



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Joseph J. Slocum
City Manager

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Tel: (207) 338-3370 ext. 10

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MANAGER'S REPORT

Belfast City Council Meeting
Tuesday, December 15, 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, December 11, 2015

Agenda Items:

10-A Request to change the name of Columbus Day to Indigenous Peoples Day or alternatively to create a separate day to commemorate indigenous peoples.

I have no information on this. At the last Council meeting a resident stood up and said she had a petition and would like to address this matter before the Council. We will attempt to identify her and ask her to return to discuss this at the meeting.

10-B Further discussion on the idea of creating a Green Cemetery.

At the last Council meeting two Waldo County residents came forward and expressed their support for the creation of a green cemetery. As we understand it a green cemetery offers simple burials without any body treatment that leads to natural decomposition. The cemetery itself might have memorial stones that are flush with the ground but the open spaces would not be mowed or maintained.

I was aware that there were people were interested in this but I did not understand until last meeting the people were actually proposing that the City acquire and operate a green cemetery. The Cemetery Board of Trustees has not to date recommended that the City create such a facility. Steve Boguen has been our Superintendent of Cemeteries for many years and he will come to the meeting and share his thoughts on this issue. This expansion could increase the budget.

10-C Discussion on possible changes to the Cemetery Ordinance.

The Cemetery Trustees are proposing some changes to the Cemetery Ordinance. This includes going from three trustees to five trustees with an alternate. It also clarifies their roles and the Superintendents roles.

We're putting this up for discussion purposes if there is no major objection will proceed to a first reading your next meeting.

10-D Update on activities of the Energy Committee.

Assistant City Planner Sadie Lloyd has a written update in your packet and will be at the meeting to answer any questions.

10-E Request from Lincolnville Telephone Company to locate two poles off the edge of the payment on state Highway 52.

The request is attached in your packet. City Public Works Director Bob Richards has reviewed the request and has no objection to this placement.

10-F Request to accept bids for the purchase of a new police cruiser and requests to award the bid.

We're trading in a cruiser with 95,000 miles on it. The bids will be open during the day and December 15th and will bring you the results to the meeting that evening.

10-G Consideration of a request to spend up to \$23,650 to convert a basketball court at City Park into four pickle ball courts.

There will be an attachment in your packet outlining the recommendations and suggestions of the Parks and Recreation Commission. The Commission will not have met at this writing.

In speaking with Parks and Recreation Director Norm Poirier I was advised that this is a citizen initiated request. It appears we have helped to create and develop an enthusiastic pickle ball following. Not all of our recreational facilities are utilized by same people and is important to have a diversity of recreational opportunity. I do point out that currently the City is not able to finance the repair, maintenance and creation of a number of facilities and projects that the Parks and Recreation Commission has recommended and I wonder if the dollars proposed to be spent here should be spent on higher priority needs. I do not know the answer to that concern and will defer to the Parks and Recreation Director and Commission for their views.

10-H Update on the ice-skating rink.

The Parks and Recreation Department is currently preparing the rink for its Winter use. I learned today that we are leasing out advertising space to people who are apparently donating money to maintain the rink. Parks and Recreation Director, Norm Poirier, has a memo attached to this packet explaining this process. It is up to the Council to authorize all rates that generate revenue for the City. I have asked Norm to make sure our partners, the school who owns the property and Waterfall Arts who helps with parking and other access issues, have no objection. I have also asked him to check with the Code Enforcement Officers to make sure these signs meet City Code.

10-I Request from the City Treasurer for permission to open to bids on a mobile home located on property at Map 18 Lot 39.

We previously foreclosed on this mobile home. It is sitting on somebody else's land. We put it out to bid before and no one bid. We put it out to bid again and we have two bids that we would like to open up at the meeting and request at that time that the Council consider authorizing the sale of the mobile home to the highest bidder.

10-J Request from the East Coast Greenway Alliance to add the Harbor Walk as part of its 2,900 mile network of existing multiuse paths from Key West Florida to Canada.

There's a packet of information explaining their requests which includes their requirement that we allow them to put their sign on the City's walkway. The value of this proposal is in the eye of the beholder and I leave this matter to the Council's capable eyes.

10-K Update from the City Planner on the Front Street Reconstruction Project.

The City Planner will provide a verbal update your meeting.

10-L Update from the City Planner on the Washington Street Project.

The City Planner will provide a verbal update your meeting.

10-M Update from the City Planner on the completion of the Harbor Walk and the improvements on the East Side of the Armistice Bridge.

The City Planner has a memo attached in your packet.

10-N Consideration of Boathouse fees.

Last year the Boathouse raised \$22,875 in fees. This year the budget for the operational cost of the Boathouse is \$18,350. That number is stretched extremely tight particularly as it relates to maintenance and utility use. Norman Gilmore does a lot of cleaning down there that is not reflected in this budget. We at the staff level want to make sure we collect security deposits from all renters to make sure they clean the place up to the quality that they found it. Toilets and mopping are often overlooked requiring additional staff time to make the place meet the cleanliness expectations of everyone. There is also regular staff time to assist with contracts, deposits, keys and people with questions. Additionally over the last 5 years we have added about \$45,000 in improvements including a new roof at \$23,000 and new windows and doors at just over \$10,000.

A couple of years ago several non- profits and longtime users wanted to be exempt from our new fees and instead wanted to pay what they had paid in the past. Others seeing their example and the "grandfathered fee" status they achieved have come into the Council one at a time and asked for reduced fees based upon their circumstances. And still other groups have simply asserted to staff that they were grandfathered even though they were not on the list that the Council formerly approved.

Over the last four years we spent an additional \$44,000 in improvements. Our kitchen has had a couple of small improvements but it is not a commercial kitchen. We hope to have two electric stoves there next season to help with warming food. What all this means is that the Boathouse is not collecting sufficient fees to cover all of its expenses.

What should we be thinking about?

1. We should get rid of grandfathered status for anyone.
2. We should discuss our current rate structure with our Rental Agent and
3. Staff should make sure that security deposits are collected and withheld to cover the cost of an independent professional cleaner if the facility is not as clean as it should have been when they rented it. We will do this internally.

I have two suggestions to add to this discussion. First I would have three fees for non-profits from a low fee to a moderate fee to a full fee.

I would put things like Our Town Belfast Annual Meeting, The Garden Club and the Earth Day Celebration in the low category. I would put things the City itself sponsors in the medium fee category such as the Harbor Fest, Celtic Celebration, New Years by the Bay, Weinerfest, etc. I would also include things like the Boy Scouts, the Mom Prom and Our Town Belfast Auction in this medium range. Finally I would ask the Bike Trek, Maine Fare and Pen Bay Carvers to pay the full rate. The Carvers are wonderfully talented but they are a private retail sales entity and the value to the community of the Boathouse may not be a retail facility. They also take up a valuable weekend in the Summer that could easily be rented for a wedding at a much higher rate. Different Council Members have weighed in on this over time and I bring it back now because groups are calling to confirm their dates and their rates. We need to start this discussion and get back to them as soon as we can.

10-O Request to go into Executive Session to discuss a personnel matter pursuant to 1 M.R.S.A. 405 (6) A.

10-P Request to go into Executive Session to discuss a personnel matter pursuant to 1 M.R.S.A. 405 (6) A.

10-Q Request to go into Executive Session to discuss a personnel matter pursuant to 1 M.R.S.A. 405 (6) A.

10-R Signing of Council Orders

**City of Belfast
Consent Agenda
Tuesday, December 15, 2015
Meeting #12**

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 one-year Blanket Letter of Approval for Beano for the American Legion Post #43 located at 143 Church Street, Belfast, Maine. This approval is granted from January 7, 2016 through December 29, 2016.**

Motion to approve a one-year Blanket Letter of Approval for Beano for the American Legion Post #43 located at 143 Church Street, Belfast, Maine. This approval is granted from January 7, 2016 through December 29, 2016.

- B. Request to approve an off premises catering permit for Randall Collins VFW Post 3108 for a benefit event located at the Randall Collins VFW Post 3108 (Hall), 34 Field Street, Belfast, Maine on December 11, 2015 from 6:00 p.m. to 1:00 a.m.**

Motion to approve an off premises catering permit for Randall Collins VFW Post 3108 for a benefit event located at the Randall Collins VFW Post 3108 (Hall), 34 Field Street, Belfast, Maine on December 11, 2015 from 6:00 p.m. to 1:00 a.m.

- C. Request to approve a Facility Use Request application for use of the Armistice Foot Bridge by the Greater Bay Area Ministerium for a Candlelight Vigil of Mourning, Mercy and Hope on Monday, December 14, 2015 from 6:30 p.m. to 7:00 p.m.**

Motion to approve a Facility Use Request application for use of the Armistice Foot Bridge by the Greater Bay Area Ministerium for a Candlelight Vigil of Mourning, Mercy and Hope on Monday, December 14, 2015 from 6:30 p.m. to 7:00 p.m.

