



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Joseph J. Slocum
City Manager

E-mail: jslocum@cityofbelfast.org

Tel: (207) 338-3370 ext. 10

Fax: (207) 338-2419

MANAGER'S REPORT

Belfast City Council Meeting

Tuesday, March 15, 2016

7:00 p.m.

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

FROM: Joseph J. Slocum, City Manager

DATE: Friday, March 11, 2016

Note: Please bring your copies of the proposed Harbor Ordinance that we provided you at last meeting. If you need an extra copy please call Manda.

Note: Item 10 C is fairly detailed and based upon a lot of information just identified this week. I am making an effort to send it directly to the 5 neighbors who own the land where the City has easements to cut vegetation (trees). They may well want to weigh in. Staff cannot have a meaningful meeting with them without guidance from the Council as to how large our cutting effort will be. We do have some options to do less.

Agenda Items:

10-A Update on the CMP Environmental Remediation Project on Washington Street and discussion on the partial closure of the street from August 15 to December 1, 2016.

We will have CMP representatives from out of town here to discuss the project with you.

10-B Second Reading on the Outer Harbor Management Plan and various proposed changes to the Harbor Ordinance.

Since the last meeting we have received some communication from the Lobstermen's Association which recommended certain changes to Section 30 – 159 which discusses the idea of prohibiting winter occupation of Moorings. That recommendation is attached in your packet. They have made a suggestion that we either incorporate the recommended language or remove this change in the Ordinance until it can be fine-tuned. The Harbor Master has been at her annual training all week, but will be at the meeting to discuss these issues with you.

10-C Further discussion on clearing trees on private property near the Airport where the City has easements in order to comply with FAA safety regulations.

For 55 years the City has owned certain easements which allow us to go on private property that adjoins the Airport so that we can cut down trees etc. to prevent penetration of these trees into the protected safe airspaces that extend far out from each end of the existing runway. In 2013, after the FAA restricted the use of the Airport because of trees that penetrated the protected airspace, the City did an updated survey of the existing trees/vegetation. We identified areas where we had additional penetrations, areas where trees were within 5 feet of penetration, and still other areas that were within 15 feet of penetration. Our Arborist set growth rates for these trees at one foot per year.

There are number of issues to discuss and address.

1. How extensive will this cutting be? The answer will depend upon both visual preference and the available financial resources.

The FAA requires clearance at 20 to 1. For every 20 feet leaving the end of the runway the airspace must not be affected by anything over 1 foot high. So at 400 feet from the edge of the runway, nothing can be taller than 20 feet from the level of the runway. Anything that is tall or taller needs to be cleared. The City, on the other hand, has easements that we paid for 55 years ago which allows the City the latitude to cut to 40 to 1. This means that on that same 400 foot distance from the runway the City could cut anything that was at least 10 feet above runway level. Hence our power under our easements at 40 to 1 would allow us to cut down a lot more vegetation than the FAA requirement at 20 to 1. The only reason why we would cut more than we have to is to limit the number of times we come back and cut.

We should further note that the FAA will only provide their 90 % funding contribution for cutting each individual property one time. If we partially cut on a property (as financed by the Feds) and later have to go back in the future to cut on that same property, then that entire remaining expense will be paid for with our local tax dollars. The State which contributes another 2.5% funding contribution has further restrictions. They only contribute one time in a given area. So if 5 properties in an area need to be cut, but we only cut two, then they will not contribute any more in the future for the properties we passed over the first time. So do we maximize our Federal and State grants by cutting as much as we can with the help of those grants now, or do we cut less than we can, save some trees now and use local tax dollars when we need to cut those trees later?

2. There is another concern we need to address. Right now we do not have enough money in our Federal allotment to completely cover the price tag for this cutting under the 4 project options we are identifying below. We will need more money to do any of them and we were proceeding to go forward with them this summer because this is a federal safety issue and it affects all future federal dollars.

Prior to 2013, the Airport Capital Plan did not have a plan to do any real cutting at all. In fact even though we have had easements on some of the neighboring properties to cut for over 55 years we really never did a major cutting on any of their land. It was not listed as a priority and certainly the more recent projects before 2013 were less about needed safety and more about facilities like the expanded hangar areas, the expanded parking and tie down area and the acquisition of the Low Hanger. Also prior to 2013 we were already lobbying for a special distribution from the Federal Government for \$3,000,000 to create a parallel taxiway. That was the big project that we had set our sights upon. We knew that getting a federal Discretionary Grant can take years and that we are in competition with all of New England to get one and we are pleased to believe that it will happen in 2017.

So in 2013, when the Feds notified us that they were imposing immediate limits on the existing airport because they found that we had trees penetrating the required protected airspace that extends well beyond the end of each runway, it was a real wake up call.

We worked quickly to remove these specific offending trees to get the federal restrictions lifted. We then realized that we did not have good data on where else we might be facing looming obstruction violations so we commenced an unexpected airspace survey project that took us well into 2014. When it was done we knew the following:

-that we had other areas that currently violated protected airspace off of each runway.

- that we had many other areas where we would have future violations well within 5 to 15 years
- that we had some easements across adjoining private property that permitted us to cut
- that we had other areas of private property in the area where we had no such easements and yet we were likely to need to cut there in the future.

This in turn created two other unexpected projects: The first to clear off the offending trees off Runway 15 where either we own the land or we already have easements. This is a design and construction removal project. The second unexpected project was off Runway 33 where we were now going to need new easements. This is a survey, appraisal, negotiation and legal project.

Every year the City gets a \$150,000 allotment from the Federal Government. This allotment is saved until we apply to the Feds for permission to use it on an airport project. We are required to use the annual money within 3 years of allotment or we lose it. When the feds permit you to use some or all of your collected allotment it is intended to pay for 90% of the entire project. The rest comes from the State (5%) and the City (5%).

An Airport can work with the State and the FAA to shift an allotment to another Airport rather than lose an unused allotment. An Airport can also loan their allotment to another Airport who can repay it with one of their future allotments. A Municipally owned Airport can use its own money now and be repaid through future annual Federal allotments.

Obviously for any project to work, there has to be enough money accumulated in those federal allotments to cover the 90% of the project cost.

This project, to cut off Runway 15 where we own the land or already have easements in place, has been carried on our Airport Capital Improvement Plan at a value of \$134,000. That was an estimate from our Airport consultant.

Presently we are committed to other Airport Projects such as 1) Airport Master Plan Project \$141,000, 2) preliminary design work for a parallel taxiway \$175,000 and 3) the other Easement Acquisition Project \$220,000. All of these projects are well underway.

We knew in November that we only had \$105,000 federal allotment money available for this project. As a consequence we explored the possibility of getting

about \$150,000 from the Augusta Airport which does not have a pending project. At the time that prospect appeared to be completely viable.

Our sticker shock arrived on Thursday, March 10th when we received and updated estimate from the consultant for cutting as much as we could right now at \$534,000. This is far in excess of available funds.

So as we look at how much cutting we want to do we need to think of how we can fund it at any level.

3. To help you with these decisions I am reproducing and attaching for each of you several copies of maps that we just received this week. These new maps are reduced to 17.5" X 11.5" for ease of delivery. Each represents an option as to the extent of cutting as well as the associated estimate of cost.

The Figure #1 Map shows the areas where we were planning to cut if we took advantage of our authority under our easements and cleared to a 40 to 1 ratio. The area is somewhat larger than I envisioned and may well be larger what others envisioned as well. To do this project will cost \$534,000

The Figure #2 Map shows the same areas but only covers the trees that were penetrating today or were within 15 feet of penetration when the survey was done in 2013. This is a smaller area than Figure #1. To do this project will cost \$275,000.

The Figure # 3 Map shows the same properties but only covers trees that were penetrating in 2013 and also those that were within 5 feet of penetration in 2013 when the survey was done. This covers an even smaller area than Figures #1, and #2. To do this project will cost \$186,000.

The Figure #4 Map shows the same properties but only covers the areas where only the penetrations that existed in 2013. This is the smallest area of them all. To do this project will cost \$170,000.

What are our options?

- A. Borrow Federal allotments from other Airports to be repaid with our next future allotments. This will push Runway 33 Tree clearance issues 3 to 4 years farther away potentially making them cost more and hurt a project for a fuel farm for 2 more years.

- B. Divide the present project into 2 pieces: design and then bidding, construction/ clearance and administration. The second piece of actual clearing would be moved into 2017 when we hope to get a special discretionary award of \$3,000,000 to construct a parallel runway. At this writing it is unlikely DOT will support this. It is uncertain whether the anticipated discretionary award for the parallel taxiway will include the money for this project as well.
- C. The City to use its own money now to cut only those trees which presently penetrate the airspace and wait for the Federal allotments to accumulate in the future and then come back and do the rest of the work however we decide to do it.
- D. Have the City put up its own money now to be reimbursed in 2018 and 2019 with the annual Federal Allotments that will arrive in those years. The federal Government does allow this. Where would we get this money? That depends upon how big the project is?

My recommendation would be to use City money now and get reimbursed in these future federal allotments (\$150,000 per year). I would not recommend slowing down or taking money for these other projects as I think they are all crucial to their timeframes. We cannot jeopardize the years of effort that went into the special Federal discretionary grant of \$3,000,000 in 2017.

Where would we get the money?

There are options there as well. One would be to use some of the money that has accumulated from the sales in the Business Park. This fund currently has \$219,493 in it and it has accumulated over 20 years.. We also have \$20,595 in the old Belfast Development (Economic) account and -there is always Undesignated Fund balance. This is money that we should expect will be repaid from future federal Aviation allotments by mid 2019.

I would also recommend that we cut to the reduced Figure #2 level and not at the maximum #1 level. This will take care of our safety problem for now and hopefully 13 more years. In the meantime the private property owners, armed with the results of the airspace penetration survey can manage their own cutting/replanting so that we minimize the extent of what will have to be removed in the future.

We are here at this unenviable point because we have not managed nor had we planned to manage the trees and other airspace interferences over the last six decades. We are here because until recently we had not been able to see up close the extent of what the possible cutting would be. We are here because our consultant certainly knew

the amount of money we had in our capital plan for this project and did not alert us until this past week as to how significantly it was going to need to change. I apologize to everyone for coming in so late on something that so important. I felt it best to provide it to the Council and the neighborhood at the same time so that everyone was moving forward with good information and their eyes wide open. It has been difficult to present these issues in a meaningful way.

10-D Request from Mainstay After School Program under the direction of RSU 20 and 71 to use the Armistice Bridge to the Boathouse via the Harbor Walk on March 17th from 4:00 p.m. to 5:00 p.m. for St. Patrick's Day parade.

There is an application in your packet for your consideration; we expect 25 kids and five staff members to participate in the parade.

10-E Request from the Belfast Rotary to use Steamboat Landing for the 7th Annual Harbor Fest on August 19th to the 21st, 2016.

This is only on the regular agenda because of the noise complaints last year. It's my understanding that we have plans in place to reduce that noise this year. This will be accomplished by using different musicians. There is an application in your packet for your consideration.

10-F Request from the Belfast Co-op to use Steamboat Landing for their annual Community Appreciation Day on Saturday, August 13th from 10:00 a.m. to 4:00 p.m.

This is the 40th anniversary of the Co-op in Belfast. It is a major economic social and cultural designation in Belfast. There is an application in your packet for your consideration.

10-G Request from Paws Animal Adoption Center to use Walsh Fields Dog Park on Saturday, May 14, 2016 for a walk-a-thon fundraiser.

There is an application in your packet for your consideration.

10-H Request from The American Lung Association for the 2016 Trek Across Maine event to be held in Belfast on Sunday, June 19, 2016.

This annual request is only on the regular agenda because of recent concerns with the Trek route, which have been addressed by event organizers and City staff. There is an application in your packet for your consideration.

10-I Request from Donna Miller to use the corner of the Post Office Sq. for National Day of Prayer on Thursday, May 5th from 5:30 p.m. to 7:00 p.m.

This event is held every year. We usually don't give permission or prohibit the use of prayer on sidewalks. This gathering usually does not interfere with other people's ability to use these walkways.

10-J Further consideration of approval of a Union contract agreement covering the Public Works employees, Wastewater Treatment employees and one full-time employee at the Belfast Transfer Station.

The agreements have largely been worked out. We're fine-tuning one small section and it may be completed by your meeting. If it is we will ask you to vote for it. If not we will ask you to postpone it to next meeting. Here is an overview of the agreement:

We need the Council to approve a three-year collective bargaining agreement from July 1, 2014 to June 30, 2017 covering full-time employees in the Public Works, Wastewater Treatment and the Transfer Station Departments.

The City is fortunate to have so many great and truly dedicated employees. A big number of them work for the Public Works, Wastewater Treatment and Transfer Station Departments. Most of these employees work under a collective-bargaining agreement. We have negotiated for over 2.5 years and we have been trying to find a way to find a balance between recognizing them for their skills and contributions while at the same time trying to balance the financial impacts an increase would have upon the taxpayers of the City.

The major issues in most negotiations involve both compensation and benefits. The cost of living has gone up every single year and so has health insurance. Prior to this agreement, the City paid 100% of an employee's individual health care coverage. We have a good plan that costs less than anything sold by the Maine Municipal Association and yet it provides better benefits. The City has benefited many years by participating in this lower-cost plan.

However, over the last 20 years the City has not paid very much towards dependent care coverage. In fact we only pay the hundred dollars per month to contribute toward it. This means the City employee who wants to provide health insurance coverage for their dependents would have to pay in the neighborhood of \$500 a month for their children and \$970 a month to provide healthcare to their spouse. The rate for spouse and children was also \$970 a month.

