment, and dancing located at 100 Searsport Ave., Belfast Maine, interior only.

G. Request to approve an application for a new Malt, Spirituous, and Vinous license by Robert W. Wlodyka d/b/a The Mill Restaurant Bar & Ice Cream Shop located at 100 Searsport Ave., Belfast, Maine.

Motion to approve an application for a new Malt, Spirituous, and Vinous license by Robert W. Wlodyka d/b/a The Mill Restaurant Bar & Ice Cream Shop located at 100 Searsport Ave., Belfast, Maine.

H. Request to approve an application for a renewal Vitualer's License for Wayne Cousins d/b/a Off The Hook located at 21 Airport Road Belfast, Maine license to expire May 31, 2016.

Motion to approve an application for a renewal Vitualer's License for Wayne Cousins d/b/a Off The Hook located at 21 Airport Road Belfast, Maine license to expire May 31, 2016.

I. Request to approve an application for a new Victualer's License for David Crabiel d/b/a Dave's Drive-In located at Belfast City Park, Belfast, Maine.

Motion to approve an application by for a new Victualer's License for David Crabiel d/b/a Dave's Drive-In located at Belfast City Park, Belfast, Maine.

J. Request to approve an application for a renewal Victualer's License for Shawn Doll d/b/a Sweet Frog Premium Frozen Yogurt located at 1 Belmont Ave., Suite 1G, Belfast, Maine.

Motion to approve an application for a renewal Victualer's License for Shawn Doll d/b/a Sweet Frog Premium Frozen Yogurt located at 1 Belmont Ave., Suite 1G, Belfast, Maine.

K. Request to approve an application for a new Victualer's License for Jane Liedtke d/b/a Belfast Breeze Inn, LLC located at 192 Northport Ave., Belfast Maine license to expire May 31, 2016.

Motion to approve an application for a new Victualer's License for Jane Liedtke d/b/a Belfast Breeze Inn, LLC located at 192 Northport Ave., Belfast Maine license to expire May 31, 2016.

L. Request to approve an off premises catering permit for Rollie's Bar & Grill for the Mom Prom fundraiser event at the Belfast Boathouse on May 30, 2015 from 5:00 p.m. to 11:00 p.m.

Motion to approve an off premises catering permit for Rollie's Bar & Grill for the Mom Prom fundraiser event at the Belfast Boathouse on May 30, 2015 from 5:00 p.m. to11:00 p.m.

M. Request to approve an off premises catering permit for Rollie's Bar & Grill for the Ukulele Festival at Steamboat Landing on June 6, 2015 from 11:00 a.m. to 6:00 p.m.

Motion to approve an off premises catering permit for Rollie's Bar & Grill for the Ukulele Festival at Steamboat Landing on June 6, 2015 from 11:00 a.m. to 6:00 p.m.

N. Request to approve an off premises catering permit for Rollie's Bar & Grill for a fundraiser dinner at the Waldo County Shrine Club on June 6, 2015 from 4:00 p.m. to 10:00 p.m.

Motion to approve an off premises catering permit for Rollie's Bar & Grill for a fundraiser dinner at the Waldo County Shrine Club on June 6, 2015 from 4:00 p.m. to 10:00 p.m.

O. Request to approve an off premises catering permit for Trillium Events, Inc. for a wedding at the Belfast Boathouse on July 25, 2015 from 4:30 p.m. to 10:00 p.m.

Motion to approve an off premises catering permit for Trillium Events, Inc. for a wedding at the Belfast Boathouse on July 25, 2015 from 4:30 p.m. to 10:00 p.m.

9.A

MEMORANDUM

May 29, 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 – Game Loft

The Game Loft has submitted a Facility Use application for the lower section of City Park, the pavilion and the open grass area for a celebration on Friday, June 12, 2015 from 3pm – 8:30pm. The celebration will includes games, music and food. The group will begin setting up throughout the day and will clean up after themselves.

The Game Loft has used the park in year's past for this Graduation Ceremony. The Department does not have any issues with this request as the youth will be supervised by Game Loft staff. Recommend approval of this request.

Cc: Belfast Police Department

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

1. State your name and whom you represent? Ariel Levangie, The Game Loft

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 the pavilion area of Belfast City Park.

3. What dates and times do you wish to have this event? June 12 10am- 8:30pm

3a. Do you have a rain date and if so when? no

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. The Game Loft Banner will be hung on the Pavilion on day of event.

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

no

6. Please describe this event in detail. If there is a schedule then attach it and explain it here. A Game Loft representative will "claim" the pavilion in the am, but set-up won't begin until 12pm. The party will begin between 3pm-4pm, and will include a graduation ceremony using a mic/amp. There will be a pot luck bbq, with 12 grills. Youth will participate in Live Action Combat, which will utelize most of the park as terrain. Wrap up will be @ 8:

7. How many people do you expect? 50-75

8. Will you be charging admission to this event? no

9. Will you be selling things at this event? no

If so what?

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

11. 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?
2 gas grills will be used; fire extinguishers will be brought and kept nearby.

12. Will you be renting spaces to vendors on City Property? No

13. Describe what type of vendor and the charges you propose to assess against them.
None

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

NO

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

N/A

16. Noise: What kind of noise do you expect to generate at this event and during which specific periods of time? There will be a mic/amp used from 5-5:30pm. Regular noisy kids for the rest of the event.

17. How do you propose to handle garbage removal? We collect all garbage from the event and take it back to our dumpster.