9.C

MEMORANDUM

December 9, 2015

To: Joseph Slocum, Belfast City Manager
Honorable Mayor Ash and Belfast City Council
From: Norman Poirier, Belfast Parks and Recreation Department
Re: Facility Use Request for a Candlelight Vigil

The Greater Bay Area Ministerium has requested use of the Armistice Foot Bridge for a Candlelight Vigil of Mourning, Mercy and Hope to take place on Monday, December 14, 2015 from 6:30-7:00 p.m. The vigil is a gathering of area citizens to express sadness over the recent acts of violence and killings. It is also the anniversary and reminder of the Sandyhook School shooting. The group will conduct some prayer, song and share hope with one another.

The City staff do not anticipate any issues with this local gathering of the community and recommend approval (after the fact).

**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 simply 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?

REV. JOEL M. KRUEGER, THE FIRST CHURCH IN BELFAST, UCC

REPRESENTING THE GREATER BAY AREA MINISTERIUM

joelfirstchurchinbelfast@gmail.com
338-2282

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:

REV. DEANE PERKINS, UNITARIAN UNIVERSALIST CHURCH OF BELFAST
338-4482, minister@uubelfast.org, deaneperkins@gmail.com

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

"A CANDLELIGHT VIGIL OF MOURNING, MERCY & HOPE" WILL TAKE PLACE ON THE BELFAST FOOTBRIDGE ON MONDAY, DEC. 14, 6:30 - 7:00 PM AS A GATHERING OF CITIZENS TO EXPRESS OUR SADNESS OVER RECENT KILLINGS (THIS IS THE ANNIVERSARY OF THE SANDY HOOK SCHOOL SHOOTING), WARS, AND OTHER VIOLENCE THAT HAVE FILLED OUR EARTH. WE WILL SING, PRAY, AND SHARE OUR HOPES WITH ONE ANOTHER.

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.

USE OF THE BELFAST FOOTBRIDGE AS A PLACE TO GATHER

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

MONDAY, DEC. 14, 2015, 6:30 - 7:00 PM

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

NO

If yes then who will manage these closed off Streets?

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

NORM WILL PROVIDE A PORTABLE P.A. SYSTEM FOR US TO BE PICKED UP FROM HIM ON MONDAY, DEC. 14.

7. How many people do you expect?

50 (?)

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

No.

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

No.

Where? - Attach MAP

By Whom: Name and Phone contact number:

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

WE WILL HAVE CANDLES WITH DRIP PROTECTORS TO KEEP WAX FROM FALLING ON PAVEMENT

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

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

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

NA

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

YES. OUR INSURANCE IS THROUGH THE UNITARIAN UNIVERSALIST CHURCH OF BELFAST

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

CHURCH MUTUAL INSURANCE CO.

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

SINGING OF FOLK SONGS (NOT LOUD) BY THE PEOPLE GATHERED.

16. How do you propose to handle garbage removal?

NA

17. How do you propose to handle parking?

PEOPLE WILL PARK IN THE SPACES NEAR THE FOOT BRIDGE
BY FRONT ST.

18. How do you propose to handle security?

NA

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

NA

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

NA

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

NO

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?

207-338-2282 (W)
REV. JOEL KRUEGER - 207-323-0940 (C) / 207-338-5108 (H)
REV. DEANE PERKINS - 207-338-4482 (C) / 518-744-1204 (C) / 207-338-6776 (A)

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

NO.

Department

Service Requested

City Manager

Police

Fire/ Ambulance

Parks

NORM WILL PROVIDE PORTABLE PA SYSTEM

Public Works

Harbor

Other?

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

10.C

Draft of proposed changes to the cemetery ordinance

Sec. 18-51 Established; membership; appointment and term of members.

Chapter 18: CEMETERIES ARTICLE II: Administration DIVISION 2: Board of Cemetery Trustees

Sec. 18-51 Established; membership; appointment and term of members.

[Amd. of 2-5-2013]

There shall be a board of cemetery trustees, consisting of ~~three~~ Six citizens five voting and one alternate, ~~one~~ two member's of which shall be selected each year by the City council for the term of three years. The trustees shall be sworn to the faithful discharge of their duties.

There shall also be a single alternate member of the board of cemetery trustees consisting of one citizen who shall be selected by the City council for a term of three years. This alternate member shall be sworn to the faithful discharge of their duties and will only vote in such cases where one of the regular members is absent at the time.

Sec. 18-52 Chair.

~~Each member of the board of cemetery trustees shall, during the last year of his term, be and act as chair of the board.~~

The Board shall conduct an annual meeting before the first of the calendar year and appoint officers including a Chair of the Board for up to three years. Officers can be reappointed at the end of their term.

Sec. 18-54 Appointment of cemetery superintendents.

~~The board of cemetery trustees shall annually, before June 1, appoint a superintendent for each of the public cemeteries in the City, and such superintendents shall be sworn to the faithful discharge of their respective duties. The board shall have power to remove the superintendents for cause whenever, in its judgment, the best interest of the cemeteries shall be promoted thereby, and shall, by appointment, fill any vacancy caused by such removal or otherwise. Such superintendents shall, at all times, act under the direction of the board in all matters pertaining to the cemeteries.~~

The Board of Cemetery's Trustees shall recommend the appointment of a Superintendent for the custody and care of all public cemeteries in the city. The Board may recommend to the City Council the removal of the superintendent for cause whenever in its judgment the best interest of the cemeteries shall be promoted thereby.

Sec. 18-55 Supervision of cemeteries.

~~The members of the board of cemetery trustees shall have all the necessary powers to lay out and establish and cause to be graded the lots and avenues in the cemeteries agreeable to plans thereof, and to change the line of grading of lots and avenues therein so as to conform to such plans, when in their judgment the general condition of the cemeteries will be benefited thereby. They shall have a general supervision of all the public cemeteries in the City and all work done therein shall be subject to their approval~~

It shall be the duty of the Board of Cemetery Trustees to make recommendations to the Superintendent, City Manager and the City Council on all matters dealing with city-owned cemeteries. This will include review and recommendation of budgets as well as long-term capital planning and any other policies or procedures to be followed on a regular basis at the City cemeteries.

The Superintendent of the Cemeteries shall have the day-to-day responsibility to oversee the management and operation of all City-owned cemeteries. The Superintendent shall have the general supervision of all public cemeteries in the City and all work done therein shall be subject to his or her approval.

Sec. 18-72 Use of funds.

~~The perpetual care funds shall be used in defraying the expense of caring for and keeping in good order and condition the burial lot purchased. It shall be the duty of the board of cemetery trustees to see that the income of all such sums is applied for perpetual care purposes.~~

The Board of Cemetery Trustees shall make recommendations to the City Council regarding the use of income or principal to be used for perpetual care purposes.

Sec. 18-73 Accounts; investment of funds.

~~It shall be the duty of the City treasurer to keep an account of perpetual care funds under the designation of "Cemetery Fund." The City treasurer shall submit an account of the funds to the City council at the close of each municipal year and at other times when required by the City council. The City shall invest, with the approval of the board of cemetery trustees, the funds according to the requirements of state law. The City treasurer shall pay out the income of the fund upon the order of the cemetery trustees for the purpose of perpetual care and turn over the fund to his successor in office.~~

The city treasurer shall pay out the income or principal of any cemetery trust upon the order of the Belfast City Council with consideration for any recommendation from the Cemetery Board of trustees.

Sec. 18-111 Work to be done only by cemetery employees.

[Ord. of 4-25-1988]

~~All work in the City cemeteries must be done by the employees of the cemetery and under the supervision of the superintendent.~~

Work in city cemeteries must be done by the employees of the cemetery unless otherwise decided by the Cemetery Superintendent. Such work should be done under the supervision of the City Cemetery Superintendent.

MEMORANDUM

10.D

TO: CITY COUNCIL
FROM: SADIE LLOYD, ASSISTANT PLANNER
DATE: DECEMBER 9, 2015
RE: ENERGY COMMITTEE UPDATES

No actions requested.

I will attend your December 15th Council meeting to provide you with updates on work the Energy Committee is doing. Below is an overview.

Lighting audit to inform a city-wide LED retrofit

In April the City Council gave permission for the City Energy Committee and City staff to go out to bid for a lighting auditor to audit all City buildings, facilities, and street lights in order to understand the cost of retrofitting City lighting to LEDs. The project went out to bid in July and bids were received the same month.

Two bids were received; both were very expensive and did not adequately address our needs. You rejected the bids and gave me permission to directly solicit an auditor. We recently received a very reasonable quote from TRC for \$4,400 to audit lighting in all city buildings and facilities (with the exception of the library because that has already been done). TRC has strong experience conducting energy efficiency upgrades across the State. The Committee has decided to enter into contract with them to do the audit, and I am discussing scope of work and cost with them to potentially do the street lighting audit piece as well.

