



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Joseph J. Slocum
City Manager

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MANAGER'S REPORT
Belfast City Council Meeting
Tuesday, December 6, 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, December 2, 2016

Agenda Items:

10-A Request from Belfast citizens to create and operate a Senior Center at the Belfast Boathouse.

Some local activists are petitioning the City to do the following:

- Create and apparently finance the cost of operating a senior citizen center in the City of Belfast.
- Have the facility and its programs overseen by the Belfast Parks and Recreation Department
- Create a Senior Organization whose purpose would be to pursue goals for the Center and "work with" the Parks and Recreation Department
- The use of the Boathouse as the Senior Center on a year-round basis that would be open many days a week and some evenings a month.
- The Senior Organization would be comprised of "MEMBERS" and be governed by By-laws
- The facility is to help "all older adult residents of Belfast" (presumably this does not extend to non-residents) and it would organize volunteers

The Boathouse will need an inviting reception area, a drop in lounge, exercise and wellness facilities, cooking facilities (we do not have a commercial kitchen at the Boathouse), gathering spaces and quiet spaces.

They seek a home away from home where they can go to meet friends and make new ones. They have an extensive information memo in your packet.

Questions to consider:

1. With the existing resources available to Belfast Senior Citizens everyday, where is the gap in service activity that the senior citizen community is missing out on?
2. If we need a Senior Center, then is the boathouse the right place for it?
 - A. How will it impact other users of the boathouse?
 - B. Has this group look at existing facilities such as Spectrum Generations facilities or the Tarrantine Tribe community facility on Main Street?
 - C. Currently boathouse users set up and clean up from their events. Will the proposed Senior Organization be doing this or will the City be doing this ?
3. Is there an estimate of annual budget ?
4. Will it serve non-Belfast residents and if so how would they contribute to the operational cost?
5. Will the proposed physical modifications to the Boathouse (reception, lounge, kitchen, wellness facilities) interfere with or modify the available space that customary users have needed and relied upon?

I noted over the years the Belfast Boathouse has become a broad-based community facility. No event that we have there interferes with the ability for other events ability to be conducted there. Are we repurposing the Boathouse in a way that will interfere with the many users who use it now? We normally charge a fee for its use by everyone to help cover its operational cost unless it is operated by the City itself.

There is a memo in your packet from City Parks and Recreation Director Norm Poirier providing his thoughts on this proposal. As a Manager, I note that the Parks and Recreation Department has taken on a lot of additional responsibilities and events over the last several years and I would like to get some idea of how much time they would have to spend to oversee the Senior Center on an annual basis. If we want to bring more onto the Boat House, then I would like to know whether or not we have the room.

10-B Request to have the City apply to the Federal Communications Commission to use the call letters WBFY as the call letters for the new Belfast Community Radio Station.

The group of volunteers who have come forward to help set up the radio station, apparently have succeeded in privately raising the money to get the station up and running. They hope to get it operational in the month of December. The need to have designated call letters and they're asking the Council to approve WBFY as the call letters. There are literally thousands and thousands of call letters out there already in use and this was the best one they could find that related to Belfast.

10-C Request from the Harbor Master to approve the 2017 Harbor Usage Fees and the 2017 Charter Vessel contracts.

Inside the meeting packet is a memo from City Harbor Master, Katherine Pickering, asking you to approve the user fees and the charter contracts. Katherine will be at the meeting should you have any questions on this annual request.

10-D Request from Coastal Mountain Land Trust to use the Rail Trail For a 5K run/ walk race on June 3, 2017.

There is a memo in your meeting packet from the Parks and Recreation Director outlining a couple of concerns associated with this request. The major concern is the request to close the Rail Trail down to the general public for 4 hours between 8:00 am and Noon.

10-E Request from the 1967 graduation class of Belfast High School to use the City Park Pavilion from 12 noon to 2 PM on Saturday, August 12, 2017.

Inside your meeting packet is an application and a memo from the City Parks and Recreation Director offering further detail.

10-F Request from Lindsay Piper and “Bel Fem” for permission to close one lane of certain downtown streets for a parade on December 17th from 2:00pm to 3:00 pm.

There is a memo on this proposal from the Parks and Recreation Director included in your meeting packet.

The purpose of the march is to gather people to share ideas and support for making and keeping Belfast a safe and welcoming City to all. There will be some associated parade noise with hooting and hollering and use of a megaphone for cheerleading.

It does not appear that they have insurance or whether they have spoken to Our Town Belfast about this event. In the past Our Town Belfast has been able to help provide insurance for various events in the downtown.

A representative of “Bel Fem” will be at the meeting to help answer your questions.

10-G Request to hire a new City Treasurer and City Tax Collector.

As many people in the community know the City Tax Collector, Yvonne Hall, is retiring in late December. At the same time’s longtime City Treasurer Rickie LeSan will be retiring at the end of February 2017.

We advertised these positions in both the Bangor and Republican Journal newspapers. We had a good response and selected several candidates for interviews. The interview team consisted of the City Manager, the City Clerk and the City Treasurer.

In the end, we unanimously decided to recommend the City’s existing Deputy Tax Collector, Rebecca McLaughlin, as the new City Tax Collector and the existing Deputy Treasurer, Teresa Butler, as the new City Treasurer. Each of these women bring substantial municipal experience to each of these positions.

Current City Deputy Tax Collector Rebecca McLaughlin has worked here for 11 years as Deputy Tax Collector and prior to that she served for another 10 years in the Town of Millinocket as Deputy Tax Collector and Deputy Town Clerk.

Current City Deputy Treasurer Theresa Butler has served for the last two years as the Deputy Treasurer of the City of Belfast and prior to that served for 13 years as a Deputy Treasurer and Tax Collector for Camden. Their resumes are attached in the meeting packet.

These two candidates have demonstrated solid understanding of our existing computer systems and programs, our procedures, protocols and records management. They are fully prepared to step into these positions. They are being offered salaries that are within existing job classifications and budgets.

10-H Request the Police Chief to purchase a German Shepherd for the Police Department's new K-9 unit.

The animal is raised by experienced personnel and the Chief had assistance from other law enforcement agencies in selecting the proper dog. The cost of \$6000 was slightly in excess of what we had budgeted. There is a memo in your packet was further detail from Police Chief McFadden

10-I Request the Police Chief to provide funding to send an additional officer to the Maine Criminal Justice Academy in January.

We planned to send one officer. Recently an opportunity presented itself to send two. We have a second officer we wanted to send and planed for that training in August 2017. If we send them in January then they will be away during a less busy time of the year. There is a memo attached in your packet from the Police Chief that provides further detail.

10-J Discussion on request to use and possibly close City Streets on behalf of a production company filming for Poland Springs.

We apparently have a film production company in town that is preparing to do a film on behalf of Poland Springs which will feature an elderly Brooks resident who spent many years of service working on the local ambulance squad. We have very little detail available to us at this time other than that it is likely that they may ask to close certain Downtown Streets for a period of time to do this filming. They will have more detailed information on Monday and they will bring it to the Council meeting for your consideration live on Tuesday.

10-K Request the City Treasurer to write off for Real Estate Tax amount of \$226.87 on the mobile home that was illegally removed and is no longer within the City limits.

People are supposed to get permits to move mobile homes and there are fines if they do not. The reason is to make sure they pay their taxes before they move. This one did not and we do not know where it is, hence it is unlikely we will be able to collect this money.

10-L Request to vote for a Board Member to the Municipal Review Committee.

MRC is a group that is representing many municipalities in the construction of the new Fiberright facility in Hamden where Belfast will be sending its garbage into the indefinite future. There is currently a board opening and we have an opportunity to vote for one candidate. I am recommending that we vote for Susan Lessard who is a native of Belfast, currently the Town Manager in Bucksport and formally the Town Manager in Hamden where this facility will be built. She has also served as a member of the Board of Environmental Protection from 2007 to 2015 and has also been a past Board member of MRC.

The information on the various candidates is attached in your packet.

10-M Update from the City Manager on our discussions with the State regarding outstanding billing for General Assistance reimbursement.

We are progressing and continuing to look for a way to resolve the outstanding concerns. We hope to meet with the State within the next couple of weeks to further discuss this matter. The Administrative Hearing Proceeding has been adjourned until January 11, when we will check back in with the Administrative Hearing Officer on the status of our attempts to resolve the matter. There is extensive detail on this issue on our website.

10-N Update on various Downtown projects from the City Planner.

This will be presented at the meeting.

10-O Request to go into executive session to discuss a personnel matter pursuant to 1 MRSA 405 6 A.

10-P Request to a new executive session to discuss a legal matter pursuant to 1 MRSA 405 6 E.

The holidays are upon us. It's a great time to re-boot our thinking about being a good neighbor to our neighbors. Belfast is great because of the sum of all of its many pieces. That starts one street, one road, one person at the time. It all adds up to something special. This can be a very hard time of year for some, so let's do what we can to help it be a little less difficult for them. Everyone has some loss in their life. Everyone experiences suffering. Unfortunately holidays can have a way of amplifying those hardships and that sadness has no economic boundary. Keep your eyes and your hearts open for those who could use an extra dose of friendship and fellowship this season. You and your community will be better for it.

This is also an important time of year for our retailers so do everything you can to do all of your shopping here. Don't forget our locally produced food industry and our restaurants and food suppliers. A lot of jobs and a lot of families depend on your support. Have a safe and enjoyable weekend.