18. How do you propose to handle parking? We will park in lower City Park parking lot

19. How do you propose to handle security? Rules will be enforced by staff

20. How do you propose to handle the need for restrooms? Use City Park restrooms

21. What is your plan/need for electricity or water? None needed

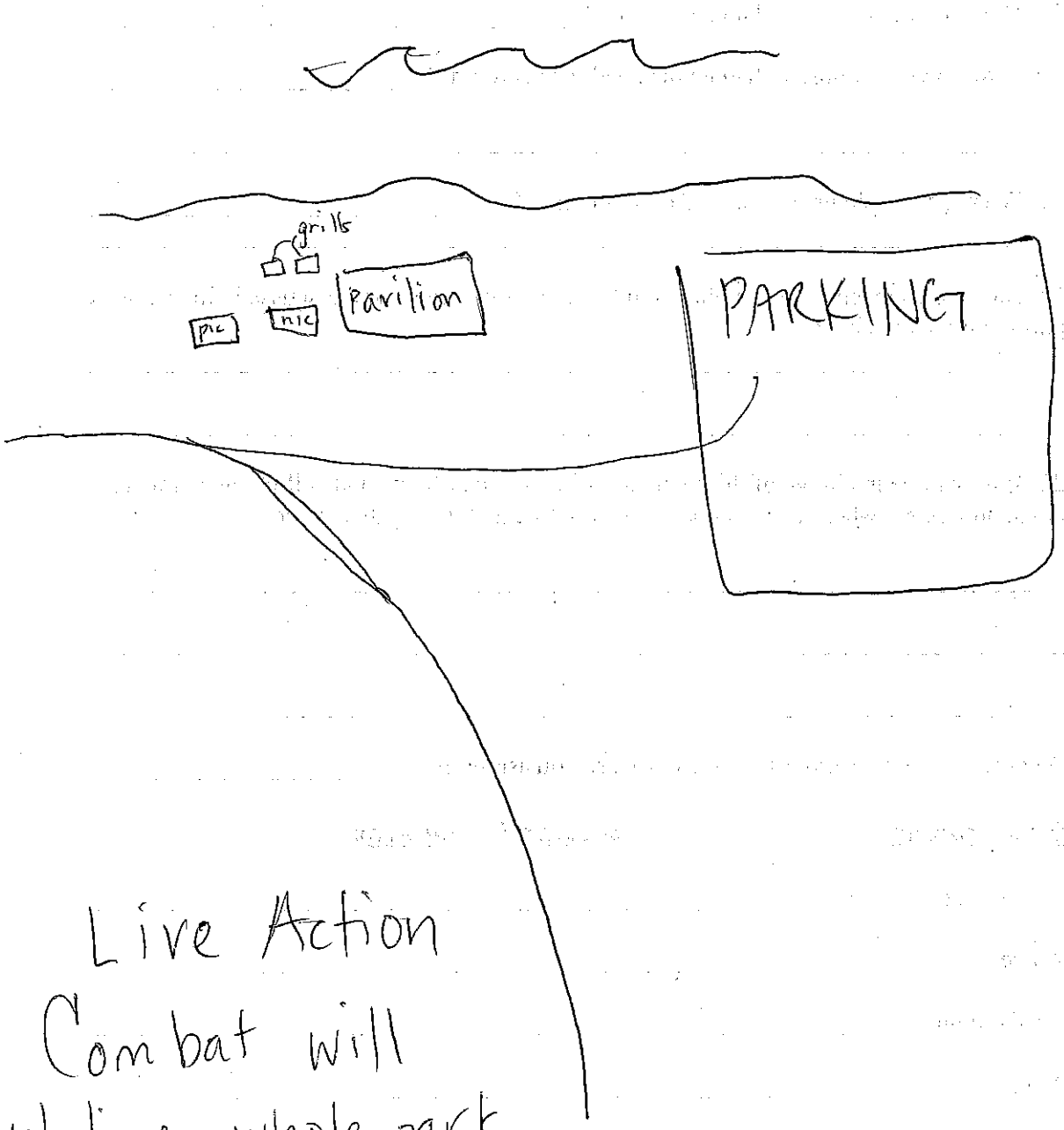
22. Have you spoken to the neighbors in the area of this event and discussed, traffic, noise, parking etc with them?
NO.

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?
Ariel Levangie: 322-3217, a.pardee@hotmail.com
Michael Robertson: 441-1513, jmichaelrobertson1@gmail.co

What specific City services or assistance are you asking for? wireless mic/amp from parks + rec

Department	**Service Requested**
City Manager	n/a
Police	n/a
Fire/Ambulance	n/a
Parks	parks + rec
Public Works	n/a
Harbor	n/a
Planning (Maps)	n/a
Cable TV	n/a

Please draw a diagram of the area your proposing to use and how it will be laid out



Live Action Combat will utelize whole park as terrain for the scenario from 6-7:30pm

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: _____

_____

9.B

MEMORANDUM

May 29, 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 – Mid Coast Board of Realtors

The Mid Coast Board of Realtors has submitted a Facility Use application for the use of Harbor Walk, Sidewalks and City Park for a Walk to raise funds for Habitat for Humanity and the Cinderella Project on Saturday, June 13, 2015 from 8:30-11:00 am. The group has used the same route in year's past with no issues.

City staff is recommending approval of this request.

Cc: Belfast Police Department

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

1. State your name and whom you represent?
Judith Brossmer for the Mid –Coast Board of Realtors

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. We would need to use the public bathrooms at the waterfront and Park

3. What dates and times do you wish to have this event? June 13th at 8:30AM no rain date

4. Are you asking to close off any City Streets? (Which ones, what dates, for how long a period of time each day?)
none

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

This walk is sponsored by the Mid-Coast Board of Realtors and the proceeds will go to Habitat for Humanity of Waldo County and the Cinderella Project

6. How many people do you expect? 50 to 75

7. Will you be selling things at this event? No

If so what? N/A

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?

NO

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? See Attached

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

Dennis Keller State Farm Insurance

14. Noise: What kind of noise do you expect to generate at this event and during which specific periods of time? Normal conversation, laughter (I hope) ,singing(maybe)

15. How do you propose to handle garbage removal? We will retrace our route and pick up any refuse left behind

16. How do you propose to handle parking? Parking at the footbridge and along Front Street

17. How do you propose to handle security? I don't think we'll need any

18. How do you propose to handle the need for restrooms? We would use the restrooms at the corner of Front Street and Main and at City Park

19. What is your plan/need for electricity or water? We don't need electricity and we provide our own water.

20. Have you spoken to the neighbors in the area of this event and discussed traffic, noise, parking etc. with them? No. We've done this event for 5 years and have never had a problem.