In April you authorized the City to spend up to \$7,000 for the lighting audit (from the Energy Initiatives Capital Project). We will use this money to pay for the audit work. There is a total of \$8,765 in the Energy Initiatives Capital Project account. We may ask to use the remaining \$1,765 from that fund to put towards the street lighting audit depending on the quote from TRC, but I am not asking you to take that action at this time.

Biomass heater at the transfer station

The Energy Committee has been investigating heating the transfer station with waste wood from the transfer station. This would eliminate the oil boiler and may drastically cut the cost of fuel to heat the building (which is why the Committee is investigating the option). The Committee determined that they needed the advice of a mechanical systems engineer or heating expert to recommend a system. On City Manager's recommendation I asked Ransom Consulting, the environmental consulting firm the City has worked with on numerous occasions, if they could recommend someone who could advise us on a biomass heating system. They recommended

Daryl Boyington of Boyington Productivity Solutions in Hampden. Through e-mail communications myself and the Energy Committee determined he would be a good person to work with and could provide us with the necessary information to make an informed decision. The Energy Committee is meeting with him at their meeting on Tuesday, December 15th. I will let you know at your meeting that night how the discussion went. Factors the Committee is considering include: convenience of the system for the transfer station staff, heating efficiency, project payback/cost-effectiveness, logistics, cost of grinding the waste wood, storage of waste wood, aeration needs if necessary, etc.

In October the Council authorized \$10,000 from the undesignated fund for the Energy Committee for consulting services. We will use at least a portion of this money to pay for the services rendered by Daryl Boyington to look at a biomass boiler at the transfer station if the Committee decides to pursue working with him.

Energy audit at Wastewater Treatment Plant

In October the Council authorized up to \$4,000 from the Wastewater Treatment Plant reserves for consulting services. We expect to use this to have someone audit the mechanical heating systems. We had Evergreen Home Performance look at the building to tell us whether they could perform a traditional building audit but they told us that the mechanical systems knowledge needed to address the unique needs of the building (because of its use) is more advanced than the work they normally do. The Energy Committee has identified Andrew McPartland, who multiple committee members have worked with on other, non-City projects, as a potential contractor. I have been speaking with him and believe he could provide us with the expertise we need.

Solar landfill project

ReVision Energy is working to get the solar system installed. It will be operating by the end of the month. ReVision has been great to work with and they have had great communication with myself and DEP. This is the first solar project on a landfill in Maine and there is still a lot of chatter about it around the State.

Other projects

The Energy Committee is touring the boathouse next week to inform their conversation about how to address the extreme inefficiency of the building. The boathouse is the 5th highest oil user of all City buildings and has one of the lowest occupancies, if not the lowest. Aside from changing the double garage doors, they will be looking at how to address the "dead space" upstairs that contributes to heat loss, as well as the large main room on the first floor.

The Energy Committee is considering asking Andrew McPartland to look at the library heating system as well. The library is a unique building with different zones and to date has been very difficult to heat efficiently. The library uses the most oil of any City building by over 1,000 gallons/year.

I want to clarify for everyone that the biggest factors the Committee considers before they would recommend a project to the Council are energy savings and cost-effectiveness/payback. I will provide you with all the numbers for a project at the time of a recommendation (or any time if

we have them and you would like to see them), just as you got the solar numbers. I also keep records of the numbers that support (or don't support) a project and can share them with you again at any time.

I can answer any questions at your meeting next week.



Lincolnville Telephone Company
 Family of companies
 serving Maine's
 Telecommunications needs since 1904

133 Back Meadow Road
 Nobleboro, ME 04555-9254
 207-563-9911



10.E



APPLICATION FOR POLE LOCATION

TO: City Manager at City of Belfast

Lincolnville Communications Inc., respectfully requests permission for a location for poles and cable, including the necessary sustaining, supporting and protecting fixtures in along and across the following named public streets and highways:

LOCATION: Said poles (2) to be erected at edge of pavement on State Highway 52 just west of US Highway 1.

SEE ATTACHED SKETCH (Poles staked and marked in the field) for detail

Said pole to be erected substantially in accordance with the plan filed herewith marked LC020-15 dated December 4th, 2015 and shall be of wood or other suitable material.

Lincolnville Communication Inc.

Nuel Crawford
 Nuel Crawford

PERMISSION GRANTED BY: _____

OK
 Bob
 met w/ Louis
 on
 12-4-15

City of Belfast
 Lincolnville Communications Inc.



**OFFICE OF THE
CHIEF OF POLICE**

Michael J. McFadden, III
207-338-2420

BELFAST POLICE DEPARTMENT
"To Serve And Protect"

10.F

November 25, 2015

Quirk Ford
244 Main Street
Belfast, ME 04915

Dear Quirk Ford,

The City of Belfast, Maine is soliciting bid proposals for the purchase of one 2015/2016 police package 4WD SUV. A list of the equipment specifications is attached to this letter. Bids should also indicate the expected date of delivery. The City will be trading in a 2012 Chevy Impala (VIN 2G1WD5E34C1239700) with 95,820 miles on it. The vehicle will be available for viewing at the Belfast Police Department upon request and appointment.

All bids must be submitted in a SEALED ENVELOPE marked "Police Cruiser Bid", and must be submitted no later than 10:00 A.M. on Monday December 14th, 2015. Submit your bid to City Hall, 131 Church Street, Belfast, Maine, 04915.

Bid opening will take place at City Hall at 10:30 A.M. on December 15th 2015 in the People's Chambers under the supervision of the City Clerk.

The City of Belfast reserves the right to accept or reject any and all bids.

Respectfully,

Michael J. McFadden III
Chief of Police

Cc: City Clerk

Belfast Police Department
2015/2016 Cruiser Bid Spec Sheet

The Belfast Police Department is taking bids on a Police Package SUV/4WD vehicle. Below is a list of options we would like in our newest vehicle.

- 1) Vehicle must be pursuit rated.**
- 2) Vehicle must be 4WD**
- 3) Vehicle should have a V6 or greater engine.**
- 4) Vehicle should be white in color.**
- 5) Drivers side spot lamp.**
- 6) Interior dome light.**
- 7) Rear door handles inoperable/lock operable.**
- 8) Rear power window inoperable.**
- 9) Heavy duty seats and upholstery.**
- 10) Front bucket seats.**
- 11) Automatic transmission.**
- 12) Dark car feature, courtesy lamp disabled when any door is opened.**
- 13) Grille Lamp, Siren & Speaker pre-wiring.**
- 14) Heavy duty alternator.**

10. G

MEMORANDUM

December 11, 2015

To: Joseph Slocum, Belfast City Manager
Honorable Mayor Ash and Belfast City Council
From: Norm Poirier, Belfast Parks and Recreation Department
Re: Basketball Court to Pickle Ball Court Conversion

The Belfast Parks and Recreation Commission during meetings over the past few months has been asked by pickle ball enthusiasts to consider developing and building a pickle ball court at one of the basketball courts located in City Park. The Department during the summer had painted some very temporary lines to service the needs and test the waters. Throughout the summer the temporary courts would have 20-25 players using three courts. Participants ranged from middle teens to seniors but majority in the 45 to older category.

The Commission discussed the development of an actual court with some re-surfacing, lines / surface laid down by a professional and nets installed in addition to some landscaping around the court area. A conceptual drawing was designed with the Commission in favor of the concept but wanting to get the opinion of the City Council in taking away one of the outdoor basketball courts.

In my professional opinion, having observed the use of the court area for both basketball and pickle ball, I have noticed use of the newly surfaced / lined basketball court and a fairly good contingent of pickle ball players using the other court. I believe the renovated basketball court can accommodate the current needs of the basketball community and the court currently used for temporary pickle ball can be retrofitted to accommodate the recreational needs/trends of an older active community.

The Parks and Recreation Commission and Department would like the input of the City Council and consideration to work with the Belfast Pickle Ball group to develop plans for cost-sharing of a renovation project. Once a plan is developed the Department and Pickle Ball group would come back to City Council for approval.