**City of Belfast
Consent Agenda
Tuesday, December 6, 2016
Meeting #11**

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

9) Permits, Petitions and Licenses - Consent Agenda

- A. Request to approve a new application for a Victualer's License for Sarah Waldron d/b/a Neighborhood located at 132 High Street Belfast, Maine.**

Motion to approve a new application for a Victualer's License for Sarah Waldron d/b/a Neighborhood located at 132 High Street Belfast, Maine.

- B. Request to approve a new application for a Victualer's License for John P. Wentworth d/b/a Wentworth Family Qwik Stop located at 142 Waldo Avenue Belfast, Maine.**

Motion to approve a new application for a Victualer's License for John P. Wentworth d/b/a Wentworth Family Qwik Stop located at 142 Waldo Avenue Belfast, Maine.

- C. Request to approve a new application by Tammy Benecke d/b/a Country Rose at 100 Searsport Ave, Belfast, Maine for a Malt, Vinous and Spirituous Restaurant/Lounge (Class XI) license, interior only.**

Motion to approve a new application by Tammy Benecke d/b/a Country Rose at 100 Searsport Ave, Belfast, Maine for a Malt, Vinous and Spirituous Restaurant/Lounge (Class XI) license, interior only.

- D. Request to approve a twelve-month Blanket Letter of Approval for Game of Chance (Sealed Tickets) for the Tarratine Tribe #13 I.O.R.M & Auxiliary located at 153 Main Street, Belfast, Maine. This approval is granted from January 1, 2017 through December 31, 2017.**

Motion to approve a twelve-month Blanket Letter of Approval for Game of Chance (Sealed Tickets) for the Tarratine Tribe #13 I.O.R.M & Auxiliary located at 153 Main Street, Belfast, Maine. This approval is granted from January 1, 2017 through December 31, 2017.

- E. Request to approve a twelve-month Blanket Letter of Approval for Beano for the Tarratine Tribe #13 I.O.R.M & Auxiliary located at 153 Main Street, Belfast, Maine. This approval is granted from January 1, 2017 through December 31, 2017.**

Motion to approve a twelve-month Blanket Letter of Approval for Beano for the Tarratine Tribe #13 I.O.R.M & Auxiliary located at 153 Main Street, Belfast, Maine. This approval is granted from January 1, 2017 through December 31, 2017.

- F. Request to approve a 6 month Blanket Letter of Approval for Games of Chance (Dice) for the Frank D. Hazeltine Post #43 located at 143 Church Street, Belfast, Maine. This approval is granted for 7-days a week for sealed tickets for the time period of January 1, 2017 through June 30, 2017.**

Motion to approve a 6 month Blanket Letter of Approval for Games of Chance (Dice) for the Frank D. Hazeltine Post #43 located at 143 Church Street, Belfast, Maine. This approval is granted for 7-days a week for sealed tickets for the time period of January 1, 2017 through June 30, 2017.

- G. Request to approve a 6 month Blanket Letter of Approval for Games of Chance (Sealed Tickets) for the Frank D. Hazeltine Post #43 located at 143 Church Street, Belfast, Maine. This approval is granted for 7-days a week for sealed tickets for the time period of January 1, 2017 through June 30, 2017.**

Motion to approve a 6 month Blanket Letter of Approval for Games of Chance (Sealed Tickets) for the Frank D. Hazeltine Post #43 located at 143 Church Street, Belfast, Maine. This approval is granted for 7-days a week for sealed tickets for the time period of January 1, 2017 through June 30, 2017.

- H. Request to approve a one-year Blanket Letter of Approval for Game of Chance (Cribbage) for the American Legion Post #43 located at 143 Church Street, Belfast, Maine. This approval is granted from January 1, 2017 through December 31, 2017.**

Motion to approve a one-year Blanket Letter of Approval for Game of Chance (Cribbage) for the American Legion Post #43 located at 143 Church Street, Belfast, Maine. This approval is granted from January 1, 2017 through December 31, 2017.

- I. Request to approve a one-year Blanket Letter of Approval for Beano for the American Legion Post #43 located at 143 Church Street, Belfast, Maine. This approval is granted from January 1, 2017 through December 30, 2017.**

Motion to approve a one-year Blanket Letter of Approval for Beano for the American Legion Post #43 located at 143 Church Street, Belfast, Maine. This approval is granted from January 1, 2017 through December 30, 2017.

- J. Request to approve a City Facility Use application by Mary Mortier for the “20th Annual New Year’s by the Bay” event from 2:00 p.m. December 31, 2016 until 2:00 a.m. on January 1, 2017.**

Motion to approve a City Facility Use application by Mary Mortier for the “20th Annual New Year’s by the Bay” event from 2:00 p.m. December 31, 2016 until 2:00 a.m. on January 1, 2017.

9-J

MEMORANDUM

December 2, 2016

To: Joseph Slocum, Belfast City Manager
Honorable Mayor Ash and Belfast City Council

From: Norm Poirier, Belfast Parks and Recreation Department

Re: Facilities Request Application – New Year's by the Bay – 2016

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

The City of Belfast has received a request for Facilities Use from Mary Mortier, Executive Director of New Year's by the Bay Celebration to be held on Saturday evening December 31, 2016 until early Sunday January 1, 2017. The event will be held in various locations around the City from churches to the public library and the Boathouse ending with a bonfire down by the Harbor. The request does include closure of lower Main Street to the Harbor for the public to walk to the bonfire – street to be closed from 11:45pm-12:15am.

As in year's past this is a well organized event with good coordination between the Event Committee and the City. Recommend approval of the request as presented.

EVENT = NEW YEAR'S BY THE BAY

DATE = 12/31/2016

EVENT REP. = MARY P. L. MORTIER

LOCATION = DOWNTOWN BELFAST



9-J
COPY

**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?

MARY P. L. MORTIER #323-1748 marym@92-94main.com
EXEC. DIR. NEW YEAR'S BY THE BAY 2017

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?):

THIS IS THE 20th ANNUAL GRASS ROOTS, COMMUNITY NEW YEAR'S EVE (HEN-TREE, FAMILY ORIENTED), CULTURAL CELEBRATION OF BELFAST & THE NEW YEAR - THERE WILL BE 7-9 VENUES WITH OUTDOOR PERFORMANCES. THERE WILL BE A MARCH WITH DRUMMING DOWN LOWER MAIN ST. & A BONFIRE BY THE BAY. THE EVENT BEGINS AT 2 P.M. & PERFORMANCES END BY 11:45 P.M. BONFIRE ENDS APPROX 2 A.M.

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.

BOAT HOUSE, DOWNTOWN SIDEWALKS FOR PUBLIC WALKING & STREETS FOR TRANSPORTATION & LOWER MAIN STREET FOR MARCH WITH ARRIVAL AT 11:45 P.M. - MIDNIGHT, BEACH, SOUTH OF PIER FOR BONFIRE MIDNIGHT - 2 A.M. REQUESTING A REDUCED, NON-PROFIT, COMMUNITY EVENT RATE FOR USE OF THE BOAT HOUSE (AS SET & APPROVED BY COUNCIL IN 2016)

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

DECEMBER 31, 2016 2 P.M. - MIDNIGHT (BONFIRE 2 A.M.)

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

YES, LOWER MAIN ST. FROM THE TRAFFIC LIGHT TO THE PIER AREA. 11:45 P.M. - 12 MIDNIGHT.

If yes then who will manage these closed off Streets?

AS IN THE PAST THE POLICE DEPT.

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

SEE P.S. DEPT. - SERVICE REQUESTED, PUBLIC WORKS (AS PREVIOUSLY)

7. How many people do you expect?

1,500 - 2,000

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

N488 - JUST THE EVENT AD MISSION BUTTON. SEVERAL CHURCHES & NON-PROFITS WILL BE SELLING FOOD, SNACKS & NON-ALCOHOLIC BEVERAGES DURING THE EVENT IN PERFORMANCE VENUES.

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

Where? - Attach MAP THIS IS A CHEM-FACE EVENT!

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?)

THERE IS A BONFIRE ON THE SAND/PEBBLE BEACH, SOUTH OF THE PIGE.
IT IS LIT AT MIDNIGHT & USUALLY BURNS DOWN TILL 2 A.M. 'ISH.
MIKE HURLEY HAS LED THIS PART OF THE EVENT SINCE ITS CREATION. FIRE PERMIT,
SHOVELS TO USE FOR SAND ON THE ENDS, WATER BUCKETS. FIRE IS CONTINUOUSLY
ATTENDED, UNTIL FULLY BURIED.

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, THROUGH OUR TOWN BELFAST, FROM THE QUEEN AGENCY.

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

QUEEN AGENCY

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

MUSIC, DANCING, LAUGHTER

2 P.M. - MIDNIGHT

16. How do you propose to handle garbage removal?

THE PERFORMANCE VENUES HANDLE THEIR GARBAGE.

THE CITY HANDLES BOATHOUSE'S TRASH BARREL ^(OUTSIDE)

17. How do you propose to handle parking?

ON CITY STREETS & PUBLIC LOTS. MANY ATTENDEES WALK FROM THEIR HOMES.

18. How do you propose to handle security?

THERE ARE EVENT VOLUNTEERS IN EACH PERFORMANCE VENUE.

THIS HAS ALWAYS BEEN A WELL BEHAVED, RESPECTIVELY ATTENDED EVENT.

