



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Erin Herbig
City Manager

E-mail: citymanager@cityofbelfast.org

Tel: (207) 338-3370 ext. 110

Fax: (207) 338-2419

MANAGER'S REPORT
Belfast City Council Meeting
Tuesday, June 17, 2025

6:00 p.m. Request to go into Executive Session on a Legal Matter with the City Attorney in pursuant to 1 M.R.S.A. 405 (6) E.

6:30 p.m. Committee Interviews

7:00 p.m. Regular Council Meeting

TO: Mayor Eric Sanders and Honorable Members of Belfast City Council

FROM: Erin Herbig, City Manager

DATE: Thursday, June 12, 2025

Agenda Items:

10-A Presentation on the proposed City of Belfast Fiscal Year 2025-2026 Budget.

Following hours of budget hearings and deliberations, the City Council has crafted a proposed budget for FY2025-26.

Budget Hearings were held for the FY2025-2026 Municipal Budget as outlined below:

Monday, May 5th

6PM FY2025-26 Budget Hearings

6:00pm Budget introduction and overview
RSU and County Appropriations

6:30pm Harbor

7:00pm Library

7:30pm City Clerk/Elections

8:00pm Cable Television

8:30pm Economic Development

***Tuesday, May 6th**

7PM Regular Council Meeting

Monday, May 12th

6PM FY2025-26 Budget Hearings

6:00pm Airport

6:30pm Planning & Codes/Planning & Zoning

7:00pm Wastewater Treatment Plant

7:30pm Cemetery

8:00pm Crossing Guards/State Law Enforcement/ Animal Control/Police

Tuesday, May 13th

6PM FY2025-26 Budget Hearings

6:00pm Public Works/Sidewalks/Trees/Road Construction/Street Lighting

7:00pm City Building Maintenance

7:30pm Boathouse

8:00pm Parks & Recreation

8:30pm Assessing

Monday, May 19th

6PM FY2025-26 Budget Hearings

6:00pm General Assistance/Social Services

6:30pm Fire/Ambulance/EMA Director

7:00pm Transfer Station

8:00pm City Administration

8:30pm Hydrants/MMA Dues/Debt Services/Employee Benefits/Municipal
Insurance/Reserve Fund

***Tuesday, May 20th**

7PM Regular Council Meeting

***Monday, May 26th – Memorial Day**

Tuesday, May 27th

6PM FY2025-26 Budget Hearings

6:00pm Misc. Promotionals/Social Services Agencies

6:30pm Revenues

7:00pm Capital Projects

7:30pm Executive Session on a Personnel Matter

Wednesday, May 28th

6PM FY2025-26 Budget Hearings

6:00pm Presentation from the City Manager

6:30PM FY2025-26 Budget Deliberations

The FY2025-26 City of Belfast Municipal Budget encompasses the period of July 1, 2025, to June 30, 2026. The total of this year's municipal expense budget (\$16,005,559) less projected revenues (\$8,457,260) bring the net municipal budget to \$7,548,299 in FY2025-26.

If approved by the City Council, the total amount of funding to be raised through taxation for FY2025-26 will be as follows:

City of Belfast Net Municipal Budget	\$ 7,548,299	35%
RSU #71 Education	\$11,707,932	55%
Waldo County	\$2,058,544	10%
Wastewater Department Budget	\$1,479,994	

The City Wastewater Department is funded through user fees.

A copy of the proposed budget may be found on the City of Belfast website at www.cityofbelfast.org. Please see the attached copy of the Public Hearing Notice and a copy of the complete proposed City of Belfast FY2025-26 Municipal Budget (10-A, B and C). Finance Director Amy Bradford and I will be at the meeting to present and to answer any questions.

Following this presentation, the City Council will conduct a Public Hearing followed by Council discussion and a potential vote of the proposed FY2025-26 City Budget.

10-B Public Hearing on the proposed City of Belfast Fiscal Year 2025-2026 Budget.

City of Belfast

Public Hearing FY 2025-2026 Budget

Council Chambers at Belfast City Hall

Tuesday June 17, 2025

7:00 p.m.

In accordance with the Belfast City Charter, a Public Hearing will be held to discuss the proposed budget for the City of Belfast 2025-2026 Fiscal Year. The hearing will be held on Tuesday, June 17, 2025, at 7:00 p.m. or as soon as possible thereafter in the Council Chambers at Belfast City Hall at 131 Church Street, Belfast, Maine. The hearing will be broadcast live on Bel-TV, Spectrum Cable Channel 1303 and can be streamed on the City of Belfast website at www.cityofbelfast.org.

Citizens that wish to participate in the public hearing can do so by submitting comments by 12:00pm on June 17, 2025, via email to public@cityofbelfast.org or via postal mail to the Finance Director, City of Belfast, 131 Church Street Belfast, Maine 04915.

A copy of the proposed budget may be found in the June 5th & 12th, 2025 edition of the Midcoast Villager and also on the City of Belfast website at www.cityofbelfast.org. The complete proposed budget may be examined Monday-Thursday between the hours of 7:00 a.m. to 6:00 p.m. in the office of the Finance Director.

All interested persons are invited to participate in the public hearing and will be given an opportunity to be heard at that time. If any written or emailed comments have been submitted prior to the public hearing as referenced in the notice, City staff will present them at this time.

No City Council action is needed for this agenda item as this is strictly a public hearing regarding proposed City of Belfast FY 2025-2026 Budget.

10-C Consideration of the proposed City of Belfast Fiscal Year 2025-2026 Budget.

This item presents an opportunity for the City Council to discuss the FY2025-26 budget, make any amendments, and/or to adopt the proposed budget. According to the City Charter, the budget must be approved before the end of July.

If approved by the City Council, City staff request a motion is made to approve the City of Belfast Municipal Budget for fiscal year 2025-2026.

10-D Proclamation honoring Michael Hurley as the 2025 Belfast Spirit of America recipient.

Each year the City of Belfast is asked to pick a local person, project, or group to receive the Belfast Spirit of America Foundation Tribute for outstanding community service.

The Spirit of America Foundation is a 501(c)(3) public charity that was established to encourage volunteerism. It involves a Spirit of America Foundation Tribute to be presented in the name of any Maine municipality. The City's recipient will be formally recognized at the fall event honoring all 2025 Spirit of America award winners throughout Waldo County at the Maine State House.

The City Council has selected Michael D. Hurley as the 2025 Belfast Spirit of America recipient. Mr. Hurley served the City of Belfast as Mayor and Ward 4 City Councilor for 23 years all while being a critical pillar in the community, investing his time and energy for the betterment of Belfast through his service volunteering on various City Committees, spearheading important projects, and creating long standing community events that have become a key component to the identity of the City of Belfast.

If approved by the City Council, Mayor Sanders will read the proclamation recognizing Michael Hurley as the 2025 Belfast Spirit of America recipient.

Please see the draft proclamation (10-D) attached. Mr. Hurley will be present to accept the award.

10-E Presentation and request from the Belfast Bay Watershed Coalition to implement the Belfast Healthy Beaches Water Testing Pilot Program.

The Belfast Bay Watershed Coalition (BBWC) requests authorization to collaborate with Maine Department of Environmental Protection (MDEP) in the Maine Healthy Beaches (MHB) Program to implement a Testing Pilot Program. If approved, water sampling would be conducted for detection of any bacteria at three Belfast beaches located at Heritage Park, Allyn Street, and City Park.

BBWC has budgeted money to have six samples analyzed in 2025 for bacterial levels, one sample in August and one in September. The City of Belfast will not incur any costs as part of this pilot program. If MHB approves the BBWC plan after the trial, the City would be added to MHB's Program, and they would bear the analysis costs beginning in 2026.

Members of the Belfast Bay Watershed Coalition along with representatives from Maine DEP's Maine Healthy Beaches Program gave a presentation to the Climate, Energy, and Utilities Committee at their committee meeting last Thursday, June 5th, and the Committee voted to support this effort.

If approved by the City Council, a recommended motion would be to authorize the Belfast Bay Watershed Coalition to participate in the Maine Healthy Beaches Testing Pilot Program on behalf of the City of Belfast in 2025.

Please see the attached Maine Healthy Beaches Program Quick Facts (10-E) providing further details. Members of the Belfast Bay Watershed Coalition and representatives from Maine DEP's Maine Healthy Beaches Program will be at the meeting to present the details of the program and answer any questions.

10-F Request from the Parks and Recreation Director for authorization to expend up to \$13,166.00 to purchase a new mower for the Parks and Recreation Department.

The Parks and Recreation Department is responsible for mowing and maintaining 32 sites across the City of Belfast including parks, trails, City facilities, City Rangeways, and required Maine Department of Transportation (MDOT) locations.

The Parks and Recreation Department has struggled with mowing delays this spring as a result of vendor delays waiting for parts when mowers require repair. Most recently, this delayed mowing work by 10 days.

The City currently operates two Gravely commercial mowers, which were purchased many years ago by the City of Belfast from a vendor in Hermon. Gravely parts are no longer kept in stock which has significantly delays repairs.

To remedy some of these mowing challenges, it would be in the best interest of the City to move to a Toro brand mower and an assurance that it can be serviced and repaired when necessary by a competent dealer with general parts in stock in a location that is closer to reduce time hauling machinery out-of-town.

The Parks and Recreation Director reviewed two comparable commercial mowers from two different dealers and recommends purchasing a Toro mower from Chase Toys in Unity, ME for \$13,166.00.

Funding was not allocated for this purchase in the FY 2024-25 Municipal Budget. City staff recommends that these funds be allocated from the Undesignated Fund Balance.

If approved by the City Council, the Parks and Recreation Director requests a motion be made to expend up to \$13,166.00 for a new mower from Chase Toys in Unity, ME with funding allocated from the Undesignated Fund Balance.

Please see the attached memo (10-F) from Parks and Recreation Director Pam Salokangas providing further detail. Director Salokangas will be at the meeting to present and answer any questions.

10-G Request from the Parks and Recreation Director to accept a \$250.00 donation to the City of Belfast.

The Parks and Recreation Department received a donation of \$250.00 from City resident, Gianne Conard. Ms. Conard requested that these funds be applied to the cost of Dog-I-Pot bags. As a dog owner, she appreciates this service provided by the City and understands the high expense of providing these bags throughout the year.

Only the City Council can accept donations on behalf of the City of Belfast.

If approved by the City Council, a recommended motion is to accept the funds of \$250.00 and to place the donation into the Parks Maintenance Account #610-585.

Please see the attached memo (10-G through 10-M) from Parks and Recreation Director Pam Salokangas providing further details. Director Salokangas will be at the meeting to present and answer any questions.

10-H Request by Coastal Mountain Land Trust for approval of a new Facility Use Request for use of Heritage Park on June 28, 2025, and the Upper Bridge West Rangeway entrance on July 12, August 2 and August 9, 2025.

Coastal Mountain Land Trust (CMLT) requests authorization to table in the Belfast area this summer as a way to reach out to residents and visitors, and to introduce them to the CMLT mission and programming. As you are well aware, Coastal Mountains Land Trust collaborates with the City of Belfast in many ways to ensure the public has access to conserved land that it is properly maintained for public use.

CMLT requests authorization for use of a small section of Heritage Park on Saturday, June 28, 10 AM-2 PM, and a small section of the Upper Bridge West Rangeway entrance, along the Belfast Rail Trail, on Saturdays, July 12, August 2, and August 9, from 9 AM-12 PM. Their table will not disrupt Harbor Walk and the Belfast Rail Trail use. CMLT volunteers will have maps, trail guides, and other literature available and will not approach the public. The Trust has provided a Certificate of Insurance for these tabling opportunities.

If approved by the City Council, the Parks and Recreation Director recommends a motion be made to approve the new Facility Use Request by Coastal Mountain Land Trust for use of Heritage Park on June 28, 2025, and the Upper Bridge West Rangeway entrance on July 12, August 2 and August 9, 2025.

Please see the attached memo (10-G through 10-M) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

10-I Request by the MidCoast Shakespeare Studio for approval of a new Facility Use Request for use of Belfast City Park for a Summer Shakespeare Festival on Wednesday July 30, through Sunday, August 3, 2025.

The City of Belfast and the MidCoast Shakespeare Studio have arranged for a new event, Summer Shakespeare Festival, to be held in City Park in the great meadow and with activities based in the covered, waterside pavilion this summer. The free festival will include outdoor performances of Shakespeare's "Twelfth Night," live music by the Sea Strings, a puppet-making workshop, and face-painting. The festival schedule will run from Wednesday, July 30 through Sunday, August 3, 2025.

The festival performances will move to the indoor space operated by MidCoast Shakespeare Studio if there is inclement weather. No services are requested from Belfast Parks and Recreation, and the Studio will provide a Certificate of Insurance.

If approved by the City Council, the Parks and Recreation Director recommends a motion be made to approve the new Facility Use Request by the MidCoast Shakespeare Studio for use of Belfast City Park for a Summer Shakespeare Festival on Wednesday July 30, through Sunday, August 3, 2025.

Please see the attached memo (10-G through 10-M) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

10-J Request by the Young Bloods for approval of a new Facility Use Request for use of Heritage Park, Park on Main, Belfast Common, and Steamboat Landing Park for Summer Shakespeare Festival Pop-Ups on Saturdays, July 26 and August 2, 2025.

Accompanying the Summer Shakespeare Festival will be the Young Bloods Pop-Ups, which consists of the youth theatre troupe members performing vignettes as free “pop-up” short performances in several park spaces in downtown Belfast.

The proposed dates are Saturdays, July 26 and August 2, from 11 AM-1 PM. The youth troupe will perform between 5-10 min. at each park, and propose to venture between Heritage Park, Park on Main, Belfast Common, and Steamboat Landing Park. No equipment or staging or sound is needed of the Parks and Recreation Department.

If approved by the City Council, the Parks and Recreation Director recommends a motion be made to approve the new Facility Use Request the Young Bloods for use of Heritage Park, Park on Main, Belfast Common, and Steamboat Landing Park for a Summer Shakespeare Festival Pop-Ups on Saturdays, July 26 and August 2, 2025.

Please see the attached memo (10-G through 10-M) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

10-K Request by Belfast Bible Church for approval of a new Facility Use Request for use of Steamboat Landing Park on Saturdays, July 26 and September 13, 2025.

In an effort to introduce their new church to City residents, the Belfast Bible Church has requested use of space at Steamboat Landing Park, based around the gazebo, to host an outdoor church service to include praise, worship, refreshments and community outreach. They propose having music at the gazebo, and the church has requested access to electricity. A Certificate of Insurance has been supplied.