PROPOSAL / PROCESS FOR PICKLE BALL COURTS

Location: City Park, adjacent to newly renovated basketball court on the older basketball court

Courts: 4 pickle ball courts on an area slightly larger than one of the basketball courts

Phase 1

- | | |
|---|-----------------|
| 1. Shim and Re-surface Court with ¼" of asphalt material – size: 105' x 58' | Cost: \$12,600 |
| 2. Install permanent nets 3 sets @ \$800 | Cost: \$ 2,400 |
| 3. Color coated courts with proper lines and playing courts for pickle ball | Cost: \$ 4,000 |
| Phase 1 | \$19,000 |

Phase 2

- | | |
|---|----------------|
| 1. Install 6' chain link fence between pickle ball courts and basketball courts | Cost: \$ 2,000 |
| 2. Additional seating for spectators, players and landscaping | Cost: \$ 1,800 |
| 3. Signage to indicate courts, hours of regular play and information regarding local club | Cost: \$ 850 |

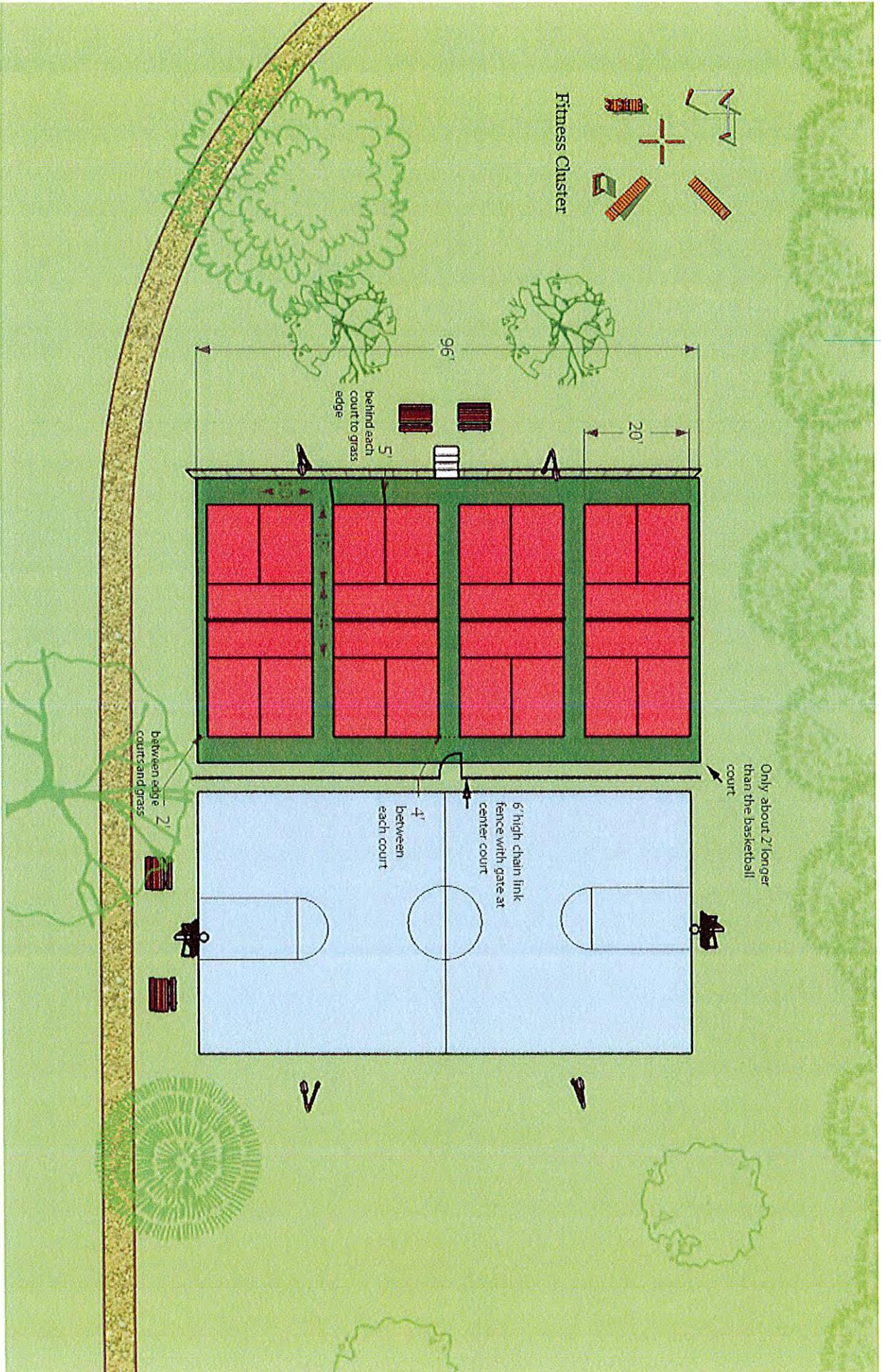
Phase 2 \$ 4,650

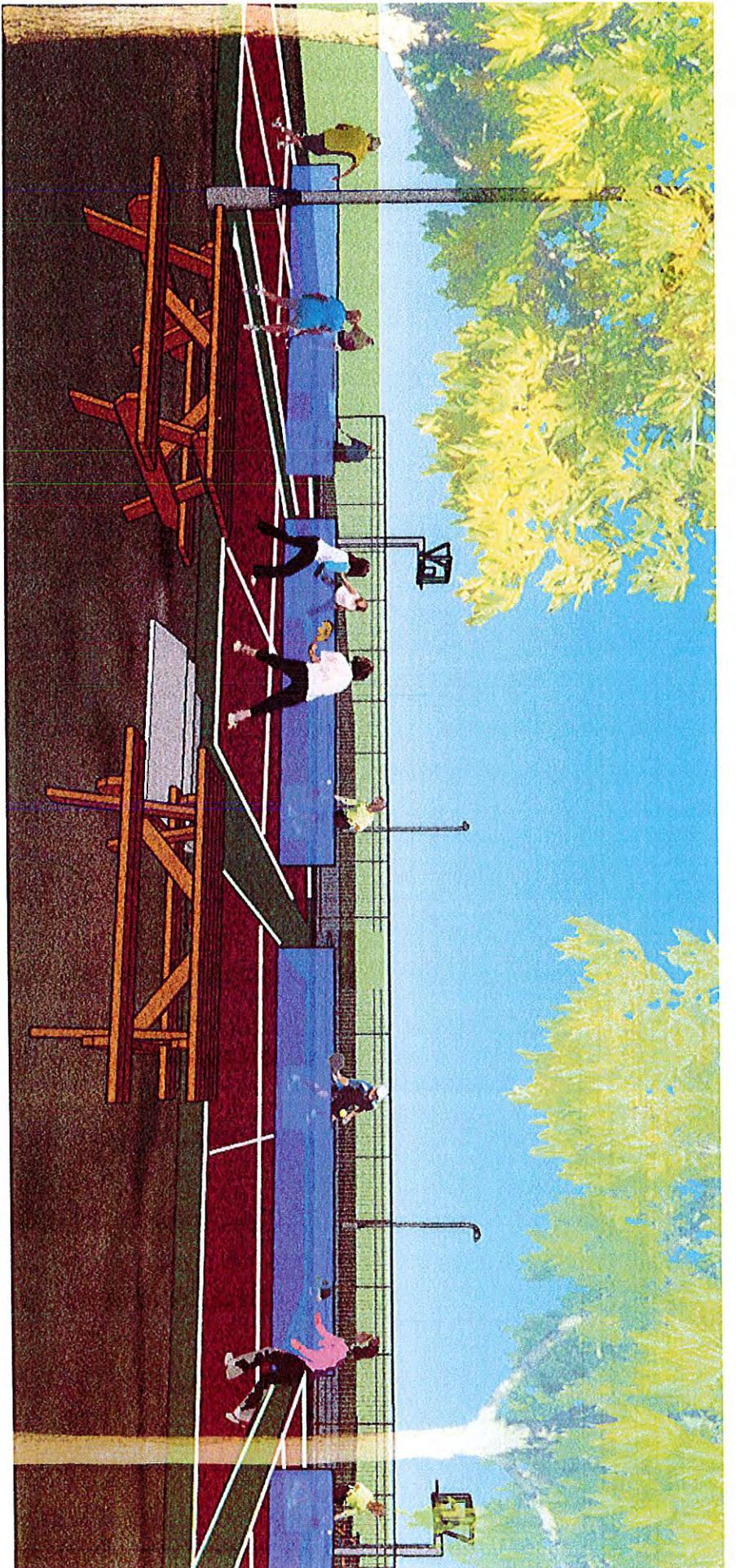
Total Project Cost \$23,650.

Proposal

With a total price of \$ 23,650 the Midcoast Pickle Ball Association would enter in to an agreement with the City of Belfast Parks and Recreation Department to pay for 60 % of the proposal. The Association in return would like access to the courts and provide assistance to the community in growing the activity of pickle ball

The time line for the Phase 1 aspects of this proposal would be scheduled for the early spring of 2016. Phase 2 would be considered for the spring of 2017 or earlier dependent on fundraising efforts.





10.4

MEMORANDUM

To: Honorable Mayor Ash and Belfast City Council
From: Norm Poirier, Belfast Parks and Recreation Department
Re: Ice Rink Sponsor Signs

History

The Department was approached by one of our volunteers at the ice rink to consider some sponsor signs by local businesses in an effort to create some sense of community support of the rink but also to aide in keeping pucks from flying in to the snowbanks or roadway on High Street.

Last year we had 6 businesses interested so each business or organization was responsible for creating their own signs on a 4' x 8' x 3/4" sheet of plywood at their cost and we would place them at each end of the ice rink. The City would not be responsible for the condition of the signs or the abuse they may have taken from pucks. Unfortunately due to the timing and the amount of snowfall last year we were only able to get some of the signs up at the end of the 2015 winter season during the Snoball Fest.