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

THE PERFORMANCE VENUES PROVIDE THE RESTROOMS.

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

THE PERFORMANCE VENUES PROVIDE BOTH.

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

NO, THIS IS THE 10th YEAR OF THIS WELL KNOWN ANNUAL EVENT.

THE MUSIC IS INDOOR. THERE ARE NO HARD ROCK BANDS.

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?

MARY P. L. MORTIER - CELL #323-1748 (margm@92-94main.com)

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

SEE NEXT PAGE

Department

Service Requested

City Manager HOPE HE'LL BE A VENUE VOLUNTEER.

- CLOSE LOWER MAIN ST. FOR "MARCH" FROM 11:45 PM - MIDNIGHT

Police - EMERGENCY BACK UP IF NEEDED

Fire/ Ambulance - EMERGENCY BACK UP IF NEEDED

- HELP DECORATING THE BOATHOUSE BEFORE THE EVENT & TAKE DOWN AFTER

- VOLUNTEERS FOR "SENIORS" 2-4 P.M.

Parks - PROMOTE "SENIORS" PERFORMANCE 2-4 P.M.

- PLOW & SAW DOWNTOWN STREETS AS NEEDED
(SIDEWALKS)

Public Works - PUT OUT STRASH BARRELS - FIRST CHURCH, LIBRARY & BAPTIST CHURCH &
BOATHOUSE

↓
1-2 FEET FRONT ON WALK ST.
1-2 FEET AT CORNER COURT/SPRING ST.

Harbor N/A

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) *N/A*
- 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 Mary P. L. Mortice

Date: 12/01/2016

Printed Name: MARY P. L. MORTICE



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-A

MEMORANDUM

November 29, 2016

To: Joseph Slocum, Belfast City Manager
Honorable Mayor Ash and Belfast City Council

From: Norm Poirier, Belfast Parks and Recreation Department

Re: Proposal to use Boathouse for a Senior Group

Background Information

A local group of senior citizens has approached the Parks and Recreation Commission and Department to support the concept of utilizing the Boathouse as a location for area senior citizens to meet and organize activities. The group has solicited signatures, some 1500, from Belfast and area residents for support of this concept in developing senior activities within the Boathouse. The group is requesting the assistance of the Parks and Recreation Department in coordinating facility use, activities and oversight of a formal senior organization.

General Concept

The group is requesting use of the Boathouse 2-3 days per week between the hours of 10 a.m. – 3 p.m. for social gatherings and activities. While some of the suggested programs or activities are worthwhile and of value to a senior population some do not fit the current capabilities of the building. One in particular would be cooking programs, as inviting as that may be, the building is not properly designed for actual cooking on-site. The other difficulty is the addition of furniture or items not easily removed or stored for other rentals of the facility. The proposal, if tweaked and designed, on a scale that would allow the building to continue to be available for rentals may be viable. If organized and experimented over the winter, could provide the City and the proposed senior organization an opportunity to do a trial run.

Recommendation

During the Parks and Recreation Commission November meeting the recommendation was to support the concept with a scaled down version originally, 2 days per week during the winter months on an experimental basis. As outlined in the proposal the group would work under the auspices of the Parks and Recreation Department but would develop a plan to become fiscally responsible for their expenses. I would prefer to recommend we walk before running and experiment with once a week use initially with a report back to Council in February or March on its progress – I must also stress this proposed senior program needs to be driven by the participants with our assistance and some resources.



**City of
Belfast**

Manda Cushman <managersasst@cityofbelfast.org>

Topic for inclusion in Dec. 6 City Council Agenda

1 message

Gloria Guyette <gloriainmaine@yahoo.com>

Wed, Nov 23, 2016 at 10:25 AM

Reply-To: Gloria Guyette <gloriainmaine@yahoo.com>

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

Cc: "Managersasst@cityofbelfast.org" <Managersasst@cityofbelfast.org>

To: Joseph Slocum, City Manager, City of Belfast, Me

Mr. Slocum,

The memo and packet attached are submitted to request the City's support and approval of a Senior Center for Belfast. It is asked that you please place the topic of a Belfast Senior Center on the agenda for the next City Council meeting on December 6, 2016.

The contents of the packet have been emailed to you and your assistant and not to councilors. If appropriate, please forward to the City Council.

Thank you in advance,

Gloria Guyette
77 Church St.
Belfast, Me.

Reply confirmation that you have received this email and are able to open attachment would be greatly appreciated.
Again, thank you.

Packet for City Council Agenda Consideration.pdf
779K

November 23, 2016

MEMO

To: Joseph Slocum, City Manager

The Honorable Mayor Walter Ash Jr. and Council Members:

- Mary Mortier,
- Neal Harkness,
- John Arrison,
- Eric Sanders,
- Michael Hurley,

The following is submitted to request the City's support and approval for a Senior Center for Belfast.

At this time it makes sense to us for you to consider the attached Senior Center submission. The proposed Senior Center would be organized under the City of Belfast Department of Parks and Recreation. Parks and Recreation would oversee the functioning while working with an organization of seniors, to be known as The Senior Organization of Belfast, to accomplish the desired goals set for the Center.

It is requested that the City support and provide space for use as a Senior Center in a property that is currently owned by the City that is not being used on a full time basis. This would seem to make good sense for economic reasons. The location that stands out due to availability of handicap parking and convenient access is the Boat House on Commercial Street. The times that might be most advantageous for the Center are one or more weekdays between the hours of 9 to 4. During this time of year the Boat House is generally available during this time frame with few exceptions. The sooner approval is received, the more advantageous it will be. This will allow a start at bringing a Center to life during the upcoming, less utilized, winter months.

The attached proposal is intended to serve as a rough draft, a framework, which will be modified as appropriate when approval is granted by the City Council.

When the benefits are so great it makes good sense to support a Senior Center for Belfast.

Thank you so much for your help.

Sincerely,

Friends of the proposed Belfast Senior Center: Evie Tinker, Gloria Guyette and Joyce Fenner.

Submitted via e-mail to: CityManager@cityofbelfast.org
from: GloriaInMaine@yahoo.com

cc: Manda Cushman, [Administrative Assistant Managersasst@cityofbelfast.org](mailto:AdministrativeAssistantManagersasst@cityofbelfast.org)

SENIOR CENTER OF GREATER BELFAST

PROPOSAL FOR

**SENIOR CENTER OF
GREATER BELFAST**

11/22/2016

SENIOR CENTER OF GREATER BELFAST

MISSION

The mission of the Senior Center of Greater Belfast is to help all older adult residents of Belfast live vibrant independent lives. We offer social engagement, education, entertainment, outreach and volunteer work for adults 60 and over in our community. The purpose is to provide enriching experiences that preserve older adults' dignity and independence while enhancing their feelings of self-worth and to thrive by continued growth and engagement in their world.

SENIOR CENTER OF GREATER BELFAST

ORGANIZATION

The Senior Center of Greater Belfast to operate under the direction of The City of Belfast, Department of Parks and Recreation. The Center to have a Senior Organization of Belfast comprised of center members. The board of that organization operates under and reports directly to the Director of Parks and Recreation.

SPACE

Spaces to include an inviting reception area, exercise and wellness activities, bathrooms, cooking and dining, dances and other gatherings, computer, arts and educational classes, quiet spaces, games and outdoor activities. Space and parking to be handicapped accessible.

HOURS OF OPERATION

The facility Drop-In Lounge will be opened from 10a.m. to 3p.m.. A special event may require one or more evenings a month. The days of operation depend on availability but will fit a weekday schedule. Hours, days and cancellations will be posted on the city website and provided as public service announcements. When schools are closed due to weather conditions, the Senior Center will be closed. The Center will be closed on holidays unless a special holiday event is planned.

STAFF

The Senior Organization Board will organize volunteers for fund raising, event planning, advertising including newsletter, programming, engaging the community, etc. The Senior Organization will be governed by By-laws.

SENIOR CENTER OF GREATER BELFAST

POSSIBLE PROGRAMS

Programs to be **consumer driven** as opposed to staff driven in order to experience the highest level of success.

- A steering committee will organize clubs. Club members will take on responsibility with the club programs .
- Clubs. Examples: walking on the waterfront, book, current event, drama, sports, chess, history, engines, sewing, cooking clubs, quilting and music.
- Programming to include activities for people with high mobility and energy, and low mobility and energy. All programming days are scheduled.
- A Senior Luncheon held on a minimum of once a month.
- Brown Bag Lunch days are all days the Center is opened.
- Speakers.
- Possible trips.
- Activities will be reviewed quarterly or semiannually and used to determine future programming.
- Celebrate Older American Month in May. A Senior Fun Day could be held in August, the Annual Thanksgiving Dinner in November, and the Annual Christmas Party in conjunction with the city in December.
- *Elder Elves* are a group of volunteers at the Center who collect gifts to go into festive bags that are delivered to area seniors who are alone at the holidays. Gifts are donated by businesses, residents and Center members.

This is our home away from home, our place to go to meet friends and make new ones.

SENIOR CENTER OF GREATER BELFAST

COMMUNITY INVOLVEMENT

It is intended that the Center will join forces with other organizations in our community. Partners can often provide in-kind services, volunteers, and materials. They may also have connections to speakers and media contacts who are interested in participating. The involvement of other organizations in the community will enable multi-generation age groups to contribute each to the other.