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?

Judy Brosssmer, 207-322-3392, judybrossmer@masiello.com and Michelle Ridley, 207-323-1796 , belfastbroker@gmail.com

Mid-Coast Board of Realtors Walk-A-Thon

To Benefit

Habitat for Humanity of

Waldo County

We are very excited to announce that the Mid-Coast Board of Realtors is supporting the community and Habitat For Humanity of Waldo County by hosting a walk-a-thon on June 13th at 8:30 in the morning in Belfast, ME.We invite anyone and everyone, even well mannered dogs, to join us in this great fundraiser. It is a rain or shine event so let's get motivated and help out for a great cause.

The walk will begin at the Footbridge in Belfast, right next to Front Street Shipyard and will follow a route along the Harbor Walk to the Boat House and on over to the City Park. There will be a water break at the Park and walkers will make the return trip to the Footbridge. This is a rain or shine event and ALL are welcome.

For more information, contact Judy Brossmer at: judybrossmer@masiello.com or Michelle Ridley at: belfastbroker@gmail.com .

Let's have a great turn out and raise a lot of money for this worthy cause!!!!

Mid-Coast Board of Realtors Walk-A-Thon

For Habitat For Humanity of Waldo County,

June 13, 2015

NAME	DONATION	TELEPHONE	PAID

Please return money and Pledge Sheet on June 13th at the beginning of the event at the Footbridge.

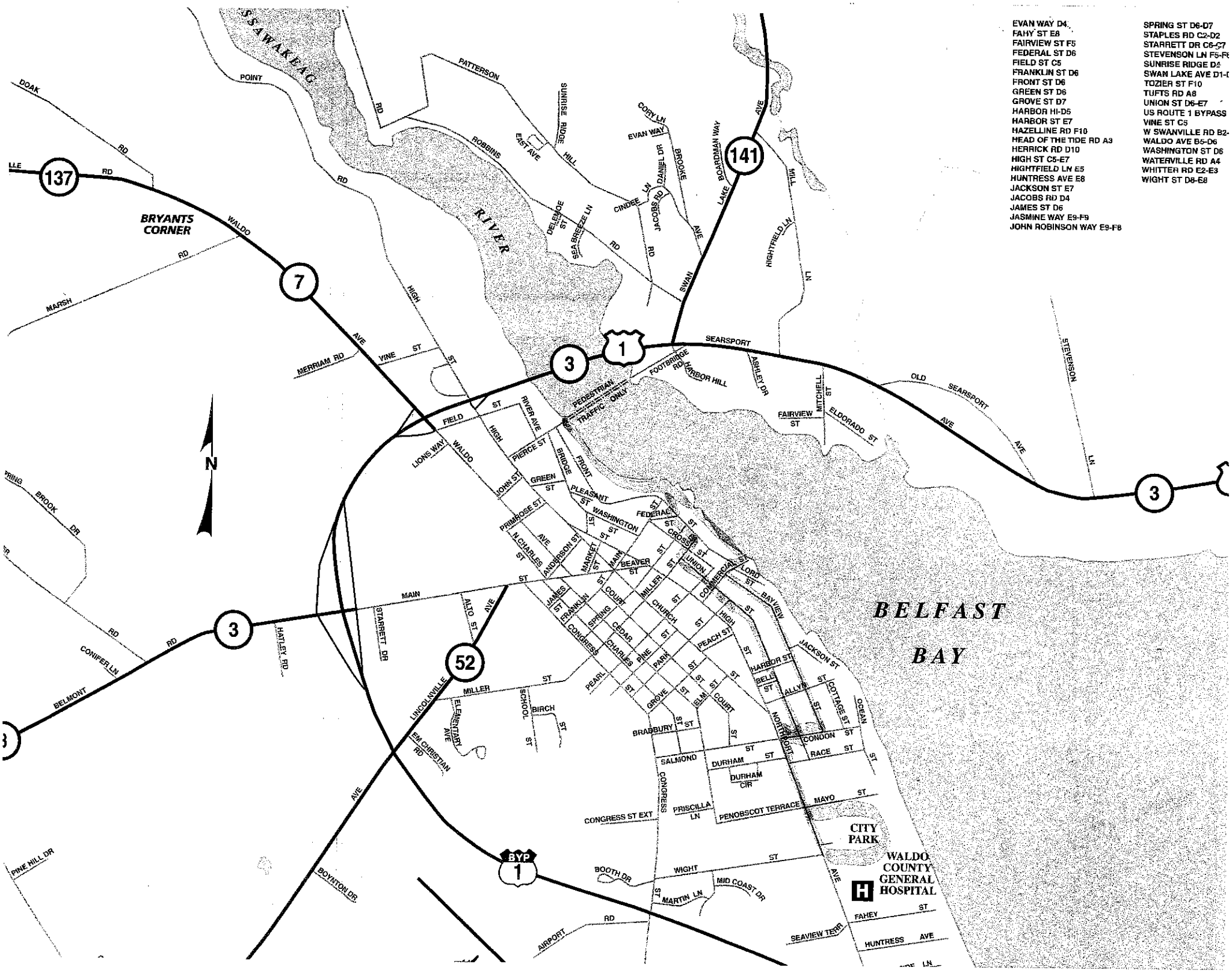
Name of Walk-A-Thon Participant:_____

Mid-Coast Board of Realtors Walk-A-Thon for Habitat

for Humanity of Waldo County. June 13, 2015

Dear _____

The Mid-Coast Board of Realtors thanks you for your contribution of $_____ to Habitat for Humanity of Waldo County Walk-A-Thon participants. We appreciate your help and look forward to future projects in Waldo County.