If approved by the City Council, the Parks and Recreation Director recommends a motion be made to approve the new Facility Use Request by Belfast Bible Church for use of Steamboat Landing Park on Saturdays, July 26 and September 13, 2025.

Please see the attached memo (10-G through 10-M) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

10-L Request by the organizers of the Maine Celtic Celebration for a Boathouse Fee Waiver for the Annual Maine Celtic Celebration.

The Maine Celtic Celebration's Facility Use Request for both the Belfast Boathouse and Steamboat Landing Park were approved at the Regular City Council Meeting of May 20, 2025.

At this time, organizers of the event request that the Belfast City Council consider a fee waiver request for use of the Belfast Boathouse. The current rental fee for non-profits for a three-day weekend in July is \$1,500 and a \$500 security deposit.

Only the City Council can approve rate changes or fee waivers on behalf of the City of Belfast. If Belfast City Council considers the rental fee waiver, the Belfast Parks and Recreation Department requests that the security deposit not be waived.

Please see the attached memo (10-G through 10-M) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

10-M Request from the Parks and Recreation Director to accept and award the Request For Proposals for Belfast City Park Concessions for the 2025 season.

This spring, the Parks and Recreation Department solicited Request for Proposals (RFP) for a concessionaire for the Belfast City Park Concession Stand on two different occasions. The City received two proposals for consideration.

At the May Parks, Trails and Recreation Committee Meeting, members discussed conducting outreach to both vendors who submitted in order to provide feedback such that their proposals would better align with the parameters of the RFP. Both were invited to submit an updated proposal. One vendor resubmitted a proposal in early June, and the vendor was able to better match the requested operational schedule and expanded their menu.

The Parks, Trails, and Recreation Committee will meet on Thursday, June 12th and will review this proposal in order to make a recommendation to the City Council. The Parks and Recreation Director will provide an update at the meeting with additional details and recommendations from the Committee.

Please see the attached memo (10-G through 10-M) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

10-N Request by the Deputy Economic Development Director to adopt a Resolution to submit a grant application to the State of Maine's Land and Water Conservation Fund to upgrade and/or reconstruct the City Park Playground and Public Restrooms.

The Land and Water Conservation Fund Act of 1964 (LWCF) was established to assist federal, state, and local governments in the acquisition and/or development of public outdoor recreation facilities. LWCF grants can provide up to 50% of the allowable costs for approved acquisition or development projects for public outdoor recreation.

The proposed Belfast City Park Playground and Public Restroom Improvement Project would address issues with aging infrastructure and meet ADA accessibility at the City Park's playground, public restrooms, parking, and walkways. If awarded, grant funds would be used to develop final designs, solicit public feedback, and project construction.

Based on the preliminary recommendation by a design professional, the City intends to apply for a \$500,000 grant, for a total project cost of \$1,000,000. The City's match has been included in the City Capital Improvement Account. The Belfast Rotary Club has pledged significant financial support for the project to meet the required local match.

As part of the grant submission requirements, the City Council must adopt a Resolution to approve submission of the grant. Applications are due June 27, 2025.

If approved by the City Council, a recommended motion would be to approve the submission of grant application to Maine's Land and Water Conservation Fund by adoption of the Resolution – Belfast City Park Playground and Restroom Improvement Project, confirm the local match as part of the City Capital Improvement Plan and financial pledge by the Belfast Rotary, and authorize the City Manager to execute necessary program documents.

Please see the attached memo (10-N) from Deputy Economic Development Director Joellyn Warren explaining the request in further detail. Deputy Director Warren will be at the meeting to present and answer any questions.

10-O Request by the Deputy Economic Development Director to accept a Community Resilience Partnership Community Action Grant (CAG) award from the Governor's Office of Policy Innovation and the Future (GOPIF).

On April 17, 2025, the City of Belfast received notice of award for its grant application under the Community Resilience Partnership Community Action Grant, issued by the Governor's Office of Policy Innovation and the Future. The award is for \$48,600 to adopt and execute a plan for energy efficiency and building envelope weatherization improvements to a building owned by the City at 25 Front Street. The City intends to make improvements to Building 1 (the Block Building) for use by the Harbor Department and Harbor Master to ensure continued and uninterrupted functions at Belfast Harbor.

Funding from this program will allow the City to hire a professional consultant to evaluate Building 1 to create building plans and scope of work to implement improvements to increase the building's energy efficiency and weatherization and aligns with the City's Climate Action Plan.

If approved by the City Council, a recommended motion would be to accept the award from the Future Community Resilience Partnership Community Action Grant Program to make improvements to Building 1 at 25 Front Street and authorize the City Manager to execute necessary program documents.

Please see the attached memo (10-O) from Deputy Economic Development Director Joellyn Warren explaining the request in further detail. Deputy Director Warren will be at the meeting to present and answer any questions.

10-P Request by the Deputy Economic Development Director to submit a grant application to the Safe Streets and Roads for All (SS4A) Program to improve roadway safety.

The Infrastructure Investment and Jobs Act (IIJA) established the Safe Streets and Roads for All (SS4A) competitive grant program with \$5 billion in appropriated funds over five years, 2022-2026. The SS4A program funds regional, local, and Tribal initiatives through grants to prevent roadway fatalities and serious injuries.

SS4A, and other similar federal funding sources for transportation infrastructure investment, require a comprehensive safety Action Plan. An Action Plan would allow for additional planning, analysis, and community engagement related to project selection and implementation in alignment with the Active Transportation Plan. Funding from this project can support short-term demonstration projects that could inform larger, more permanent improvements.

City staff and the Pedestrian, Transportation, and Accessibility Committee are looking for opportunities to fund the implementation of priority action items and recommend this opportunity as a necessary next step to secure funding for future projects.

If awarded, the total project cost is estimated at \$125,000, with the SS4A grant share of \$96,000 and a City match of \$25,000 in staff in-kind and monies from the Sidewalk Reserves Account #420-902. Grant applications are due on June 26, 2025.

If approved by the City Council, a recommended motion would be to authorize the submission of a grant application to the Safe Streets and Roads for All Planning and Demonstration Program and authorize the City Manager to sign all paperwork related to and necessary for the submission of this request.

Please see the attached memo (10-P) from Deputy Economic Development Director Joellyn Warren explaining the request in further detail. Deputy Director Warren will be at the meeting to present and answer any questions.

10-Q Request by the Deputy Economic Development Director to submit a request for Flood Mitigation Assistance grant funds support the City of Belfast Hazard Mitigation Plan.

Last year, the City applied to Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure and Communities (BRIC) for grant funds to hire a consultant to support the creation of a City-specific Hazard Mitigation Plan. The City was approved for BRIC funds, but unfortunately, the program was canceled by the Federal Government, and we were no longer being considered for BRIC grant.

Maine Emergency Management Association (MEMA) officials have notified the City of Belfast that a new grant round under the Flood Mitigation Assistance (FMA) is open and encourages the City to apply with their support. Grant funding can be used to support the creation of the City-specific Hazard Mitigation Plan.

Using the same project outline, the City seeks to request a FMA grant share of \$37,500 with a City in-kind match of \$12,500 of staff and Climate, Energy and Utilities Committee time for a total project cost of \$50,000. Grants are due on June 27, 2025.

If approved by the City Council, a recommended motion would be to authorize the submission of a grant application to FEMA's Flood Mitigation Assistance fund to assist the City with the creation of a City-specific Hazard Mitigation Plan in the amount of \$50,000 with a City match of \$12,500 in the form of in-kind City staff and Committee time.

Please see the attached memo (10-Q) from Deputy Economic Development Director Joellyn Warren explaining the request in further detail. Deputy Director Warren will be at the meeting to present and answer any questions.

10-R Request by the Economic Development Director to authorize sending City personnel to the upcoming National Brownfields Training Conference.

The National Brownfields Training Conference brings together stakeholders from government, industry, and the community to share knowledge and best practices on the remediation and redevelopment of contaminated properties, known as brownfields.

Communities that have familiarity and experience with the United States Environmental Protection Agency's (USEPA's) Brownfields Program, such as the City of Belfast, are encouraged to send their personnel to this conference annually. The City of Belfast has utilized the Brownfields Program for many important projects across the City in recent years, most recently including an award to demolish the former Bradbury building and make improvements to the former Superior Court House totaling \$2,500,000.00.

If approved by the City Council, a recommended motion would be to authorize Economic Development Staff to attend the National Brownfields Training Conference and to have their eligible conference-related expenses reimbursed by funding from the City's current USEPA Brownfields Assessment Grant, not to exceed \$5,600.00.

Please see the attached memo (10-R) from Economic Development Director Thomas Kittredge explaining the request in further detail. Director Kittredge will be at the meeting to present and answer any questions.

10-S Request by the Economic Development Director to accept a proposal from Port City Architecture to provide architecture and engineering services for a proposed City of Belfast Public Safety Building.

At its meeting of March 4th, 2025, the City Council authorized the issuance of a Request for Responses (RFR) for Architectural and Engineering Services for a Public Safety Building. This

Request for Responses was posted on the City's website and distributed to a number of firms on March 5th, 2025, with a submission deadline of March 31st, 2025. Eleven responses were received.

The City's Public Safety Building Committee reviewed and scored the written responses and selected five of the eleven responding firms for in-person interviews, which took place on April 8th and 9th, 2025. Following the interviews, the Committee unanimously recommends awarding the RFR to Port City Architecture.

If this proposal were accepted, Port City Architecture would generate and issue a contract, which would need to be reviewed and approved by the United States Department of Agriculture, Rural Development. City staff recommend that the City use \$103,133.90 from City Public Works Site Search Account #730-636 and \$6,857.10 from the City Engineering Account #680-604 to pay for this proposal.

If approved by the City Council, a recommended motion would be to accept Port City Architecture's Phase 1 Feasibility Study for a new Public Safety Building proposal, dated May 12th, 2025 and revised June 5th, 2025, with a total estimated cost of \$109,991.00; and to allocate \$103,133.90 from City Public Works Site Search account #730-636 and \$6,857.10 from City Engineering account #680-604 to be used to pay for the cost of this proposal.

Please see the attached memo (10-S) from Economic Development Director Thomas Kittredge explaining the request in further detail. Director Kittredge will be at the meeting to present and answer any questions.

10-T Request to remove three City Street Trees.

The City received three separate requests for the removal of City Street Trees at the following locations:

1. 129 Waldo Ave.
2. 288 High Street (located on the Field Street side of property)
3. 55 Spring Street

Belfast Garden Club Member and Certified Tree Risk Assessor Carol Herwig conducted a tree risk assessment of all three trees. Ms. Herwig's analysis found that the tree at 129 Waldo is near death and is a hazard; the tree at 288 High Street has been dead for years; and the tree located at 55 Spring Street is 90-95% dead and can't be revived. She recommends that all three be removed as soon as possible.

Ms. Herwig also noted that the tree at 55 Spring Street is an ash tree and checked for signs of emerald ash borer, but while there were plenty of borer holes she found none of the distinctive D-shaped holes.

Per the City Tree Ordinance, the trees were tagged, notifying the public of the requested removal and contact information for the City Manager's Office to report any questions or concerns regarding the request. The trees were posted at least two weeks prior to City Council consideration for removal, as required. I will update you if any additional comments come in before the meeting on Tuesday.

Please see the attached photo of the trees and memo from Belfast Garden Club Member and Certified Tree Risk Assessor Carol Herwig (10-T). I will be at the meeting to answer any questions.

10-U Request by the Airport Manager to expend up to \$7,180.00 for a five-year Base Network Access and Support Agreement for the QTPod M4000 Self-Serve Terminal.

The credit card terminal at the Airport Fuel Farm currently does not have a self-service feature to allow for a revenue flow when the Airport is not staffed. The Airport Manager can process retail

customer credit card transactions with an electronic point of sale terminal but only when he is physically present.

The Airport Manager recommends the City of Belfast purchase a QTPod M4000 NextGen Self-Serve Fueling Terminal including the QT POD Siteminder software to allow for self-service fuel sales and the potential for increased revenue.

The Airport Manager further recommends the City purchase the base plan 5-year prepaid option as it will save the City 20% this year and will protect the City from cost increases for the next four years. City staff recommend that funding be designated from the Airport Capital Reserve Account #640-595. This account has a current balance of \$70,626.72.

If approved by the City Council, the Airport Manager recommends a motion is made to authorize the expenditure of \$7,180 from Airport Capital Reserve Account #640-595 to fund a five-year Base Network Access and Support Agreement and authorize the City Manager to sign any necessary documents.

Please see the attached memo from Airport Manager Kenn Ortmann (10-U). I will be at the meeting to answer any questions.

10-V Determination of Grievance Appeal and Adoption of a Memorandum of Understanding with the Belfast Police Association/Fraternal Order of Police.

The City Council held a Grievance Hearing on Tuesday, June 3rd at 6:00PM. A recommended motion would be to grant the grievance, adopt the Memorandum of Understanding with the Belfast Police Association/Fraternal Order of Police and authorize the City Manager to sign the MOU.

Please see the attached Memorandum of Understanding (10-V) between the Belfast Police Association/Fraternal Order of Police and the City of Belfast. I will be at the meeting to answer any questions.

10-W Signing of Council Orders

The City of Belfast Fiscal Year 2025-2026 Budget marks my sixth as City Manager. Over the last six years, we have successfully navigated a worldwide pandemic, rising inflation and reduced revenues. We have assumed increased pressure on municipal government to adapt and expand the services we provide to our citizens in this changing world. I remain incredibly proud of the City of Belfast, our team, and the way we have successfully guided our community through challenging times, in a way that not many other municipalities were able to.

Belfast has thrived over the past several years and that is not a coincidence. It has been the result of partnerships and collaboration with local businesses, developers, community groups and local leaders advancing our City's growth in a way that has been a supportive environment for our citizens and businesses both old and new.

Thank you to our budget team; Finance Director Amy Bradford, Deputy City Manager Manda Cushman and all our City Department Heads who are always innovative in their ability to tackle unforeseen budgetary issues while continuing to meet the demands for our services.

Thank you to our Mayor and City Councilors who have spent a tremendous amount of their time, energy, and attention on creating this budget. We are so fortunate they remain very cognizant of the impact property taxes place upon Belfast citizens. This is the most discussed and dissected

piece of work they do each year, and their thoughtfulness regarding its impact on the community at large does not go unnoticed.