Recommendation for Moving Forward

So the first year we got a late jump on the signs and each of the 6 businesses / organizations funded their own individual signs. The Parks and Recreation Department would now propose to City Council that we are allowed to collect a fee for sign sponsorship at the ice rink. This fee would be collected by the City under Recreation Fees and each sign would be assessed with a \$100 charge (the exception would be Waterfall Arts since we use their back parking lot for the ice rink) The business/organization would be responsible for the replacement, repainting or repairs to their signs.

I do apologize to Belfast City Council and Manager Slocum for not bringing this your attention earlier in the year.

Cc: Joseph Slocum, Belfast City Manager

Signs in Park Facilities

The City of Belfast, in its proprietary capacity, opens its athletic fields to sponsorship signs in accordance with the regulations prescribed below. In allowing sponsorship signage on athletic fields, the Parks Department's motivation is to raise funds, or allow various sports organizations to raise funds, to support the various recreational programs and facilities.

Sponsorship signs may be allowed on athletic fields in the Belfast City Parks which are subject to a license agreement with the City, subject to the following regulations:

1. Signs will be limited to use by the Parks & Recreation Department and those organizations having a recreational facility agreement with the City.
2. Licensees are to conduct a preliminary review of the prospective sponsor and its proposed sign and are charged with the responsibility of ensuring that selected sponsors comply with the regulations prescribed in this section.
3. The proposed sign is subject to final approval of the Parks & Recreation Department.
4. Parks & Recreation may limit the size, specification, makeup and quantity of sponsor signs.
5. An accepted sign may remain for the time period set by Parks and Recreation and for no further length of time.
6. Only sponsorship signs are permitted. Product advertising and political signs are strictly prohibited. Sponsorship signs may contain the company name, slogans and logos. A brief statement of support for the organization is also permitted.
7. Parks and Recreation reserves the right to reject any sign, organization or sponsor which promotes goods, services, themes or subject matter of an adult nature unsuitable for viewing at a City athletic field given the youth and inexperience of frequent park patrons.
8. In general, placement and removal of signs used by the licensee shall be determined by such license. Parks and Recreation shall determine placement and removal of the signs that it uses and retains the ultimate authority to determine sign placement and removal when a dispute, controversy or question arises as to decisions made by such licensee.
9. Signs shall not be permanently affixed to City property.

10. All signs must be aesthetically appropriate and kept in good repair as determined by Parks & Recreation.
11. The City may, without notice, remove any sign on an athletic field that (a) remains beyond the time permitted, (b) contain suggestive, crass or inappropriate content given the youthful nature of frequent park patrons, (c) remains in disrepair or poses a hazard to patrons, or (d) is unauthorized.
12. The City makes no guarantee, implied or otherwise, that signage approval will be automatic or continuous. It shall be the responsibility of the licensees seeking sponsorships to confirm that signage space is available and will be approved by the City.



CITY OF BELFAST, MAINE
131 Church Street

10.I

e-mail: cityhall@cityofbelfast.org

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

December 9, 2015

Memo to: Joseph Slocum
City Manager

From: Rickie LeSan *RL*
Treasurer

Re: Tax Acquired Bid

We have one parcel that was put out to bid in October and to date we have received two (2) bids that need to be opened on the December 15, 2015 council meeting.

Bid Title: Notice of Public Sale Tax Aquired Property
Category: City Treasurer & Tax Collector
Status: Open

Description:

Pursuant to the Ordinance for the Maintenance, Administration and Disposition of Property Acquired by the City of Belfast through automatic foreclosure of municipal liens. Public bids are hereby solicited for the sale of one (1) municipal tax acquired property, described as follows:

<u>Formerly assessed to:</u>	<u>Size</u>	<u>Map and Lot:</u>
Elaine Cunningham	Mobile Home	Map 018-039-0N

A packet of information including a description of the property and a bid sheet may be obtained from the Belfast City Clerk during working hours Monday-Friday, 8 a.m. to 5 p.m. City of Belfast, City Clerk's Office, 131 Church Street, Belfast, Maine 04915.

Note: Successful bidder is/are responsible for all occupants.

No information will be given over the phone.

All bids must be submitted on a bid sheet containing a description of the property being bid upon and the bid price in U.S. currency must be submitted along with a certified bank check or postal money order in the amount of ten percent (10%) of the bid total. Successful bidders are required to make full payment within 30 calendar days of the bid opening. Successful bid deposits are non refundable after 30 days. Conveyance will be by municipal quitclaim deed. The City Council reserves the right to accept or reject any and/or all bids. The information is also available on the City of Belfast website at www.cityofbelfast.org

Bids should be received on or before 5:00 P.M. on Tuesday, December 15, 2015.

Bids will be read aloud at the December 15, 2015 City Council meeting at or as close to 7:00 p.m. as possible. All bids should be in a plain envelope clearly marked "**Municipal Tax Acquired Property Bid**" and which property you are bidding on.

Respectfully,

Rickie A. LeSan, Treasurer

Publication Date/Time:

10/28/2015 12:00 AM

Closing Date/Time:

12/15/2015 5:00 PM



10.J

Manda Cushman <managersasst@cityofbelfast.org>

Fwd: East Coast Greenway Letter

3 messages

Joseph Slocum <citymanager@cityofbelfast.org> Wed, Nov 25, 2015 at 4:12 PM
To: Councilors <councilors@cityofbelfast.org>, Manda Cushman <mcushman@cityofbelfast.org>, Wayne Marshall <planner@cityofbelfast.org>

Do we want to be part of this and have their signs on our Harbor Walk?

Lets discuss next week.
Thanks

Joe

----- Forwarded message -----

From: **Molly Henry** <molly@greenway.org>
Date: Wed, Nov 25, 2015 at 11:13 AM
Subject: East Coast Greenway Letter
To: citymanager@cityofbelfast.org
Cc: nmcgrath@cityofbelfast.org

Good morning Mr. Slocum,

Per Nora's request, I have put together a letter addressing some of your questions regarding the East Coast Greenway Alliance and our request to nominate the Belfast Harbor Walk as an East Coast Greenway designated trail. Please contact me if you have any questions.

We hope you have a wonderful Thanksgiving and look forward to hearing from you in the near future.

Thanks you,
Molly

Molly Henry
New England Trail Coordinator
East Coast Greenway Alliance
76 Dorrance Street, Suite 301
Providence, RI 02903
Mobile: 610.348.4931
molly@greenway.org | www.greenway.org | map.greenway.org



Designed with WiseStamp - [Get yours](#)

--
Joseph J. Slocum
Belfast City Manager
p) 207.338.3370 x:10
f) 207.338.2419
citymanager@cityofbelfast.org
www.cityofbelfast.org

2 attachments

 Letter to city manager.pdf
293K

 Endorsement_Letter_Template_Belfast.doc
24K

Wayne Marshall <planner@cityofbelfast.org>

Wed, Nov 25, 2015 at 4:55 PM

To: Joseph Slocum <citymanager@cityofbelfast.org>

Cc: Councilors <councilors@cityofbelfast.org>, Manda Cushman <mcushman@cityofbelfast.org>

Joe

Some information for folks to take a look at from our past grant applications for the Armistice Bridge and the Harbor Walk (coastal walkway).

1) I note that I was under the impression that the Armistice Bridge was already identified as part of the East Coast Greenway. I have attached information included in the City's 2004 MITF grant application for the Armistice Bridge.

"The Footbridge also has been identified as part of the state-wide Green Trails (bicycle) program."

2) Continuing, following is language that we included in the City's 2008 MITF application for the Coastal Walkway (now the Harbor Walk). I note that this grant application was not funded.

"The 'coastal walkway', like the Belfast Footbridge, will become part of the state-wide 'Green Trails' program;"

3) And, more --- following is information included in our MDOT Quality Community Grant application for the Harbor Walk (Coastal Walkway) which was funded.

The Belfast Footbridge is now identified as part of the East Coast Greenway Trail system, and the coastal walkway is envisioned as an accompanying and critical part of this Trail system. This Greenway is to be used by bicyclists who are traveling along the coast of Maine, and between states. It will provide an opportunity for traveling bicyclists to exit off of U.S. Route One to obtain goods and services in Belfast, and ultimately to continue north or south along Route One. The Footbridge and accompanying walkway will be a safe haven for bicyclists.

Wayne

[Quoted text hidden]

--

Wayne Marshall
City Planner
City of Belfast
131 Church St
Belfast, ME 04915
207-338-1417 x 25 (phone)
207-338-1605 (fax)
wmarshall@cityofbelfast.org

Joseph Slocum <citymanager@cityofbelfast.org>
To: Manda Cushman <mcushman@cityofbelfast.org>

Fri, Dec 4, 2015 at 10:12 AM

Can you print all of this for me? Thanks

Joe
[Quoted text hidden]



November 25, 2015

Joseph Slocum
Belfast City Manager
131 Church Street
Belfast, ME 04915
citymanager@cityofbelfast.org

CC: Nora McGrath, nmcgrath@cityofbelfast.org

Subject: East Coast Greenway/Belfast Harbor Walk

Dear Mr. Slocum & Members of the Belfast City Council:

The East Coast Greenway Alliance (ECGA) is the non-profit organization spearheading the development of the East Coast Greenway (ECG) – a developing 2,900 mile network of existing and future multi-use paths which connects communities from Calais, Maine to Key West, Florida. Since 1991, the Alliance has promoted the vision for connecting local trails into a continuous route, while providing strategic assistance for states, counties, and municipalities that build local trail sections. Our tasks include officially designating trails as part of the ECG trail system, posting wayfinding markers, and developing maps and guides to facilitate use of the ECG. The ECGA does not own any of the ECG trail system, but plays a vital role in ensuring its continuity and in monitoring trail conditions to ensure consistency in trail quality. We are supported by our 3,000 dues paying members and receive additional support from private foundations and individual donors.