EVAN WAY D4
FAHY ST E8
FAIRVIEW ST F5
FEDERAL ST D6
FIELD ST C5
FRANKLIN ST D6
FRONT ST D6
GREEN ST D6
GROVE ST D7
HARBOR HI-D5
HARBOR ST E7
HAZELLINE RD F10
HEAD OF THE TIDE RD A3
HERRICK RD D10
HIGH ST C5-E7
HIGHTFIELD LN E5
HUNTRESS AVE E8
JACKSON ST E7
JACOBS RD D4
JAMES ST D6
JASMINE WAY E9-F9
JOHN ROBINSON WAY E9-F8
SPRING ST D6-D7
STAPLES RD C2-D2
STARRETT DR C6-C7
STEVENSON LN F5-F6
SUNRISE RIDGE D4
SWAN LAKE AVE D1-D
TOZIER ST F10
TUFTS RD A8
UNION ST D6-E7
US ROUTE 1 BYPASS
VINE ST C5
W SWANVILLE RD B2-
WALDO AVE B5-D6
WASHINGTON ST D6
WATERVILLE RD A4
WHITTER RD E2-E3
WIGHT ST D8-E8
BRYANTS CORNER
BELFAST BAY
CITY PARK
WALDO COUNTY GENERAL HOSPITAL
PEDESTRIAN TRAFFIC ONLY
N
137
7
3
1
141
52
BYP 1
SEARSPORT
OLD SEARSPORT AVE
WALDO AVE
MAIN ST
MILLER ST
CONGRESS ST EXT
PATTERSON RD
ROBBINS RD
SUNRISE RIDGE
EAST AVE
HILL
CORY LN
EVAN WAY
BROOKE AVE
DANIEL DR
JACOBS RD
CINDEE LN
DELEMOE ST
SEA BREEZE LN
SWAN LAKE AVE
BOARDMAN WAY
HIGHTFIELD LN
MILL LN
STEVENSON LN
FOOTBRIDGE RD
HARBOR HILL
ASHLEY DR
MITCHELL ST
FAIRVIEW ST
ELDORADO ST
DOAK RD
MARSH RD
MERRIAM RD
VINE ST
HIGH ST
FIELD ST
LIONS WAY
RIVER AVE
PIERCE ST
GREEN ST
JOHN ST
PRIMROSE ST
N CHARLES ST
ANDERSON ST
BRIDGE
FRONT
PLEASANT ST
WASHINGTON ST
FEDERAL ST
CROSS ST
UNION ST
COMMERCIAL ST
LORD ST
BAYVIEW
MARKET ST
MAIN ST
BEAVER ST
MILLER ST
COURT ST
CHURCH ST
JAMES ST
FRANKLIN ST
SPRING ST
CEDAR ST
CONGRESS ST
CHARLES ST
PINE ST
PARK ST
PEACH ST
HIGH ST
HARBOR ST
JACKSON ST
BELL ST
ALLYN ST
COTTAGE ST
OCEAN
PEARL ST
GROVE ST
ELM ST
COURT ST
BRADBURY ST
NORTHPORT
CONDON ST
RACE ST
SALMOND ST
DURHAM ST
DURHAM CIR
CONGRESS
PRISCILLA LN
PENOBSCOT TERRACE
MAYO ST
WIGHT ST
BOOTH DR
MARTIN LN
MID COAST DR
FAHEY ST
HUNTRESS AVE
SEAVIEW TERR
AIRPORT RD
BOYNTON DR
PINE HILL DR
CONIFER LN
BELMONT RD
HATLEY RD
STARRETT DR
ALTO ST
LINCOLNVILLE AVE
ELEMENTARY AVE
SCHOOL ST
BIRCH ST
EM CHRISTIAN RD
BROOK DR
SPRING

9.D

MEMORANDUM

May 29, 2015

To: Joseph Slocum, Belfast City Manager
Honorable Mayor Ash and Belfast City Council
From: Norm Poirier, Belfast Parks and Recreation Department
Re: Facility Request Application – Annual Street Party

Our Town Belfast has submitted a Facility Use application for the Annual Street Party to be held on Monday, August 3, 2015 from 5:00-10:00 pm with High Street and part of Church Street (in front of City Hall) from 3:00pm-11:00pm. In year's past this event has been a tradition for many people and their families.

The event sponsor, Our Town Belfast has coordinated street closings through internal staff and volunteers. No issues or concerns on behalf of City staff

Recommend approval of this request.

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?
   Breanna Bebb, Executive Director, Our Town Belfast
   207.218.1158, 207.323.9100
   bre@ourtownbelfast.org

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:
   Christopher Lobley, Street Party Chair; 207.356.7684; 207.338.4270
   chris.lobley@bangor.com

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

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.

High Street from Main to Church – sidewalks included
Church Street from Market Street to the Key Bank Drive-thru for a new kids area!

4. What **dates and times** do you wish to have this event?
Monday, August 3rd – Street closing 3:00 – 11:00
Street Party – 5:00 – 10:30

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 Street from 3:00-11:00 on Monday, August 3rd
A small portion of Church Street (in Front of City Hall) from 3:00-11:00. We will plan on working with Key Bank (manager Chris Klenk volunteers on the street party committee) on maintaining access to their drive thru from Church Street during their business hours.

If yes then who will manage these closed off Streets? OUR TOWN BELFAST

6. Are you asking the City for anything other than use of the facilities you have described above?
In the past the City has brought picnic tables and trash cans to the yard by City Hall so that we might place them throughout the event and return them to that spot at the end.

7. How many people do you expect? 1,500

8. Will you be selling things at this event? What and by who if not you?
We will sell tickets to rides (rides provided by Adventure Climbing), popcorn, cotton candy, t-shirts etc. We provide space to vendors who will sell food and other carnival type items (balloon animals, light up toys, etc).

9. Will any alcohol be served or consumed at this event? (If yes provide details) Our Town Belfast will not be providing any alcohol at the event but will work with Rollie's Bar & Grill on having a beer tent area on private property adjacent to the Street Party, following all proper process and with insurances/licensing needed to cover the serving of alcohol provided by Rollie's.