Our contribution towards dependent healthcare has been below the standard offered by most municipalities in the State for more than a decade. Having said that, many municipalities do ask their employees to contribute towards their own individual health care and we have not been one of those employers over the last decade.

So we set out to negotiate a deal whereby the employee would now pay a percentage of their health insurance and the City would increase its contribution toward helping with the cost of health insurance for children and spouses.

The proposal under this collective-bargaining agreement is virtually the same as the one the City has previously authorized earlier this year for the Police Union and for all other non-Union employees. Because the State does not allow the City to enter into a four-year collective-bargaining agreement we have elected to enter into a one-year agreement followed by a three-year agreement, the provisions of that are as follows:

Two Contracts:

Contract #1 One year 7/1/13 to 6/30/14 No Change 0\$ increase

Contract #2 Three year 7/1/14 to 6/30/17

7/1/14 to 6/30/15 YR #1 1% COLA and no change in health insurance.

7/1/15 to 6/30/16 YR #2 1% COLA and all employees now pay 10% health insurance for individual coverage only.

If individual employee wants dependent coverage then they now pay 20% and the City now pays 80% for all coverage including individual.

7/1/16 to 6/30/17 YR #3 1% COLA and same health insurance plan as year before: Individual pays 10%, if dependent coverage sought the employee pays 20% for whole family, including themselves.

What the employee pays:

	Week	Month	Year
Individual	\$16.38	\$71	\$852
Post 1999 Indiv. w/ KIDS	\$55.58	\$241	\$2,890
Post 1999 Indiv. w/ Spouse	\$82	\$354	\$4,251

An 80%-20% Plan where the employer pays 80% and the employee pays 20% is the norm amongst most municipalities in the State of Maine.

It has been a very difficult discussion. Employees see us work on projects and think we spend our money on them because we favor them. The truth is we spend money on projects to grow and improve this City and also because we can get outside grants to help save taxpayer dollars. There is an injustice in our local property tax system and it is in the way that we treat the people we pay with our taxes. In my opinion City employees continue to be asked to receive less benefits and less cost-of-living increases than their counterparts at either the School or the County. This is just plain wrong. It is reasonable for City employees to want to be treated the same way as their counterparts in those tax supported government entities. It is my hope that we can work to change this in the future.

10-K Update on the Front Street Reconstruction Project.

City Planner Wayne Marshall will give a verbal update at the meeting.

10-L Request from the City Manager to move \$500 from Office Equipment Capital Reserve Account (100-603) to Office Equipment Account (100-513).

The reserve was there to help us with unexpected expenses. My computer crashed which was unexpected.

10-M Update on the Rail Trail.

Belfast Rail Trail Construction update March 3, 2016 JJS

To the Rail Trail Ad Hoc Construction Committee and the Belfast City Council

Here is an update. I would like to proceed as follows

Sequence of Construction Plan:

1. Install 2,200 wooden fence (Separately bid as many contractors can do this work.) Engineer has sent me specification with attached drawing.
2. Install Trestle Bridge fence approaches (Separate Bid as not all contractors can do this work as it involves deep drilling into the trestle granite walls) IF READY THESE BIDS CAN GO OUT AT THE SAME TIME. Engineer reports they are still working on this as of 3/4/16 so I do not have their design recommendation at this time. I will press for it tomorrow.
3. Purchase Stone dust (Separate Bid as limited number of Company's make this "Acadia Trails Mix" specification) We can surely get lower quality material closer and save on transportation expense but the better quality material, which is what the City has always wanted, is more likely coming all the way from either Hancock or Penobscot Counties.
4. Test and monitor the quality of the mix being delivered. It takes 10 days to get the test results. We will immediately test initially at the successful bidders pile at their place of business. We may be able to save some time by having some pre bid testing done. When we get notice that it passes then we will start to take delivery from the successful bidder. Two to three more test will be done as the pile is delivered to the stock pile site at the upper bridge. Public Works will pile it up. We are talking 1800 tons which could mean 180 truckloads. It will take a few weeks to make the mix and get it all here.
5. Pre Hire a paver. Can be bid out same time as #1 and #2 above. We want a Separate Bid because the City's Public Works Department is all set up to move the stone dust from the supply pile and truck it to the paver for installation on the trail. We have received a cost estimate and expect the paving will take 25-32 hours to install. We want to have really good coordination between staff and paving contractor. We think it is more likely that a local contractor that we have known and worked with in the past will get this work.
6. Public Works to install a border along the edges of the trail. There are some options here. The Engineer originally suggested loam and seed 18 to 24 inches wide. We now have suggestions of gravel and or bark/wood mulch that may be more hostile to weed development. The Engineer agreed that gravel will retard weeds but at some point you want loam to prevent erosion. We also have suggestions about planting some local species to inhibit weed growth. The surface of the rail corridor is now about 18 feet wide and we only planned to install a 10' width of stone dust.
7. Work with bench installations as needed and required.
8. Signage as desired. This is not determined and we will seek input from the Ad Hoc Construction Committee, the Council and others- Final decision to the Council. I have had a notion that we should have a sign that request that the public stay on the trail and not cross over onto private property. Perhaps wayfinding that provides directions and distances to various points.
9. Public Works to build parking lot at City Point.
10. I am going to investigate whether or not we can do something with the Thorne Property structure that the City bought before the stone dust arrives. I want to preserve our ability to keep a structure there but maybe get some of it cleared out so we don't have construction equipment on the trail any more than we have to after the stone dust is laid.

Schedule:

1. In 2014 we received a Recreational Trails Grant for \$35,000. We pledged to spend an additional \$55,000 on the trail to secure that grant which included acquiring the stone dust and having a professional paver lay and compact the stone dust.
2. As we entered the new year we planned to install all the fencing on the trail before we installed the stone dust surface of the trail so as to prevent damage to the trail caused by the fence installation. That is still our plan.
3. On January 29th we applied for a private grant from a family trust that is specifically set up to fund rail to trail projects. We applied for another \$35,000. There is no match. However, we had to present a demonstration of need. Thinking that we would hear on the grant later in the spring, I moved to amend our matching grant with the State Recreational Trails Program to cover the fencing (which we want to do first) instead of the stone dust in keeping with the anticipated construction sequence. I succeeded in getting the State approval to switch out the stone dust for the fencing as part of our match.
4. Also in January the Ad Hoc Committee working on Construction met and discussed fence options. We had developed basic concepts for two types of fencing:
 - a. 2,200 linear feet of wooden fencing and,
 - b. about 200 feet of specialized fencing that would involve drilling into the granite approaches on both sides of the Trestle Bridge
5. The Ad Hoc group recommended that we refer inquiries on stability of these options and specifications to the engineer and this was done but not as promptly as I would have liked.
6. The engineer is still completing his review. On Friday I received copies of specifications and recommendations on the 2,200 foot fence. He agreed we should slant the top rail to prevent water from puddling at the top. He said pressure treated is the way to go with an estimated life of 15 years. I've attached this diagram.
7. As it turns out the private family grant that we applied for will not give us an answer until June 2. I will bid the work out but we may not be able to award it until June 3rd because it would be sending the Grant the message that we do not really need the money- and we do to complete the project.

This means we will not get the trail in before Memorial Day and I think we need to shoot for early July by the time I get the bid out, award it and get the material on site.
8. I would like some ideas on signage. I think we will need it at both ends of the trail, at the parking lot at upper bridge, at the parking lot at City Point and some along the trail itself.
9. I am still waiting for the engineering on the bridge approaches. It was supposed to be here today so hopefully I will bring it to the meeting.

I will bring a schedule for bidding and construction to the meeting and ask you to approve the wooden fence design that is attached. There were some questions of the construction committee that I will advise you on at the meeting.

10-N Signing of Council Orders

Have a safe, enjoyable and restful weekend.

**City of Belfast
Consent Agenda
Tuesday, March 15, 2016
Meeting #18**

The following items are proposed as our Consent Agenda. As in the past the items are voted on in one blanket motion to the affirmative. One Councilor makes a motion to approve the items as stated, and then another Councilor will second that motion and the whole Council votes. If a Councilor requests an item be removed from the consent agenda, they do so during the adoption of the agenda. If a member of the public requests that an item be removed from the consent agenda, they can do so in the open to the public section. Suggested motions are listed and supporting material is enclosed.

9) Permits, Petitions and Licenses - Consent Agenda

- A. Request to approve the application by Wentworth LLLP d/b/a Wentworth Event Center located at 139 Searsport Ave., Belfast, Maine for a new Spirituous, Vinous and Malt liquor license.**

Motion to approve a request of the application by Wentworth LLLP d/b/a Wentworth Event Center located at 139 Searsport Ave., Belfast, Maine for a new Spirituous, Vinous and Malt liquor license.

- B. Request to approve the application by Wentworth LLLP d/b/a Wentworth Event Center located at 139 Searsport Ave., Belfast, Maine for a new Special Amusement Permit for Live Music, DJ, Karaoke, all Live Entertainment, and dancing, interior and exterior.**

Motion to approve the application by Wentworth LLLP d/b/a Wentworth Event Center located at 139 Searsport Ave., Belfast, Maine for a new Special Amusement Permit for Live Music, DJ, Karaoke, all Live Entertainment, and dancing, interior and exterior.

- C. Request to approve off premises catering permit for American Legion Frank D. Hazeltine Post #43 for a private birthday party in the main function hall located at 143 Church St., Belfast, Maine on March 26, 2016 from 1:00 p.m. to 12:00 a.m.**

Motion to approve an off premises catering permit for American Legion Frank D. Hazeltine Post #43 for a private birthday party in the main function hall located at 143 Church St., Belfast, Maine on March 26, 2016 from 1:00 p.m. to 12:00 a.m.

- D. Request to approve off premises catering permit for Trillium Events, INC for the Our Town Belfast Annual Meeting located at the Belfast Boathouse, 34 Commercial St., Belfast, Maine on March 24, 2016 from 6:30 p.m. to 8:30 p.m.**

Motion to approve an off premises catering permit for Trillium Events, INC for the Our Town Belfast Annual Meeting located at the Belfast Boathouse, 34 Commercial St., Belfast, Maine on March 24, 2016 from 6:30 p.m. to 8:30 p.m.

- E. Request to approve off premises catering permit for Trillium Events, INC for the Cornerspring Montessori School Auction located in the atrium of AthenaHealth, 3 Hatley Rd., Belfast Maine on April 2, 2016 from 6:00 p.m. to 10:00 p.m.**

Motion to approve an off premises catering permit for Trillium Events, INC for the Cornerspring Montessori School Auction located in the atrium of AthenaHealth, 3 Hatley Rd., Belfast Maine on April 2, 2016 from 6:00 p.m. to 10:00 p.m.

AGENDA TOPIC 10. A

TO: Mayor & City Council
FROM: Wayne Marshall, City Planner
DATE: March 10, 2015
RE: CMP Clean-up of Former Gasification Plant on Washington Street - Council Consideration of Changes to Previously Granted Permission to Close Washington Street

REQUESTED ACTIONS

The Council, at its meeting of December 1, 2015, granted CMP permission to close Washington Street from February 1, 2015 to June 15, 2015, so the company could complete the required clean-up of contaminated soils associated with the former gasification plant that they owned in the 1930's that is located on the Dale C. Palmer Living Trust property located on Washington Street, and a small amount of contaminated soils located in a portion of the street itself. As the Council is aware, CMP was unable to begin clean-up this past winter as they had initially hoped, and they are now requesting to close Washington Street from August 15, 2016 to December 15, 2016. CMP is seeking Council consideration and approval of this revised street closing schedule and several additional changes to the terms regarding said closures that the Council adopted at its December 1 meeting.

Paul Fecteau, CMP Project Manager, Gerry Mirabile, CMP Environmental Compliance, and a representative from Haley-Aldrich, project consultant to CMP, will attend the Council meeting and can respond to questions. I am recommending that the Council approve terms of the revised agreement.

BACKGROUND INFORMATION

CMP's operation of the former gasification plant and the presence of contaminated soils was discovered through the Phase I and II Brownfields Assessment project authorized and requested by the property owner, the Dale C. Palmer Living Trust, that was conducted by Ransom Consulting through the City funded Brownfield Assessment project. CMP was made aware of the Assessment results and used the services of their consultant, Haley & Aldrich, to further identify the scope of the contaminated soils and how the needed clean-up should proceed. City staff and CMP representatives have discussed this project with the Council at several meetings over the past year.

In December, 2015, CMP requested that the Council approve a temporary closure of Washington Street from February 1, 2015 to June 15, 2015 to facilitate work of their contractor to clean-up the site. Unfortunately, CMP's internal bidding process did not allow the award of a construction contract within that time period. CMP has now completed the advertisement of the project for

bid, has received 5 responses to their bid, and is in the process of negotiating with preferred bidders and obtaining internal approval of the selection of a contractor. CMP intends to complete contractor selection and to award the bid by mid May 2016. An outstanding issue is the time period and terms which the Council will approve regarding the closure of Washington Street.

City staff, as well as the owners of the Dale C. Palmer Trust property (Diane Bergey and Eunice Palmer), have met with CMP representatives on several occasions to discuss potential revised terms regarding the closure of Washington Street. I believe that all feel the proposed revisions to the time period and terms for the closure identified in this memo make sense for CMP, the property owner and the City. I have attached my December 9, 2015 letter to CMP that identified terms of the closure that the Council approved at your December 1, 2015 meeting. Most proposed changes affect Clauses 2 and 6. The Council will need to consider and act on these proposals. To assist the Council in its review I have attached a map of the Washington Street area and a second map that identifies a proposed truck route.