Today, 30% of the ECG spanning from Maine to Florida is complete. Maine includes over 350 miles of East Coast Greenway, with almost 39% of the route located on traffic separated facilities. We hope to include the Belfast Harbor Walk among the growing list of designated ECG facilities. By designating this facility, the ECGA acknowledges the city's support for bicycling and walking facilities which have achieved ECGA standards. In order for the Belfast Harbor Walk to be officially designated, we are seeking an endorsement letter from the managing agency, like the one attached. Such a letter serves as an indication that the city is aware of the ECGA and supports integrating this facility as part of the ECG travel route. Upon receipt of an endorsement letter and approval by the ECG Trail Council, the ECGA will add this segment to our designated trail list and ECG Trip Planner.

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Executive Director
Dennis Markatos-Soriano





November 25, 2015

In regards to ECG markers, our 5.5" by 15" aluminum markers serve as wayfinding, not as an indication that we own or maintain the facility. We have a long history of working with various communities in Maine and along Eastern Seaboard to integrate our markers. We are sympathetic to the community's desire to minimize sign pollution and will work with the City to select appropriate locations.

Finally, we'd like to nominate the Armistice Bridge be designated as part of the ECG. If the City can help make that connection between the ECGA and the Veterans Association who own and manage the bridge, we would greatly appreciate your assistance.

Should you have any questions or concerns, please address them to Molly Henry using the below contact information.

Thank you,

Molly Henry
New England Trail Coordinator
East Coast Greenway Alliance
76 Dorrance Street, Suite 301
Providence, RI 02903

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Executive Director

Dennis Markatos-Soriano



Sample Letter of Endorsement

date

Molly Henry, New England Trail Coordinator
East Coast Greenway Alliance
76 Dorrance St, ste 301
Providence, RI 02903

Dear Ms. Henry,

We are pleased to endorse the inclusion of the Passagassawakeag River Footbridge & Belfast Harbor Walk in the East Coast Greenway Trail System.

The Passagassawakeag River Footbridge & Belfast Harbor Walk is a 1.07 mile long paved pedestrian bridge and waterfront path owned and managed by the city of Belfast. It is a public all-season facility that runs from Footbridge Rd at Searsport Ave to the intersection of Front street and Commercial Street. [Other descriptive details as desirable.].

As the agency responsible for the Passagassawakeag River Footbridge & Belfast Harbor Walk, we here by endorse the designation by the East Coast Greenway Alliance of the Passagassawakeag River Footbridge & Belfast Harbor Walk as part of the ECG Trail System. We agree to work with your organization to install (at mutually agreeable locations) and maintain trail markers that would be provided to us by the East Coast Greenway Alliance.

Sincerely,

AGENDA TOPIC 10.

TO: Mayor & City Council
FROM: Wayne Marshall, City Planner
DATE: December 10, 2015
RE: Belfast Harbor Walk - Remaining Work

REQUESTED ACTION

The City has not completed proposed work on 3 parts of the Belfast Harbor Walk project, including:

- 1) Improvements to the East Side area,
- 2) Construction of 2 informational Kiosks, one at the Armistice Bridge and the other at Steamboat Landing Park
- 3) Construction of 4 directional/informational Sign Posts which are to be located as follows: Armistice Bridge, City Landing, Steamboat Landing Park (at top of stairs to the Park) and at Steamboat Landing Park.

The Council has requested that this work be completed this spring. At your upcoming December 15 Council meeting I will provide overall background information on the project and present design plans for the remaining work and seek your direction on said work. I will use your direction to prepare needed bid specifications and to seek contractor services to perform the work.

BACKGROUND INFORMATION

Funding

The City allocated \$1.6 million to construct the harbor walk; \$800,000 of which was obtained through 3 different grants (MDOT - \$250,000, CDBG - \$150,000, Communities for Maine Future [CFMF] - \$400,000), and \$800,000 which was provided by the City. City secured a 20 year bond for its project share through the Maine Municipal Bond Bank, and is repaying the principal and interest on this bond through tax increment financing (TIF) revenues obtained through the Downtown - Waterfront TIF. To date, the City has expended about \$1,460,000 of the funds committed to this project, which means that there is **about \$140,000 in uncommitted funds**. All of the uncommitted funds are associated with the City's share of the project.

Also, based on initial cost estimates, the amount of uncommitted funds should be adequate to pay costs to complete work on the remaining 3 projects.

City Approach to Harbor Walk Project

The City, when it engaged the services of Richardson & Associates in late 2010 to prepare the design and prepare bid specifications for the project, broke the potential project into 5 segments. The segments partly reflected requirements associated with use of the grant funds, and the City's interest in identifying a potential lay-out for the complete project. I specifically note that the east side improvements to the harbor walk were not identified in any of the grant applications, and that the Council first chose to include potential design options for this segment when it decided to issue a RFP for design services.

The segments and potential funding sources were:

- Segment 1 - Steamboat Landing Park. CFMF and City funds only
- Segment 2 - City Landing & Heritage Park. MDOT, CFMF and City funds
- Segment 3 - Thompson's Wharf and 'Restaurant Alley'. MDOT, CFMF and City funds.
- Segment 4 - Front Street Shipyard. CFMF, CDBG and City funds. I also note that the Front Street Shipyard project proposal was submitted post the time that the City issued the design contract to Richardson & Associates and that the City put their design work on hold for 5+ months while the City conducted its initial review of the Shipyard project.
- Segment 5 - Eastside area. City funds only.

The preliminary construction cost estimate for the project identified by Richardson & Associates and their engineering subcontractor, T.Y. Lin, was in the range of \$2.1 - \$2.2 million; about \$570,000 of which was the estimate to construct the proposed east side improvements. The City Council ultimately chose to pursue construction bids on Segments 1 - 4, and not to pursue construction bids for the east side work because of budget limitations.

The City advertised for construction bids in January 2013, and in March issued a construction contract to Maine Earth for about \$1,160,000. Project change orders, inspection services, additional engineering services, work performed post the construction work by Maine Earth, and similar costs ultimately resulted in the City expending about \$1,460,000 on work completed to date. I also note that it was post the receipt of construction bids and the start of project construction that the Council again spoke to the idea of doing some project work on the east side portion of the harbor walk.

East Side Harbor Walk

This is the main remaining work on which Council direction is needed. Plan 1 and Plan 2 (see attached) identify work that has generally been authorized by the Council. This work was based on the results of an on-site design charrette with Richardson & Associates that involved City Councilors and members of the City Steering Committee for the Harbor Walk project. I will describe elements of the plan and seek your direction to ensure that bid specifications reflect work which the Council wants to undertake.

I also have attached Plan 3 which identifies the original project design prepared by Richardson & Associates for the Eastside area (Segment 5) As previously noted, the Council chose not to pursue this work because of its estimated cost, \$570,000, and because the low volume of traffic

Footbridge Road likely did not warrant constructing an elaborate separate pedestrian and bicycle path adjacent to the existing street. I have provided this plan mostly for the purpose of providing background information, and I do not intend to speak to such at the Council meeting.

Plan 1 is the results of the design charrette with Richardson & Associates. Plan 2 is an aerial photo representation of work that could be done which I have prepared. The initial cost estimate to complete most work identified on this Plan ranged from \$75,000 - \$90,000.

In looking at this proposed Plan, the Council should recognize a few basis facts about the area, including:

- The width of the right of way that the City owns on the lower section of Footbridge Road (the area from Harborview Lane to the Bridge) is typically 90 feet, 9 inches.
- The City must retain vehicle access to both driveways that serve the Gaudette residence at 17 Footbridge Road.
- The City sewer pump station that is located within the chain link fence and the adjacent electrical panel box both must remain.