SENIOR CENTER OF GREATER BELFAST

THE IMPORTANCE OF SENIOR CENTERS

Studies connect socializing with quality of life

Social interaction may be as vital as physical activity for seniors

The relationship between physical activity and vitality is well-documented, but multiple recent studies have also revealed an increasingly stronger link between social interaction and mental and physical well-being for seniors.

While socialization is critical for all people, regardless of age, seniors can be more susceptible to isolation. Many seniors have spent a considerable portion of their lives in the company of others – be it in the workplace or raising children. Upon reaching retirement age, and with children leaving the house, the opportunities for socialization often decrease, especially if the senior must rely on others for transportation.

But research has indicated that an active social lifestyle is more important than ever in helping seniors maintain a sharp mind, remain connected to the world around them, increase feelings of happiness, and develop a sense of belonging.

How important are senior centers to older adults?

Recently the California Commission on Aging conducted a research project to examine the existing understanding about senior centers.

They found that senior centers are designated as community focal points that not only provide helpful resources to older adults, but serve the entire community with information on aging; support for family caregivers, training professionals and students; and developments of innovative approaches to aging issues.

In 2008, the Commonwealth of PA funded a study of older adults in the state titled: "Understanding the Impact of Senior Community Center Participation on Elders' Health and Wellbeing."

Study findings suggest:

- Activity participation is essential to quality of life.

- Activity has important life benefits:

- o Reduces risk of depression
- o Reduces global cognitive decline
- o Enhances social connectedness

The role of senior centers will continue to expand and have an increasing impact on structuring the quality of life of older adults.

Both the California and Pennsylvania studies conclude that successful aging is more likely when individuals are actively engaged in life. Senior centers are one of the most accessible, friendly and inexpensive places that offer programs and services that promote active engagement and enjoyment of life by older adults.

Social contact can be just as effective as exercise at improving mood and quality of life. If one isn't maintaining social interactions on a daily basis they may be putting themselves at risk for depression or even dementia. Staying socially active can help maintain good physical and emotional health as well as cognitive function.

November 28, 2016

10-C

Memo to Joseph Slocum, City Manager
From Katherine Pickering, Harbor Master

Re: Council Agenda Dec 6, 2016

- 2017 Harbor Usage Fees
- 2017 Charter Vessel Contracts

Good afternoon Joe,

I would like to request to be on the Dec 6, 2016 Council Agenda for Council approval of the 2017 Harbor Usage Fees as well as the 2017 Charter vessel contracts. The Harbor Advisory Committee – all present, discussed both of these items at their last meeting on November 19th and voted on recommendations for the Council.

Harbor Usage Fees

I itemized the Harbor Usage Fees as I did last year for the Council so they may have a better understanding of our revenues, when fees were last increased, and our recommendations – especially since the harbor has seen so many recent changes. This itemized list is attached.

Charter Vessel Contracts

In 2016 the Council had approved 2) Concessions Contracts to operate at Thompson's Wharf: Peter Reilly of Belfast Bay Cruises with his 28' lobster vessel 'Clara K', and Lance Meadows of Maine Day Sails with the 78' Schooner 'Timberwind'. They also approved one Occasional Use Contract for Earl and Bonnie MacKenzie with the 51' schooner 'Bonnie Lynn' to run from the City Landing. Peter Reilly had serious engine problems with his vessel this past season and was not able to operate long (his slip at Thompson's was rented out) but he would like to return with these other two charter operators for 2017.

All three operators have run exceptional charter businesses in the past and I support all three requests. The Harbor Committee have no recommended changes in the contracts.

I would like to ask the Council if they would approve the following:

Peter Reilly was approved last year for a three year Concessions Contract and I have no reason to not recommend having his contract continue.

Lance Meadows would like a one year Concessions contract as before.

Earl MacKenzie would like an Occasional Use contract as before but for three years.

Thank you
Respectfully submitted, Katherine Pickering, Harbor Master

2017 HARBOR USER FEE REVIEW & RECOMMENDATIONS

The Harbor Committee at their regular meeting on Nov 16, 2016 reviewed the Harbor Usage Fees for the 2017 season. Following is each revenue item, including the amount of recent revenues, a short comment, and both the Harbor Master's and Harbor Committee's recommendations. Harbor Committee members present at the meeting were: Dan Miller, Bob Winslow, TJ Faulkingham, JB Turner, Dave Carlson, and Joanne Moesswilde. Also present was Harbor Master Kathy Pickering and Councilor John Arrison.

All figures below are from the Harbor Master's records unless otherwise noted.

1- Cruise Ship dockage

Revenues: Dockage 2014-15:	\$13,410,	2015 –16: \$13,610,	and 2016-17 to date: \$12,790
Trash:	\$ 5,863,	\$ 5,467, and	\$ 5,871

2015 season: Independence 18 visits, American Glory 12 visits

2016 season: Independence 17 visits, American Glory 6 visits

American Cruise Lines owns both the Independence and Glory. The Glory will not be coming to Maine in 2017 but a new ship named the American Constellation will be taking the Glory's place. I believe because of her length and draft the Constellation will have to anchor out rather than come to our docks, meaning they will need to transport passengers back and forth with their launch boat, but to date I haven't received any firm specifications on the ship so I'm not certain she will have to anchor. Currently I only have a preliminary schedule for 2017 from Am. Cruise Lines and do not know how many visits the Independence or Constellation will make. When I have more information I'll speak with the Harbor Committee as needed regarding launch boat fees or any other fees and come back to the Council with recommendations.

Current rate: \$2.75/ft/night. Fee last increased 2016

Harbor Master's recommendation: No change at this time but when more information is available discuss possible dockage fees for the Constellation's launch boat and any other related fees.

Harbor Committee's recommendation: Agree. All in favor

2- Charter Vessels:

Revenues: 2014-15: \$3,411, 2015-16: \$6,797, 2016-17 to date: \$2,150

2015 season: 3) Concessions (overnight) Contracts, 1) Occasional Use Contract

2016 season: 1) Concessions Contracts, 1) Occasional Use Contract

2017 season requested: 2) Concessions Contracts, 1) Occasional Use Contract

Current rate: Concessions Contract: \$45/ft/season - Fee last increased 2008

Occasional Use Contract: \$200/season – Fee last increased 2015

Rockland (the best comparison) currently charges \$55/ft/season for overnight

Harbor Master's recommendation: For Concessions contract: If increase is felt necessary, make it minimal – suggest from \$45/ft to \$50/ft/season. The one charter vessel running this summer, the Schooner Timberwind, put a lot of effort into getting enough passengers to try to make the business cost effective, and we want to keep them here. No increase recommended for Occasional Use Contract.

Projected additional revenue: \$700 - \$800

Harbor Committee's recommendation: No increase for either Concessions or Occasional Use Contracts this year, but review for increase next year when construction is done on Front St. and Thompson's Wharf is more accessible. All in favor.

3- Diesel

Revenues – Net 2014-15: \$10,800 / 24,134 gallons average \$.45/gallon over rack
Net 2015-16: \$16,000 / 29,200 gallons average \$.55/gallon over rack
Net 2016-17 to date \$12,740/19,600 gallons average \$.65 over rack

4- Gasoline

Revenues – Net 2014-15: \$9,200 / 20,540 gallons average \$.45/gallon over rack
Net 2015-16: \$13,150 / 23,900 gallons average \$.55/gallon over rack
Net 2016-17 to date \$10,800/16,600 gallons average \$.65 over rack

Note: \$20,000 for the new outboard for the harbor boat came out of this fund in 2016
As well as \$ 3,800 (approximate) for credit card fees fiscal 2015-16

Harbor Master's recommendation: As discussed last year, adjust mark-up as necessary considering overall price, demand, and prices other retail fuel providers are getting in the area.

Projected additional revenues: \$3,000 - \$4,000

5- Dinghy Tie-up

Revenues: 2015 -16: \$9,585 Fees last increased: 2015

Current Fees: \$200 for the dock and \$75 for the racks/beach for the season. No charge for Belfast residents or those from out of state who pay boat excise to the City of Belfast.

2016 season: 114 stickers issued: 40) for docks, 11) for Beach/Racks, 63) at no charge (56 Belfast residents & 7 out of state)

Total boat excise collected: FY 2014: \$10,303, FY 2015: \$9,853, FY 2016:

Between 20 – 25 dinghies were tied on the shore at Allyn St. this summer. As the inter-tidal areas (between low and high water) are not City jurisdiction in front of private property we cannot charge a fee.

Harbor Master's recommendation: No change at this time but may reconsider how fees are charged when excise tax collection is reviewed this winter.

Committee's recommendation: Agree. All in favor

6- Dockage

Revenues: 2014-15: \$50,174, 2015-16: \$55,386, 2016-17 to date: \$37,797
Overnight fees were last increased in 2016. Daytime fees were last increased in 2011.

Current Rates: Overnight Dockage: up to 39' \$2.25/ft., 40' – 59' \$2.75/ft, 60' – 89' \$3.25/ft, 90' & over \$3.50/ft. Overnight rate includes use of showers and wi-fi.
Daytime Dockage: \$.20/ft/after the first hour.

Harbor Master's recommendation: No increase for overnight dockage. Change Daytime Dockage to \$5./hour after the first hour primarily to make it easier to collect daytime fees.