**City of Belfast
Consent Agenda
Tuesday, June 17, 2025
Meeting #24**

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 Lunch Wagon License permit application by Kerri Aguiar d/b/a Wicked Smahht Chourico Caht located at Cheeky Food Truck Park, 139 Searsport Avenue, Belfast, Maine, license to expire on December 31, 2025.**

Motion to approve a Lunch Wagon License permit application by Kerri Aguiar d/b/a Wicked Smahht Chourico Caht located at Cheeky Food Truck Park, 139 Searsport Avenue, Belfast, Maine, license to expire on December 31, 2025.

- B. Request to approve a Lunch Wagon License permit application by Judi Bisceglia d/b/a Za'Spresso located at Front Street Shipyard, 101 Front Street, Belfast, Maine, license to expire on December 31, 2025.**

Motion to approve a Lunch Wagon License permit application by Judi Bisceglia d/b/a Za'Spresso located at Front Street Shipyard, 101 Front Street, Belfast, Maine, license to expire on December 31, 2025.

- C. Request to approve a Facility Use Application by the Belfast Flying Shoes for use of the Armistice Bridge to host two free community contra dances on Tuesdays, July 15 and August 19, 2025, from 6:00 p.m. to 9:00 p.m.**

Motion to approve a Facility Use Application by the Belfast Flying Shoes for use of the Armistice Bridge to host two free community contra dances on Tuesdays, July 15 and August 19, 2025, from 6:00 p.m. to 9:00 p.m.

- D. Request to approve a Facility Use Application by Belfast Rotary Club, Habitat for Humanity and Come Boating for use of Steamboat Landing Park, the Belfast Boathouse, beach access and access to City Dock for the annual Belfast Harbor Fest on Saturday, August 16 and Sunday, August 17, 2025.**

Motion to approve a Facility Use Application by Belfast Rotary Club, Habitat for Humanity and Come Boating for use of Steamboat Landing Park, the Belfast Boathouse, beach access and access to City Dock for the annual Belfast Harbor Fest on Saturday, August 16 and Sunday, August 17, 2025.

- E. Request to approve a Facility Use Application by the First Church for use of Spring Street, closing the street from Court Street to Church Street, for the annual Strawberry Festival on Saturday, July 12, 2025, from 9:00 a.m. to 12:00 p.m.**

Motion to approve a Facility Use Application by the First Church for use of Spring Street, closing the street from Court Street to Church Street, for the annual Strawberry Festival on Saturday, July 12, 2025, from 9:00 a.m. to 12:00 p.m.

9.C, D + E



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Pamela J. Salokangas, CPRE, CPSI
Parks & Recreation Director

Email: parksandrec@cityofbelfast.org
Phone: (207) 338-3370, ext. 127

MEMORANDUM

TO: Erin Herbig, City Manager
FROM: Pam Salokangas, Parks and Recreation Director
DATE: June 10, 2025
RE: Facility Use Requests

The City of Belfast Parks and Recreation Department is presenting the following Facility Use Requests for the Consent Agenda.

9.C

Belfast Flying Shoes

The Belfast Flying Shoes are requesting to host two free community contra dances during the 2025 summer season on the Armistice Footbridge. Their plan is to host the All Comers Band and dancers of all ages and experience levels for dancing under the stars. This request focuses on the wider section of the bridge, closer to the east side of the bridge, to accommodate any folks who want to pass-through to the other side of the bridge and who are not dancing. These partnership programs have been going on since 2019.

Belfast Flying Shoes is requesting two Tuesdays this summer, July 15 and August 19; the following schedule is proposed:

- 6 PM – Band sets-up
- 6:30 PM – Band warm-up
- 7 PM – Contra dancing begins
- 8:30-9 PM – Contra dancing ends during this time based on natural light.

Electrical access is requested for the sound system; in 2024, there were some electrical issues, but Belfast Parks and Recreation is working with our electrician to make repairs where needed. Belfast Flying Shoes will watch the weather and will cancel if there is inclement weather in the area. Belfast Parks and Recreation recommends approval of this facility use request.

9.D

Belfast Harbor Fest

This year's event is being managed slightly differently than in the past, while the overall schedule and activities are not changing in 2025. In order to improve risk management for the Belfast Rotary Club and its partners—Habitat for Humanity and Come Boating—each group is submitting a Facility Use Request for to show for what they are responsible and to provide details that were unknown in the past. Additionally, each group is indemnifying the City of Belfast with a Certificate of Insurance, which lessens





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Memo to Manager Herbig

June 10, 2025

Page 2

the burden of the Belfast Rotary Club from insuring all partners as well as themselves. Therefore, you will see three Facility Use Requests associated with this memo, all of which have been vetted by Belfast Parks and Recreation. The Belfast Rotary Club has provided the overall event map.

The Belfast Harbor Fest is an annual event, and it is schedule to take place on Saturday and Sunday, August 16 and 17, with Friday, August 15 serving as a load-in/set-up day. During the weekend events, the revised parking plan will be in place to manage traffic around Commercial and Front Streets to include designated handicap parking, volunteer parking, load-in/load-out options for musicians, boaters, etc., and some street closures. We will be trialing this parking plan at the first large event of the summer—Arts In The Park—and will adjust these plans based on that event’s feedback.

Belfast Parks and Recreation recommends the approval of use of Steamboat Landing Park, the Belfast Boathouse, the public area and beach access next to the Belfast Boathouse, access to City Dock, and suggested parking areas per the parking plan.

9.D

First Church Summer Fair/Strawberry Festival

The First Church in Belfast is once again holding its annual summer fair/strawberry festival, and is once again requesting a street closure for Spring Street, from Court Street to Church Street on Saturday, July 12. The closure would last from 8 AM-4 PM which includes festival set-up/clean-up. The festival runs from 9 AM-2 PM.

The City will provide barricades from Public Works, and the Church plans to also place some cones and signage at either end of Spring Street.

The Belfast Parks and Recreation Department recommends approval of this request, and staff will coordinate dropping of supplies on-site.





Facilities Use Request City of Belfast, Maine



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 application is specifically for City property such as waterfront parks, pavilions, streets, sidewalks, etc. This application is NOT for the Belfast Boathouse, but it may be required in addition to the Belfast Boathouse Rental Application if you are planning an event that includes both the Belfast Boathouse and Steamboat Landing Park.

This application must be submitted 60 days or more before the proposed event date. This allows for the application to be reviewed by all departments and to be reviewed and approved by the Belfast City Council.

EVENT NAME: Flying Shoes Community Dance on the Armistice Footbridge

BRIEF EVENT DESCRIPTION: Belfast Flying Shoes will produce two free outdoor contra dances for all ages and experience levels, led by a dance caller, with music by an All Corners Band (open to all) on the Armistice Footbridge. After the band warms up, we will dance for a couple of hours, depending on enthusiasm of participants and the band.

DATES and TIMES: Third Tuesdays - July 15 and August 19 Band warms up at 6:30, dancing starts at 7:00, dancing ends at 8:30 or 9:00 (depending on enthusiasm and light)

PROPOSED LOCATIONS/AREAS TO BE USED: Armistice Footbridge, nearer to East Side
(If power outlets and lights don't work on East Side, we'll have the dance closer to the Harbor Walk and Rail Trail, on West side of the bridge)

ORGANIZING GROUP (if applicable): Belfast Flying Shoes

GROUP REPRESENTATIVE/INDIVIDUAL NAME: Chrissy Fowler, executive director

MAILING ADDRESS: PO Box 133, Belfast ME 04915 (office at 109 High St in Belfast)

PHONE NUMBER: 207-323-5655 CF's cell **EMAIL:** belfastflyingshoes@gmail.com

All applications and related documents must be returned to the Belfast Parks and Recreation Office at City Hall, 131 Church Street, Ground Level (drop off at City Clerk's office). Questions? Please call 207- 338-3370 Ext. 127 or parksandrec@cityofbelfast.org.

This is a planning checklist for your benefit as well as the City's. All activities must be included in the event description; anything not included cannot be approved and cannot be added later unless a second or revised application is submitted. Approvals will not be provided to individuals or groups who are uncertain of their plans.

When you are ready to submit your application, please attach maps, additional sheets, event outlines etc. which will help to explain your request. If any of the following questions do NOT apply to your event, simply write N/A (not applicable) in the space provided. Thank you.

Describe in detail the activities within your event and the schedule you are proposing.

These programs continue the partnership with the City of Belfast and the Parks and Recreation Department which we began in 2019. We will host two free outdoor contra dances, with live music, on the footbridge, open to the public: Tues 7/15 and Tues 8/19, from 6:00-8:30(or 9:00) pm

Based on the facilities noted above, how do you intend to use the spaces requested?

We will position the musicians and dancers such that the general public can access the bridge during the event. (This is partly why we want to dance on the East Side; so that people can still walk from the Harbor Walk/Rail Trail and can fish in the deeper part of the river.)

Are you asking to close off any City Streets? If so, please list by street name (include from where-to-where the street will be blocked, days, times, etc.).

No, N/A

If yes, who will be managing the street closures?

N/A

How many people do you expect at your event?

70-80 people of all ages (est. 10 musicians, 1 caller, est. 59 -69 dancers)

How many volunteers do you expect at your event?

2-3 volunteers

Will YOU or YOUR GROUP be selling things at this event? If yes, what will you be selling, and please provide descriptions.

No, N/A

If you will not be selling anything, will others at this event be selling items? If yes, please provide details.

No, N/A

Will you be renting spaces to vendors on City property? If yes, please provide for the type of vendors and your fees.

No, N/A

Please provide an explanation of vendor space sizes, locations, load-in/load-out details, etc.

N/A

Does this event call for any type of open fire, including for cooking purposes? If so, please describe what fire safety measures you plan on employing associated with this potential hazard? NOTE: a fire permit may be required.

No, N/A

How do you propose to handle garbage removal?

We do not expect to generate any trash. However, immediately after the event, we will clean up our dance area. If there is minimal trash, we will use City bins. If there are unexpected larger items, we will remove those and bring them to the transfer station ourselves.

How do you propose to handle parking and how will parking instructions be communicated to vendors, volunteers, service providers, and your customers?

Participants (musicians, dancers, volunteers, bystanders) will use City parking spaces and lots on both sides of the bridge. We will communicate this in all press releases and in promotion via our website, posters, social media posts, etc.

How do you propose to handle security, if needed.

We don't expect any security issues. (And if an entirely unexpected emergency arises, we will call 911.)

How do you propose to handle the need for regular and accessible restrooms?

If participants need to use a restroom during the dances, we expect they will use the portable toilets provided by the City or they will use the public restroom near the harbor walk.

What are your electrical needs, and how will you provide electricity?

We need electricity to power a small sound system (for the caller and musicians). We will use the outlets on the bridge's lightposts. We will cover the automatic sensor just before the event, to permit power to go to the outlets (and also turn on the lights), and we will use our own heavy-duty extension cord.

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

During the dancing, we will amplify the caller's voice and the trad music from the All Corners Band (fiddles, guitars, banjos, whistles, accordions, etc) We expect some whooping and applause from the dancers and onlookers.

What are your event safety protocols (i.e., weather, injury), and will you have a First Aid tent?

We will cancel the event if there are active thunderstorms (mist does not impact the dancing.) We will bring a first aid kit in case of minor injuries (scrapes requiring band-aids, etc). If there are major injuries, we will call 911.

Have you spoken to the neighbors in the area of this event regarding traffic, noise, parking etc.? NOTE: You may need to provide parking lot monitors and signage for your event.

No. (If the City requires us to do this, please provide the names and contact info for residents in the area.)

Will any alcohol be served or consumed at this event? If yes, please provide details on who will be providing that service, including their contact information (phone and email). NOTE: Additional permits may be required for your event based on your service provider, their liability insurance coverages, and any existing permits they may have.

No, N/A

Please attach a map that shows your event's boundaries, how you will set-up your event (vendors, beer/wine garden, restrooms, where activities will be located, your access points, and any other pertinent details).

Map Attached: Yes No (If no, when will map be available to review?) _____

Are you able to provide a Certificate of Insurance in the amount of \$1,000,000 that also lists the City of Belfast as an additional insured to hold the City of Belfast harmless from any and all injuries that may occur as the result of any negligence on your part in conducting this event?

Yes. Attached is a copy of our liability policy that names the City of Belfast as an additional insured.

Who is your insurance agent that will provide the Certificate of Insurance as proof of this policy?

Producer: Maury, Donnelly & Parr, Incorporated
Insurer: Philadelphia Indemnity Insurance Agency

Who will be in charge of the event and on-site for the majority of the event's duration? Please include cell phone numbers and an email address.

Chrissy Fowler, Executive Director of Belfast Flying Shoes
belfastflyingshoes@gmail.com
cell 207-323-5665

Are you asking the City for any additional services over and above the request to use the facilities you have described above? If so, please be specific. (Examples: barricades, security/street closures, electrical access, etc.)

Yes. Please confirm the week prior to the events that there is power to all of the lightposts on the bridge. If some outlets aren't functioning, let us know which ones do --and don't-- work.

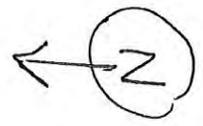
Are there any other details you haven't addressed and that you would like to include?

We're really excited about continuing this tradition in Belfast! Thank you for your ongoing support.