The major changes are as follows:

Time period for Closure. CMP is requesting the authority to close a portion of Washington Street to public use from August 15, 2016 to December 15, 2016, however, they believe there is a strong likelihood that work will be completed by Thanksgiving. Also, CMP would only conduct initial staging work prior to September 5 (Labor Day) and would not begin actual clean-up operations until after Labor Day. This requires a change to clause 2 identified in the December 8 letter.

Work Schedule. CMP and City staff have discussed potential benefits of the contractor regularly using a 4 day work week rather than a 5 day work week, particularly from mid-August to October 3 when fall daylight remains and when many of the fall weekend events occur in Belfast. CMP is not prepared to commit its contractor to a 4 day work week, but they would like the ability to pursue negotiations for such with preferred bidders. A 4 day work week, Monday-Thursday, would result in a somewhat longer regular construction day. This would require a revision to clause 13 identified in the December 9 letter.

Pedestrian Access. The Council, in December, required CMP to construct a lighted and covered walkway around the perimeter of the skate park to better accommodate pedestrians. CMP is now proposing to have pedestrians use the existing sidewalk adjacent to skate park and to separate such from construction activities by erecting an 8 foot high opaque fence. However, if it appears that this approach is not workable once construction starts, CMP would alternatively be permitted to use a portion of the skate park for pedestrian access. Use of the skate park would require removal of a portion of one or more of the ramps, but the majority of the skate park would remain open for use. Further, regardless if the skate park or Washington Street is used for pedestrian access, CMP would make a \$10,000 donation to the reconstruction of a new skate park. Norm Poirier has reviewed potential options for access through the skate park with both CMP representatives and City staff and he believes the proposed use of the skate park for pedestrian access is a workable option for both pedestrians and skaters who use the park. This would require a revision to clause 6 in the December 8 letter.

Construction of a Parking Area for Contractor Employees. CMP is seeking to construct a gravel parking area on some of the green space located between the skate park and Meg Peterson's office. This area would be 20' x 50' in size, but it would not extend beyond the end of the street closure area previously approved by the Council. The gravel area would remain post the completion of this CMP project to facilitate the City's long term use of this area to expand public parking. I also note that the City Front Street Reconstruction project involves replacing the existing major storm drain and sewer line in this same area and that the City will need to coordinate when the Front Street construction work occurs to eliminate any potential conflict between the two projects. I also note that the Council, in your December 1 approval, and City staff, have regularly stated to CMP that their contractor's employees will not be allowed to park in the Washington Street parking lot. This request would be a new clause added to the December 9 letter.

Truck Route. We have discussed potential truck routes to help better manage potential disruptions to the downtown area. The attached map identifies the proposed truck route. This route would involve trucks entering the Washington Street project area from Main Street, however, all exiting trucks would depart via Bridge and Peirce Streets and ultimately make connections to Route 1 and Route 3 by using High Street, Vine Street and Waldo Avenue. While this project will involve truck traffic, the number of truck trips per day will vary during the duration and stage of project activities. CMP representatives can provide additional information regarding anticipated amounts of truck traffic. The attached map, if the Council approves such, would help clarify requirements of clause 16 in the December 9 letter.

Construction Trailer. CMP needs to find a flat area on which to locate their construction trailer. The best site appears to be within the section of Washington Street which the Council previously allowed CMP to close to public traffic. CMP believes they can locate the trailer entirely on the existing asphalt surface of Washington Street, and that this location will not interfere with their trucks traveling along the closed section of the street. This would be a new clause to the December 9 letter.

I also will offer some of the same observations regarding this agreement that I did when I approached the Council to approve such in December 2015.

- 1) The 'closed' section of Washington Street would be closed to public traffic for about 3.5 - 4 months.
- 2) Local traffic will be able to access the rear of the buildings that are located along High Street and Main Street.
- 3) Public access to the Washington Street parking lot will always be available.
- 4) The construction contractor will not be permitted to use the Washington Street parking lot for any of their operations, including employee parking.
- 5) Staff is recommending that the City prohibit vehicles from parking along Washington Street from its intersection with Main Street to the entrance to the Washington Street parking lot on either side of Washington Street during the course of project construction. Vehicles parked in these areas may impede truck traffic associated with the project.
- 6) Pedestrian access along Washington Street will remain.

- 7) The two neighboring property owners, Tammy and Jack Scully and Meg Peterson, approached the Council at your meeting of December 1 to state their concerns regarding the project. I emailed this memorandum and accompanying maps to both parties and asked that they contact me if they have any concerns. They also may choose to appear at the Council meeting.
- 8) The contractor will erect a temporary construction fence between the project site and the Scully property to try and minimize conflicts.

While it is certain that the clean-up of the site and Washington Street will cause temporary disruptions, particularly because the clean-up likely will take 3.5 months, I believe most recognize that this work needs to be completed so the property owner, the Dale C. Palmer Living Trust, can proceed with the redevelopment of their property. The Trust has expended considerable funds to demolish former buildings on the property and to set the stage to redevelop their property, however, they cannot obtain financing or start any construction until the contamination associated with the former MGP site is cleaned-up.

I will do my best to answer any questions.

December 9, 2015

Gerry Mirabile
Manager - Programs/Projects
Environmental Compliance
Iberdrola USA Networks
83 Edison Drive
Augusta, ME 04336

RE: City of Belfast - Closure of Washington Street

Dear Gerry:

The Belfast City Council, at its meeting of December 1, 2015, approved Central Maine Power's request to allow a temporary closure of Washington Street to facilitate project work associated with the remediation of the former MGP site. The Council voted to allow a closure between the dates of January 25, 2016 (late January) to June 15, 2016, subject to CMP and its contractor complying with the conditions identified in this letter. The Council recognized that this project is a significant undertaking and hopes that closing the Street to public traffic will allow the remediation effort to occur as expeditiously and efficiently as possible. The Council, in approving your request, also stated its strong interest in seeing this project begin in early 2016 so that the owners of the property, the Dale C. Palmer Living Trust, can proceed with their plans to redevelop the property. Further, the Council asked that CMP and its contractor work cooperatively with the City and area property owners to minimize the amount of disruption to adjacent properties, and that work begin as soon as practical in 2016 and be completed at the earliest possible date.

The Conditions endorsed by the Council to allow CMP and its contractor (hereinafter CMP) to temporarily close Washington Street are as follows:

- 1) CMP is authorized to close to public traffic the section of Washington Street that is generally depicted on the attached map. CMP shall work with the City Department of Public Works to identify the specific location of signage that CMP will provide and maintain that identifies the closure of the street.

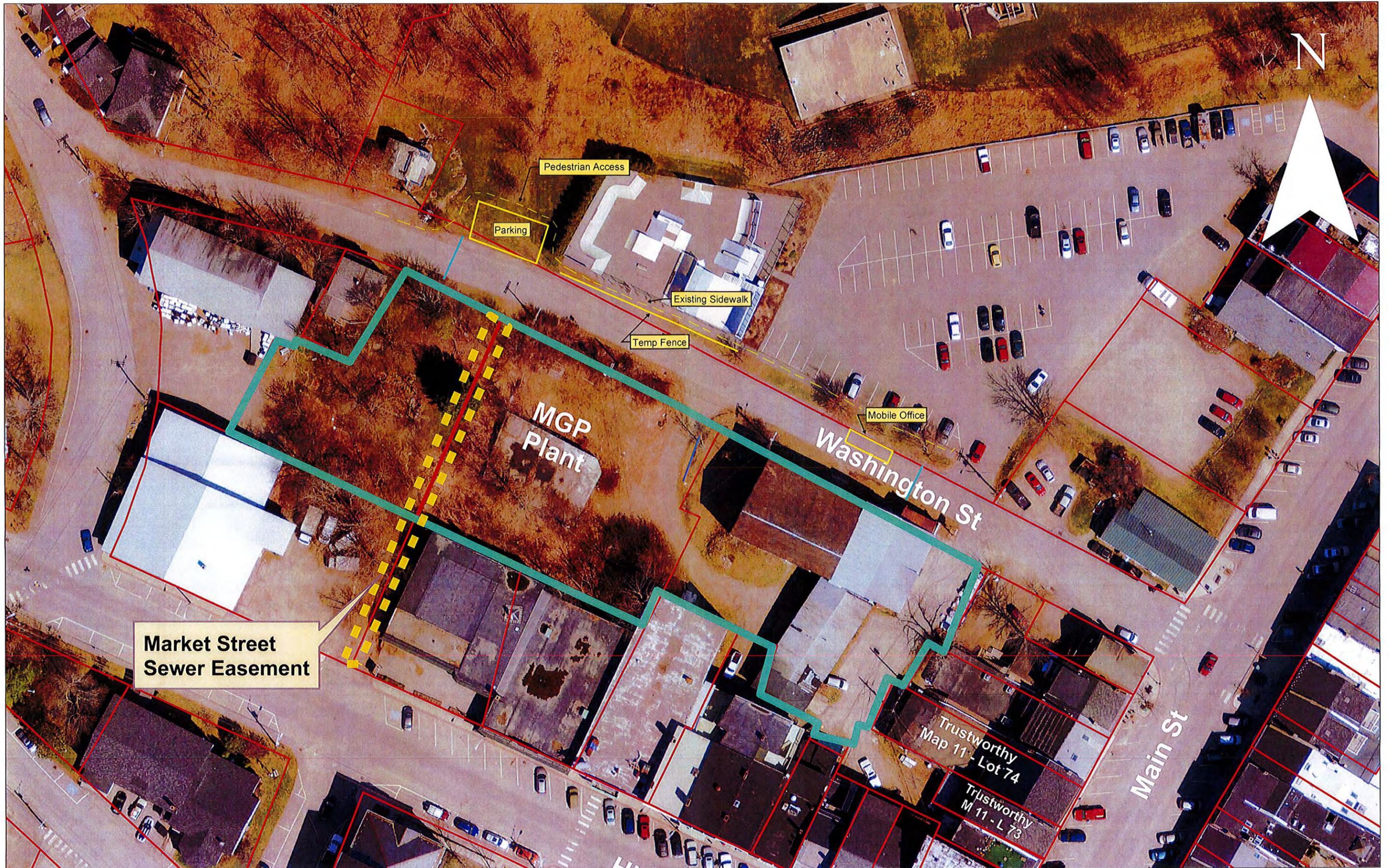
- 2) CMP is authorized to close Washington Street for the time period of January 25 to June 15, 2016. A request to amend the closure time period shall require the review and approval of the City Council.
- 3) Public access to the Washington Street parking lot via the driveway entrance to the parking lot on Washington Street shall always be available.
- 4) CMP shall ensure that local traffic can access the rear of the buildings that are located along High Street and Main Street, and shall cooperatively work with area property owners to facilitate access that they require to their buildings.
- 5) CMP is prohibited from using the Washington Street parking lot for any of its operations, including employee parking. It is the City's understanding that CMP's contractor intends to use the Dale C. Palmer Living Trust property as a staging area for most operations.
- 6) CMP shall construct and regularly maintain, including providing appropriate lighting, a covered walkway to facilitate pedestrian use of the Washington Street area in the area generally depicted on the attached map. CMP shall erect signage indicating that this section of Washington Street is closed to pedestrian access, and said signage shall identify and direct persons to the location of the alternative temporary pedestrian access that CMP shall construct and maintain. CMP, at the December 1 Council meeting, indicated that the covered walkway would have a wooden floor and a wooden roof. CMP shall be responsible for the removal of said walkway upon ending project construction, and shall consult with Wayne Marshall, City Planner, prior to the removal of the covered walkway.
- 7) CMP shall erect and maintain a temporary opaque construction fence that is a minimum of eight feet in height for the duration of the remediation project at the location shown on Sheet 6 of the CMP proposed clean-up plan prepared for CMP by Haley & Aldrich.
- 8) CMP shall, at a minimum, comply with all State and Federal requirements to minimize dust, noise and other nuisance activities during all project construction.
- 9) CMP shall provide the City (contact Wayne Marshall, City Planner) copies of all project monitoring reports that are submitted to the DEP and EPA. Further, if requested, CMP shall provide a representative to attend City Council meetings to address public concerns that may arise regarding project construction.
- 10) CMP shall regularly extend an invitation to City representatives (contact Wayne Marshall, City Planner) to participate in periodic project construction meetings that are held to discuss the status of project construction.
- 11) CMP shall comply with City and Belfast Water District requirements, as identified in the Haley & Aldrich site remediation plans, regarding the provision of public water, public sewer and stormwater management in the project area during project construction.
- 12) CMP shall be responsible for regularly plowing snow and ice from the closed section of Washington Street during project construction, and shall not cause snow storage to block access to Washington Street.
- 13) CMP shall not begin project construction before 6:00 am and shall cease construction activities no later than 7:00 pm, and shall not work on weekends without the prior review and approval of the City.
- 14) CMP shall provide the City contact information regarding its contractor, its on-site manager/inspector and other personnel which the City can contact regarding project operations. CMP shall identify the representative to whom concerns raised by the public should be addressed, including an on-site representative.

- 15) The City shall erect signage to prohibit vehicles from parking along Washington Street from its intersection with Main Street to the entrance to the Washington Street parking lot on either side of Washington Street during the course of project construction.
- 16) CMP shall cooperatively work with the City regarding the routing of truck traffic from the site. The City and CMP recognize that most truck traffic will use Main Street to access the site.

The City and I greatly appreciate CMP's efforts to begin clean-up operations in early 2016. We trust that the open lines of communication between CMP and the City can continue. Let me know if you have any questions regarding the Council's approval of the temporary closure of the street. I will look at attending your December 10 pre-construction meeting to try and answer any questions that may be posed by a potential bidder regarding the City's request.