Where? – We are working on a location for the Rollie's beer tent. Last year it was in the dirt parking area between MacLeod Furniture and the Mall on High Street. If it is moved this year, it would be into the courtyard in front of the Mall on High Street.

By Whom: Name and Phone contact number:
Ryan Otis, Rollie's Bar & Grill - 207-469-5604

10. Does this event call for any type of open fire - including for cooking purposes? (If so describe what fire safety measures you plan on employing associated with this potential hazard?
NO

11. Will you be renting spaces to vendors on City Property? Yes_X_____No_____

If yes where do you propose they set up?

They will be set up along High Street between MacLeod Furniture and the Traffic Light.

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

Food Vendors will be charged $100.00 for the evening. Nonprofits will be able to set up an activity/promotion free of charge.

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? **YES**

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

ALLEN AGENCY – Should be on file.

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

FROM 5:00 TO 10:00 THERE WILL BE THE NOISE OF BANDS, RIDES AND FAMILIES HAVING FUN

16. How do you propose to handle garbage removal?

OUR TOWN BELFAST WILL REMOVE TRASH

17. How do you propose to handle parking? AS IN PAST YEARS, FAMILIES WILL FIND PARKING AROUND BELFAST

18. How do you propose to handle security?

WE ASK THE BELFAST POLICE DEPARTMENT TO HELP WITH THIS

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

PORTA-POTTIES ARE SET UP FOR THAT NIGHT

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

THE SHOPS ON HIGH STREET ARE KIND ENOUGH TO LET US USE THEIR ELECRICITY (AND WATER IF NECESSARY)

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

Yes, we speak to the neighbors each year and they are aware of the event coming up this year.

FACILITY USE APPLICATION CHECKLIST

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

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

Signature_____ Date:_____

Printed Name:_____

9.E

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

May 27, 2015

To: Joe Slocum
City Manager

From: Jim Richards, Chief
Belfast Fire & Ambulance

Reference: Firefighter and Ambulance Driver

I submit to you, for your confirmation, the name of Robert Larry to be a call Firefighter and Ambulance Driver for the Belfast Fire Department and Ambulance Service.

Bob resides on the Back Belmont Road in Belmont, approximately one mile over the Belfast and Belmont Town Line. He is a member of the Belmont Fire Department and a driver on the Belmont First Responder ambulance vehicle.

He is an experienced truck driver and pumper operator and would be used as call in driver for the ambulance on transfers if and when needed and available.

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

Thank You

Jim

Jim Richards, Chief
Belfast Fire & Ambulance

10.A

Request by the Economic Development Director to have the City Council appoint community member(s) to an advisory committee for a Community Development Block Grant Economic Development Program grant (for OnProcess Technology),

The City of Belfast recently learned that it was successful in securing an $800,000 Community Development Block Grant Economic Development Program (CDBG EDP) grant, on behalf of OnProcess Technology, a reverse logistics company headquartered in Ashland, Massachusetts, which is planning on establishing a new facility within the site of the former MBNA campus.

A required step in the project development phase for this or any other CDBG grant is the establishment of an advisory committee. While advisory committees for other types of CDBG grants usually have wider scopes of responsibility, the function of an advisory committee for a CDBG EDP grant is administrative, as the nature/specifics of the project have already been determined by the business receiving assistance under this program. The only specific function that is mandated by the Maine Office of Community Development for this type of advisory committee is that it assists in the handling of complaints, by being the first, local contact.

The Belfast City Council, at their meeting of May 19th, appointed the following four individuals to this committee: William Gerraughty (Chief Financial Officer, OnProcess Technology); Thomas Kittredge (Economic Development Director, City of Belfast); Richard Lunetta (Senior Vice President, Global Human Resources, OnProcess Technology); and Wayne Marshall (City Planner, City of Belfast). The City Council expressed a desire to also appoint one or more members of the community to this advisory committee (if they were to step forward) at their meeting of June 2nd.

10.B

City of Belfast

Joseph Slocum <citymanager@cityofbelfast.org>

Front Street Shipyard Mooring costs

1 message

Caitlin Strunk <cstrunk@frontstreetshipyard.com> Fri, May 29, 2015 at 12:24 PM
To: Katherine Pickering <harbormaster@cityofbelfast.org>
Cc: "citymanager@cityofbelfast.org" <citymanager@cityofbelfast.org>

Hi Kathy & Joe,

So for the daily transient cost it will be $30 a night, and for a seasonal rental we would charge $1500.

It costs us, 255.42 each to commission and decommission a mooring for 8 moorings to be used. We have the four that are there currently and then

3 that we would be moving into that space. We also have mooring three hundred if that is allowed, it is outside of the permitted area, and I understand if we cannot use that.

So for the total of commissioning and decommissioning the moorings it would be $2043.00, with 8 moorings being used. That total includes any work that needs to be done, including fixing anything that is currently not useable.

Let me know if there is anything else that I can do for you, or if you have any other questions.

Thank you!

Caitlin Strunk

Front Street Shipyard

Assistant Service Manager

// Dockmaster

Mobile-(860)-886-3707

Office-(207)-930-3740

May 12, 2015

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

From Katherine Pickering, Harbor Master

Re: Council Agenda May 19, 2015
Request to approve Booking Agent Contract for Front St. Shipyard

Front St. Shipyard has requested that they be approved as a Booking Agent for the City of Belfast to rent the moorings currently located within the Federal Navigation Project (FNP) for this summer. Fifteen moorings are permitted by the Army Corps of Engineers (ACOE) to the City of Belfast to be used as rental and service moorings in this area.

The ACOE has agreed to allow this use of the moorings for this season with the following conditions:

- The City of Belfast will have complete control over the moorings as specified in the City of Belfast Harbor Ordinance, Marine Activities, Sec. 30-171 Rental Moorings., including the Booking Agent Contract, Appendix E.
- Front St. Shipyard will document all expenses and transactions regarding the maintenance, renting, and any other use of the moorings and make it available to the City of Belfast. Any determined income will be turned over to the City of Belfast.
- Any other commercial mooring within the FNP not used as part of this agreement will be removed from the FNP immediately.