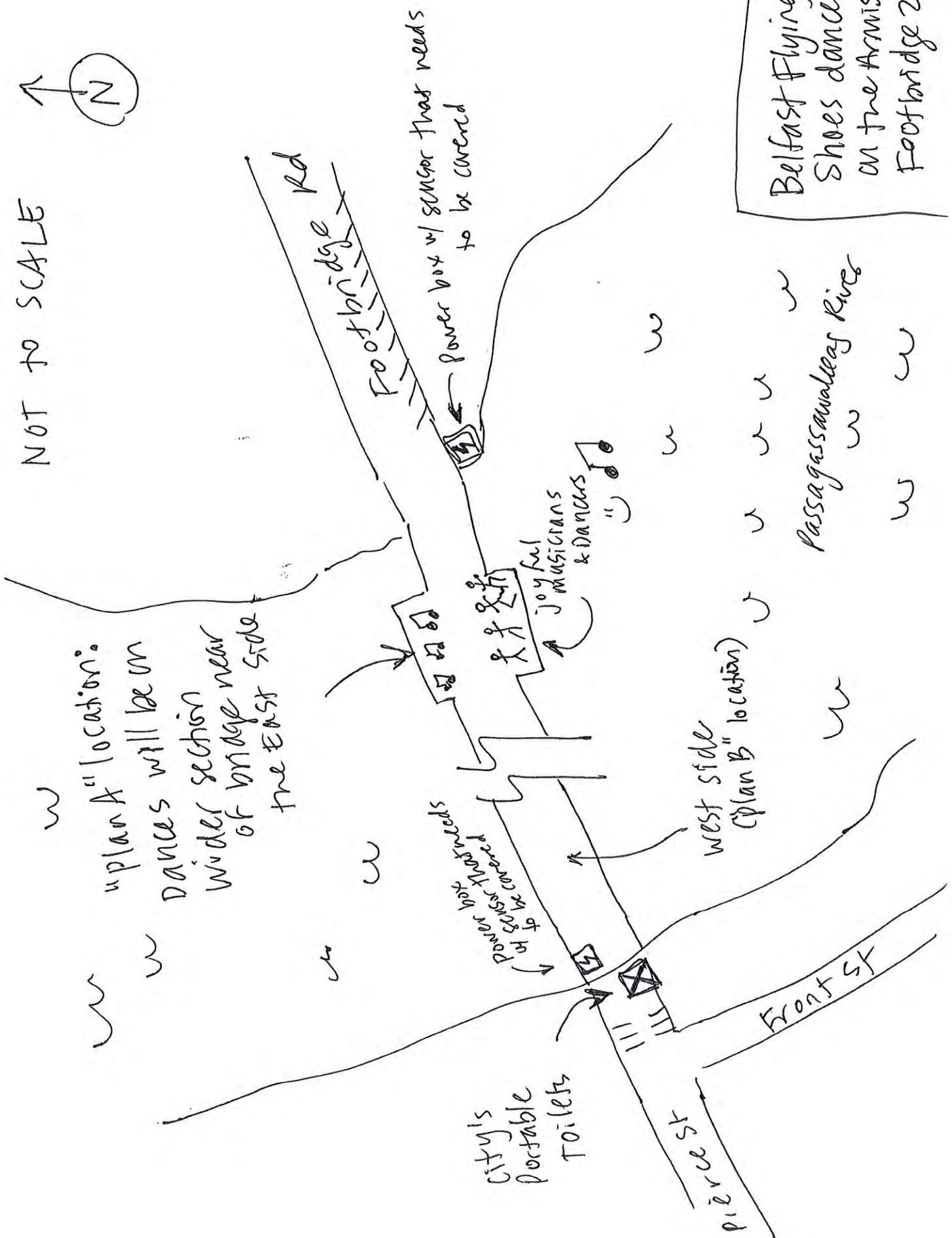
Have you reviewed the specific policies for use of City-owned property, located in Appendix A, particularly the information about reservations being secured in advance, and changes that could occur to your event (middle of pg. 7, under Scheduling)?

Yes No

NOT TO SCALE



"plan A" location:
Dances will be on
wider section
of bridge near
the east side



Belfast Flying
Shoes dances
on the Armistice
Footbridge 2025

Passagassawaug River

West side
(plan B" location)

City's
Portable
Toilets

Pierce St

Front St

power box that needs
to be covered

Joyful
Musicians
& Dancers

power box w/ sensor that needs
to be covered

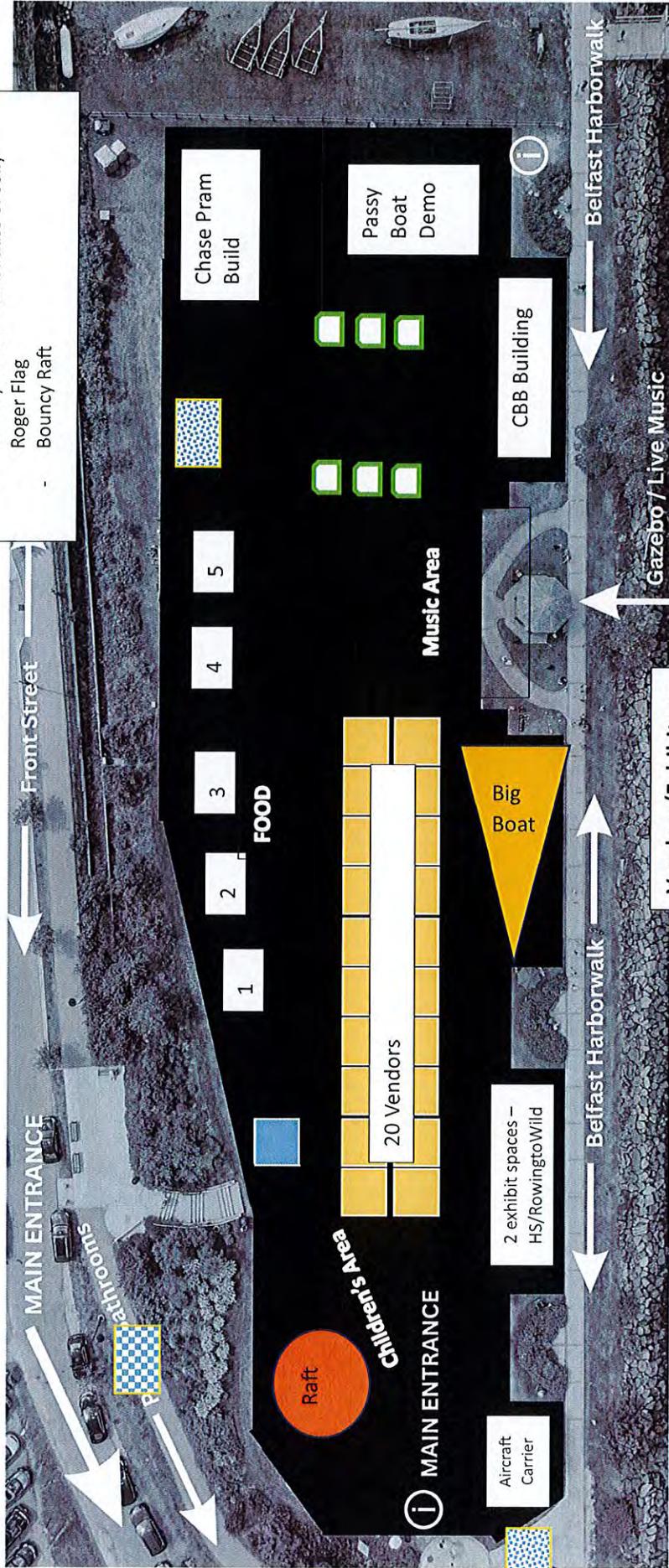
Footbridge Rd

2025 Harbor Fest Proposal

Proposal 5/5/25

In Children's (Pirate) area (offer to Local orgs) in shifts:

- Facepainting
- Wandering Pirate Balloon maker
- CBB Model making and Competition
- Treasure/Gold coin game
- Walk the Plank into ball pit
- Make your own CB Cutlass or Jolly Roger Flag
- Bouncy Raft



Vendors/Exhibitors

Boathouse

Gazebo/Live Music

Porta Potties: Two at Union and Miller, Two near Beer Garden, Two (one Handi Cap) at Corner near main entrance, two near Boat House

Activities on Lawn:
 BAHS Kelp, USCG PFD Station, Raft, JC Passy, Chase Pram build, CB Boat Building, Kids Area

Activities in BH: Pancake Breakfast, Talks 12-4pm

-  = 10'x10' Rotary = 10'x15'
-  = Vendor = 10'x20'
-  = 10'x20'

 = Picnic Table (set up like arts in the park)

 = Bathrooms

9.D

Mission: Belfast Rotary Club's Belfast Harbor Fest offers the community a multi-day event honoring the maritime heritage of Maine's midcoast, promotes the City of Belfast as an adventure destination for people of all ages and abilities, provides an economic lift for Belfast and Belfast area businesses, and enhances awareness of Belfast Rotary Club as a provider of charitable services to the people of Waldo County.

To fulfill this mission, we will create a two-day event that combines an auction gala and two days of fun on the waterfront for all ages culminating with a cardboard boat race on Sunday Morning.

We will have events for all ages. In the Pirate-Themed children's area, we will offer activities that parents can do with their 4-10-year-old children and that 11-15-year-old children can do on their own. Events will hands on and will relate to the ocean. Some examples may be: (Pirate) facepainting, build your own cardboard model boat, create a cardboard pirate's cutlass, dress up as a pirate, fish for golden treasure, bouncing in a 22 person raft, and walking the plank into a foam/ball pit. We will have people dressed as pirates walking around and engaging participants. There will be a contest for the model boats. They can be exhibited during the Sunday CB boat race and prizes will be given out.

In the exhibitor area, we will invite local non-profit organizations connected with the sea to show off their work. Participants may include: Belfast Area HS Marine Classroom, Penobscot Marine Museum, Owl's-Head-Transportation-Museum, Atlantic Challenge, Maine Island Trails.

In the vendor area, we will offer 20 booths to Maine artists, artisans, and approved local businesses. The cost will be \$75 (\$25 for Belfast locals, and we will guarantee 1000 people over the two days. We will not provide electricity at any of these sites. (\$1500)

In the food area, we will offer five vendors the opportunity to sell their food. Cost of Vendor sites will be \$150 for two days. These sites will come with electricity. (\$550)

Bands will play from the bandstand from 10 - 5pm.

A local boatbuilder will be on hand to demonstrate boat building techniques for part of the day.

We will recruit three local businesses to build their boats on Saturday and race them on Sunday. We will provide cardboard, tape and markers for their endeavors. Participants will be able to start at noon and can keep building until 5pm, if necessary. This race will be promoted specially and the business names will be prominent.

~~We will also offer a Beer Garden from 12-5pm on Saturday. Beer Garden will be available to a \$1000 sponsor for free or for \$250.~~

The Belfast Rotary Club will offer a tent with posters and materials about Rotary's impact locally, Nationally, and Internationally. The Club will staff this with at least two volunteers from 10am to 5pm on Saturday and 10am to 12n on Sunday. In addition, our Legacy Project will have a tent.

Current Vendors:

- Rowing To Wild (10x20) In exchange for talk
- North Light Gallery (in exchange for painting)

RENTAL AGREEMENT FOR BELFAST BOATHOUSE

Name of Business, Organization or Individual Renter: Belfast Rotary Club

Business or Organization Point of Contact: Russell Werkman

Mailing Address: c/o Werkman 157 Lincolnville Ave
(This address will be used to return any funds due to renter.)

City, State and Zip Code: Belfast, ME 04915

Telephone: 338-4598 Alternate Telephone: _____

Email: rwerkman@waldocountymca.org

Using the Tables on Page 2, please complete the following information:

Category:

- General Rental
- Non-Profit Rental
- Belfast City Employee
- Belfast City Schools

Non-Profit Tax ID: 20-3621396

Requested Rental Date(s): August 15 - 17, 2025

Rental Time*: Noon Friday - noon Sunday

*Rental Time should include set-up and clean-up time; be sure to indicate the actual time of the event on next line.

Day(s) of Week: Fri, Sat, Sun

Actual Event Time: Saturday 10-4pm, Sunday 9-12

Type of Event: Community Festival

Number of People Attending Event: 2000 over two days

Do you plan to serve alcoholic beverages? Yes No

1. This rental agreement incorporates all of the Belfast Boathouse Rental Rules and Regulations and Exhibits.
2. By signing this agreement, you are accepting the ALL terms of the Belfast Boathouse Rental Rules and Regulations and Exhibits, and all of your obligations that relate to them.
3. This agreement also includes the rental fee schedule, cancellation policy and security deposit requirements.
4. By signing this agreement, you are saying that you accept the terms of the rental fee schedule, times of the rental period, deposit requirements and security deposit requirements, and you are accepting responsibility and liability for non-compliance for yourself and on behalf of your guests, contractors, other service providers, and attendees.
5. Insurance: An insurance liability policy must be obtained and submitted to the City of Belfast for approval 10 days in advance of the event. A copy must be sent to the Parks and Recreation Director at Belfast Parks and Recreation for review and approval parksandrecreation@cityofbelfast.org. It is very important that the policy be in the amount of \$1,000,000 and that the City of Belfast is named the additional insured as related to the event. Additional endorsements may be required based on your rental activity.
6. I specifically agree to leave the Belfast Boathouse in the condition noted per the Cleaning Checklist (Exhibit E).
7. By signing this agreement, I agree that the security deposit can be used by the City of Belfast to offset any cleaning fees or damages to equipment and property related to this rental at the Belfast Boathouse's facility and grounds, or failure to adhere to other provisions that have been incorporated into and made part of this agreement. Unauthorized use of Steamboat Landing Park or other City property will completely forfeit any security deposit funds.
8. If for any reason the amount of the security deposit is not sufficient to pay for damages and costs, then I agree to be personally responsible for the financial difference and will promptly pay the City of Belfast within 30 days of receipt of the invoice for payment for charges in excess of the previously paid security deposit. If I fail to pay these charges as specified,

then I agree that I may lose rental privileges, and that I will also be responsible for the City of Belfast's legal fees associated with the legal prosecution of a collection claim against me for these charges in court. I also understand and agree that if there are any monies left in the security deposit that are in excess of the damages, or other specified charges and expenses sustained by the City of Belfast, then this balance will be returned to me by mail within 30 days after the event.

Please confirm with your initials that you understand the following rental requirements:

gm **BUILDING OCCUPANCY**

Regulation for Belfast Boathouse occupancy for any event is a maximum of 150 people seated or a maximum of 200 people standing.

- Educational style seating with tables: Maximum capacity is 150.
- Sit-down dinner with round tables: Maximum capacity is 150.
- Reception style events with standing room only: Maximum capacity is 200.
- Auditorium style (or seating in rows): Maximum capacity is 175.

*Please note that occupancy maximums DO NOT increase with the use of a tent.

*No tents are allowed on any paved area outside the fenced grounds of the Belfast Boathouse.

me **CERTIFICATE OF LIABILITY/INSURANCE**

Liability insurance must be obtained for the entire duration of the event (including set-up and clean-up) to cover any function held at the Belfast Boathouse (this can usually be obtained through a homeowner's insurance policy or various special event insurance companies).

- The City of Belfast must be named as an Additional Insured on the Certificate of Insurance for the event (see Exhibit D), which is due to Belfast Parks and Recreation 10 days prior to your event.
- The coverage will be no less than \$1,000,000 general liability, and additional endorsements may be needed based on your event. Be sure to discuss this with the Belfast Boathouse Rental Agent.
- If a licensed caterer provides and/or sells (cash bar) alcoholic beverages at the Boathouse, the caterer will need to apply for an Off-Premises Permit at Belfast City Clerk's Office and also provide liability insurance coverage in the amount of \$1,000,000. A copy of the insurance coverage must be provided to the Belfast Parks and Recreation 10 days prior to the date of the event (an example of an acceptable form is found at Exhibit D).

grew **DAMAGE, CLEANING & MAINTENANCE RULES**

Renter must leave the Belfast Boathouse in the condition noted in the Cleaning Checklist (Exhibit E), including bathrooms, trash, floors, tables, chairs, and equipment. The Cleaning Checklist is posted in the Belfast Boathouse vestibule for reference.