On behalf of the City,

Wayne Marshall
City Planner



**Market Street
Sewer Easement**

Pedestrian Access

Parking

Existing Sidewalk

Temp Fence

**MGP
Plant**

Mobile Office

Washington St

Trustworthy
Map 11 - Lot 74

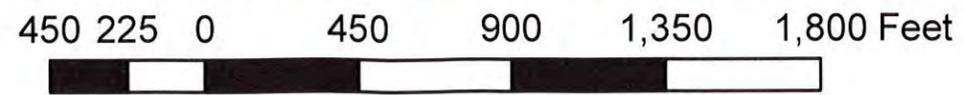
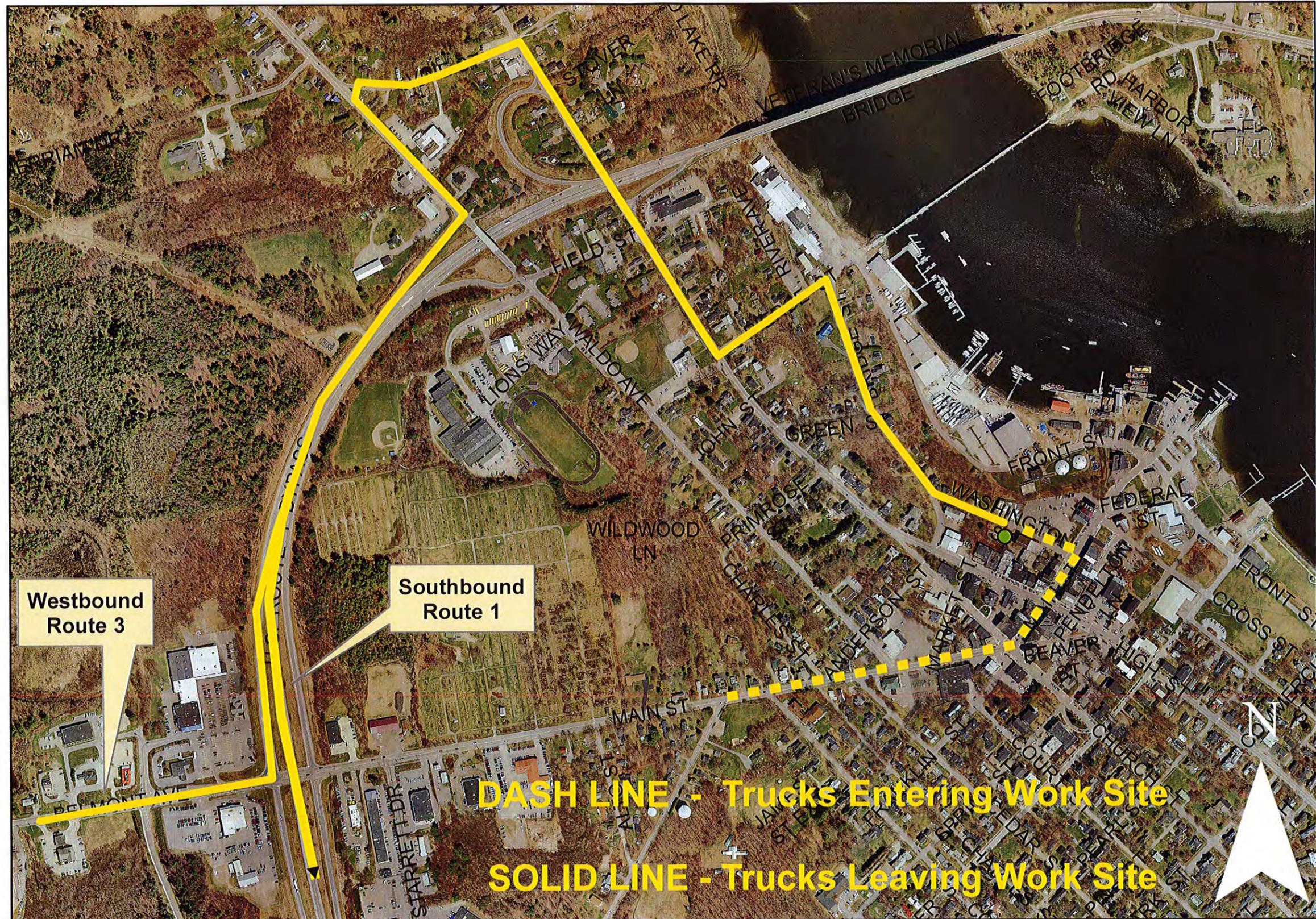
Trustworthy
M 11 - L 73

Main St

N

40 20 0 40 80 120 160 Feet

CMP REMEDIATION PROJECT - PROPOSED TRUCK ROUTE



10.B

Go To Page...

- INBOX
- COMPOSE
- ADDRESSES
- FOLDERS
- SEARCH
- OPTIONS
- HELP
- LOGOUT

CALENDAR 

SWITCH TO RICH WEB MAIL

View Mail

[Previous](#) | [Next](#) | [INBOX](#)

[Show Full Headers](#) | [Printer View](#) | [Add Sender To Address Book](#)

From: Kim Ervin Tucker <k.ervintucker@gmail.com>

To: "lobsterman@prexar.com" <lobsterman@prexar.com">
 <lobsterman@prexar.com>, lobsterman@acadia.net

Subject: Second draft
Date: Mon 03/07/16 06:28 PM

[Sec. 30-159. Winter mooring.](#)

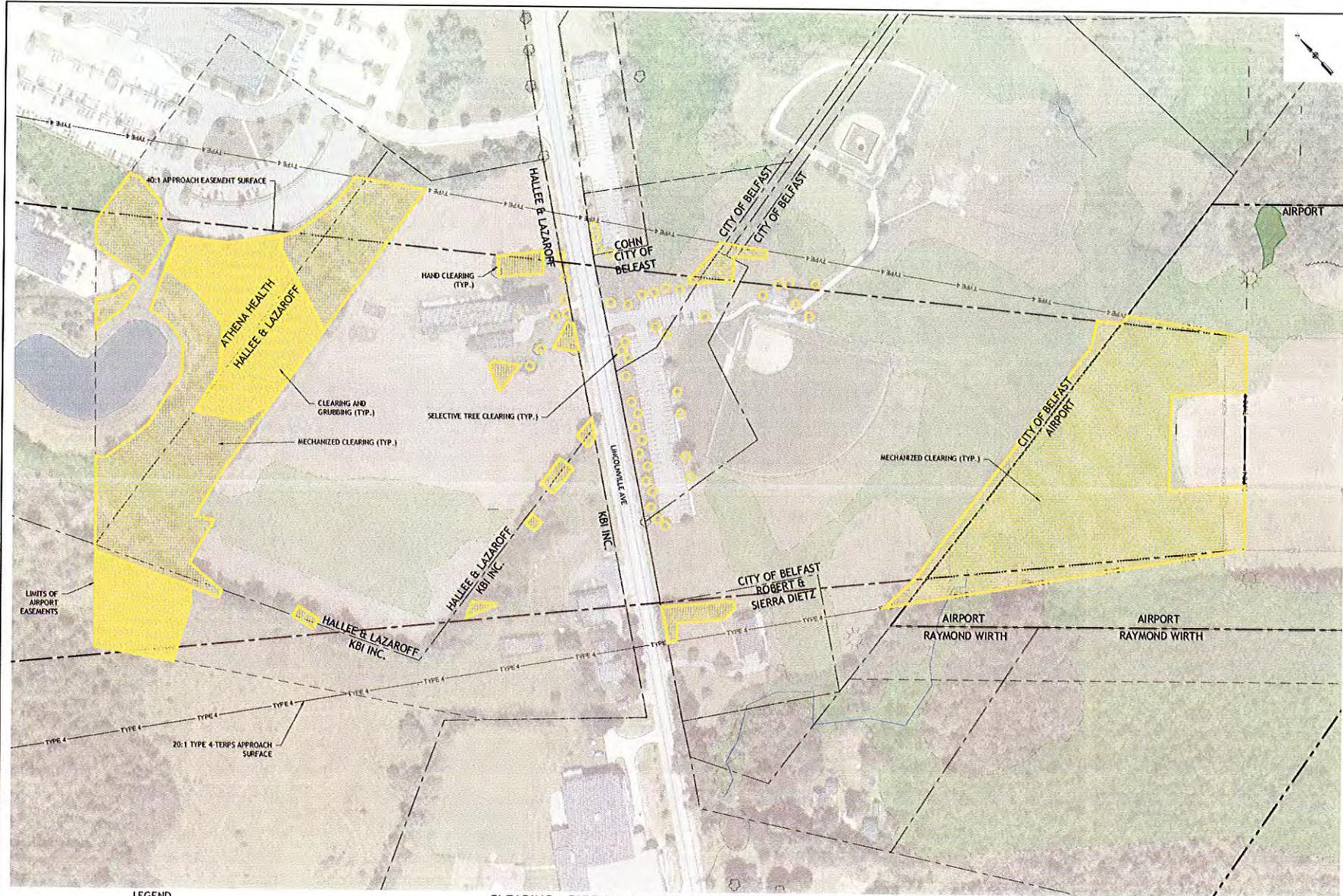
With the exception of commercial vessels and commercial fishing vessels moored in the Inner Harbor area, **no moorings shall be occupied and no vessels shall be anchored in Belfast Harbor, during the winter mooring period from December 1 to March 31, without advance approval by the Harbor Master. The Harbor Master will grant approval for use of moorings and anchorages outside the Inner Harbor during the winter mooring period only if the boat owner can demonstrate that: (i) the vessel to be moored or anchored is seaworthy; (ii) the mooring or anchoring gear is adequate to withstand ice conditions; and (iii) the vessel owner has adequate access to the vessel in winter conditions in the event of an emergency.**

[Previous](#) | [Next](#) | [INBOX](#)

Attachments

Name	Type	Save View
Part 1	text/plain	Save
Part 2	text/html	Save

10.C



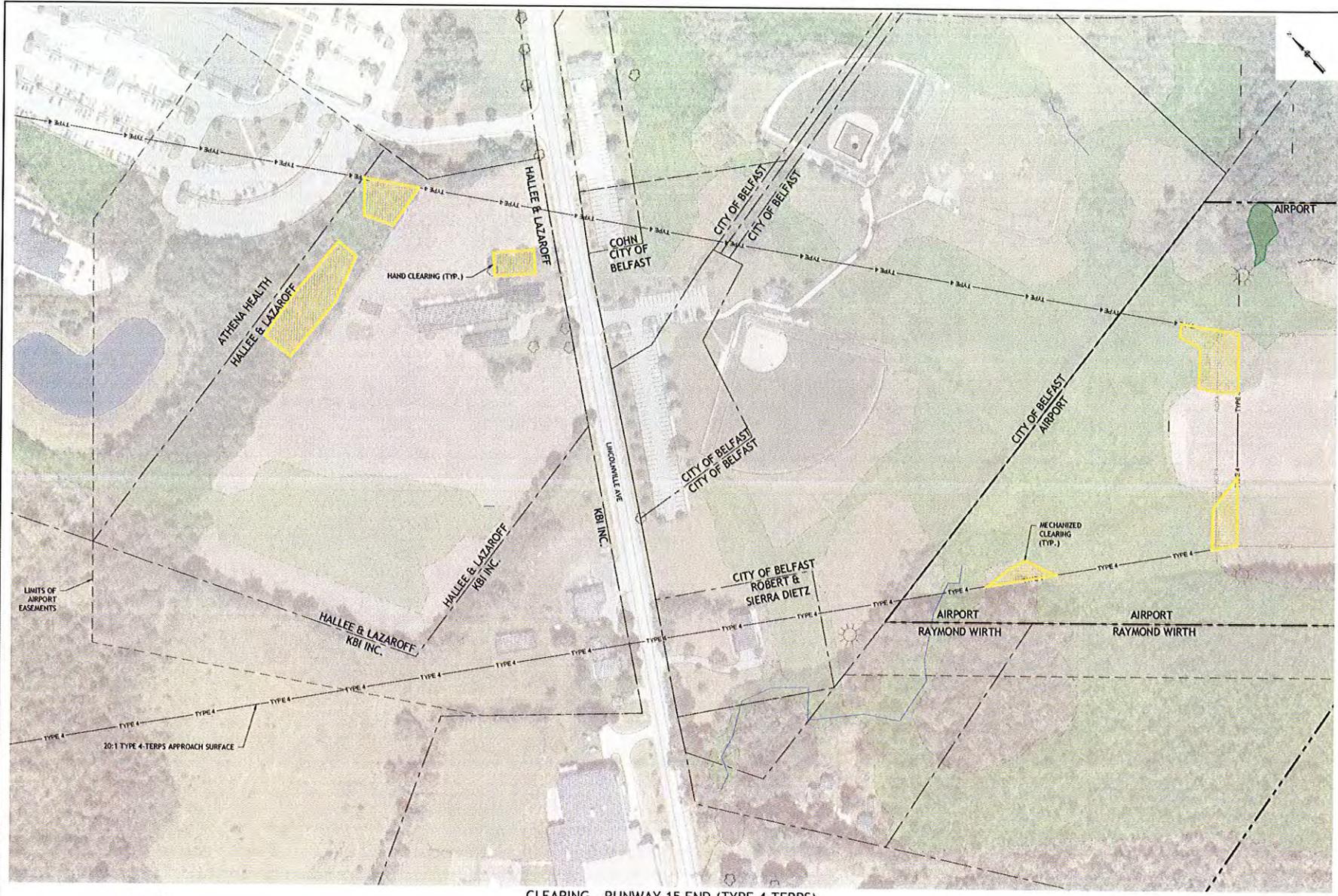
LEGEND

	CLEARING AND GRUBBING
	MECHANIZED CLEARING
	HAND CLEARING
	SELECTIVE TREE CLEARING

CLEARING - RUNWAY 15 END (40:1 EASEMENT SURFACE)