Projected additional revenues: \$400 - \$500

Committee's recommendation: Agree. All in favor.

7- Fisherman's Hoist

Revenues: 2014-15: \$350, 2015-16: \$200

Current Fee: \$50/per key issued. Hoist installed 2014

Harbor Master's recommendation: No change at this time

Committee's recommendation: Agree. All in favor

8- Ice

Revenues approximate net: 2014-15 \$1,575, 2015-16: \$1,500, 2016-17 to date: \$2,000
Typically marked up 100%.

This summer's rates: 5lb cubes \$2.50/ea, 20lb cubes \$7.00/ea & 10lb blocks \$4/ea

Harbor Master's recommendation: No change at this time

Committee's recommendation: Agree. All in favor

9- Launch Fees

Revenues: 2014-15 \$ 450 per private launch & commercial, \$ 680 season sticker
2015-16 \$ 567 " " " " , \$1,220 " "

Fees last increased in 2015

Current fees: \$4/per launch, \$25/season sticker non- Belfast resident \$5./commercial launch.

All launch fee changes must be approved by the State as grant monies were used to construct the ramp and boat trailer lot area.

45 seasonal/Belfast resident stickers were issued in the 2016 season: 13) Belfast resident and 48) non-resident

Harbor Master's recommendation: No change at this time

Committee's recommendation: Agree. All in favor

10- Misc

Revenues 2014-15: \$560, 2015-16: \$775

Fees collected are from sales of 2 cycle oil, charts, harbor hats/shirts, and trash fees. Mark-up depends on cost of item.

Harbor Master's recommendation: No change at this time

Committee's recommendation: Agree. All in favor

11- Mooring Permits

Revenues 2014-15: \$22,370 total, 2015-16: \$17,360 individual permits & \$4,680 for commercial permits

Current rate: \$70 for individual permits & \$120 for commercial permits

Fees last increased in 2015 for individual permits and 2013 for commercial permits

During our Outer Harbor Planning project last winter, we discussed reviewing the fee structure for mooring permits for this coming season based on the size of the vessel as much of our planning was focused on the use of limited or restricted space in the harbor. The graduated fee scale proposed below is based on vessel length and to some degree, vessel draft, as our harbor has much less space for larger deep draft vessels.

Commercial permits would be exempt from a graduated fee as they already pay a higher permit fee and consistently have different size vessels on the moorings or moored floats.

Vessels 25' and under typically take up less overall space in length and draft so are proposed to pay only a flat rate, while vessels over 25' typically take up more space, are heavier, and usually also need deeper water, so would pay the flat rate as well as an extra fee per foot. The vessel length would be considered length over all as determined by the Harbor Master. Mooring owners in between boats would pay a fee based on the last boat owned.

Harbor Master's recommendation: Increase Commercial Permits from \$120 - \$130. Increase flat rate for all individual permit holders from \$70 to \$80. All vessels over 25' would pay an extra \$2./ft

Example: 23' vessel permit fee would be \$80 total

27' vessel permit fee would be \$84 (\$80 plus \$4 (\$2/ft for 2 feet over 25')

36' vessel permit fee would be \$102 (\$80 plus \$22 (\$2/ft for 11 feet over 25')

55' vessel permit fee would be \$120 (\$80 plus \$40 (\$2/ft for 20 feet over 25')

**Projected additional revenue for commercial permit increase would be \$400.00
Based on the number of vessels currently permitted and averaging the size, the projected additional revenue for individual permit increase would be approximately \$5,000.**

Committee's recommendation: No increase for Commercial Permits this year. Agree to increase permit fee from \$70 - \$80 and change rate structure as proposed above for individual permits. All in favor

12- Mooring Permit Late Fee

Revenues for 2014-15: \$1,125, 2015-16: \$ 735

Current fee: \$25. Fee last increased 2011

This fee is charged to mooring permit holders who do not return their permit by the deadline of May 1st of the permit year. Permit renewals are mailed out by the middle of March, so permit holders have over a month to return their permits.

Harbor Master recommendation: Increase the fee from \$25 to \$35

Projected additional revenue \$500

Harbor Committee's recommendation: Increase fee from \$25 to \$40. All in favor

13- Mooring Rent

Revenues for 2014-15: \$14,481, 2015-16: \$14,520, and 2016-17 to date: \$11,290

Current Rate: \$30/night. Fee includes use of showers and wi-fi

Fee was last increase in 2013

The City owns 11 single point rental moorings and 1 moored float. We typically make enough money to maintain our moorings but mooring rental prices in the area are currently running an average of \$35 - \$40/night.

Harbor Master's recommendation: increase rental mooring fee from \$30 to \$35/night.

Projected additional revenue: \$2,500

Harbor Committee's recommendation: Agree. All in favor

14 - Pump-Out

Revenues 2014-15: \$590, 2015-16: \$656

A fee of \$5.00 per pump-out is capped by the State as grant money was used to install our pump-out system

Harbor Master's recommendation: No change at this time

Committee's recommendation: Agree. All in favor

15 – Wait List

Revenues 2014-15: \$630, 2015-16: \$730

Current fee: \$10/year. Fee was last increased in 2013

63 permit holders are currently on the Wait List, which covers all areas of the harbor. 22 moorings were moved in this year so some of those permit holders may choose to not stay on the list.

Harbor Master's recommendation: Increase fee from \$10 to \$15/year to help cover increase in administration time.

Proposed additional revenue: \$300

Committee's recommendation: Agree. All in favor

16- Shore Power

Revenues: 2014-15: \$1,468, 2015-16: \$1,540, 2016-17 to date: \$1,675

Fees were last increased in 2016

Harbor Master's recommendation: No increase at this time
Committee's recommendation: Agree. All in favor

17- Showers

Revenues 2014-15: \$150, 2015-16: \$200
Fee was last increased in 2016

Harbor Master's recommendation: No change at this time
Committee's recommendation: Agree. All in favor

18- Small Vessel Storage

Revenues 2014-15: \$1,300, 2015-16: \$1,600
Current Fees: \$40 for Belfast residents, and \$60 for non-Belfast residents for the season from May through December 1. Fees were established in 2014

This accommodation is for non-mooring owner kayak/canoe storage on City property. 40 stickers were issued this season which are limited by space available on the racks. 38 of these were given to Belfast residents.

Harbor Master's recommendation: No change at this time. Look into possibly installing more racks in different locations or in long-term storage units, which may generate more revenue. We do turn people away when racks are full.

Committee's recommendation: Agree. All in favor

19- Thompson's Wharf

Revenues: 2014-15: \$ 45,138 , 2015-16: \$ 47,734 private slip rent and charter vessels
\$ 4,400, \$ 1,314 electricity

Current rates: Summer slip rent (non-commercial) \$75/ft/season May 15 – October 15
Winter slip rent \$5./ft/month - does not include electricity which is metered and billed out at current rates

Fees last increased: Summer rate: 2014, Winter rate: 2015

Harbor Master's recommendation: Increase summer rate from \$75/ft. to \$80/ft./season. No change in winter rate.

Projected additional revenue: \$1,500

Committee's recommendation: Agree. All in favor

20- Commercial Use of City Landing

The Harbor Committee did not have the opportunity to speak with the Commercial users either currently using the City Landing (Steve Garrand dba Belfast Barge) or with an individual who may propose to run a launch service in the harbor. We plan to meet with these parties in January and will bring a recommendation back to the Council.

10-D

MEMORANDUM

November 30, 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 Application – Belfast Rail Trail 5K

Coastal Mountain Land Trust and Development Director Kathy Young is requesting use of the Belfast Rail Trail on Saturday, June 3, 2017 for a 5K Run/Walk Race. The Race would start at 9:00 a.m. just under the bridge overpass and finish approximately at 11:00 a.m.

Coastal Mountain Land Trust has made arrangements with McCrum for use of the parking lot that morning for parking in addition to using City parking lots at end of Pierce Street and the top of Bridge Street. The group is requesting the closure of the trail from 8:00 a.m. – 12:00 noon for race set-up, the race and clean-up. The event participants would make use of the portable toilets at either end of the Rail Trail.

The Belfast Parks and Recreation Department does not have issues with the proposed event other than the request for closure of the trail – not sure how we can assure this – even when the trail was closed for construction we still had people using it. In addition I am not in complete agreement with the closure of this public trail. I would rather propose we strongly encourage people not to use the trail during the event in hopes of this public notification helping to reduce conflicts of use during the race time.

The Parks and Recreation Commission has not had an opportunity to review and/or discuss this request.



**Facilities Use Request
City of Belfast, Maine**

EVENT: Belfast Rail Trail 5K Run/walk

DATES: June 3, 2017
~~10/21/16~~ EVENT REPRESENTATIVE: Kathy Young
9am - 11am.

PROPOSED LOCATION/AREA TO BE USED: Belfast Rail Trail

All applications and related documents to be returned 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?

Kathy Young, 207-236-7091, Kathy@coastalmountains.org
Coastal Mountains Land Trust

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

A fun run/walk for all ages and abilities out and back along the Rail Trail with three water stops and a base tent at the end of Pierce Street

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.

- Parking spaces at end of Pierce St / Start of Armistice Bridge for a tent / port a potty.
- Rail Trail; entire length
- Parking lot at both ends for work crews, volunteers + participants.

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

Saturday, June 3, 2017, 9⁰⁰ am Start
Set up from 7³⁰ am - Clean up finished by 11:00 am.