- No staples, nails, or duct tape are to be used on the walls or floors. Painter's tape may be used on the wall.
- All floors must be swept and mopped. Kitchen area must be cleaned.
- Tables/chairs must be cleaned/wiped and all tape removed. All table and chair legs should be wiped down if they were used outside on the Belfast Boathouse grounds. Tables/chairs must be returned to storage racks and the rear storage area making sure no damage has been done to furniture or equipment, or the interior or exterior of the building and grounds.
- All food, garbage, decorations, etc., must be removed from Belfast Boathouse property. If Belfast Boathouse is not left in accordance with these rules, and after inspection by the Belfast Boathouse Rental Agent, the Renter will forfeit their Security Deposit and also be charged for the cost to repair damage.
- The Renter shall also report any damages that occur to the property during their event to Belfast Boathouse Rental Agent as soon as practical.

grew **ADDITIONAL GUIDELINES**

- The Belfast Boathouse is a smoke-free environment.
- Please note that the Belfast Boathouse is an unstaffed facility.
- Any additional cooking or catering equipment must be approved by the Belfast Boathouse Rental Agent.
- All requests for tents must be pre-approved by the Belfast Boathouse Rental Agent. No tent can increase the seating capacity outlined for the Boathouse, and tents are only allowed inside the fenced grounds.

- Any additional equipment, staging, non-traditional decorations, etc. must be pre-approved by the Belfast Boathouse Rental Agent.
- No vehicles are permitted inside the Belfast Boathouse.
- The general public is not permitted inside the Belfast Boathouse when it is rented for a private event. The Police may be contacted if unwanted visitors refuse to leave.
- The City of Belfast cannot guarantee that there will not be any other events in the area, any construction in the surrounding neighborhoods, events/activities in the Harbor, or other activities in the surrounding public spaces.
- Renters are encouraged to utilize the parking information noted in Exhibit C for their events. Parking is not guaranteed for the Belfast Boathouse rentals.

I certify that I am at least twenty-one (21) years of age. I have read and fully understand the Belfast Boathouse Rental Agreement and also the rules and regulations for renting the Belfast Boathouse located at 34 Commercial Street in Belfast, Maine. I am an authorized representative of above listed business, organization, or event and will abide by all rules and regulations set forth by this agreement. I understand and fully agree to forfeiture of any or all deposits if I am not in compliance with the terms set forth by this agreement. In signing this form as an individual or as a representative of the above listed business or organization, release the City of Belfast from any and all liability in case of death or injury during the use of the Belfast Boathouse facilities.

Signed: 
 Renter

Date: May 12, 2025

Title: Chair of Harbor Fest
(If signing for a Business or Organization)

Signed: Pamela J. Salokangas
 Belfast Boathouse Rental Agent
 Pamela J. Salokangas, Parks and Recreation Director

Date: May 13, 2025

***** FOR OFFICE USE ONLY *****

TOTAL RENTAL FEE DUE: \$ 1,500.00

RENTAL FEE 50% DEPOSIT: \$ _____ DUE DATE: _____

RENTAL FEE FINAL BALANCE DUE: \$ 1,500.00 DUE DATE: 6/10/25

SECURITY DEPOSIT FEE DUE: \$ 500.00 DUE DATE: 6/10/25

CERTIFICATE OF INSURANCE DUE: 8/4/25

Acceptable payment options are checks, cash, or credit card. Checks should be made payable to the City of Belfast. Credit card payments will incur a 2.5% processing fee in addition to rental charges.

Once dates, rental process, and payment schedule has been discussed, please return Belfast Boathouse Rental Agreement, with initials and signature, and payment to:

Belfast City Hall
 Belfast Parks and Recreation (Ground Floor)
 Attn: Boathouse
 131 Church Street
 Belfast, ME 04915



Facilities Use Request City of Belfast, Maine



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 application is specifically for City property such as waterfront parks, pavilions, streets, sidewalks, etc. This application is NOT for the Belfast Boathouse, but it may be required in addition to the Belfast Boathouse Rental Application if you are planning an event that includes both the Belfast Boathouse and Steamboat Landing Park.

This application must be submitted 60 days or more before the proposed event date. This allows for the application to be reviewed by all departments and to be reviewed and approved by the Belfast City Council.

EVENT NAME:

BRIEF EVENT DESCRIPTION:

DATES and TIMES:

PROPOSED LOCATIONS/AREAS TO BE USED:

ORGANIZING GROUP (if applicable):

GROUP REPRESENTATIVE/INDIVIDUAL NAME:

MAILING ADDRESS:

PHONE NUMBER: **EMAIL:**

All applications and related documents must be returned to the Belfast Parks and Recreation Office at City Hall, 131 Church Street, Ground Level (drop off at City Clerk's office). Questions? Please call 207- 338-3370 Ext. 127 or parksandrec@cityofbelfast.org.

This is a planning checklist for your benefit as well as the City's. **All activities must be included in the event description; anything not included cannot be approved and cannot be added later unless a second or revised application is submitted. Approvals will not be provided to individuals or groups who are uncertain of their plans.**

When you are ready to submit your application, please attach maps, additional sheets, event outlines etc. which will help to explain your request. If any of the following questions do NOT apply to your event, simply write N/A (not applicable) in the space provided. Thank you.

Describe in detail the activities within your event and the schedule you are proposing.

The Regatta occurs on the 3rd weekend of August, in conjunction with the Belfast Rotary Clubs Harbor Fest. On Friday night, at the pavilion in City Park from 5- 7 30, we provide pizza and soft drinks to participating racers. Saturday, at noon, we hold the Regatta races for human-powered boats (pilot gigs and other rowing craft) and provide lunch to racers.

Based on the facilities noted above, how do you intend to use the spaces requested?

Lawn to the right of the boathouse, we will set up registration, CB merchandise sales, and the racers' lunch. The beach beside the boathouse will be used for launching small rowing craft. The public pier will be accessed for launching larger rowing craft, including pilot gigs. On Friday night, the pavilion will be used for the pizza party.

Are you asking to close off any City Streets? If so, please list by street name (include from where-to-where the street will be blocked, days, times, etc.).

The parking lot beside the boat house

If yes, who will be managing the street closures?

Rotary manages this with support from CB volunteers

How many people do you expect at your event?

Total rowers, volunteers, and spectators will be in the range of 175 -200 people

How many volunteers do you expect at your event?

40 - 50 volunteers; some of whom will be delivering food donations for the rowers' lunch

Will YOU or YOUR GROUP be selling things at this event? If yes, what will you be selling, and please provide descriptions.

CB merchandise, which includes items such as caps, t-shirts, sweatshirts, CB embossed drinking glasses and mugs, dry bags, etc..

If you will not be selling anything, will others at this event be selling items? If yes, please provide details.

No

Will you be renting spaces to vendors on City property? If yes, please provide for the type of vendors and your fees.

No

Please provide an explanation of vendor space sizes, locations, load-in/load-out details, etc.

NA

Does this event call for any type of open fire, including for cooking purposes? If so, please describe what fire safety measures you plan on employing associated with this potential hazard? NOTE: a fire permit may be required.

We will have a propane grill for cooking hotdogs but no open fires.

How do you propose to handle garbage removal?

We will remove our garbage from the pavilion in City Park; Rotary arranges for removal of garbage from the boathouse

How do you propose to handle parking and how will parking instructions be communicated to vendors, volunteers, service providers, and your customers?

We will have a volunteer directing traffic for boat drop-off at the public pier. Trailers used to haul boats will be directed to appropriate public parking.

How do you propose to handle security, if needed.

NA

How do you propose to handle the need for regular and accessible restrooms?

Use of portable toilets at the boathouse and the public restrooms near the public pier

What are your electrical needs, and how will you provide electricity?

Rotary offers the use of extension cords from the boathouse to the side yard for a microphone for announcements and race results

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

Cheering during the races

What are your event safety protocols (i.e., weather, injury), and will you have a First Aid tent?

We will follow CBs rules for rowing in inclement weather and cancel if unsafe conditions exist. We do not have a first aid tent.

Have you spoken to the neighbors in the area of this event regarding traffic, noise, parking etc.? NOTE: You may need to provide parking lot monitors and signage for your event.

We work with the rotary volunteers to manage the parking lot traffic

Will any alcohol be served or consumed at this event? If yes, please provide details on who will be providing that service, including their contact information (phone and email). NOTE: Additional permits may be required for your event based on your service provider, their liability insurance coverages, and any existing permits they may have.

No

Please attach a map that shows your event's boundaries, how you will set-up your event (vendors, beer/wine garden, restrooms, where activities will be located, your access points, and any other pertinent details).

Map Attached: Yes No (If no, when will map be available to review?) none planned

Are you able to provide a Certificate of Insurance in the amount of \$1,000,000 that also lists the City of Belfast as an additional insured 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.

Who is your insurance agent that will provide the Certificate of Insurance as proof of this policy?

Allen Agency

Who will be in charge of the event and on-site for the majority of the event's duration? Please include cell phone numbers and an email address.

Bev Baker 207 458 -1009; bevbaker@tidewater.net
Crystal Laubach 207 542-4609; cmserenity@verizon.net
Ruta Kadonoff 202 236-6271; rutakad@gmail.com

Are you asking the City for any additional services over and above the request to use the facilities you have described above? If so, please be specific. (Examples: barricades, security/street closures, electrical access, etc.)

No

Are there any other details you haven't addressed and that you would like to include?

No

Have you reviewed the specific policies for use of City-owned property, located in Appendix A, particularly the information about reservations being secured in advance, and changes that could occur to your event (middle of pg. 7, under Scheduling)?

Yes

No

Specific Department and Services Requested

City Manager:	
Police:	
Fire/ Ambulance:	
Parks and Rec.:	
Public Works:	
Harbor Master:	
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 unless an amended form or an addendum is filed for approval by City Council. Any amendments or addenda must be filed more than 60 days prior to the event date.

I certify that I am at least twenty-one (21) years of age. I have read and fully understand the Facilities Request Application and also the rules and regulations utilizing Belfast Parks and Recreation’s facilities and property. I am an authorized representative of above listed business, organization, or event and will abide by all rules and regulations set forth by this agreement. I understand and fully agree to forfeiture of any or all deposits if I am not in compliance with the terms set forth by this agreement. In signing this form as an individual or as a representative of the above listed business or organization, release the City of Belfast from any and all liability in case of death or injury during the use of any City-owned facility or property.

SIGNATURE: Beverly Baker

DATE: 5/12/25

REVIEW #1: Pamela J. Salokangas

DATE: May 27, 2025

REVIEW #2: _____

DATE: _____

APPROVAL: _____

DATE: _____

APPENDIX A:
SPECIFIC POLICIES RELATED TO
USE OF CITY PARKS AND PROPERTY FOR SPECIAL EVENTS AND FUNDRAISERS

The purpose of this policy is to specify and clarify procedures regarding the use of City parks for special events or fundraising events and to ensure these activities meet the requirements of the City ordinances. **A Special Event or Fundraiser can be defined as any event that exceeds 75 people, and which is open to the general public, and/or where fundraising may occur through an event pre- registration, and/or where donations will be accepted in advance or on-site.**

This policy applies to:

- all City parks and park areas;
- the City pool;
- and for other City-owned property utilized for special events or fundraisers (i.e., sidewalks, streets, city parking lots).

Reservations must be secured for special events/fundraisers AT LEAST 60 days in advance. Some events may require additional lead time and should be discussed in advance. This time frame allows the Department to review requirements with organizers, secure paperwork and deposits, and then forward to City Council for approval for any atypical details or waiver requests.

NOTE: Several waterfront parks are also designated as special event spaces since they provide the most space for the larger events held in the City of Belfast. Special requirements are necessary to balance the use at the various City parks and to ensure that the parks are still open to the general public and that parking is available for all events and for general users.

The following types of large group events are subject to the provisions of this policy:

- Community events sponsored by Belfast-based civic or social organizations,
- Fundraising events sponsored by a Belfast-based non-profit organization to benefit a Belfast-based program,
- Special athletic or sporting events by a Belfast-based group,
- Concerts or public performance events at any park,
- Special events at the Belfast Dog Park,
- Other events as determined by the Parks and Recreation Director or the Parks, Trails, and Recreation Committee.

The following rules apply:

- Since each event is somewhat unique, the Director of Parks & Recreation will determine if the planned event shall be covered by this policy.
- Belfast-based groups organizing a large special event/fundraiser will have priority over non-Belfast-based groups.
- Special events/fundraisers are booked on a first-come, first-served basis EXCEPT three annual events with a long event history and schedule—Arts In The Park, Maine Celtic Celebration, and the Belfast Harbor Fest.
- All special events/fundraisers must be reviewed in advance to ensure that they meet this

policy and the City ordinances regarding public safety, alcohol, permitting, etc.

Scheduling

Special Events/Fundraisers can be scheduled up to one (1) year in advance. The appropriate rental form (either Special Event/Facility Request or a Belfast Boathouse Rental Application, or in some cases both forms) must be completed to secure a date. The Parks and Recreation Director will determine when rental deposit, security deposit, final payment, and insurance certificate will be due. The rental date(s) will not be secure until rental deposit and/or full payment (depending on lead time) is paid.

Reservations must be secured for special events/fundraisers AT LEAST 60 days in advance. In addition, the Director and/or City Manager/City Council may:

- deny or revoke reservations to any event which is not compatible with the facility or other scheduled events;
- restrict the total number of Special Events/Fundraisers which may be held per year at each park;
- deny or revoke reservations to any event with the potential of overloading park visitor capacity with respect to public safety or facility capacity or parking accommodations;
- suggest alternate locations in order to better accommodate Special Events/Fundraisers with respect to public safety, parking, visitor capacity;
- move activity locations or cancel specific activities if inclement weather has created hazardous conditions or the potential for excessive facility damage;
- all cases of reservation denial or revocation may be appealed to the Belfast City Council at their next regularly-scheduled meeting.

Event Planning

Special event/fundraiser organizers shall meet with the Director **at least 60 days** prior to the event to review preliminary event plans, determine activity locations in the park, and confirm all operational details. A second meeting 7-10 days prior to the event may also be scheduled. Provisions for inclement weather/heavy rain should be made by the sponsoring group with regard to all event operations (parking areas, activities, food service, etc., to include moving activity locations or canceling specific activities if inclement weather has created hazardous conditions or the potential for excessive facility damage.). The Department Director must approve event details in advance.