The key components of the proposed work are as follows:

- 1) City will construct 8 - 9 parking spaces on the northeasterly side of Footbridge Road in the area between Harborview Lane and the sewer pump station. This work requires installing a guardrail because of the steep bank, constructing drainage improvements, and using Olver Associates to do a specific construction design. This is the only parking that the City will provide in the area.
- 2) Pump Station. The main goal is to provide screening of the pump station area. The City explored ways to reduce the size of the fenced area for the pump station, but ultimately decided that it would be too costly to pursue such (likely \$15,000 - \$20,000) for the minimal amount of area that would be freed up. Current approach is to screen the pump station by erecting either a wooden stockade fence, or by installing a curtain screen on the existing chain link fence. I prefer the later. We also discussed the possibility of installing low level landscaping (shrubs) adjacent to the fence to green up the area. Some concern with how this landscaping would be affected by snow plowing.
- 3) On the southerly side of the street, between the two driveways that serve the Gaudette residence, the City would plant trees. I note that we have relocated 2 of the crab apple trees from the Front Street parking lot to this area. Do you want to plant more trees? There could be room for another flowering crab.
- 4) An issue that was undecided was what to do with the former monument that was part of the original bridge. This monument is crumbling a bit and it is on a large concrete footer. There was some thought to moving the monument closer to the existing street so it is more visible and making repairs to the monument. This is an issue on which direction is needed.
- 5) The intent was to close the lower section of Footbridge Road (southwesterly of the 2nd Gaudette driveway) to vehicular traffic. Considered the possibility of relocating granite blocks to this area to block it off. Also could install bollards. Direction is needed. Proposed blocks shown in white on aerial photo (Plan 2).

- 6) Remove existing asphalt and replace with grass and low level landscaping. Intent is to leave only a 12' wide asphalt path (rather than a full width asphalt road) in the area from the granite blocks to the stone dust area near the bridge.
- 7) Near the bridge the main intent was to create a casual use area for folks to congregate by potentially relocating the existing granite blocks that border the area to establish informal seating and/or by locating benches in the area. Joe Slocum has mentioned to me that at least one person is interested in paying the cost to locate a bench in the area. Continuing, the initial thought was that this area would continue using stone dust as the base material, however, we could establish a path out of pavers through the middle of the area to connect to the existing memorial bricks near the Bridge. Direction is needed on this area.
- 8) There is an existing area of memorial bricks adjacent to the Bridge. Some of these pavers have heaved a bit. The City could consider removing the bricks to install an asphalt base on which to set them and then reinstall the bricks. We used this approach on the west end of the Bridge. Just a thought.
- 9) An issue that was not discussed or included in the plans was the potential construction of a kiosk or directional signage on the east side. Is this an interest?
- 10) An issue that was discussed was the potential of installing a sign at the Searsport Ave/Footbridge Road intersection to let folks know that the Armistice Bridge was located at the base of the street. Is this an interest?

After receiving your direction I will work with Olver Associates to prepare final engineering and bid specifications, with the intent of advertising this project for bid by February 1, and issuing a bid no later than your first meeting in March. This should allow work to begin in mid-April to the end of May. It typically is best to wait until May to lay asphalt.

Kiosks

I have attached the kiosk design that was initially approved for this project. Two kiosks were proposed, one at the Armistice Bridge and one at the entrance to Steamboat Landing Park. Construction work completed to date includes the base support for the kiosks. I will seek bids to construct and install the two kiosks in April if we are comfortable with the design. Also, is there any interest in constructing a kiosk on the eastside? I note that to date, no policies have been established regarding what could be included in the kiosk area.

Directional Sign Posts

I have attached the design for the 4 directional sign posts that was approved for this project. The posts are the equivalent of a marine piling with up to 3 or 4 directional signs attached to the various sides of the piling. I note that the base support for the posts/pilings was constructed as part of the original construction project. I also note that while the 'design detail' identified the possibility of allowing signage for individual businesses, the Harbor Walk Steering Committee thought that the signage should be used for public places, such as the Armistice Bridge and Thompson's Wharf, and perhaps for general signage for types of uses, such as one for restaurants. At some point, folks will need to decide what will be displayed on the sign posts.

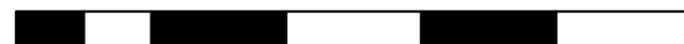
Also, the original design also included an area map that would be included on the sign posts. The original map that was envisioned - metal map - would be expensive to fabricate and would be difficult to change based on changing conditions in the area. There was general discussion to use a map in a glass/plastic enclosure as an alternative. Your direction is needed. I would envision including the directional posts in the same bid as the kiosks.

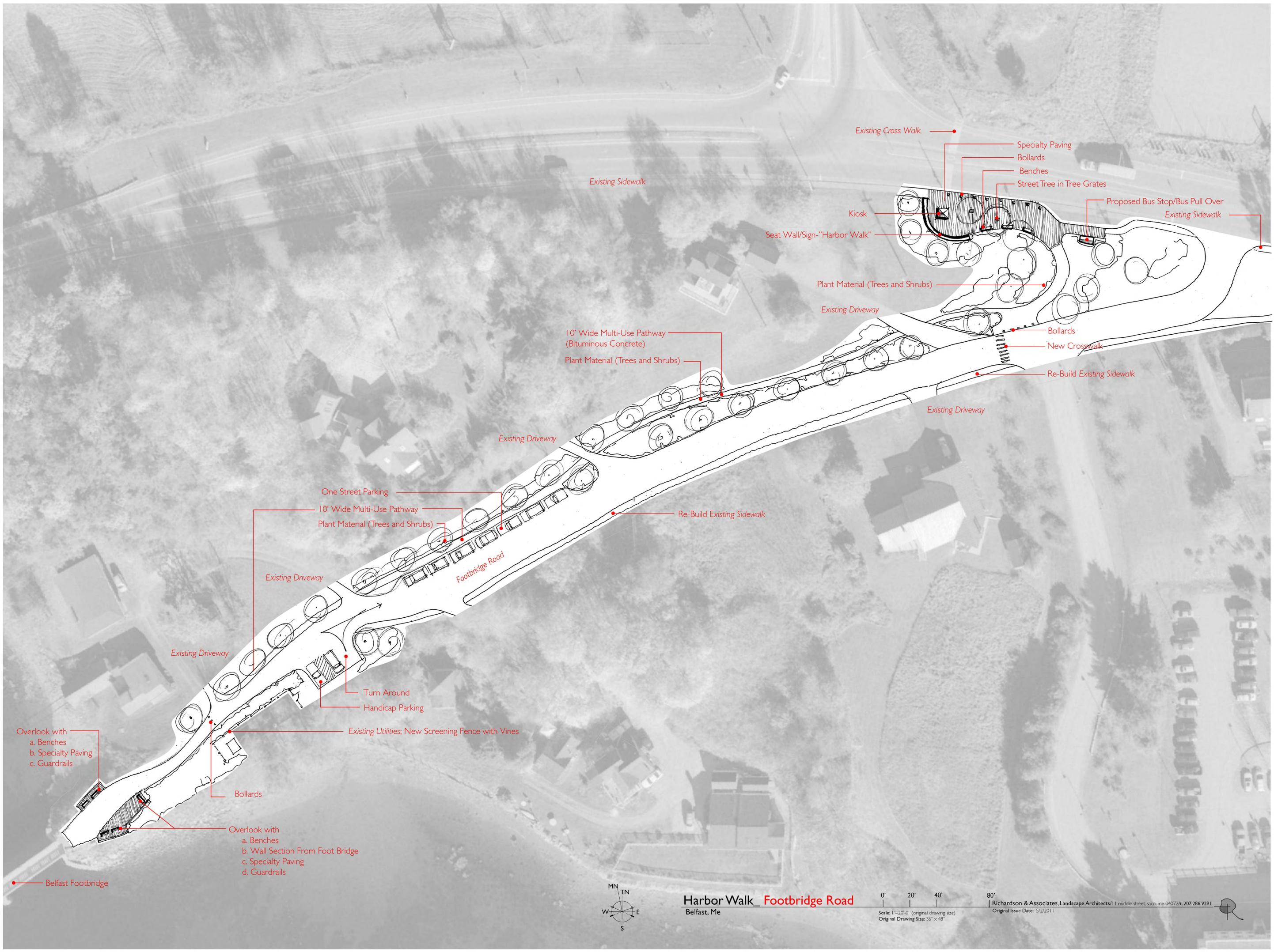
Lastly, I fully understand that this work is woefully behind schedule and that it needs to be finished. I hope to use this Council meeting as a launching point to finish the work this spring.