PROJECT	TREE CLEARING - PHASE I
OWNER	BELFAST MUNICIPAL AIRPORT
	LITTLE RIVER DRIVE
	BELFAST, MAINE 04915
PROJECT NO.	117-609
SHEET CLEARING	TITLE
DESIGNED BY	TJL
DRAWN BY	CAS
CHECKED BY	CAS
DATE	MARCH 2016
DRAWING SCALE	1" = 80'
<p>SHEET TITLE</p> <p>CLEARING PLAN (40:1 EASEMENT SURFACE)</p>	
DRAWING NO.	FIG. 1
# OF 9	

PRELIMINARY DESIGN - NOT FOR CONSTRUCTION



LEGEND

- MECHANIZED CLEARING
- HAND CLEARING

CLEARING - RUNWAY 15 END (TYPE 4-TERPS)

SHEET TITLE	PROJECT	NO. DATE	DESCRIPTION	BY
CLEARING PLAN (TYPE 4-TERPS)	TREE CLEARING - PHASE I			
		OWNER		
PROJECT NO.	PROJECT			
CLASS FILE	TREE CLEARING - PHASE I			
DESIGNED BY	OWNER			
DRAWN BY	BELFAST MUNICIPAL AIRPORT			
CHECKED BY	LITTLE RIVER DRIVE			
DATE	BELFAST, MAINE 04915			
DRAWING SCALE				
DATE				
DRAWING SCALE				
GRAPHIC SCALE				
DRAWING NO.				
FIG. 2				
# OF 9				

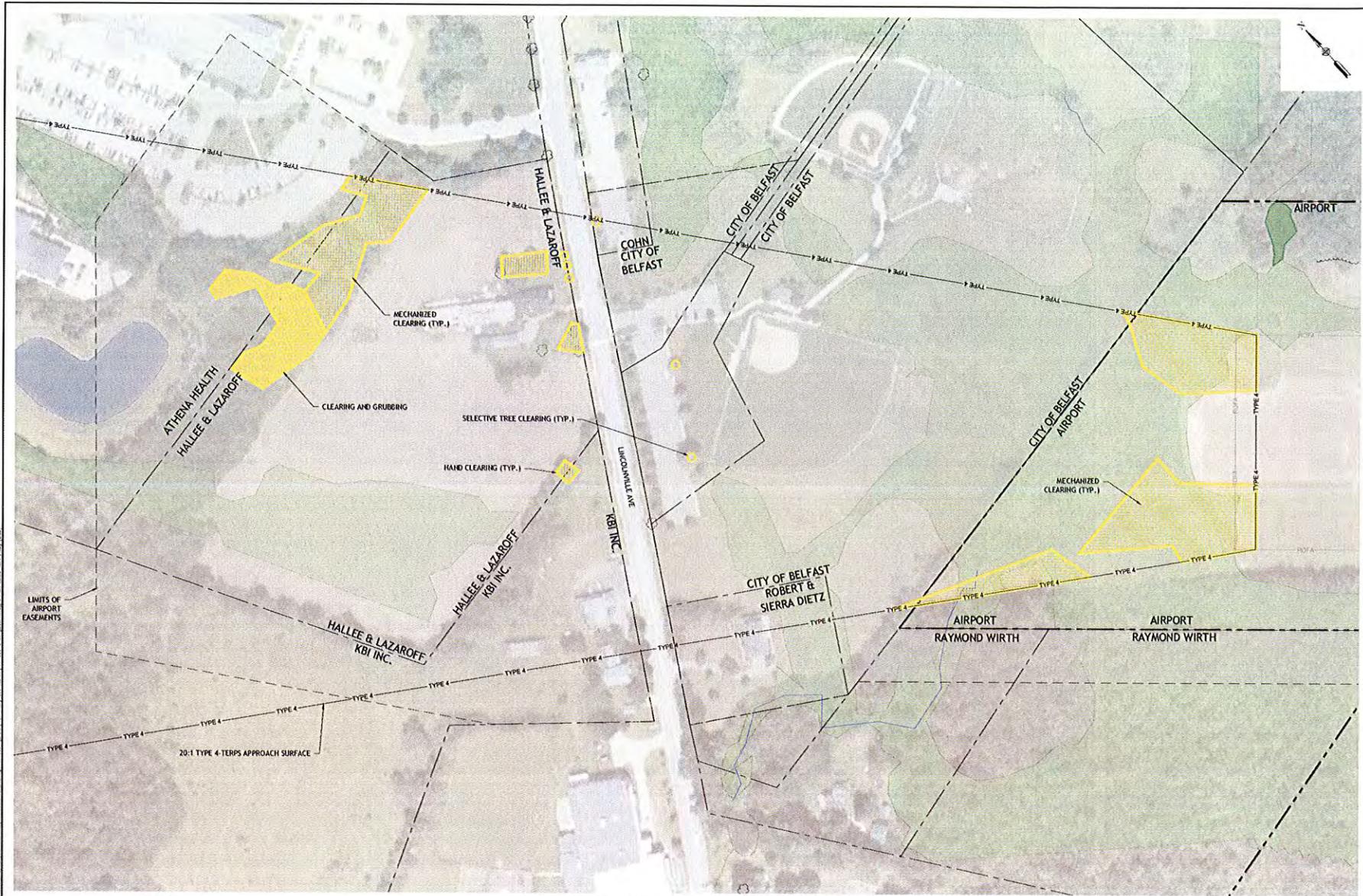


LEGEND

- MECHANIZED CLEARING
- HAND CLEARING

CLEARING - RUNWAY 15 END (5 FEET BELOW TYPE 4-TERPS)

PROJECT	By
TREE CLEARING - PHASE I	
OWNER	
BELFAST MUNICIPAL AIRPORT	
LITTLE RIVER DRIVE	
BELFAST, MAINE 04915	
PROJECT NO.	DATE
117-609	
SHEET/CLEARING	DESCRIPTION
CADD FILE	
TITLE	
DRAWN BY	
JAL	
CHECKED BY	
CAS	
DATE	
MARCH 2016	
DRAWING SCALE	
1" = 60'	
SHEET TITLE	
CLEARING PLAN	
(5 FEET BELOW	
TYPE 4-TERPS)	
DRAWING SCALE	
1" = 60'	
DRAWING NO.	
FIG. 3	
# OF 1	



CLEARING - RUNWAY 15 END (15 FEET BELOW TYPE 4-TERPS)

LEGEND

	CLEARING AND GRUBBING
	MECHANIZED CLEARING
	HAND CLEARING
	SELECTIVE TREE CLEARING

PROJECT	TREE CLEARING - PHASE I
OWNER	BELFAST MUNICIPAL AIRPORT LITTLE RIDGE DRIVE BELFAST, MAINE 04915
PROJECT NO.	117-009
SHEET TITLE	CLEARING PLAN (15 FEET BELOW TYPE 4-TERPS)
GRAPHIC SCALE	1" = 40'
DATE	MARCH 2016
DRAWING NO.	FIG. 4
# OF 9	

PRELIMINARY DESIGN - NOT FOR CONSTRUCTION

10.D

MEMORANDUM

March 8, 2016

To: Joseph Slocum, Belfast City Manager
Honorable Mayor Ash and Belfast City Council
Belfast Parks and Recreation Commission
From: Norm Poirier, Belfast Parks and Recreation Department
Re: Facility Use Request – St. Patrick’s Day Parade by Mainstay Afterschool Program
Cc: Chief McFadden, Belfast Police Department

The Mainstay Afterschool Program under the direction of Jenni Judkins and RSU 20 / 71 is requesting use of the Footbridge to the Boathouse via the Harbor Walk on Thursday, March 17, 2016 from 4:00 – 5:00 p.m. for a St. Patrick’s Day Parade. This will include approximately 25 students and 5 staff members from the Afterschool Program as well as any parents or community members interested in joining this fun celebration.

As previously mentioned this would start on the East side of the Footbridge and proceed down the Harbor Walk ending at the Boathouse. The group is asking if possible to allow the children to use restrooms in the Boathouse before getting on the bus to go back to the Eastside Elementary School.

The Parks and Recreation Department recommends approval of this request and would be willing to facilitate and assist in the supervision of the Boathouse use.

**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?

Jenni Judkins - Mainestay Afterschool

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 St.Patrick's Day Parade from Footbridge to Steamboat Landing Gazebo Area. It would be great to have the boathouse bathroom.

3. What dates and times do you wish to have this event? March 17, 2016 4:15 - 5:00

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) No, we do want to hand out shamrock announcements

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.

We will assemble on the footbridge starting a little after 4:00 and march down the city walk.

City of Belfast - Facilities Request Form

7. How many people do you expect? Maybe 80

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) _____

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?)

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

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

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?

Surely

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

RSU 20 and RSU 71

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

I hope we create a loud cacophony of singing, instruments and bagpipes

17. How do you propose to handle garbage removal? _____

None should be created

City of Belfast - Facilities Request Form

18. How do you propose to handle parking? People can park at FrontStreet or East Belfast School

19. How do you propose to handle security? Dean Anderson

20. How do you propose to handle the need for restrooms? Open the boathouse restroom

Please

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

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?

Jenni Judkins - home # 223-4264

What specific City services or assistance are you asking for? _____

Department

Service Requested

City Manager _____

Police _____

Fire/Ambulance _____

Parks _____

Public Works _____

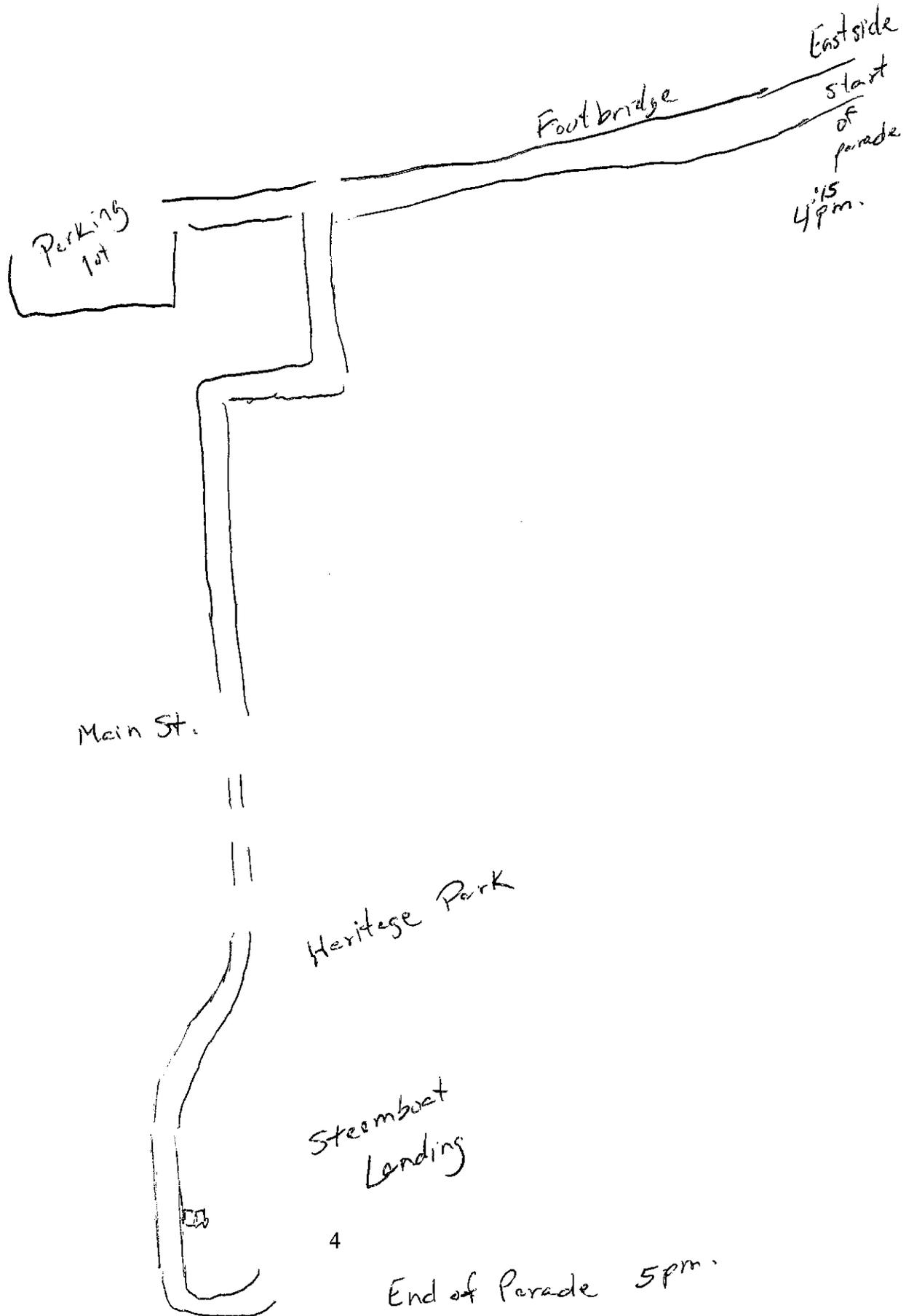
Harbor _____

Planning (Maps) _____

Cable TV _____

City of Belfast - Facilities Request Form

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 _____

Parks Department _____

Public Works Department _____

Harbor Master _____

Boat House Coordinator _____

Planning Department _____

Other Notes: _____

10.E

Memorandum

March 8, 2016

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 – Belfast Harbor Fest 2016
Cc: Chief McFadden – Belfast Police Department
Bob Richards – Belfast Public Works Department

The City has received a Facility Request application from Duke Marston on behalf of the Belfast Rotary Club for the August 19-21, 2016 7th Annual Belfast Harbor Fest.