Tent Policy

If you intend to erect tents of your own or rented tents from a third-party, you will need to adhere to the following recommendations:

- All tents, no matter the size, should be staked properly to avoid any accidental fly-aways during windy days. Tent stakes should be marked clearly to avoid any tripping hazards.
- Large tents (larger than 20' x 20'/400 sq. ft.) installed without sides do not need any additional inspections or permits; these tents must be staked properly.
- Large tents (larger than 20' x 20'/400 sq. ft.) installed with sides, sides that will be on 100% of the time, fall into the Assembly Use category for the Maine State Fire Marshall's office. These tents would need to have a plan review for egress paths and fire retardation

certification. This would be coordinated well in advance of the event. These tents must also be staked properly.

- Large tents (larger than 20' x 20'/400 sq. ft.) with or without sides should have one (1) fire extinguisher on-hand; large tents (larger than 40' x 40'/1,600 sq. ft) with or without sides should have two (2) fire extinguishers on-hand.
- Tent stakes/support guy wires must be 12' or more from any structures, parking lots, trees, vehicles, signage, etc. Any stakes/support guy wires must be marked well for pedestrians' needs.
- Installation areas must be marked for utilities in advance of any tent installation if there is even the slightest chance that underground utilities are in the area. Utility marking is the sole responsibility of the reservation holder and should only be scheduled once reservation holder has an approved tent location from the Department.
- Additional rental fees may be required if a tent must be installed several days in advance of a special event/fundraiser, and only if the space is available.

Park Operations

Belfast Parks and Recreation is not able to financially assist special event or fundraising events. The Department may assign staff for park maintenance before, during, and after the event (for assistance with trash collection, restroom maintenance, special setups/take downs, facility maintenance, electrical needs), based on the potential number of visitors the event may generate.

The Department will invoice the event sponsors for all expenses incurred that were in excess of the normal level of park operations or that generated overtime. Only Department employees are permitted to operate Department vehicles and equipment. The large event organizers may also be required to provide volunteers to direct event parking and pedestrian access or to provide overflow parking at a non-municipal owned area, and to assist with trash collection duties. Therefore, the organizing group can expect to pay for these functions:

- Permits for alcohol/catering services; these may need to be paid by renter and/or by individual vendors participating in the fundraising or special event being sponsored by renter.
- Extra Department staff: expense depends on event details; an estimate can be provided in advance,
- Repairs to park facilities, as required, and if resulting from the group's use,
- Portable toilet rentals (supplemental) from a private supplier, pending event details,
- Trash dumpsters (supplemental) from a private supplier, pending event details, and
- Additional insurance premiums for coverage of the event with indemnification to the City of Belfast, and, if needed, for any private parking areas near the facility (see below) and/or for a liquor liability endorsement.

Insurance

All rentals that are open to the public except family rentals (non-public) shall provide to the Department, in advance of the event, a Certificate of Insurance which:

- Provides evidence of coverage in both commercial general liability insurance and automobile liability insurance (if applicable) for a minimum coverage amount of \$1,000,000 per occurrence, combined single limit;

- A Certificate of Insurance must include adding the City of Belfast as an additional insured;
- For events that are hosting alcohol-related activities such as a beer garden or wine tasting, the Certificate of Insurance will also need to demonstrate a liquor liability endorsement which may increase the insurance premium.

The minimum coverage amount that is required by the Department may be increased pending the type of event and level of risk or an additional rider may be requested. Food service and liquor operations may require additional permits, and these are typically processed by the Belfast City Clerk's office and approved by the Belfast City Council. Additional insurance coverage for food service (as well as meeting the requirements of the City and state health codes) may be required. In addition, other groups or businesses which use park facilities during special events (i.e., third-party concessionaires like food vendors) must also present in advance to the event organizer a similar Certificate of Insurance for their operations. Please contact the Department regarding specific insurance requirements for the planned event.

Parking and Vehicle Access

Very few of the Special Event areas have their own parking, especially those in the waterfront area. To host an event at Steamboat Landing Park, an event organizer will be required to rent the Belfast Boathouse to secure handicap parking and to have load-in and load-out access.

Event organizers will be required to follow the soon-to-be-created parking plan during large and multi-day events (as of 2025). Once that parking plan is in place, the Belfast Parks and Recreation Department will update this policy with those details. Parking is permitted only in designated spaces or areas. No parking on the grass or in driveways is permitted during a large group event, except with the express written permission of the Department. Tasks may also include providing appropriate signage during events, hosting volunteers for parking tasks (see below), and communicating the parking information to patrons.

The organizers should also make arrangements to furnish Parking Guides (volunteer or paid) to safely direct vehicles to the proper spaces, as well as providing safe pedestrian crossings on various roadways around the event site.

- Considerations should be given to making directional and information signs for your event.
- Vehicles parked illegally on City or private property will be ticketed by police and are subject to towing at the owner's expense.
- It is especially important that emergency access remain available at all times during your event, and that the event organizers follow the new event parking plan (2025).
- Vehicular access to any areas off the paved roadways must be approved by the Department in advance, including by event contractors, caterers, concessionaires, event leaders, etc.

If you plan to submit a request that is outside the boundaries of this policy, please submit it at least 60 days in advance.



Facilities Use Request City of Belfast, Maine



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 application is specifically for City property such as waterfront parks, pavilions, streets, sidewalks, etc. This application is NOT for the Belfast Boathouse, but it may be required in addition to the Belfast Boathouse Rental Application if you are planning an event that includes both the Belfast Boathouse and Steamboat Landing Park.

This application must be submitted 60 days or more before the proposed event date. This allows for the application to be reviewed by all departments and to be reviewed and approved by the Belfast City Council.

EVENT NAME:

BRIEF EVENT DESCRIPTION:

DATES and TIMES:

PROPOSED LOCATIONS/AREAS TO BE USED:

ORGANIZING GROUP (if applicable):

GROUP REPRESENTATIVE/INDIVIDUAL NAME:

MAILING ADDRESS:

PHONE NUMBER: **EMAIL:**

All applications and related documents must be returned to the Belfast Parks and Recreation Office at City Hall, 131 Church Street, Ground Level (drop off at City Clerk's office). Questions? Please call 207- 338-3370 Ext. 127 or parksandrec@cityofbelfast.org.

This is a planning checklist for your benefit as well as the City's. **All activities must be included in the event description; anything not included cannot be approved and cannot be added later unless a second or revised application is submitted. Approvals will not be provided to individuals or groups who are uncertain of their plans.**

When you are ready to submit your application, please attach maps, additional sheets, event outlines etc. which will help to explain your request. If any of the following questions do NOT apply to your event, simply write N/A (not applicable) in the space provided. Thank you.

Describe in detail the activities within your event and the schedule you are proposing.

Sunday August 17th 2025: 1. begin setup @ 9am Tents, chairs, tables, and cooking area. 2. Arrange serving area with food products not requiring refrigeration. 3. Begin preparing corn and set up propane burners for cooking. 4. Set-up cashier station where people will purchase tickets for food. Signage will be present. Begin serving at 11:15 am Lobsters, clams, hot dogs and hamburgers, with sides. Music begins at 1 pm to allow for people who don't enjoy the music to eat early. At 3 pm we close down serving and start clean-up all trash containers are emptied and new bags put in trash collected and taken to area for pick-up designated by Rotary. All tents are taken down and Rotary picks up and all chairs and tables are removed and delivered to owners.

Based on the facilities noted above, how do you intend to use the spaces requested?

Provide an area to host customers for a "lobster Gala" with food service of Lobster and Clams plus hot dogs and Hamburgers while enjoying the landscape of the park and/or the music as provided by the band which will use the Gazebo. This is an annual fundraiser for us providing an exciting Maine experience!

Are you asking to close off any City Streets? If so, please list by street name (include from where-to-where the street will be blocked, days, times, etc.).

No

If yes, who will be managing the street closures?

NA

How many people do you expect at your event?

200 plus

How many volunteers do you expect at your event?

13-15

Will YOU or YOUR GROUP be selling things at this event? If yes, what will you be selling, and please provide descriptions.

Lobsters, Clams Hamburgers and Hotdogs, Cole slaw Chips Sodas and Water Desserts and all the fixings butter, salt and pepper etc.

If you will not be selling anything, will others at this event be selling items? If yes, please provide details.

no

Will you be renting spaces to vendors on City property? If yes, please provide for the type of vendors and your fees.

no

Please provide an explanation of vendor space sizes, locations, load-in/load-out details, etc.

na

Does this event call for any type of open fire, including for cooking purposes? If so, please describe what fire safety measures you plan on employing associated with this potential hazard? NOTE: a fire permit may be required.

we use grills and propane burners, and have 2 fire extinguishers on hand.

How do you propose to handle garbage removal?

At the end of the event We empty all the trash cans and put them with whatever Rotary has for Trash Pick -up.

How do you propose to handle parking and how will parking instructions be communicated to vendors, volunteers, service providers, and your customers?

We in the past have used the regular parking spaces off Commercial and Spring streets.

How do you propose to handle security, if needed.

Assessment and communication if out of hand we have several gentlemen who may handle situation if need be then we shall call 911.

How do you propose to handle the need for regular and accessible restrooms?

In the past Rotary has provided portable toilets for use.

What are your electrical needs, and how will you provide electricity?

We need electricity for the Gazebo for the Band who bring their own equipment such as amplifiers, sound equipment etc.

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

Rock and roll music at a low level between 1 pm - 3pm

What are your event safety protocols (i.e., weather, injury), and will you have a First Aid tent?

If the weather is not permitting than we will postpne if someone is injured we will follow appropriate steps to facilitate necessary care such as Assessment of injuries if need be transport to care facility and use 911 if needed.

Have you spoken to the neighbors in the area of this event regarding traffic, noise, parking etc.? NOTE: You may need to provide parking lot monitors and signage for your event.

Havent had complaints in the past so no we have not.

Will any alcohol be served or consumed at this event? If yes, please provide details on who will be providing that service, including their contact information (phone and email). NOTE: Additional permits may be required for your event based on your service provider, their liability insurance coverages, and any existing permits they may have.

NO

Please attach a map that shows your event's boundaries, how you will set-up your event (vendors, beer/wine garden, restrooms, where activities will be located, your access points, and any other pertinent details).

Map Attached: Yes No (If no, when will map be available to review?) _____

Are you able to provide a Certificate of Insurance in the amount of \$1,000,000 that also lists the City of Belfast as an additional insured 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 They have been notified of the need. certificate is attached.

Who is your insurance agent that will provide the Certificate of Insurance as proof of this policy?

Lockton Affinity Affiliate Insurance

Who will be in charge of the event and on-site for the majority of the event's duration? Please include cell phone numbers and an email address.

Randy Mailloux 207-322-4618 mailloux@maillouxmarden.com
Mary Tripp 207-930-5304 marytripp06@yahoo.com
Vicki Keller 207-930=5399 vjkeller19@gmail.com

Are you asking the City for any additional services over and above the request to use the facilities you have described above? If so, please be specific. (Examples: barricades, security/street closures, electrical access, etc.)

Electrical access to the Gazebo

Are there any other details you haven't addressed and that you would like to include?

none known at this time.

Have you reviewed the specific policies for use of City-owned property, located in Appendix A, particularly the information about reservations being secured in advance, and changes that could occur to your event (middle of pg. 7, under Scheduling)?

Yes

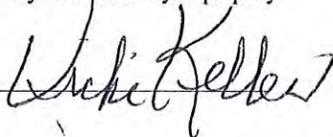
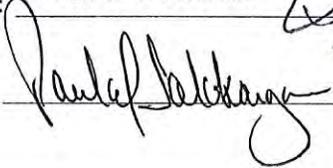
No

Specific Department and Services Requested

City Manager:	
Police:	Only if need occurs
Fire/ Ambulance:	Only if need occurs
Parks and Rec.:	Approval of facilities use application
Public Works:	Electrical access to Gazebo
Harbor Master:	
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 unless an amended form or an addendum is filed for approval by City Council. Any amendments or addenda must be filed more than 60 days prior to the event date.

I certify that I am at least twenty-one (21) years of age. I have read and fully understand the Facilities Request Application and also the rules and regulations utilizing Belfast Parks and Recreation's facilities and property. I am an authorized representative of above listed business, organization, or event and will abide by all rules and regulations set forth by this agreement. I understand and fully agree to forfeiture of any or all deposits if I am not in compliance with the terms set forth by this agreement. In signing this form as an individual or as a representative of the above listed business or organization, release the City of Belfast from any and all liability in case of death or injury during the use of any City-owned facility or property.

SIGNATURE:	Vicki Keller 	DATE:	06/03.2025
REVIEW #1:		DATE:	6/4/25
REVIEW #2:	_____	DATE:	_____
APPROVAL:	_____	DATE:	_____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/02/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

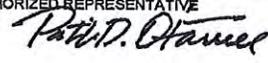
PRODUCER Lockton Affinity, LLC P. O. Box 873401 Kansas City, MO 64187-3401		CONTACT NAME: Lockton Affinity, LLC PHONE (A/C, No, Ext): 888-553-9002 E-MAIL ADDRESS: FAX (A/C, No): 913-652-3967	
INSURED Habitat for Humanity of Waldo County Inc 92 Belmont Ave Belfast, ME 04915		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Ace American Insurance Company NAIC # 22667	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		GL1087197-25	04/01/2025	04/01/2026	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 0
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMPOP AGG	\$ 2,000,000
								\$
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Lobster Gala Event on August 17th 2025

CERTIFICATE HOLDER		CANCELLATION	
The City of Belfast Maine 131 Church Street Belfast ME 04915		1087197 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.	
		AUTHORIZED REPRESENTATIVE 	

Habitat for Humanity of Waldo County :Lobster Gala " Outline of Event

When: Sunday August 17th 2025 (last day of Harbor Fest)

Where: Steamboat Landing Park

Time: 11:00 am - 3:00 pm

What: Annual Lobster Gala where we sell tickets for Lobster Dinner, Clam Dinner, or Steak Dinner, also Hot dog plate, or Hamburger plate. These all come with different sides such as corn, cole slaw, chips, soda or water, and a dessert all included in pricing of each dinner or plate, We do also sell the sides separately for an additional fee if no plate or dinner is purchased. This is an annual fundraiser for Habitat of Waldo County.

Set- up starts at 9 am with tables, chairs, and serving area as well as cooking area.

Next food that needs to be prepped is begun around 10 am such as corn.