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

NO

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

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

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?

NO - we will accept day of registration.
We may invite a food truck or ice cream truck but we are not sure at this time.

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?)

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.

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.

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

GHM Agency, Waterville

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

Cheering by supporters

16) How do you propose to handle garbage removal?

volunteers walking the trail at the end. we will take it away.

17) How do you propose to handle parking?

We will encourage participants park at the new lot at Bridge St, ^{along} River Ave or in town and walk over.

18) How do you propose to handle security?

I do not see a need for security but will speak with the ambulance service.

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

There is a portapotty at the Oakhill Rd's museum turn-around.

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

N/A

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

We will put a notice in the mailbox of all the houses along the trail.

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?

Leonard Kalinowski, 218-4049, leonard-kalinowski@yahoo.com
Kathy Young, 699-6468, Kathy@coastalmountains

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

NO



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

Kathy Young

Date:

10/21/16

Printed Name:

Kathy Young

10-E

MEMORANDUM

November 30, 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 – Class of 1967 Reunion

The BAHS Class of 1967, represented by Gaynor Whitney, has requested use of City Park and the pavilion on Saturday, August 12, 2017 from 12:00-2:00 p.m. for gathering of classmates and classic cars. Attendees would enjoy the classic cars lined up in the lower parking lot and a picnic lunch in the pavilion.

The Class of 1967 is willing to pay the \$25 fee to reserve the pavilion and will be expecting 75-100 people attending. The Class will allow the general public to view the Classic Cars as and will not close off access to the park or parking lot.

The Belfast Parks and Recreation Department and the Commission recommend approval of this request.



**Facilities Use Request
City of Belfast, Maine**

EVENT: Class Reunion Picnic

DATES: Aug 12, 2017 EVENT REPRESENTATIVE: Gaynor Whitney

PROPOSED LOCATION/AREA TO BE USED: Pavillion at The City Park

All applications and related documents to be returned 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?

Gaynor Whitney Tel. 207-967-9144
gaynorhale15@hotmail.com Class of 1967 BAHs

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

We are planning a picnic for the BAHs Class of 1967
at the Pavillion at City Park from 12 noon to 2 PM
on Sat. Aug 12, 2017

3) What facilities would you like to use or what permissions are you seeking with respect to City buildings, Parks, Lands, Streets, sidewalks? Please be specific.

We would like to use the Pavilion at City Parks.
We are also planning to ask members who have
Classic Cars to bring them for all to see. These
would be available for the public to see as well

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

Aug 12, 2017 From 12 Noon - 2 PM.

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

N/A

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?

75 - 100

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

NO.

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

Where? - Attach MAP No.

By Whom: Name and Phone contact number:

No

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. People will bring their own lunch - picnic

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.

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?

No.

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

N/A

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

No Noise, People will be

visiting with each other

16) How do you propose to handle garbage removal?

Trash will be put in appropriate bins

17) How do you propose to handle parking?

waterfront parking area & side roads.

18) How do you propose to handle security?

N/A

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

park facilities

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

N/A.

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

N/A.

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?

Gaynor Whitney 207-907-9144 gaynorhale15@hotmail.com 207-338-2034
DAWN McLeod

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

That our event be posted prior to event & ready for our use per email from Norman Pollock.

Department

Service Requested

City Manager

N/A

Police

N/A

Fire/ Ambulance

N/A

Parks

Per Attached Application - City Park Pavilion

Public Works

N/A

Harbor

N/A

Other?

N/A

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

Gaynor Whitney

Date: 10-22-2016

Printed Name:

Gaynor Whitney

Update : City Park pavilion and Steamboat Landing Gazebo Rentals / Reservations

The following information was compiled after the 2016 summer season. This was a period of an informal format to allow groups or individuals the opportunity to reserve and rent the pavilion at City Park and the gazebo at Steamboat Landing Park for gathering, parties or special events. This was not officially promoted in any way and groups were allowed to revert back to the old fashion way of showing up early and claiming the shelter if not already reserved or booked

City Park Pavilion

Month	# of Reservations	Revenue Collected
June	2 – ½ day	\$100
July	3 - ½ day 1 - full day	\$150 \$100
August	3 – ½ day rentals 1 – full day rental	\$150 \$100
September	2 – ½ day rentals	\$100
		Total : \$700

Steamboat Landing Park

Month	# of Reservations	Revenue Collected
May	1 – 2 hours	\$100
July	1 – 2 hours	\$100
September	1 – 2 hours	\$100
		Total : \$300

City Park: Total of 10 ½ day and 2 full day rentals with no known issues

Steamboat Landing: Total of 3 weddings – all 2 hours in duration and not held in Gazebo

10-F

MEMORANDUM

December 1, 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 Application / Parade Permit – Belfast Resolve !

Cc: Amy Flood, City Clerk
Chief McFadden, Belfast Police Department

A Facility Use Application and Parade Permit has been submitted by Lindsey Piper, representing BelFem and the Belfast Resolve group requesting use of the City streets on Saturday, December 17, 2016 from 2:00-3:00 p.m. . The proposed route of the march includes approximately 30-50 people, unsure on exact number, will start at the Belfast Common labyrinth proceed down Cross Street turn left up Spring Street to High Street turning right on to High Street, cross the intersection of Main Street staying on High Street turning left on to Market Street and left on to Church Street, crossing Main Street and ending at Post Office Square to share ideas. The sharing of ideas will be focused on making and keeping Belfast as a safe and welcoming City to all.

The suggestion has been made to the group people from the organization at the front and rear of the procession wear safety or reflective vest as an extra precaution with on-coming traffic and the fact it is a busy shopping day during the holiday season. If available and not on an emergency call possibly having a Police cruiser at the Main Street intersections. The group does not have insurance.

The Police Department and City Clerk's Office does not have any issues with the request other than it is a busy holiday shopping Saturday prior to Christmas.

7-01



**Facilities Use Request
City of Belfast, Maine**

EVENT: Belfast Resolve!

DATES: 12/17/16 EVENT REPRESENTATIVE: Lindsey Piper

PROPOSED LOCATION/AREA TO BE USED: Spring St to High St, ② Market, ③ Church end at post office square

All applications and related documents to be returned 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?

Lindsey Piper 603-548-3340 lindsey.piper@gmail.com
Rep: Bel Fem

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

March culminating in a gathering at ~~the~~ post office square to share ideas and support for making/keeping Belfast a safe and welcoming city to all.

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.

The aforementioned streets, the labyrinth as a place to gather + start and the post office square - near free as a place to gather rally and finish.

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

12/17/16 begin to gather @ labyrinth around 1:30 + March starting around 2pm - gathering ending btwn 3 + 4 (rough time estimates)

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

Not closing whole street but use of one lane

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

City PD

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

n/a

7) How many people do you expect?

~ 30-50

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

none

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

Where? - Attach MAP Ø

By Whom: Name and Phone contact number: Ø

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?)

Ø

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

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.

Ø

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?

NO

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

n/a

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

parade noise, "hooting", "hollering"
use of a megaphone for cheer-leading

16) How do you propose to handle garbage removal?

We don't plan to generate garbage but Belfem members will pick up the square if any.

17) How do you propose to handle parking?

folks to use public parking

18) How do you propose to handle security?

PD is aware of event

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

n/a

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

not likely although an officer offered "hook-up" to their elec. w/ extension cord if need be.

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

I have not discussed w/ any business owners

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?

Lindsey Piper - see cover sheet w/ contact info

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

Ø

Department

Service Requested

City Manager

Police

Fire/ Ambulance

Parks

Public Works

Harbor

Other?

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



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: _____



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:

City of Belfast

131 Church Street, Belfast, Maine 04915

Parade Permit

Permit # _____
(Office use only)

Date of request: 11/28/16

Name of Organization: Belfem

Contact Person: Lindsey Piper Phone#: 603-548-3340

Mailing address: 51 Village Rd Belfast, ME 04915

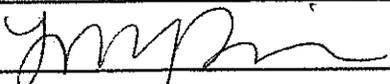
Date of Parade: 12/17/16 @ 1:00

Parade Route - please complete the following information:

Where parade will be forming: We'd like to start at the new labyrinth on the waterfront.

Parade Route: leave waterfront, go up to High St ~~from~~ between laundromat and Dance Studio. Left (R) on High St - east loop up to MacLeod's turn back towards Main St. (R) on Main, (L) on Beaver St. (L) on High then (R) on Main + (R) behind buildings back to Labyrinth.

(30-50 people - no vehicles)
(1 side of road)

Applicant Signature: 

Date approved by City Council: _____



**City of
Belfast**

Manda Cushman <managersasst@cityofbelfast.org>

Fwd: Parade permit ?

1 message

Amy Flood <cityclerk@cityofbelfast.org>

Wed, Nov 30, 2016 at 3:45 PM

To: Manda Cushman <managersasst@cityofbelfast.org>

Can you make sure this gets put on for Tuesday's Council Meeting?
Thanks!

Amy I Flood
City of Belfast\City Clerk
P: 207-338-3370 ext# 14
F: 207-338-6222
cityclerk@cityofbelfast.org

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

From: **Michael McFadden** <chief@belfastmepd.org>

Date: Wed, Nov 30, 2016 at 2:55 PM

Subject: RE: Parade permit ?