The application has been reviewed by Parks and Recreation and the Belfast Police Department with the following recommendations. The set-up for the tent in Steamboat Landing Park needs to be scheduled for Thursday August 18th if at all possible dependent on weather conditions in an effort to not consume the park area for an extra day. The Friday night Launch Party needs to end at 11:00 p.m. – no later regardless of starting time. The sponsor needs to give consideration to the area neighborhood with regards to the lyrics and musical style of the bands performing. The Parks Department would like to have approval of portable toilet locations – last year toilets were in the center of the park by stairway entrance to the park and complaints received about odor. The toilets were not secured and did receive some vandalism Saturday evening creating a disturbing mess in the park. The event coordinators need to also assure the Parks Department vehicles will not be parked on or inside the park area other than for unloading supplies or setting up booths and stage. Last year on Sunday parking was taking place inside the park throughout the day.

The City staff and Departments do not have any other issues with the application and only request the above stipulations are followed. The addition of Heritage Park for the Boat Show and Touch –a-Truck activities are welcomed additions to this year's event. A Road Race map still needs to be submitted for review by the Belfast Police Department but this activity has always been well supervised by the sponsoring agency with ample volunteers.



**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

Duke Marston, (207)338-0244, dukeclu@roadrunner.com or John Carrick, (207)338-5863, jicarrickiii@hotmail.com. Representing the Belfast Rotary Club, For the Belfast Harbor Fest.

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: *N/A*

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

*The 7th Annual Belfast Harbor Fest. Has the following activities:
Friday Night has the Launch Party, at Steamboat Landing. Saturday begins with a Blueberry pancake Breakfast and the 5K Bug Run followed by the 10th Annual National Boatbuilding Challenge, 16th Come Boating! Regatta, Youth Activities with "Bounce House", Live Music,*

Exhibitors, Vendors, Food, Cardboard Boat Building, "Grog Shop" (in P.M.), Awards dinner and Music By the Bay New this year, the Classic Boat Show and "Touch-A-Truck" will take place at Heritage Park. Sunday will have the Cardboard Boat Races and the Habitat for Humanity Lobster Gala.

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.

Steamboat Landing Park, Boathouse, and for Saturday only Heritage Park

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

August 19 – 21, 2016, at Steamboat Landing: The event starts at 4:00P.M. Friday the 19th and ends Sunday the 21st at 3:00 P.M. For Heritage Park the events start at 7:30 A.M. and end at 5:00 P.M. Note; that a 60' X 120' tent will be erected on Steamboat about August 17 and removed about August 22.

prefer August 18

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

No streets need to be closed, although the 5K Bug Run will be held on Saturday August 20, and intersections will be guarded by staff.

If yes then who will manage these closed off Streets? *N/A*

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

Yes, We wil need the use of 3 power cables, and "Gang Boxes", traffic cones, 55 gal. trash Drums, and barricades.

7. How many people do you expect?

About 3000 for all three days

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

The Club will be selling: hats, t-shirts, and posters. Vendors will be selling food and other items.

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

Yes, The Friday night Launch Party, beer and wine will be served. This event is under the control of Marshal Wharf Brewery/ Three Tides, and encompasses Steamboat Landing Park with one portal to the event. Alcohol is served from 5:00P.M. to 11:00P.M.

On Saturday a "Grog Shop" serving beer and wine will be set up under the big tent with an area area cordon off for consumption of alcohol under the control of Front Street Pub and will operate from 12:00 until 10:00P.M.

Where? - Attach MAP

By Whom: Name and Phone contact number:

***Marshal Wharf Brewery/ Three Tides: David Carlson, 338-1707
Front Street Pub: Tina Delsanto, 838-9753***

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*

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.

Vendors and Exhibitors are welcome, we define Vendors as any one "selling something" weather food, or hula hoops to old tools and are charged \$75 for a 10' X10' area per day. An Exhibitor is someone representing a non-profit or educational in nature. There is no charge to Exhibitors for a 10' X 10' area.

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?

Lockton Companies, LLC-K CHICAGO

525 W. Monroe, Suite 600

Chicago, IL, 60661

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

The Launch Party will create the most noise from 5:00 to 11:00P.M.with several rock bands playing under the big tent on Friday night. Local non-rock bands will be playing in the Gazebo on Saturday from 10:00A.M. to 4:00P.M. Also on Sunday a Blues Band will play at the Lobster Gala from 12:00 to 3:00P.M.

16. How do you propose to handle garbage removal?

Rent a trash dumpster

17. How do you propose to handle parking?

By using city streets and lots plus Front Street and Belfast Common

18. How do you propose to handle security?

Using Rotary Club members and have the police make several visits to Steamboat Landing during Friday and Saturday nights.

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

Rent four portable toilets for all 3 days of the Harbor Fest. These will be pumped out on Saturday and Sunday mornings.

Location determined by Parks Department

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

We will need to use the city's three power cables and "gang Boxes". The only water needed will be to make pancakes, coffee, and cleaning the Boathouse.

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

Not yet, we will.

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?

Duke Marston, H: 338-0244 C: (619)889-0700, dukeclu@roadrunner.com

John Carrick, H: 338-5863 C: 505-0721, jjcarrickiii@hotmail.com

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

Department

Service Requested

City Manager

Help contacting neighbors

Police

Patrol Steamboat Landing several times during the early morning hours. And a Patrol Car for Touch-A-Truck on Saturday, 8/20/16 9:00A.M. to 4:00P.M.

Fire/ Ambulance

In case of an emergency. And supply a Fire Truck and /or an Ambulance for Touch-A-Truck on Saturday, 8/20/16, 9:00A.M. to 4:00P.M.

Parks

Use of Parks, Boathouse, and electrical equipment, coordinate Portable Toilet rental /locations

Public Works

12 – 55 Gal. Drums, 12 – Barricades, 24 Traffic Cones

Harbor

Approval for boat races

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.

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. Any deviation from the written request is grounds for cancellation of the event by the City of Belfast without notice.

Signature _____ Date: _____

Printed Name: _____



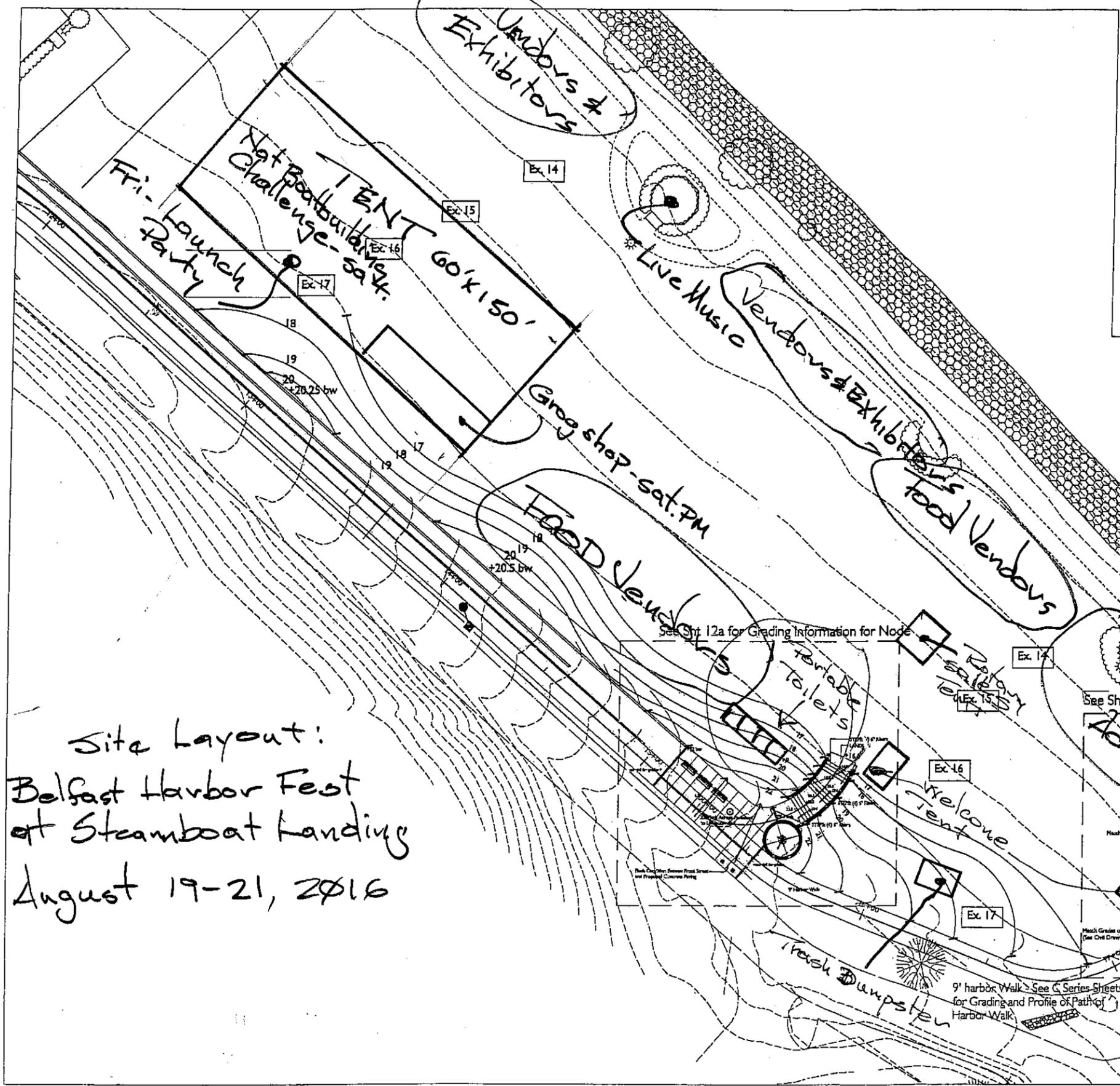
10.E (Maps)

General Grading Notes:

1. Drawings prepared from aerial survey information, prepared by Aerial Survey and Good Deeds and hard copy plans from various sources, not as-built data.
2. All spot grades shall prevail over contours.
3. Contractor shall comply with all erosion control and storm water management requirements of authorities having jurisdiction.
4. Contractor shall comply with requirements of authorities having jurisdiction to maintain stable and safe excavations.
5. Contractor shall field verify all grades and field verify location of existing plants and utilities as necessary. Any discrepancies shall be reported immediately to the landscape architect.
6. Grading staking shall be approved by landscape architect prior to construction. The contractor shall notify the landscape architect 48 hours prior to required site visit.
7. Contractor shall ensure a 2% cross-slope on all walks. Discrepancies shall be reported immediately to the landscape architect.
8. The contractor shall maintain tree protection fence during grading work. Leave protection in place and maintain until all construction work has been completed and all danger of damage has passed or as otherwise directed by the owner.
9. Grading and construction in proximity of existing trees or adjacent to tree protection areas shall be done with extreme care so as not to damage trees or root systems of trees or compact soil in the area.
10. No grading or construction shall occur within tree protection areas.
11. Utility information shown is approximate only. Prior to excavation, appropriate utility companies shall be contacted and Dig-Safe Center shall be called at 1-800-DIG-SAFE, at least 72 hours (3 working days) in advance.