I have requested that Front St. Shipyard provide the City with a list of expenses they have already incurred, or expect to have this season, on the moorings they wish to rent so the City may determine what a fair rental fee may be.

I've attached a copy of the Booking Agent Contract which is somewhat of a summary of the requirements in Section 30-171 in our Harbor Ordinance.

The Council is being asked to approve the request from Front St. Shipyard to be a Booking Agent to rent (a determined number) of the City's commercial moorings located in the FNP and also determine if appropriate at this time, a rental fee Front St. Shipyard shall pay the City of Belfast based on the rental fee charged to the customer, minus any expenses.

RENTAL MOORING AGREEMENT
CONTRACT

This Agreement is made by and between ____**(booking agent)**____ and the **City of Belfast** in Belfast Maine.

The City of Belfast hereby grants to **(booking agent)** the exclusive right to act as booking agent to rent said moorings in accordance with the City of Belfast's rental mooring operational guidelines as the same may be amended from time to time.

A total number of 15 (fifteen) moorings will be rented and are located in Belfast Harbor, south of red nun #6, between Holmes Marina and Commercial St., west of the channel. The City of Belfast may make the moorings available either as seasonal rental use or overnight use, as such is designated, from June 1 to September 1 or as the moorings become available to rent. Moorings will be rented on a first come, first serve bases in compliance with the City of Belfast Harbor Ordinance and the Corps of Engineers requirements.

When the City of Belfast indicates to **(booking agent)** that the moorings will be available as rental moorings, **(booking agent)** will make all reasonable efforts to secure a transient boat to use the moorings for the period designated by the City of Belfast.

The **(booking agent)** will ensure that the mooring gear for the moorings are inspected annually and that all necessary maintenance is completed in accordance with the requirements of the City of Belfast Harbor Ordinance.

(Booking agent) shall be responsible for collection of rental monies as specified in the Booking Agent Qualifications. These fees will be determined and approved by the Council no later than the end of December.

(Booking agent) shall be a commercial marine enterprise located in the City of Belfast whose primary activities are maintenance, service, and repair of boats, as well as provide necessary towing, moving, and tie-up of vessels.

(Booking agent), as the booking agent, shall be liable for all damages arising out of the use of the moorings pursuant to this Agreement.

(Booking agent shall maintain a one million dollar liability insurance policy with the City of Belfast as a named insured.

(Booking agent) shall take reasonable steps in policing the use of the moorings when they are designated as available for rental use.

This contract shall be reviewed and renewed on an annual basis unless either party shall give written notice of termination to the other prior to its renewal.

Dated:_____

(BOOKING AGENT) (CITY OF BELFAST)

By:_____ By: _____

10.D

Thomas Kittredge

From: Jennifer Albee (ReVision Energy)
Sent: Wednesday, May 27, 2015 4:58 PM
To: 'Thomas Kittredge'
Subject: RE: Quick update - CMP accounts

Hello Thomas,

My apologies for the delay – I took an extra long weekend (but our Moosehead Lake camping expedition was cut short due to 35 degree temps, freezing rain and 30 knot winds) and am still sifting through my emails.

An excellent question! Think of your five accounts like a champagne tower – you know, when you put champagne in the top glass, and once that glass is full, it spills to the next glass? Or maybe a better analogy is canal locks… Anyway, the credits will flow from the first account down to the fifth, as long as there are credits to be had – this means that in wintery months there might not be much flowing, but on days like today, those credits should keep coming.

So, let's say the fire station array sends 1,000 kilowatt hours (random number, not at all factual!) back to the grid in May – if account one drew 200 kWh during the month, two drew 200, three drew 200, etc etc, those credits from the fire station would offset accounts one, two and three in the order listed with CMP, the order of preference, onto accounts four and five. Those account invoices from CMP would see a small line on page one (it's rather hidden) showing any net billing credits.

Now I'm the one who feels like I'm not making sense! Holler away if there are any other questions. I hope you're loving these sunny days. The fire station looks great! I hope many people see that installation and say, man, Belfast really is a good place. They've got solar! Camden can't say that… nor Rockland, or Bath…

Belfast!

See you soon,
Jen

Jennifer J. Albee
ReVision Energy
91 West Main Street
Liberty, ME 04949
Phone 207.589.4171
Fax 207.589.4174
www.revisionenergy.com

10.E

City of Belfast

Joseph Slocum <citymanager@cityofbelfast.org>

FW: Belfast - Setting Policy for use of Public Space

2 messages

Legal Services Department <Legal_Services_Department@memun.org> Tue, May 26, 2015 at 2:05 PM

To: "citymanager@cityofbelfast.org" <citymanager@cityofbelfast.org>

Dear Joe,

Your inquiry below was assigned to me as I was the attorney on call here when it was received and it did not appear to be a follow-up for Bill.

I appreciate your concern about the city's open spaces becoming "advocacy gauntlets." However, as you have already (and correctly) concluded, if the city allows a particular park or space to be used for any non-municipal use, it must allow all other non-municipal uses (including religious ones) on the same terms and conditions, without regard to the user's viewpoint. (This is the well-established and current U.S. Supreme Court jurisprudence in this field.)

This does not mean that all city parks or spaces must be made available for non-municipal uses. To the contrary, the city has no legal obligation to make any city-owned place available for non-municipal uses. Again, what it means is that if the city allows a certain place to be used for any non-municipal uses, it must allow all other non-municipal users to use that place on identical terms and conditions and regardless of the user's cause or purpose.

This may mean, as a policy matter, that the city should prohibit all non-municipal use of certain spaces where you wish to avoid the potential for a "gauntlet." Or it may mean the city should relegate non-municipal uses to portions of the property where they will not unreasonably interfere with casual public enjoyment or the particular type of activity for which the space was designed and intended. Or the city may choose to restrict non-municipal uses by the length of an event and/or the frequency of use. Any or all of these limitations may be appropriate, depending on the particular circumstances, but in any case they must all be applied uniformly to all non-municipal uses.