One team goes and gets Lobsters and Clams from Young's Lobster Pound at 1030.

Propane burners are set up and on to start cooking corn and Clams as well as grills (3) for Steaks, Burgers, and Hot Dogs

Ticket sales begin at 1030. Separate table at the beginning of the entrance to Buffet line.

Start Serving at 11;15 after Cardboard boat races . Serving is Buffet style with volunteers as servers. No handling of serving equipment by

customers. Serve Safe is observed.

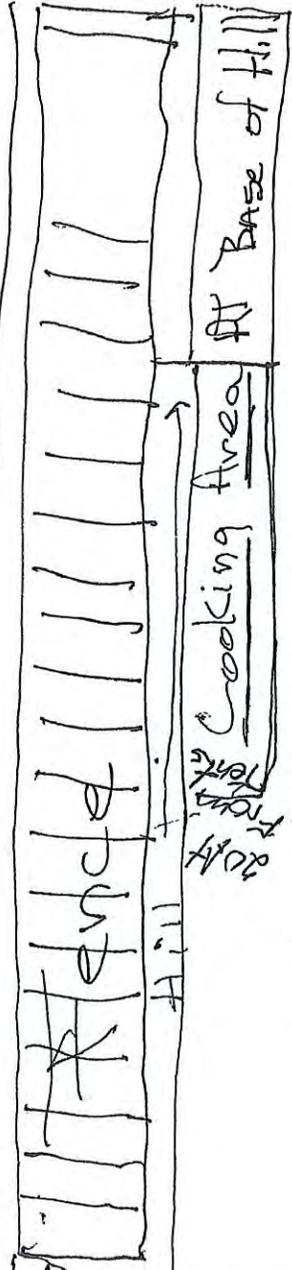
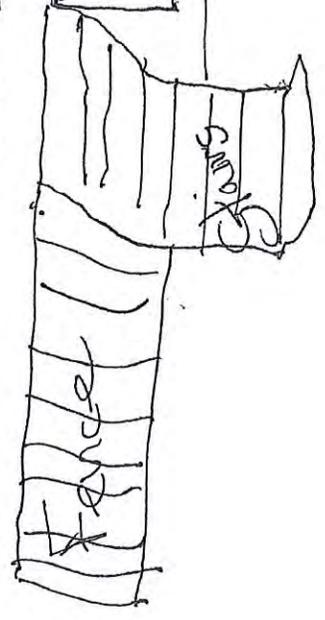
Continue serving while when one table is emptied it is cleaned off and garbage taken care of.

1 pm band begins to play and continues to play until 3 pm, and we continue to serve until 3 pm, at which point cleanup begins and all equip[ment is loaded into trucks and removed from area as well as tables and chairs loaded and delivered to owners. All food items are packed and

removed. We have several volunteers for this specific jobs.

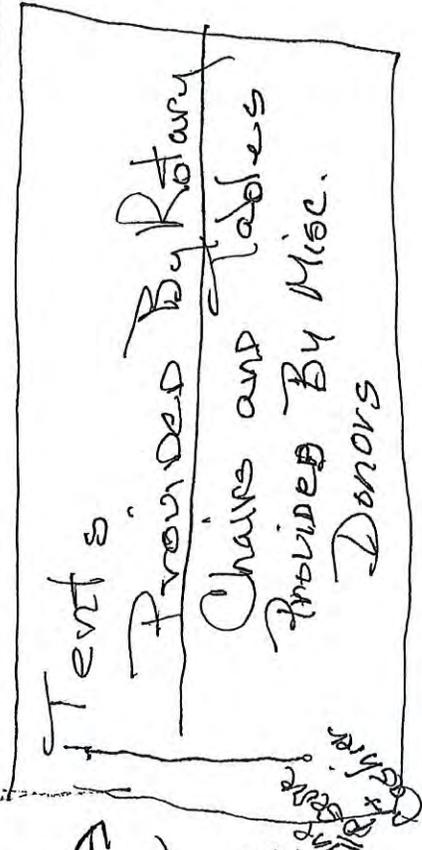
Tents are broken down and placed where Rotary has designated.

Front St



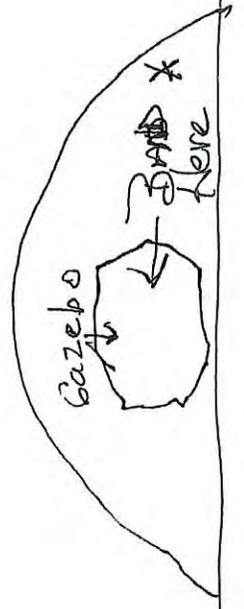
Habitat → Here

Stamboat Landing Park



Picnic tables

Picnic tables



Harbor walk

Donor House



Facilities Use Request City of Belfast, Maine



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 application is specifically for City property such as waterfront parks, pavilions, streets, sidewalks, etc. This application is NOT for the Belfast Boathouse, but it may be required in addition to the Belfast Boathouse Rental Application if you are planning an event that includes both the Belfast Boathouse and Steamboat Landing Park.

This application must be submitted 60 days or more before the proposed event date. This allows for the application to be reviewed by all departments and to be reviewed and approved by the Belfast City Council.

EVENT NAME:

BRIEF EVENT DESCRIPTION:

DATES and TIMES:

PROPOSED LOCATIONS/AREAS TO BE USED:

ORGANIZING GROUP (if applicable):

GROUP REPRESENTATIVE/INDIVIDUAL NAME:

MAILING ADDRESS:

PHONE NUMBER: **EMAIL:**

All applications and related documents must be returned to the Belfast Parks and Recreation Office at City Hall, 131 Church Street, Ground Level (drop off at City Clerk's office). Questions? Please call 207- 338-3370 Ext. 127 or parksandrec@cityofbelfast.org.

This is a planning checklist for your benefit as well as the City's. **All activities must be included in the event description; anything not included cannot be approved and cannot be added later unless a second or revised application is submitted. Approvals will not be provided to individuals or groups who are uncertain of their plans.**

When you are ready to submit your application, please attach maps, additional sheets, event outlines etc. which will help to explain your request. If any of the following questions do NOT apply to your event, simply write N/A (not applicable) in the space provided. Thank you.

Describe in detail the activities within your event and the schedule you are proposing.

The First Church in Belfast Summer Fair is held annually and this year is scheduled for Saturday, July 12, 2025. The event will run from 9 a.m. to 2 p.m., but with set up and clean up we will be using the space from 8 a.m. to 4 p.m. This is why we are requesting the road closure during this time.

Based on the facilities noted above, how do you intend to use the spaces requested?

Spring Street between Church Street and Court Street will be used for safe pedestrian access and passage, and also for the two food trucks who will be at the event

Are you asking to close off any City Streets? If so, please list by street name (include from where-to-where the street will be blocked, days, times, etc.).

Yes, Spring Street between Church Street and Court Street. This is a one-way section running from Court Street to Church Street. The only properties adjacent are First Church and the Crosby building. We are looking to block the street on July 12, from 8 a.m. to 4 p.m.

If yes, who will be managing the street closures?

First Church Summer Fair Committee will place cones and signs at the both the Church and Court Street entrances starting at 8 a.m. and ending before 4 p.m.

How many people do you expect at your event?

Total over the course of the day 150; 25 to 50 at any given time.

How many volunteers do you expect at your event?

20 at all times during the event.

Will YOU or YOUR GROUP be selling things at this event? If yes, what will you be selling, and please provide descriptions.

First Church will be selling Strawberry Shortcake (a signature of the event), bake sale items, books, plants, arts & craft items, and flea market items.

If you will not be selling anything, will others at this event be selling items? If yes, please provide details.

There will be two food trucks parked on Spring Street during the event for the convenience of those in attendance.

Will you be renting spaces to vendors on City property? If yes, please provide for the type of vendors and your fees.

No

Please provide an explanation of vendor space sizes, locations, load-in/load-out details, etc.

N/A

Does this event call for any type of open fire, including for cooking purposes? If so, please describe what fire safety measures you plan on employing associated with this potential hazard? NOTE: a fire permit may be required.

N/A

How do you propose to handle garbage removal?

First Church will collect and remove garbage. There will be garbage receptacles on the site that will be monitored and garbage collected as needed and at the end of the event.

How do you propose to handle parking and how will parking instructions be communicated to vendors, volunteers, service providers, and your customers?

Parking will be on the street and in the downtown area surrounding the church. Many walk to this event and other events happening in town. In general, attendance is spread out through out the day with approximately 50 people at any given time.

How do you propose to handle security, if needed.

N/A

How do you propose to handle the need for regular and accessible restrooms?

The church facility will be open and has restrooms on both the first and second floors.

What are your electrical needs, and how will you provide electricity?

The only electrical needs will be for the fiddle group and there are connections from the church on the front porch.

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

Noise should be limited. There is a fiddle group that will play in the early afternoon on the church porch by the main entrance. Otherwise, noise will be limited to people talking and moving around.

What are your event safety protocols (i.e., weather, injury), and will you have a First Aid tent?

If weather is an issue, we will move the event inside to the church hall and other rooms. We will not have a First Aid tent but have first aid kits on the premises if there is a need.

Have you spoken to the neighbors in the area of this event regarding traffic, noise, parking etc.? NOTE: You may need to provide parking lot monitors and signage for your event.

No, but we will contact Crosby to alert them.

Will any alcohol be served or consumed at this event? If yes, please provide details on who will be providing that service, including their contact information (phone and email). NOTE: Additional permits may be required for your event based on your service provider, their liability insurance coverages, and any existing permits they may have.

No

Please attach a map that shows your event's boundaries, how you will set-up your event (vendors, beer/wine garden, restrooms, where activities will be located, your access points, and any other pertinent details).

Map Attached: Yes No (If no, when will map be available to review?) _____

Are you able to provide a Certificate of Insurance in the amount of \$1,000,000 that also lists the City of Belfast as an additional insured to hold the City of Belfast harmless from any and all injuries that may occur as the result of any negligence on your part in conducting this event?

If required, we will obtain from our insurer.

Who is your insurance agent that will provide the Certificate of Insurance as proof of this policy?

Will provide if required.

Who will be in charge of the event and on-site for the majority of the event's duration? Please include cell phone numbers and an email address.

Catherine Gray, cmoretongray@gmail.com; 860-810-4570
Deb Woodbury, office@firstchurchinbelfast.org

Are you asking the City for any additional services over and above the request to use the facilities you have described above? If so, please be specific. (Examples: barricades, security/street closures, electrical access, etc.)

No

Are there any other details you haven't addressed and that you would like to include?

No

Have you reviewed the specific policies for use of City-owned property, located in Appendix A, particularly the information about reservations being secured in advance, and changes that could occur to your event (middle of pg. 7, under Scheduling)?

Yes

No

Specific Department and Services Requested

City Manager:	
Police:	
Fire/ Ambulance:	
Parks and Rec.:	
Public Works:	
Harbor Master:	
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 unless an amended form or an addendum is filed for approval by City Council. Any amendments or addenda must be filed more than 60 days prior to the event date.

I certify that I am at least twenty-one (21) years of age. I have read and fully understand the Facilities Request Application and also the rules and regulations utilizing Belfast Parks and Recreation’s facilities and property. I am an authorized representative of above listed business, organization, or event and will abide by all rules and regulations set forth by this agreement. I understand and fully agree to forfeiture of any or all deposits if I am not in compliance with the terms set forth by this agreement. In signing this form as an individual or as a representative of the above listed business or organization, release the City of Belfast from any and all liability in case of death or injury during the use of any City-owned facility or property.

SIGNATURE: Catherine Moreton Gray

DATE: 6/4/25

REVIEW #1: *Pamela J. Salokangas*

DATE: June 12, 2025

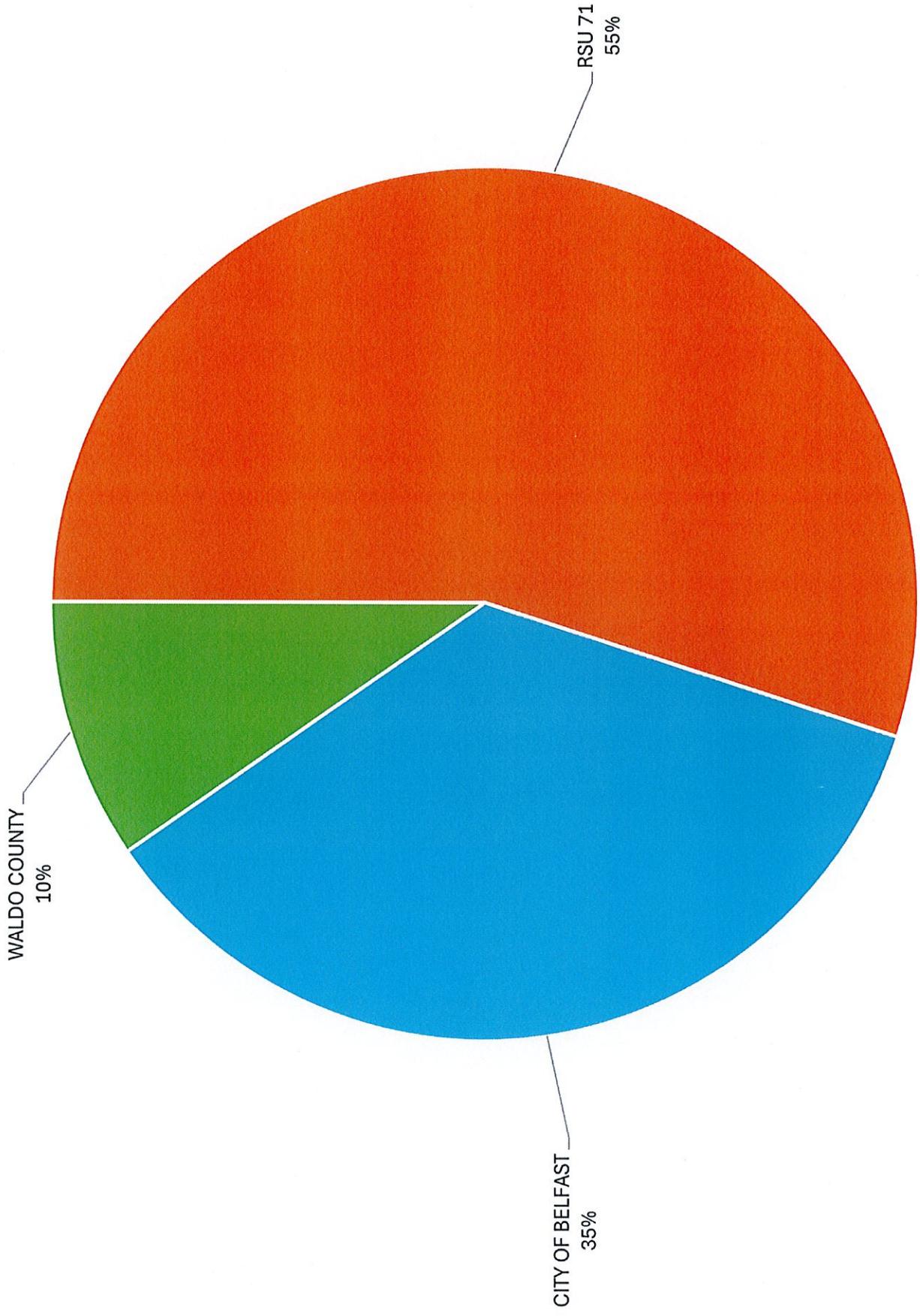
REVIEW #2: _____

DATE: _____

APPROVAL: _____

DATE: _____

FY2025-2026 City of Belfast Budget



City of Belfast
Public Hearing FY 2025-2026 Budget
Council Chambers at Belfast City Hall
Tuesday June 17, 2025
7:00 p.m.