Belfast Harbor!
 - Come Boating! Regatta
 - Nat. Boatbuilding Challenge
 - Cardboard Boat Races

Site Layout:
 Belfast Harbor Fest
 at Steamboat Landing
 August 19-21, 2016



BELFAST HARBOR WALK		STP - 1760(200)X		HIGHWAY PLANS	
DATE: 8/25/2012		SIGNATURE: [Signature]		DATE: 8/23/2012	
BY: [Name]		P.E. NUMBER: [Number]		DATE: 8/23/2012	
PROJECT MANAGER: [Name]		DESIGNER: [Name]		REVISIONS 1: [Name]	
CHECKER: [Name]		DESIGNER: [Name]		REVISIONS 2: [Name]	
DESIGNER: [Name]		DESIGNER: [Name]		REVISIONS 3: [Name]	
DESIGNER: [Name]		DESIGNER: [Name]		REVISIONS 4: [Name]	
DESIGNER: [Name]		DESIGNER: [Name]		FIELD CHANGES: [Name]	
BELFAST HARBOR WALK		PLANS			
Grading Plan Steamboat Landing		SHEET NUMBER			
L-12		Richardson & Associates, Landscape Architects			

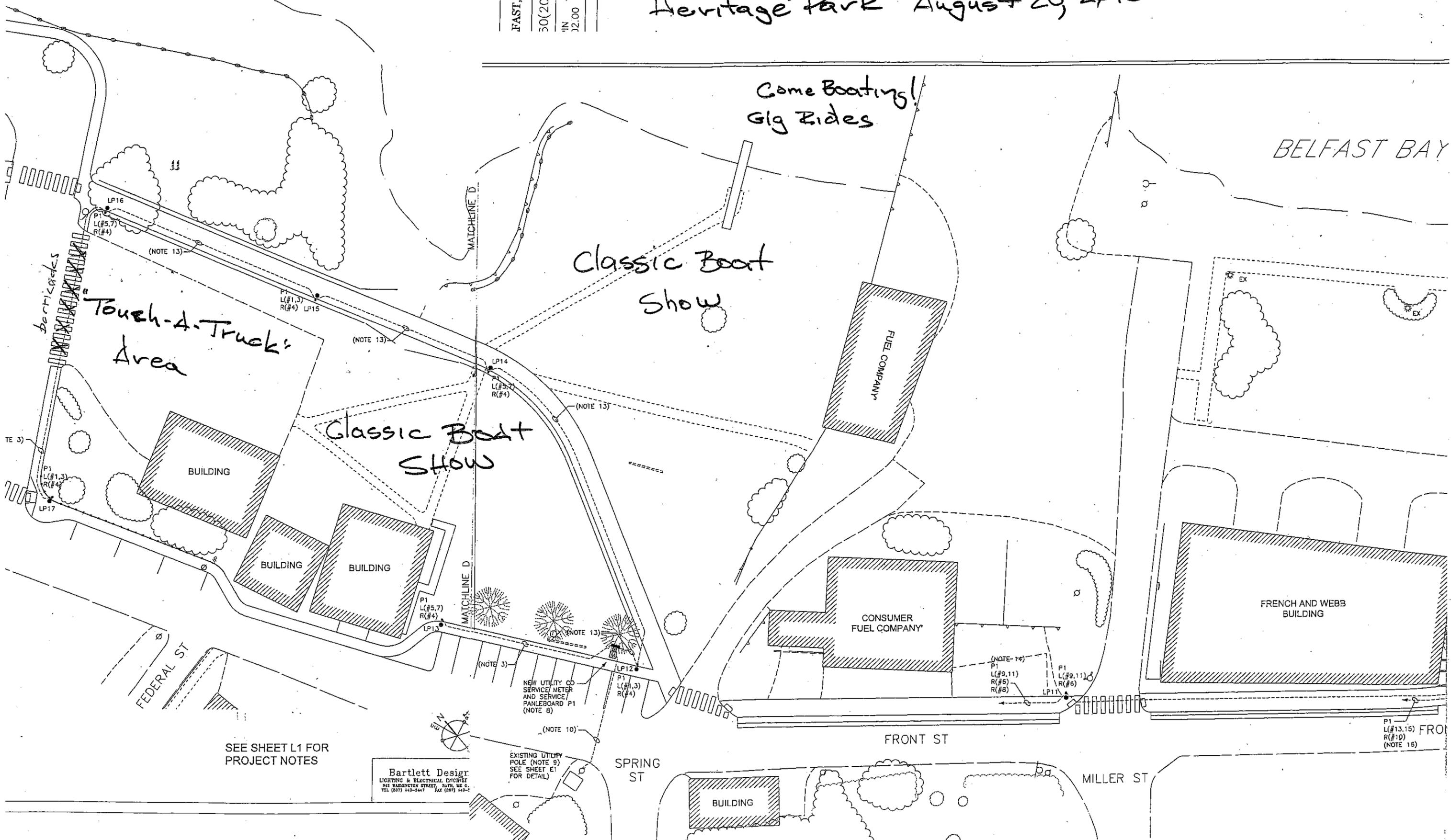
Scale: 1"=20'-0" (original drawings size)
 Original Drawing Size: 22" x 34"

Richardson & Associates,
 Landscape Architects
 11 Middle Street, Suite 1000, New Bedford, MA 01905

BELFAST BAY

FAST, MAINE
50(200)X
1/4" = 32.00'
HIGHWAY PLANS

Site Layout:
Belfast Harbor Fest
Heritage Park August 20, 2016



Tough-A-Truck Area

Classic Boat Show

Come Boating!
Gig Rides

Classic Boat Show

FEDERAL ST

FRONT ST

MILLER ST

SPRING ST

SEE SHEET L1 FOR
PROJECT NOTES

Bartlett Design
LIGHTING & ELECTRICAL ENGINEER
214 WASHINGTON STREET, BATH, ME 04503
TEL (207) 443-3447 FAX (207) 443-3448

EXISTING UTILITY POLE (NOTE 9)
SEE SHEET E1 FOR DETAIL

NEW UTILITY CO SERVICE METER AND SERVICE PANLEBOARD P1 (NOTE 8)

P1 L(#13,15) FROM R(#10) (NOTE 18)

(NOTE 14)
P1 L(#9,11) R(#8)



10.F

MEMORANDUM

March 7, 2016

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

The Belfast Co-op under the direction of General Manager Doug Johnson has submitted a Facility Use Request for Steamboat Landing Park on Saturday August 13, 2016 from 10:00 a.m. – 4:00 p.m. to conduct Community Appreciation Day activities, food, live music, children's games and more. This year marks the 40th Anniversary of the Co-op in Belfast.

This particular day of the event does not conflict with a wedding ceremony scheduled to be held on Sunday August 14th but will have some overlap with a late afternoon / evening wedding party rehearsal dinner at the Boathouse. The Belfast Co-op will be instructed of the Boathouse rental and the need to respect the parking requirements and restrictions.

The Belfast Parks and Recreation Department is recommending approval of this Facility Use 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?

Doug Johnson-General Manager of the Belfast Co-op 207.338.2532 doug@belfast.coop

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:

2. Describe in detail the nature of this event (What are you planning on?):In 2016 we are celebrating our 40th Anniversary in Belfast. The event that we are planning on hosting in August will offer food, live music, children's activities, and other celebrations. Unlike our regular summer event that we have had in the past, this will be an observance of the long history of the co-op and the services that it has provided in the community for the past 40 years.

4. What dates and times do you wish to have this event? August 13th 10-4

5. Are you asking to close off any City Streets? (Which ones, what dates, for how long a period of time each day?) Not that I know of

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? Not that I know of

7. How many people do you expect? 1000

8. Will you be selling things at this event? What and by who if not you? Possibly food. We have entertained the idea of inviting food trucks to provide food, but nothing has been solidified.

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

Where? - Attach MAP No

By Whom: Name and Phone contact number:

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? Possibly depending on the food truck vendors, but I would assume that they have adequate insurance and fire prevention measures in place in order to be licensed.

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

If yes where do you propose they set up? (MAP Location) Most likely around the periphery of the park

12. Describe what type of vendor and the charges you propose to assess against them. Food trucks. No 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? If that is standard procedure, than yes. We will do whatever needs to be done.

14. Who is your insurance agent that will provide proof of this coverage to the City? Cross Insurance is who we have used in the past for off site events.

15. Noise: What kind of noise do you expect to generate at this event and during which specific periods of time? Live music from 10-4. Nothing too loud or too heavy.

16. How do you propose to handle garbage removal? We will handle all garbage removal.

17. How do you propose to handle parking? Attendees can park at the co-op, at the commons, or at the public lot behind the co-op.

18. How do you propose to handle security? In the past we have paid a Belfast PD officer to be present at our summer event. We can do this again.

19. How do you propose to handle the need for restrooms? We will rent portable restrooms

20. What is your plan/need for electricity or water? Electricity for the music performers.

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? I will be in charge throughout the event Doug Johnson 2073223869 doug@belfast.coop

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

Department

Service Requested

City Manager

Police

Fire/ Ambulance

Parks

steamboat landing rental for the day-electricity for the performers

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.



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 can not 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. Any deviation from the written request is grounds for cancellation of the event by the City of Belfast without notice.

Signature _____ Date: _____

Printed Name: _____

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:

10.G

MEMORANDUM

To: Joseph Slocum, Belfast City Manager
Honorable Mayor Ash and Belfast City Council
Belfast Parks and Recreation Commission
From: Norm Poirier, Belfast Parks and Recreation Department
Re: Facility Use Request – PAWS Walk-a-Thon

The organization PAWS Animal Adoption Center is requesting use of Walsh Field Complex Dog Park for Saturday, May 14, 2016 from 9:00 am-3:00 pm to conduct a Walk-a-Thon type event / fundraiser. The event would be confined to the interior of the dog park in order to provide a safe and secure area for people that are walking their pets as well as raising funds for the pet adoption agency.

The organization expects approximately 200 people throughout the day of the event. The Midcoast Cal Ripken League will more than likely have a game at 11am and another at 3pm but this event will pose no impact with plenty of parking available in the lot and the dogs confined to the dog park will provide a safe environment.

The Belfast Parks and Recreation Department recommends approval of the request as submitted.

PAWS



ANIMAL ADOPTION CENTER

Serving Camden, Rockport, Hope, Lincolnville, Northport, Islesboro, Belfast, Searsmont, Liberty and Swanville

Norm Poirier
Parks & Recreation Dir.
City Hall
Belfast, ME 04915

Jan.19, 2016

Hello Norm-

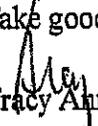
Attached find preliminary application for permission to use a public space in Belfast for our PAWS on Parade Walk-A-Thon.

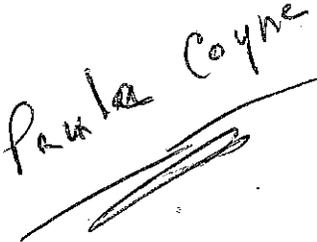
While our preferred date would be May 14, and our preferred space Walsh Field, we have a little wiggle room if another time/site is determined to be superior!

Please give me a holler with any ???.

Look forward to working on this event with you!

Take good care-


Tracy Ann Lord
Outreach/Volunteer Coordinator
Paws
123 John St.
Camden, ME 04856



230-8285 ex. 98

www.PawsAdoption.org · 123 Camden Street, Camden, ME 04843 P.O. Box 707, Rockport, ME 04856 ·
207.236.8702

P.A.W.S. Animal Adoption Center is a 501(c)(3) nonprofit organization. Your contribution is tax-deductible to the fullest extent allowable by law.



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. Any deviation from the written request is grounds for cancellation of the event by the City of Belfast without notice.

Signature

Date:



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

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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?

Paula Coyne 203-859-1961 paulac@pawsadoption.org
P.A.W.S. Animal Adoption Center, 123 John St. Camden

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:

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

A jog. a. thon style event involving adults, children & pets on leash. The event would take place in Walsh Park where participants would walk the perimeter of the field to fulfill their "pledge" goals.

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.

Walsh ~~Field~~ Field Recreational Area

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

either Sat May 14 or May 17 From 9-3:00 pm
Preferred date is May 14, 2016

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? N/A

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

NO

7. How many people do you expect?

200

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

possible ice cream truck supplied by Darlings
Auto Mail, Bangor. Darlings "donates" their icecream
truck for non-profit fundraisers

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

Where? - Attach MAP NO

By Whom: Name and Phone contact number:

N/A

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 _____ 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.

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 - we will obtain a certificate of Insurance from J. Edward Knight Insurance

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

J. Edward Knight Ins., P.O. Box 625, Rockland

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

occasional dog bark, children's voices,
adult conversations

16. How do you propose to handle garbage removal?

Heavy duty contractor bags removed by volunteers

17. How do you propose to handle parking?

site & street parking

18. How do you propose to handle security?

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

restrooms on site. The actual event will probably
be 3 hours so need for restroom is minimal

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

not needed. we will encourage participants to bring
their own water in recycled bottles. we will bring water
for dogs as well as those who forget water bottles.

10.4

MEMORANDUM

March 10, 2016

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

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

The American Lung Association has submitted a Facility Use application for the 2016 Trek Across Maine event to be held in Belfast on Sunday, June 19th. This year's request has and will take in to account any potential City projects taking place in Belfast. As a result some of the routes and locations for buses/storage tents have changed and have the approval of Chief McFadden, Belfast Police Department and Bob Richards from Public Works. As the construction season approaches it may be necessary to adjust locations for certain placement of luggage tents but will be done with the approval of the City Planning staff. One other change this year will have the Trek finish line ending prior to the entrance to the First Baptist Church parking lot in order to allow parishioners the ability to access the parking lot for Sunday morning service. The entrance will be accessible from Pearl Street side of Union Street.

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

Attachments: Application and maps

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

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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?

Gale Auclair - American Lung Association
Trek Across 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:

Kathryn Libby - 242-6100 Gale Auclair - 907-9155

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

Trek - 3 day cycling fundraising event - last day is Belfast.
2,000 cyclist plus spectators and volunteers. Sun. 6/19
setup 5:30am - 5:00pm - we clean up.

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.

Heritage Park; Cross St + Spring St. (Buses/trucks);
Steam Boat Landing facilities grounds; Union St (finish line);
Front St. parking lot (luggage tents) and Leon Buses staged
Muller St. (route to Jewish); Commercial St parking lot (medics)

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

6/17 or 18 - tents erected depending on weather (6/20) taken down,
6/18 - 4 volunteers pre setup Breakfast w/ porta markers & ponie signage
6/19 - Finish in Breakfast 6/20 - take down all tents & porta potties by 6pm.

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

yes - Muller St closed & limited access to other streets.
They're barricaded for safety of cyclists - see letter. First Baptist
Church to corner on Union St will be open for limited access.

If yes then who will manage these closed off Streets?

We barricade & try to station volunteers at each. We
check on them periodically w/ golf carts/staff.

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

No.

7. How many people do you expect?

about 3,000

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

ALA - memorabilia

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

Where? - Attach MAP

N/A

By Whom: Name and Phone contact number:

N/A

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?)

If gas is needed, Caterer (Compass Rose) works with Consumer Fuel.

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

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

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

N/A

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 - attached

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

SCS Agency - Great Neck, NY - attached

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

Cheering → music 10-3

16. How do you propose to handle garbage removal?

Deempsters at Steamboat Landing, caterer.

All provide trash & recycle bins. We pick up at every location at end of day.