PLAN 2 - EASTSIDE HARBOR WALK - DECEMBER 15, 2015



30 15 0 30 60 90 120 Feet





Existing Sidewalk

Existing Cross Walk

Specialty Paving

Bollards

Benches

Street Tree in Tree Grates

Proposed Bus Stop/Bus Pull Over

Existing Sidewalk

Kiosk

Seat Wall/Sign-"Harbor Walk"

Plant Material (Trees and Shrubs)

Existing Driveway

Bollards

New Crosswalk

Re-Build Existing Sidewalk

10' Wide Multi-Use Pathway
(Bituminous Concrete)

Plant Material (Trees and Shrubs)

Existing Driveway

Existing Driveway

One Street Parking

10' Wide Multi-Use Pathway
Plant Material (Trees and Shrubs)

Re-Build Existing Sidewalk

Existing Driveway

Footbridge Road

Existing Driveway

Turn Around
Handicap Parking

Existing Utilities; New Screening Fence with Vines

Bollards

Overlook with
a. Benches
b. Wall Section From Foot Bridge
c. Specialty Paving
d. Guardrails

Overlook with
a. Benches
b. Specialty Paving
c. Guardrails

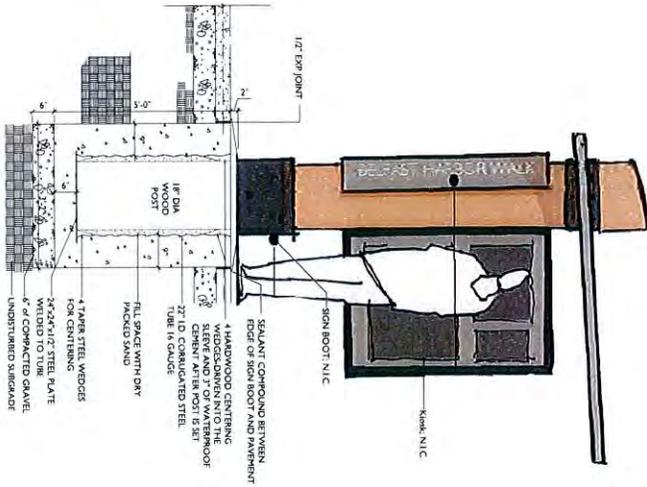
Belfast Footbridge



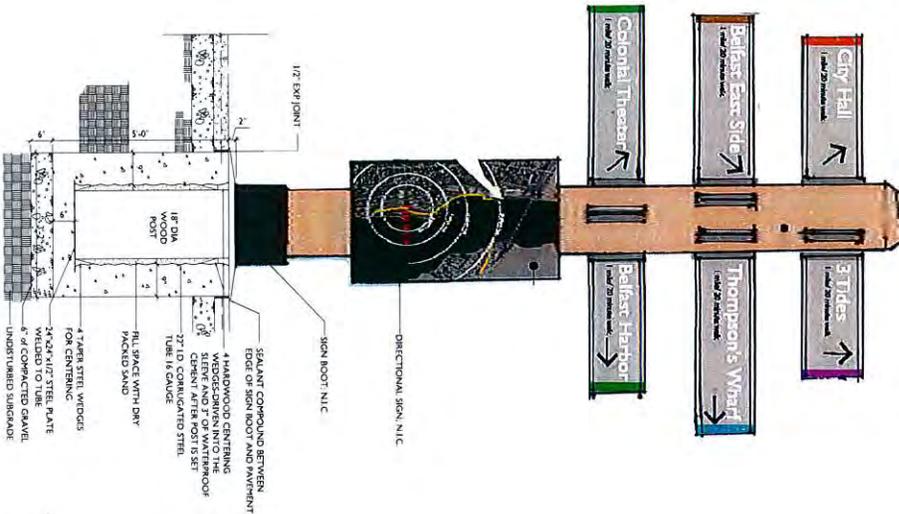
Harbor Walk Footbridge Road
Belfast, Me

0' 20' 40' 80'
Scale: 1"=20'-0" (original drawing size)
Original Drawing Size: 36" x 48"

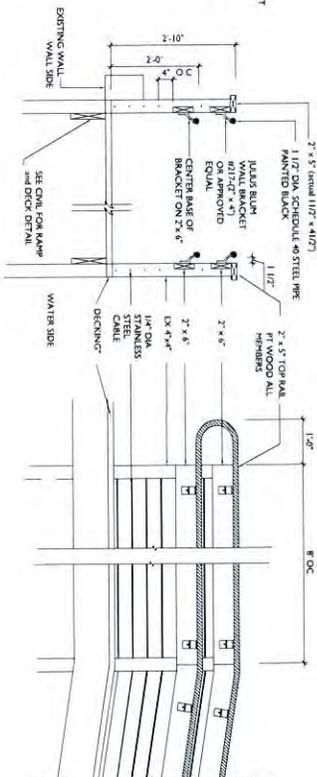
Richardson & Associates, Landscape Architects/11 middle street, saco, me 04072/t. 207.286.9291
Original Issue Date: 5/2/2011



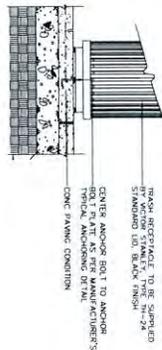
1 Footing for Kiosk
Scale: NTS



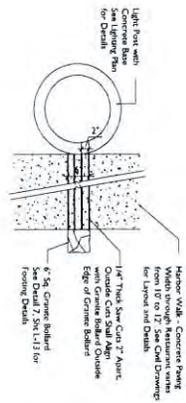
2 Footing for Directional Sign
Scale: NTS



4 Railing for Wood Ramp
Scale: NTS



3 Trash Receptacle Anchorage
Scale: NTS



2 Saw Cut Banding in Concrete
Scale: NTS

Richardson & Associates,
Landscape Architects

L-15

SHEET NUMBER

BELFAST HARBOR WALK
DETAILS

PROJ. MANAGER	BY	DATE	SIGNATURE
DESIGN-DETAILED		5/24/20	
CHECKED-REVIEWED			
DESIGN-DETAILED			
DESIGN-DETAILED			
REVISIONS 1			
REVISIONS 2			
REVISIONS 3			
REVISIONS 4			
FIELD CHANGES			

BELFAST HARBOR WALK
STP - 1760(200)X

17602.00

HIGHWAY PLANS

10.N

<u>Month</u>	<u>Non Profit Use 2015</u>	<u>Amount/Days</u>	<u>Paid</u>
MARCH	Home School	weekend	\$100
	OTB-Annual Mtg.	1 day	\$0
APRIL	Boy Scouts Award Dinner	½ day	\$50
	Earth Day	1 day	\$0
MAY	Belfast Garden Club	2 days	\$0
	Broadreach- Mom Prom	2 days	\$0
JUNE	Trek Across ME	6 days	\$1,500
	Maine Farmland Trust	weekend	\$450
	Community TV	½ day	\$75
	Maine Community Foundation	1 day	\$150
JULY	OTB- Annual Auction	2 days	\$0
	Penn Bay Carvers	weekend	\$500
	Coastal Mountain Land Trust	½ day	\$100
	Maine Celtic Celebration	weekend	\$500
	Red Cross – Blood Drive	1 day	\$100
	Chamber of Commerce- After Hrs.	½ day	\$75
AUGUST	Harbor Fest	weekend	\$400
	UU Church- Peace Festival	weekend	\$750
SEPTEMBER	Waldo County Fire Fighters Ass.	1 day	\$200
	Weinerfest	1 day	\$100
	St. Marg./New Hope for Women	2 days	\$200
	Pie & Story	1 day	\$0
OCTOBER	Therapy Dog Evaluation	½ day	\$150
	Red Cross- Blood Drive	1 day	\$100
	Chamber of Commerce-After Hrs.	½ day	\$75

<u>Month</u>	<u>Non Profit Use 2015</u>	<u>Amount/Days</u>	<u>Paid</u>
NOVEMBER	Window Dressers	10 days	\$0
DECEMBER	New Years by the Bay	2 days	\$0

BELFAST BOATHOUSE

Rental Fee Schedule

- Prime Season -

Memorial Day Weekend through October

	<u>BELFAST RESIDENT *</u>	<u>NON- RESIDENT</u>
<u>Weekend Rentals:</u> Friday noon to Monday noon (No Partial Weekend Rentals)	\$1,600.00	\$2,300.00
<u>Daily Rentals:</u> Mon-Tues-Wed-Thurs	\$150.00	\$225.00

- Off Season -

November until Memorial Day Weekend

	<u>BELFAST RESIDENT *</u>	<u>NON- RESIDENT</u>
<u>Weekend Rentals:</u> Friday noon to Monday noon (No Partial Weekend Rentals)	\$1,200.00	\$1,750.00
<u>Daily Rentals:</u> Mon-Tues-Wed-Thurs	\$100.00	\$175.00

* This means the City of Belfast, NOT Waldo County.

Note: *Boathouse will be closed from January to mid-March for maintenance.*

- Payment of Rental Fee -

Rentals booked less than 90 days in advance :

-Full Payment must be made when booking (signing the Contract).

Rentals booked more than 90 days in advance :

- A deposit of 50% of the total rental fee will be due upon signature of Rental Agreement.

Remaining Rental Deposit:

-Remaining 50 % deposit will be due in full 90 days before the event.

- Cancellation Policy -

The following cancellation penalties will apply:

-More than 90 days prior to the event	Full Refund of Rental Deposit
-45 to 89 days prior to the event	50% Refund of Rental Deposit
-44 days or less prior to the event	No Refund

Refunds due Renter:

Refunds will be paid by the City of Belfast by check within 14 days after written notice of cancellation of event.

Half Day Rentals at the discretion of the Coordinator:

The half day rates only apply to weekdays between 8am and 4pm and are 60% of the daily rate.