To: Norm Poirier <parksandrec@cityofbelfast.org>, Amy Flood <cityclerk@cityofbelfast.org>

Norm,

Amy forwarded me the parade permit last night. I just got a chance to look at it. I called Lindsey Piper and spoke with her about the route. She agreed a much better route was leave the Commons, go up Spring, take a right on High, left on Market and end at the Christmas Tree in front of the post office. (Ending at the Tree in Post Office Square was her idea by the way) I told her I would let both you and Amy know about the changes so we can address that with the council next tuesday.

I'm good with the new route and ending point.

Mike.

From: Norm Poirier [mailto:parksandrec@cityofbelfast.org]

Sent: Tuesday, November 29, 2016 3:16 PM

To: Michael McFadden

Subject: Parade permit ?

Do you have any idea what the group is ? Why are they taking so many lefts rights and want to go down Main St at 1pm on a shopping Saturday ? I didn't even get the permit heard second hand and they want to start in Belfast Common

Have you talked with them ?

Norman Poirier, Director

Belfast Parks and Recreation Department

City of Belfast, Maine 04915

Office Tel: 207-338-3370 ext. 27 Cell: 207-323-4766



Education

Stearns High School - Graduated
Millinocket, ME

Employment

City of Belfast

Present

11/yr

Deputy Tax Collector

Job Description

Primary duties are to be proficient in all areas of Tax Collector's responsibilities, including but not limited to: Tax and Sewer billing; Motor Vehicle registrations, I/F & W registrations and to provide excellent customer service both at the counters and on the telephone. Must be able to utilize computer programs (Trio-Moses).

Motor Vehicle:

- State certified
- Process daily registrations & required state forms
- Knowledgeable in state requirements & laws
- Prepare work & reports for daily cash up
- Prepares weekly reports, weekly voucher for payment to Secretary of State Treasurer, and mailing of records to I/F&W.

Tax Office:

- Process payments and answer questions from customers/banks/etc both in person and on the telephone
- Assist Tax Collector with annual tax billing and mortgage holder research.

liens

Treasurer Items:

- Assist Tax Collector with Sewer Billing
- Process payments, answer questions on sewer both at the counter & on the telephone
- Prepare lien discharges for recording at the Registry of Deeds for Taxes & Sewer once the liens are paid in full; when returned from the Registry, match the liens to the discharges for filing

Other Duties:

- On-going and consistent daily cross training with the City Clerk's Office, including accounts payable, issuances of vital certifications, marriage licenses, victualers applications and permits
- Maintain a consistent working relationship with the general public and co-workers
- Knowledgeable and able to perform cash receipting from various city departments
- Ability to perform general office duties including: correspondences, general filing and record keeping.
- Maintain office inventory; reorder as needed
- Any and all duties assigned by department supervisors.

Millinocket Regional Hospital

Switchboard Operator - Data Entry - Admissions Clerk

5

- Switchboard Operator - Answer all incoming calls for MRH / collect charge cards from departments and enter into system for billing / prepare all outgoing mail
- Front Desk Admissions Clerk - Register all patients for procedures that are scheduled, emergency room patients & Direct admissions
- Cashier - Take payments for accounts and prepare daily deposit to go to bank - Pre-Admit patients for operations and hospital procedures & miscellaneous clerical duties
- Insurance Office - Do follow - up with insurance companies on claims, put mail receipt payments in, prepare ambulance bills

Town of Millinocket

Deputy Tax Collector - Deputy Town Clerk

10.475

- Primary duties the same as the job description in present job with the responsible for preparing town council agenda and recording minutes of such meetings in the Town Clerks absence. Assist Town Clerk as Deputy Election Warden during election.

Great Northern Paper Company

12.415

- Switchboard Operator - Answered all incoming calls for GNP / Woodlands. Directed all sales personnel and announce their arrival to appropriate departments.
- Mail Clerk - Open and deliver all mail to buyers and their assistants. Collected all outgoing mail, and prepare to mail
- Personnel Assistant - Gather / compiles correspondence to prepare memos, reports, personnel files and inputs computerized records. Serves as receptionist and assists employees on matters relating to human resources, payroll and insurance issues. assists HR Managers in all activities related to the grievance process. Coordinates activities involving hiring, termination, promotion and transfer of hourly employees. Provide clerical support for the medical safety, and security departments.
- Oversees the operation of the office equipment and orders necessary supplies tracking, usage, maintenance, etc.

References:

City of Belfast
Belfast, ME 04416

City of Belfast

City of Belfast

Theresa A. Butler

Objective

To Continue Good Work Ethics, and to exceed goals.

Qualifications

Excellent computer and organizational skills, great ability to learn new tasks quickly, and to meet and exceed them. Many years experience with municipal government, financial records, bookkeeping, working well with others and also as a leader.

Work History

Current City of Belfast, Deputy Treasurer

Works under the direct supervision of the City Treasurer. Prepares and processes the accounts payable weekly while working directly with department heads and vendors as needed. Prepares payroll bi-weekly for all city departments and maintains proper paperwork and records for the employees and department heads. Prepares and submits various required reports monthly, quarterly, and yearly. Assists with the preparation of the city budget and gathering of documents for the annual audit. Works with treasurer on maintaining the City's funds to include reserve accounts. Assists the Tax Collector and City Clerk as needed in handling of monies and working directly with the public.

Town of Camden, Tax Collector

2 yrs

Responsible for collecting municipal taxes and state mandated fees, preparing reports to the State agencies involved. Significant public contact while collecting monies, and the compilation of numerous reports and records. Responsible for keeping Real Estate and Personal Property Taxes in proof with general ledger. Responsible for providing telephone back up for the town offices. Work closely with the Finance Director, Town Clerk, and Treasurer and assist as deputy for all duties. Trained in all areas to assist with all departments when needed.

Samoset Resort, Sales Office

2-17A

Responsible for publishing the weekly function book for all banquets and functions. Also, responsible for maintaining and organizing all files for upcoming functions, and to supply all departments with proper paperwork to include banquet check, etc. Responsible for all incoming calls and messages for four sales representatives.

Maritime Farms, Store Manager

Responsible for all employees to include payroll, scheduling and training. Responsible for daily deposits, bookkeeping, and inventory. Ordered all supplies needed to maintain a proper amount of inventory.

Education

Mt. View High School
Thorndike, Maine

References

Upon Request

10-H+I

Requests for the December 6th City Council Meeting:

1) The purchase of the Belfast Police Department's Canine Unit from Controlled K-9 of Brewer Maine. (Dogs name is Sig) "Sig" is a two year old Male German Sheppard Dog, who shows strong potential in all of the areas important to a successful Police Canine. Controlled K-9 is a full service kennel providing security and police Canines to services and Law Enforcement Agencies across the country. In conversations with Law Enforcement Agencies regarding the Canines they purchased from Controlled K-9 we've found all of the agencies are extremely happy with their dogs, more than one of the agencies indicate their canine from Controlled K-9 is the best in their program. Sgt. Dalton of the Maine State Police K-9 training division and lead instructor for the Canine Academy at the Maine Criminal Justice Academy accompanied me on a visit to Controlled K-9 in Brewer in mid-November; we observed several dogs at that time. Sgt. Dalton indicated strongly that "Sig" was a very good candidate for a Police Canine. He was actually excited for us at the quality and natural ability of the dog. "Sig" is nearly two years old (A good age for the type of training). "Sig's" medical records indicate no signs of health issues that would cause a reduction in the working life of the dog.

The price for "Sig" is \$6,000.00. This price is \$500.00 more than I anticipated, however I'm convinced "Sig" is worth the extra money. The full purchase price for "Sig" will be submitted to the grant funding Dale Rowley has ear marked for us through his department. We need to purchase the dog first and then submit our paperwork in order to collect reimbursement.

2) Request for funding in order to send Officer Frank Gormley to the Maine Criminal Justice Academy in January. We have an opportunity to get both Officer John Guba and Officer Frank Gormley trained at the same time. This is a situation I hadn't anticipated due to the fact that it's hard to find room for new Police Officers at the academy. I did not budget for Officer Gormley to attend the academy in this budget because I didn't think it would be possible for him to get into this class. However MCJA Director John Rogers advised me that both officers are scheduled to start in January if I'm allowed to send them.

The class Officer Guba and Gormley might attend together will run from mid-January to mid-May. While this is taking place, Officer Spencer (our Canine Officer) will be leaving for his school in mid-March. This means from mid-March to mid-May, we will be three full time officers down. To any normal person this may seem like a lot given the fact that we have a total of 15 full time officers when fully staffed. However we've been even more difficult situations with less man power to cover when plagued by injuries in the recent past. Currently we have three very qualified part time officers who have committed to covering for these officers if/when they are away at training. At this time we are positioned well to absorb the absence of these officers.

If we should chose to hold off on sending Officer Gormley to the academy in January we would have to send him in August of 2017 (Busiest time of the year). At the same time we'll likely be sending our Canine Officer to drug school which also starts in August of 2017. With all of the additional events and details we have, as well as the fact that summer is obviously our busiest time of year, I would prefer to be short on man power during the winter months rather than summer. The additional cost would be and \$11,080.00 to this year's budget.