17. How do you propose to handle parking?

Spectators find their own (Main St & City lot)

18. How do you propose to handle security?

Caterer hires own security on Sat 6/18
Overnight

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

Porta potties - Steamboat Landing, Heritage Park & Front St. Lot.

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

French & Webb - water needs

Electricity - work with Norm Poier

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

We work with police dept. for parking, letters mailed and delivered to Union St. Residents, City letter to all residents effected. Work with Chief McFadden on route/traffic.

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?

Kathryn Libby - 242-6100

Gale McClain - 907-9155

Kern Chamard - 314-9069

We also give the members of Bestast committee our truck communication number for weekend.

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

yes

Department

Service Requested

City Manager

Police

traffic mgmt, safety of cyclists & finish line area.
AAA pays for service on weekend (Sun.)

Fire/ Ambulance

AAA - hires 6 or so firemen traffic control.

Parks

work with Norm Poirer to coordinate deliveries
and facility usage

Public Works

work with Bob Richards - Barricades, cones
for street closures. Local traffic only sign for corner of
Pearl and High St.

Harbor

work with Kathy - hire 2 of her staff to monitor
lot/boat launchers so participants don't encroach.
AAA pays Kathy's staff.

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.



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
- N/A* Vendor permits (necessary if serving alcohol)
- Parking plan
- Insurance Certificate (need to receive two weeks prior to event)
- Map/diagram of event layout
- Music can not 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. Any deviation from the written request is grounds for cancellation of the event by the City of Belfast without notice.

Signature *Gale Auclair* Date: *2/29/16*

Printed Name: *Gale Auclair*

ADMINISTRATIVE COMMENTS (Internal City use only)

City Manager's Office

Police Department

Fire/Ambulance Department

Parks Department

Public Works Department

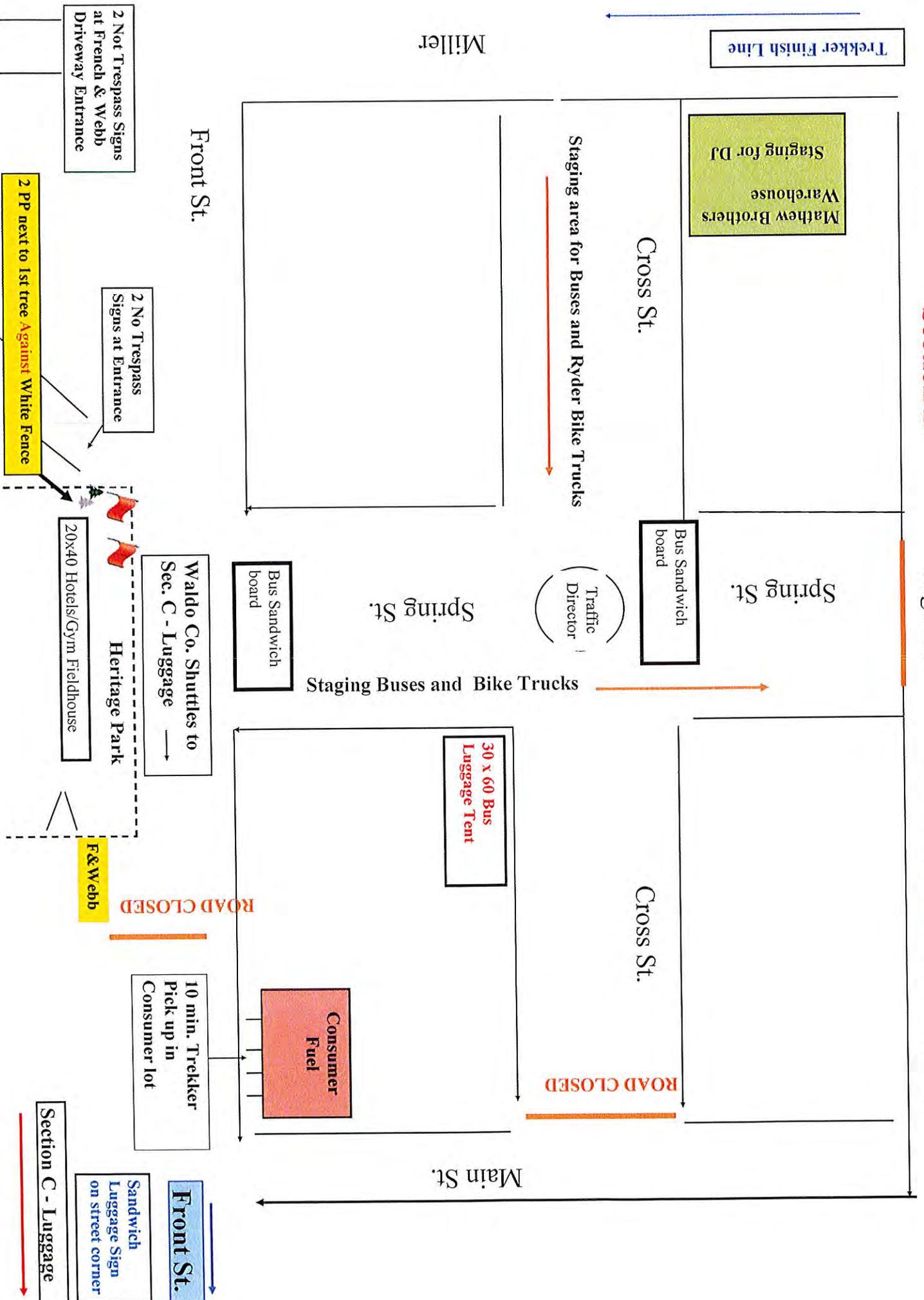
Harbor Master

Boat House Rental Agent

Other Notes:

Belfast Section B

American Lung Contact: Sarah Kimball 649-9803
Belfast Contact: Norm Poirer - 323-4766

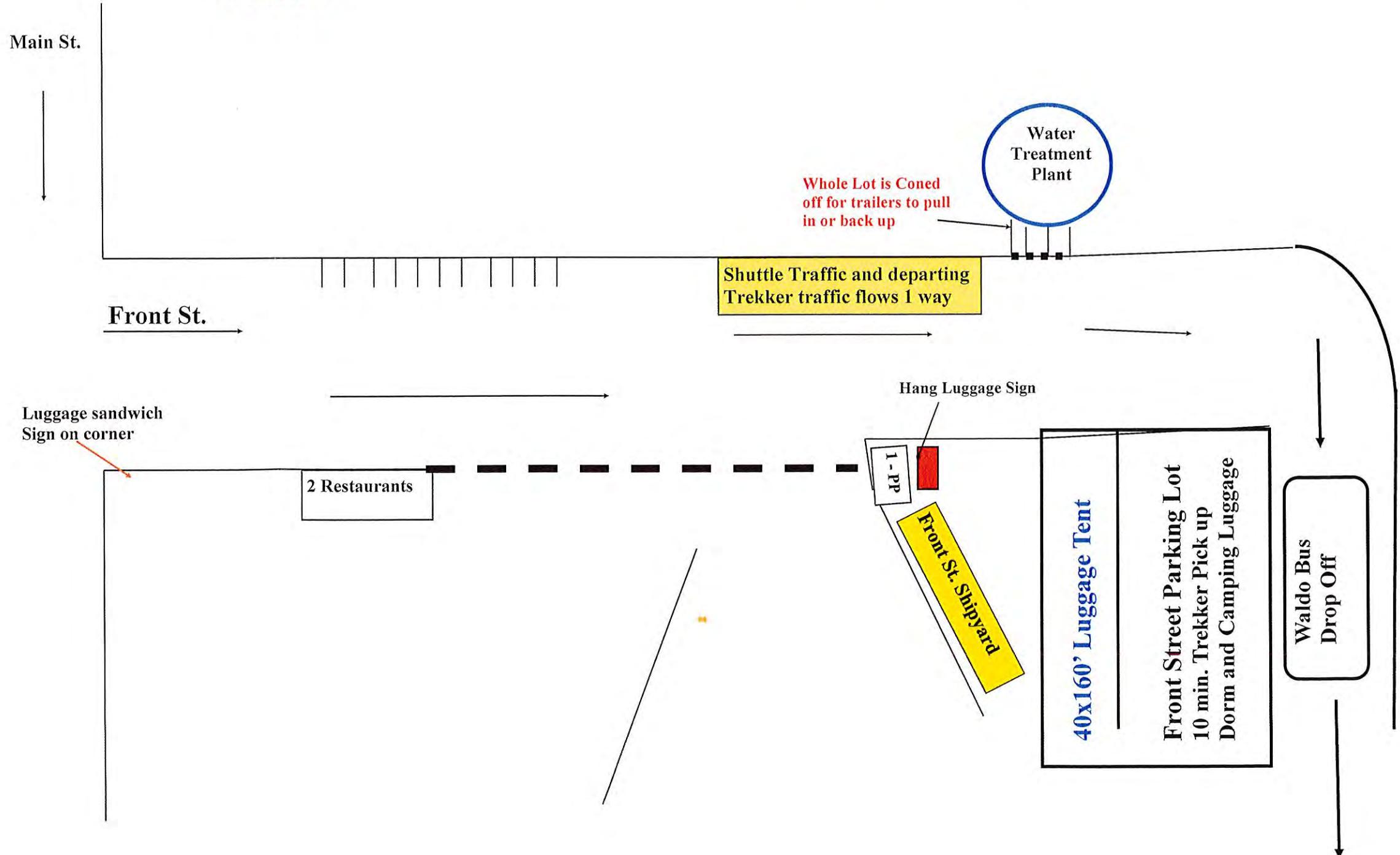


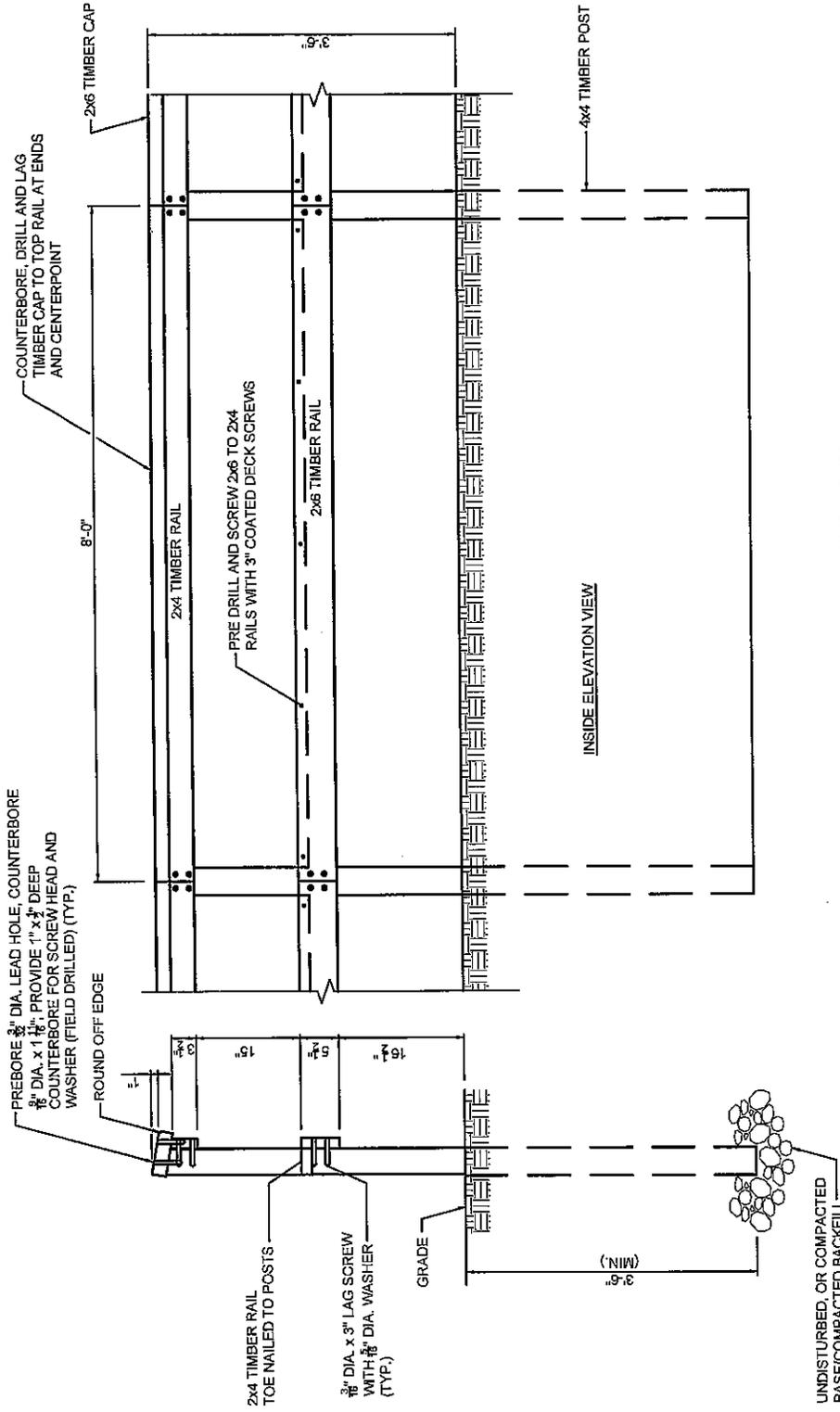
Belfast Trek Across Maine

Section C

ALA Contact: Sarah Kimball - 649-9803

Belfast Contact: Norm Poirer - 323-4766





ITEM 607.221 - WOOD RAIL FENCE, 42-IN
N.T.S.

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