Unfortunately, we do not have any suitable sample ordinances or policies. Adopting a policy governing the permissible uses of city property is well within the authority of the council, however. I suspect some of the larger municipalities in Maine (Portland, Lewiston, Bangor, Auburn, Brunswick, et al.) have relevant ordinances or policies and would be happy to share them with you if you asked.

I hope this guidance is helpful, Joe. Please let me know if you have any further questions.

Best regards,

Richard P. Flewelling, Assistant Director
Legal Services Department

Maine Municipal Association
60 Community Drive, Augusta, ME 04330
1-800-452-8786 (in-state)
207-623-8428
FAX 207-624-0187
legal@memun.org

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From: Bill Livengood
Sent: Tuesday, May 26, 2015 12:11 PM
To: Legal Services Department
Subject: Belfast - Setting Policy for use of Public Space

From: Joseph Slocum [mailto:citymanager@cityofbelfast.org]
Sent: Tuesday, May 26, 2015 11:50 AM
To: Bill Livengood; Norm Poirier; Manda Cushman
Subject: Setting Policy for use of Public Space

Bill,

Municipalities get all kinds of request to use public space from handing out advocacy literature to running road races, Parades, Weddings, musical performances etc.

Recently we had a group who wanted to set up a table and advocate for religious reasons with literature for 3-4 days a week for 5 months along a City Park where people walk for recreational purposes.

Do you folks have any model Ordinances which make sure we do not violate religious protections but which also limit the time of use or the location of the type of use.

We recently built a Harbor Walk. It seems from the legal notes that we would be better off not allowing non-municipal uses in certain public spaces that way we treat everyone the same. Right now I am more concerned about our open spaces becoming advocacy gauntlets.

Thanks

Joe

--

Joseph J. Slocum

Belfast City Manager

p) 207.338.3370 x:10

f) 207.338.2419

citymanager@cityofbelfast.org

www.cityofbelfast.org

Joseph Slocum <citymanager@cityofbelfast.org> Wed, May 27, 2015 at 10:24 AM
To: Norm Poirier <parksandrec@cityofbelfast.org>, Manda Cushman <mcushman@cityofbelfast.org>

Norm,

The open use of public space is a topic that everyone will be interested in. Lets set up a time when we can discuss this. I would like to give the Council some initial information on this next Tuesday. Belfast has been a City that has tried to say yes to almost anything and yet may not realize that when we open the door so wide we may let things in that we did not anticipate. This needs to be a very public discussion. lets set up a time to talk and please use your recreational contacts to see if anyone- including the State itself has any policies on activities in public recreational spaces.

Thanks

Joe

[Quoted text hidden]

10.F

MEMORANDUM

May 28, 2015

To: Joseph Slocum, Belfast City Manager
Honorable Mayor Ash and Belfast City Council
From: Norm Poirier, Belfast Parks and Recreation Department
Re: Request for Facility Use – Life5hare, LLC

The Department has received and reviewed a Request for Facility Application from Jeri-Lynn Chambers representing LifeShare, LLC, an agency providing home care services in the Belfast region for use of lower part of City Park in and around the pavilion for an employee recognition / BBQ on July 7, 2015 from 11:00 am – 2:00 pm. The agency will cater the event and will clean up after the event.

The Department has no issues with this request and supports its approval.

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

1. State your name and whom you represent? Jeri-Lynn Chambers, LifeShare LLC... which is an agency who provides support services to individuals in Belfast and throughout the state of Maine whom have Intellectual Disabilities.

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 __We would like to request the use of Belfast City Park on July 7th 2015 for an agency BBQ.

3. What dates and times do you wish to have this event?
_July 7th 2015

3a. Do you have a rain date and if so when? N/A

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) N/A No signs needed!

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

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

____LifeShare enjoys celebrating not only the individuals that we support, but the staff and Home Care Providers as well on a bi annual basis, The Belfast area is not only a beautiful location, it is also fairly central to the folks that we do support. We would love to hold this BBQ from 11am-2pm in order to that and recognize all of the hard work put into changing lives for the better.

_____

_____

_____

_____

7. How many people do you expect? __
   Averaging right around 60!_____

8. Will you be charging admission to this event? __No_____.

9. Will you be selling things at this event? ____No_____

If so what? _____

10. Will any alcohol be served or consumed at this event? (If yes provide details)_____NO_____

_____

11. 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? _____
    If approved for this event we would like to hire a local BBQ vendor to cater the event. This is not a necessity as we could easily provide all cold foods._____

_____

12. Will you be renting spaces to vendors on City Property? ____No_____

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

_____N/A_____

_____

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

_____

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

_____

16. Noise: What kind of noise do you expect to generate at this event and during which specific periods of time? _Very Minimal_____

_____

17. How do you propose to handle garbage removal? _Garbage will be removed by LifeShare._____

_____

18. How do you propose to handle parking? __Most participants will be travelling together and I do not expect needing any additional parking._____

19. How do you propose to handle security? _N/A_____

20. How do you propose to handle the need for restrooms? __We are in hopes that the park will be open to the public on this day.