Thanks,

Chief Michael J. McFadden III

Belfast Police Department
112 Church Street
Belfast, Maine 04915



CITY OF BELFAST, MAINE
131 Church Street

10-K

e-mail: cityhall@cityofbelfast.org

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

November 28, 2016

Memo to: Joe Slocum
City Manager

From: Rickie LeSan
Treasurer

RAL

Re: 2014 Real Estate Tax Lien

Attached is a print-out of 2014 R.E. Tax Lien in the name of Linda MacDonald who sold her mobile home to Carolyn Reynolds. In September of 2014 Ms. Reynolds moved the mobile home to Swanville without acquiring a permit from the tax office and paying the outstanding taxes due at that time.

I am asking to have the city council write-off/ abate the amount of \$226.87 as there is really no way for us to collect this tax since the mobile home is no longer located in Belfast.

RE Account 3489 Detail
as of 11/28/2016

Name:	Land:	0
Location:	Building:	0
Acreage: 0 Map/Lot:	Exempt	0
Book Page:	Total:	
2016-1 Period Due:	Ref1:	
	Mailing	
	Address:	

Year/Rec #	Date	Reference	P C	Principal	Interest	Costs	Total
2016-1 R				0.00	0.00	0.00	0.00
2015-1 R				0.00	0.00	0.00	0.00
2014-1 L	09/25/14	Original		608.37	0.00	0.00	608.37
Billed To: MACDONALD, LINDA & C/O CAROLYN REYNOLDS							
23675	9/3/2014	PREPAY-A	A Y	381.50	0.00	0.00	381.50
	6/23/2015	DEMAND	A 3	0.00	0.00	-9.73	-9.73
Demand Fees							
2875	07/30/15	Liened		226.87	6.44	58.73	292.04
		CURINT		0.00	-21.48	0.00	-21.48
		Total		226.87	27.92	58.73	313.52
2013-1 L *				0.00	0.00	0.00	0.00
2012-1 R				0.00	0.00	0.00	0.00
2011-1 R				0.00	0.00	0.00	0.00
2010-1 R				0.00	0.00	0.00	0.00
2009-1 R				0.00	0.00	0.00	0.00
2008-1 R				0.00	0.00	0.00	0.00
2007-1 R				0.00	0.00	0.00	0.00
Account Totals as of 11/28/2016				226.87	27.92	58.73	313.52

Per Diem

2014-1	0.0441
Total	0.0441

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.



10-L

To: MRC Membership
From: Greg Lounder, MRC Clerk
Date: October 27, 2016
RE: MRC Board of Directors Election Ballot

Please find enclosed a MRC Board of Directors election ballot. Ballots cast in this election will determine the election of three (3) Directors to serve on the MRC Board of Directors for three-year terms from January 1, 2017 through December 31, 2018. The candidate receiving the fourth highest number of votes will be elected to fill a vacancy from January 1, 2016 through December 31, 2018.

Biographical descriptions of the candidates, as provided by the candidates, are also enclosed for your information.

Ballots must be returned to MRC before 5:00 pm, December 13, 2016. A self-addressed, stamped envelope is enclosed for your convenience.

The election results will be read at the MRC Annual Meeting held at 3:00 P.M. in the afternoon on December 14, 2016 at the Cross Insurance Center, 515 Main Street in Bangor.

Note: Vote must be cast for one candidate only.

Please contact Greg Lounder at 664-1700 or 866-254-3507 with any questions.

Voting Ballot

- ◆ To fill three positions for a three year term from January 1, 2017 to December 31, 2019
(3 highest vote totals)
- ◆ To fill a vacancy from January 1, 2017 to December 31, 2018
(Fourth highest vote total)

The Charter Municipality of _____ casts its vote for the following *individual* to serve on the Municipal Review Committee Board of Directors for the above stated term.

Note: Candidates are listed alphabetically. Biographies provided by each candidate are attached.

VOTE FOR ONE INDIVIDUAL ONLY

→ More than one checked box will invalidate the ballot ←

- Irene L. Belanger – China
- Gary Bowman - Oakland
- Jim Guerra – Hope
- Wayne Kraeger – Stockton Springs
- Vaughn Leach – Blue Hill
- Susan Lessard – Bucksport
- Chip Reeves – Bar Harbor
- Tony Smith – Mount Desert

Please return this ballot no later than 5:00 p.m., DECEMBER 13, 2016 to:

Municipal Review Committee, Inc.
395 State Street
Ellsworth, Maine 04605
Or

FAX: (207) 667-2099 EMAIL ATTACHMENT: glounder@mrcmaine.org

**RESULTS OF THIS ELECTION WILL BE READ AT THE MRC ANNUAL MEETING
TO BE HELD DECEMBER 14, 2016**

MUNICIPAL REVIEW COMMITTEE

2017 ELECTION NOMINATION BIOGRAPHICAL INFORMATION

Irene L. Belanger – Town of China Select Board member, past chairperson Kennebec Valley Council of Governments- Board President

Maine Resource Recovery Association

China Transfer Station Coordinator and Recycling Planner

Past Planning Board Member and Chairperson

RSU #18 Alumni Award

Town Report Dedication

Community Organizer- China Community Days Chair.

Gary Bowman- Degree Forestry UMaine

10 years- Management – Mill River Lumber – Vt./Rutland

10 years – Self Employed – Grocery Store – Fairfield, ME

15 years- Police Officer – Oakland, ME

2 years – Current Town Manager – Oakland, ME

Jim Guerra - Jim Guerra has been working in solid waste management for thirty years and particularly at the municipal level since the early 90's. With public and private experience in most aspects of solid waste management he brings solid "nuts and bolts" experience to the MRC Board. He is just finishing his first three year term with the MRC and currently serves as Vice President. He is very interested in seeing the Fiberright project to fruition while, at the same time, advocating for the rights of departing members from the MRC. Jim currently works at Mid Coast Solid Waste in Rockport (a departing member) which includes an MSW transfer facility as well as a remediation site operated as a CDD landfill under a Consent Agreement with the State. Jim recently completed five years on the Maine Resource Recovery Association's Board of Directors and loves to fish and hunt wild mushrooms around his home in Hope.

Wayne Kraeger - Organic farmer for many years. Member of MOFGA from 1999 to 2008. Current member of Recycling Committee in Stockton Springs. Former Selectman in Stockton Springs 2012 – 2015. Member of former Budget Committee in Stockton Springs.

Vaughn Leach – Several 3 year terms on Blue Hill Planning Board. 1 term as chairman, 2 terms on Appeals board and 1 term as chairman – started my own business in 1977 – Blue Hill Disposal- Sold in 2014. Started new business of BHD Containers. Total of 39 years managing my own solid waste and demolition disposal companies. 54-year resident of Blue Hill on my second term as Blue Hill Selectman.

Susan Lessard – Town Manager Bucksport 4/1/16 – present (interim 8/26/15 – /31/2016)

Town Manager Hampden 12/11/2000 – 6/30/2015.

Town manager Vinalhaven 11/1998-10/2000.

President Maine Municipal Association 2002. Former MRC Board Member.

Member Board of Environmental Protection/ 2007 – 2015. Chair BEP 2008 – 2011.

Chip Reeves – Chip Reeves has lived in Bar Harbor for most of his life, graduating from the University of Maine with a BS in Construction Management. Mr. Reeves has been the Public Works Director for the Town of Bar Harbor since 1997, where part of his duties include managing the Solid Waste Division. As Public Works Director, he has been dedicated to managing the Town of Bar Harbor's waste stream in order to reduce costs while still maintaining quality service levels that local taxpayers expect. Chip has been on the board for the past six years, the past four years as its president. He continues to find the decision making process of the MRC Board of Directors regarding the implementation of the post 2018 solution an interestingly huge challenge.

Tony Smith – I was elected to my first term on the Board in 2012 to serve from 2013-2015. I was not fortunate enough to be re-elected in 2015 but remained active serving the Board on a limited basis. Early in 2016, a recently elected director resigned and I was appointed to the Board to fill a vacancy for the remainder of the year. Recognizing that our current MSW handling and disposal process was behind the times environmentally, was antiquated, would prove to be very expensive post-2018, the Board initiated a process in 2012 to identify a post-2018 alternative to it. An alternative was identified and is well on its way to becoming a reality in Hampden. The process between alternative identification and today was very long and challenging one and is the result of a lot of hard work by the Board members. I greatly appreciate the Board and their efforts and hope to continue working with them to see the project through to its implementation and to continue "Ensuring affordable, long term, environmentally sound disposal of MSW". My brief history follows:

Public Works Director for the Town of Mount Desert since 2001; equipment and staff management responsibilities include curbside MSW collection with town-owned packer trucks and town staff: recycling center: annual one-week bulky waste collection.

Chairman of the Acadia Disposal District, an independent quasi-municipal, tax-exempt solid waste corporation comprised of five towns; provides services related to the efficient and lawful management, disposal, and recycling of MSW on behalf of its member towns including an annual hazardous and universal waste collection event and contract negotiations with an area transfer station in Southwest Harbor and agreement negotiations with the City of Ellsworth for recycling.

BS degrees in Biology and Chemistry, Mount Allison University, 1979 and Civil Engineering, UMaine, 1986.

Consulting Engineer for 15 years with 12 of those years with CES, Inc., experience in solid waste management including landfill closures and transfer station and recycling center siting, design and construction.

Resident of the Town of Mount Desert; enjoy reading, walking and hunting and fishing as a reason to get to the woods.

Member of the Episcopal Church's Buildings and Grounds Committee, Somesville Library Association, Town Revitalization Committee and Mount Desert Volunteer Fire Department.