_____

21. What is your plan/need for electricity or water? ___N/A_____

_____

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

_____

_____

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?
Jeri-Lynn Chambers 416-4438 email..j.chambers@lifeshareusa.com

_____

_____

_____

What specific City services or assistance are you asking for? _N/A_____

Department	**Service Requested**
City Manager	_____
Police	_____
Fire/Ambulance	_____
Parks	_____
Public Works	_____
Harbor	_____
Planning (Maps)	_____
Cable TV	_____

Please draw a diagram of the area your proposing to use and how it will be laid out **ADMINISTRATIVE COMMENTS (Internal City use only)**

City Manager's Office _____

_____

City Clerk's Office _____

_____

Police Department _____

_____

Fire/Ambulance Department _____

City of Belfast - Facilities Request Form

_____

Parks Department ___We would like to use the covered picnic area

_____

_____

Public Works Department _____

_____

_____

Harbor Master _____

_____

Boat House Coordinator _____

_____

Planning Department _____

_____

Other Notes: _____

_____

10.G

MEMORANDUM

May 28, 2015

To: Joseph Slocum, Belfast City Manager
Honorable Mayor Ash and Belfast City Council
From: Norm Poirier, Belfast Parks and Recreation Department
Re: Facility Request Application – Restorative Justice Project

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

A Facility Request Application has been completed by Restorative Justice Project of Mid-Coast Maine for the closure of Beaver Street from Main Street corner to the beginning of the Beaver Street Parking lot. The street closure is being requested for Friday, July 24, 2015 from 4:30-9:00 pm. to celebrate an Open House of the new RJP Offices on 3 Beaver Street.

The original request has been modified slightly after discussion with Chief McFadden to exclude the closure of the Beaver Street parking lot. In Chief's professional opinion it will be too difficult and a burden to the business that use the parking lot to close it down on a Friday afternoon. I would agree with this assessment and will inform the applicant of the change in their application prior to City Council meeting on June 2, 2015

City staff recommending approval of the modified application and Street closure for Friday, July 24, 2015 from 4:30-9:00pm.

10.6

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.

Fri: July 2
4:30-9p

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

Larraine Brown, 338-2742, Larraine@rjpmidcoast.org,
Restorative Justice Project of Midcoast Maine

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:

secondary contact person: Denise Pendleton, 338-2742, denise@rjpmidcoast.org

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

Restorative Justice Project's Open House Celebration Street Party is being held to celebrate our new home at 3 Beaver Street, to promote community awareness and connection to RJP, and to honor RJP volunteers, friends and supporters. It is also one in a series of events celebrating our 10th Anniversary. The event will feature 1-2 musical groups, to be determined (preliminary

confirmation from the Leaky Jug Band and inquiry out to Don Nickerson band); poets, rap music and several short speeches. Refreshments will be offered, such as lemonade, seltzer water, ice tea, cookies and finger foods, including hot dogs.

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.

We are requesting use of Beaver Street, at the upper end (where Belfast Summer Nights holds its event)

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

Friday, July 24, 4:30-9:00

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

See above.

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

We will ask the City to provide barricades to indicate that streets are closed off and will request police assistance as needed and recommended.

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

All we need is for the street to be blocked off with appropriate signage.

7. How many people do you expect?

Approximately 250 people.

8. Will you be selling things at this event? What and by who if not you?

We will not be selling anything

9. Will any alcohol be served or consumed at this event? (If yes provide details)

Where? - Attach MAP_____ Alcohol will not be served.

By Whom: Name and Phone contact number:

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

No.

11. Will you be renting spaces to vendors on City Property? Yes_X_No_____

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

On the edge of the street, where audience will be gathering.

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

One hot dog vendor; we will not be charging formally but suggesting a donation of gross sales.

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?

Yes, if necessary

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

Allen Insurance Agency

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

music will not reach a volume of more than 7 on controls

16. How do you propose to handle garbage removal?

We will have several large trashcans strategically placed next to refreshment areas and will regularly check them to ensure trash is emptied as needed. We will ensure that trash bags are not left on the street and will take trashbags ourselves to the transfer station

17. How do you propose to handle parking?

We envision that attendees will avail themselves of city parking in the area.

18. How do you propose to handle security?

We don't anticipate a large security need, but we will have a staff of six and a core group of volunteers to assist, with specific roles and functions pre-determined, including "floaters" who will assist as needed.

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

We don't anticipate an event of this length and size will have much of a need for restrooms, but our office has a restroom that could be accessed if necessary. We will have at least one staff person in the office at all times, where most of the refreshments will be served.

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

We will run electricity from our office at 3 Beaver Street.

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

We've mentioned the event to several neighbors and all are eager to help promote and participate.

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?

Larraine Brown, cell #: 207-323-2747, Larraine@rjpmidcoast.org
Denise Pendleton, cell#: 207-838-1812, denise@rjpmidcoast.org

23. Are you requesting any services from the City? Be specific on the services you are asking for
street closure barriers and signage as recommended; police available as recommended

Department	**Service Requested**
City Manager	

Police

_____

Fire/ Ambulance

_____

Parks

_____

Public Works

_____

Harbor

_____

Other? _____

Remember, <u>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.</u>

FACILITY USE APPLICATION CHECKLIST

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

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

Signature _____ Date: April 22 2015

Printed Name: LARRAINE BROWN

ADMINISTRATIVE COMMENTS
(Internal City use only)

City Manager's Office

Police Department

Fire/Ambulance Department

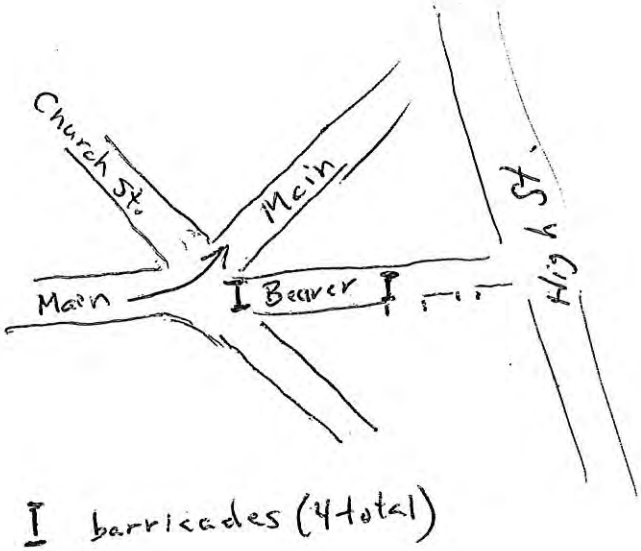
Parks Department

Public Works Department

Harbor Master

Boat House Rental Agent

Other Notes:



I barricades (4 total)