In accordance with the Belfast City Charter a Public Hearing will be held to discuss the proposed budget for the City of Belfast 2025-2026 Fiscal Year. The hearing will be held on Tuesday, June 17, 2025, at 7:00 p.m. or as soon as possible thereafter in the Council Chambers at Belfast City Hall at 131 Church Street, Belfast, Maine. The hearing will be broadcast live on Bel-TV, Spectrum Cable Channel 1303 and can be streamed on the City of Belfast website at www.cityofbelfast.org.

Citizens that wish to participate in the public hearing can do so by submitting comments by 12:00pm on June 17, 2025 via email to public@cityofbelfast.org or via postal mail to the Finance Director, City of Belfast, 131 Church Street Belfast, Maine 04915.

A copy of the proposed budget may be found in the June 5th & 12th, 2025 edition of the Midcoast Villager and also on the City of Belfast web site at www.cityofbelfast.org. The complete proposed budget may be examined Monday-Thursday between the hours of 7:00 a.m. to 6:00 p.m. in the office of the Finance Director.

May 29, 2025 Attest: Amy I. Bradford, Finance Director

CITY OF BELFAST
PROPOSED BUDGET FY 2025-2026

ADMINISTRATION

City Administration	\$764,166
Assessing Dept	\$216,567
City Clerk's Dept	\$272,920
City Building Maintenance	\$178,274
Elections & Registrations	\$17,007
Employee Benefits	\$2,452,234
Boathouse	\$24,713

ADMINISTRATION TOTAL \$3,925,881

PROTECTION

Fire Dept	\$450,456
Police Dept	\$1,720,988
Street & Traffic Lights	\$42,400
Hydrants	\$563,108
Cable Television	\$48,265
Municipal Insurance	\$384,084
Ambulance Dept	\$1,046,689
Animal Control	\$18,500
School Crossing Guards	\$18,056

PROTECTION TOTAL \$4,292,546

EMA DIRECTOR & LOCAL HEALTH OFFICER

\$7,000

STATE AGENT	\$71,116
PUBLIC WORKS	
Public Works Dept	\$1,681,565
Sidewalk Improvement/Maintenance	\$75,000
Transfer/Recycling Center	\$622,988
Road Construction	\$500,000
Tree Program	\$56,000
PUBLIC WORKS TOTAL	\$2,935,553

SOCIAL SERVICES	
General Assistance Program	\$52,000
GA Director & Expenses	\$64,059
Misc. Social Service Agencies	\$199,404
SOCIAL SERVICES TOTAL	\$315,463

ECONOMIC DEVELOPMENT \$202,273

PARKS & RECREATION \$377,562

BELFAST FREE LIBRARY \$543,471

CEMETERY DEPT \$154,076

AIRPORT \$70,453

MISC. PROMOTIONAL \$150,317

City Promotionals \$800

MISC. PROMOTIONAL TOTAL \$151,117

HARBOR DEPT \$225,585

PLANNING & ZONING DEPT

Planning & Community Development \$404,681

Engineering/Professional Services \$45,000

PLANNING & ZONING TOTAL \$449,681

MISC. UNCLASSIFIED

MMA Dues \$9,852

Debt Service \$542,801

Capital Projects Program \$1,731,029

MISC. UNCLASSIFIED TOTAL \$2,283,682

RESERVE \$100

Municipal Expense Budget \$16,005,559
Less Projected Revenue \$8,457,260
Net Municipal Budget \$7,548,299

RSU #71 Education \$11,707,932
Waldo County \$2,058,544

Wastewater Department Budget \$1,479,994
Wastewater Department Revenues \$1,627,276

CITY OF BELFAST APPROVED BUDGET

	2023/2024 Approved	2024/2025 Approved	2025/2026 Requested	2025/2026 Manager	2025/2026 Council
Dept: 100 RSU & COUNTY APPROPRIATIONS					
871 RSU 71	10,285,132	10,909,170	11,236,446	11,707,932	11,707,932
872 WALDO COUNTY	1,713,737	2,129,311	2,188,567	2,058,544	2,058,544
RSU & COUNTY APPROPRIATIONS	11,998,869	13,038,481	13,425,013	13,766,476	13,766,476
Dept: 110 CITY ADMINISTRATION					
501 SALARY & WAGES	412,462	425,052	448,059	433,526	443,577
502 MISC OFFICERS	20,350	21,694	22,376	22,376	22,376
504 SUPPLIES & EXPENSES	16,745	17,550	17,550	17,550	17,000
509 COMPUTER SUPPORT & TRAINING	5,480	6,158	7,712	7,712	7,712
510 MUNICIPAL AUDIT	30,000	30,000	30,000	50,000	50,000
511 VEHICLE & SCHOOL EXP	19,389	19,424	19,444	19,444	19,444
512 LEGAL SERVICES	110,000	103,875	90,000	85,000	85,000
513 OFFICE EQUIPMENT	6,586	9,386	9,386	9,386	9,386
603 OFFICE EQUIPMENT CAP RES	-	-	-	-	-
719 WEB SITE MANAGEMENT	5,738	6,775	7,470	7,470	7,470
837 IT SERVICES	99,989	99,989	99,989	99,989	102,201
CITY ADMINISTRATION	726,739	739,903	751,986	752,453	764,166
Dept: 120 ASSESSING					
501 SALARY & WAGES	171,746	178,653	188,323	149,250	192,832
503 UNSCHEDULED OVERTIME	-	500	500	-	-
504 SUPPLIES & EXPENSES	3,100	3,410	2,320	2,020	2,020
509 COMPUTER SUPPORT & TRAINING	15,300	16,250	15,500	13,500	13,500
511 VEHICLE & SCHOOL EXP	5,825	5,370	6,985	6,000	6,000
513 OFFICE EQUIPMENT	2,050	2,644	2,215	2,215	2,215
603 OFFICE EQUIPMENT CAP RES	500	-	-	-	-
ASSESSING	198,521	206,827	215,843	172,985	216,567
Dept: 130 CITY CLERK					
501 SALARY & WAGES	205,338	218,941	227,907	232,742	232,742
503 UNSCHEDULED OVERTIME	100	100	433	433	433
504 SUPPLIES & EXPENSES	3,900	3,600	3,902	2,320	2,320
505 MISC. EXPENSES	1,410	1,300	1,540	1,300	1,300
506 POSTAGE	13,000	15,800	13,500	13,500	13,500
508 COMPUTER SUPPLIES	200	200	200	200	200
509 COMPUTER SUPPORT & TRAINING	11,758	10,457	11,522	11,515	12,515
513 OFFICE EQUIPMENT	3,180	3,023	3,410	3,410	3,410
603 OFFICE EQUIPMENT CAP RES	1,000	1,000	1,000	-	-
631 RECORDS RESTORATION	2,500	2,500	2,500	2,500	2,500
674 CODIFICATION	4,000	4,000	4,000	4,000	4,000
CITY CLERK	246,386	260,921	269,914	271,920	272,920
Dept: 140 CITY BLDG MAINT					
501 SALARY & WAGES	57,346	58,663	64,480	62,608	62,608
511 VEHICLE & SCHOOL EXP	4,050	4,050	4,350	4,350	4,350

515 ELECTRICITY	7,742	23,283	23,283	26,557	33,800
516 HEATING FUEL	11,954	13,350	13,350	10,768	10,000
517 TELEPHONES/INTERNET	5,266	5,506	5,066	5,066	5,066
518 WATER	2,310	3,003	6,112	3,745	5,750
519 CLEANING SUPPLIES	1,950	2,200	2,234	2,000	2,000
520 BLDG MAINT, REPAIRS & MISC	19,831	19,808	24,473	23,500	23,500
524 CLEANING CONTRACT	24,600	24,600	24,600	24,000	24,000
901 BLG MAINT CAP RES	16,523	16,523	41,700	7,200	7,200
CITY BLDG MAINT	151,572	170,986	209,648	169,794	178,274
Dept: 150 ELECTIONS					
501 SALARY & WAGES	9,978	9,085	9,951	8,896	8,896
503 UNSCHEDULED OVERTIME	1,140	1,227	1,297	1,297	1,297
504 SUPPLIES & EXPENSES	11,157	9,820	8,884	6,814	6,814
ELECTIONS	22,275	20,132	20,132	17,007	17,007
Dept: 180 EMPLOYEE BENEFITS					
425 PAID FAMILY LEAVE	-	30,372	29,871	29,871	29,871
527 SOCIAL SECURITY/MEDICARE	408,507	464,696	462,894	462,894	462,894
528 RETIREMENT PLAN	527,229	548,744	704,758	704,758	704,758
529 GROUP LIFE INSURANCE	27,105	27,285	29,000	29,000	29,000
530 HEALTH INSURANCE	1,133,348	1,212,060	1,208,071	1,208,071	1,165,711
531 PERSONNEL RESERVE	60,000	50,000	60,000	60,000	60,000
EMPLOYEE BENEFITS	2,156,189	2,302,785	2,494,594	2,494,594	2,452,234
Dept: 190 BOATHOUSE					
504 SUPPLIES & EXPENSES	750	2,790	5,315	5,315	5,315
515 ELECTRICITY	493	493	493	413	413
516 HEATING FUEL	6,324	6,324	6,324	7,915	7,915
517 TELEPHONES/INTERNET	1,100	1,100	1,200	1,200	1,200
518 WATER	350	600	750	344	360
520 BLDG MAINT, REPAIRS & MISC	5,000	8,110	9,510	9,510	9,510
532 CAPITAL RESERVE	-	2,000	2,000	-	-
BOATHOUSE	14,017	21,417	25,592	24,697	24,713
Dept: 210 FIRE					
501 SALARY & WAGES	210,091	281,760	350,497	344,370	344,370
503 UNSCHEDULED OVERTIME	3,500	8,000	16,000	16,000	14,000
504 SUPPLIES & EXPENSES	4,500	4,500	8,100	8,100	8,100
515 ELECTRICITY	2,148	3,800	3,800	2,255	2,350
516 HEATING FUEL	4,743	5,000	5,200	6,890	5,950
517 TELEPHONES/INTERNET	4,700	4,300	5,040	5,040	5,040
518 WATER	1,200	1,560	1,600	1,929	1,820
520 BLDG MAINT, REPAIRS & MISC	5,100	5,100	5,450	5,450	5,450
533 CHIEF'S CLOTHING ALLOWANCE	400	400	500	500	500
534 HOSE REPLACEMENT	7,500	6,780	5,276	5,276	5,276
535 PURCHASE OF EQUIPMENT	18,000	25,780	19,000	19,000	19,000
536 VEHICLE MAINTENANCE & REPAIRS	12,000	12,000	12,000	12,000	12,000
537 EQUIPMENT CAP RES	183,391	10,000	100,000	-	-

559 TRAINING & DEVELOPMENT	5,000	5,000	5,000	4,000	5,000
567 GAS, OIL, GREASE & DIESEL	5,000	8,500	6,600	6,600	6,600
580 UNIFORMS	3,600	5,000	5,000	5,000	5,000
713 EQUIPMENT MAINTENANCE	9,000	10,000	10,000	10,000	10,000
FIRE	479,873	397,480	559,063	452,410	450,456
Dept: 220 POLICE					
501 SALARY & WAGES	1,210,540	1,238,477	1,479,850	1,433,297	1,433,297
503 UNSCHEDULED OVERTIME	86,000	60,000	81,567	70,000	65,000
504 SUPPLIES & EXPENSES	14,000	15,300	15,500	15,500	15,500
509 COMPUTER SUPPORT & TRAINING	7,200	7,000	7,000	4,000	4,000
513 OFFICE EQUIPMENT	7,500	7,000	7,000	5,000	4,600
515 ELECTRICITY	4,852	8,799	8,500	8,871	8,871
516 HEATING FUEL	7,115	7,193	8,000	9,000	9,000
517 TELEPHONES/INTERNET	12,260	13,610	14,750	13,600	13,600
518 WATER	1,700	2,300	2,000	2,035	2,035
520 BLDG MAINT, REPAIRS & MISC	4,500	4,500	4,500	3,500	3,500
533 CHIEF'S CLOTHING ALLOWANCE	1,400	1,400	1,400	1,400	1,400
535 PURCHASE OF EQUIPMENT	55,000	59,295	96,200	60,000	58,000
536 VEHICLE MAINTENANCE & REPAIRS	15,000	16,000	18,000	17,000	17,000
537 EQUIPMENT CAP RES	-	-	-	-	-
539 MILEAGE & SCHOOL EXPENSES	16,000	16,000	16,000	14,000	13,000
540 FIREARMS TRAINING/QUALIFICATION	10,500	10,500	10,454	10,000	10,000
541 COMMUNICATIONS SYSTEM	1,200	4,785	4,785	4,785	4,785
542 UNIFORMS & POLICE EQUIPMENT	18,000	17,500	19,700	19,700	19,700
543 JANITORIAL SERVICE & SUPPLIES	12,800	12,800	14,887	12,800	12,800
567 GAS, OIL, GREASE & DIESEL	22,000	25,000	27,100	22,500	22,500
843 K-9 EXPENSES	3,400	3,400	3,400	2,400	2,400
POLICE	1,510,967	1,530,859	1,840,593	1,729,388	1,720,988
Dept: 230 STREET LIGHTING					
544 STREET LIGHTS	13,000	14,000	14,000	14,000	14,000
545 DOWNTOWN STREET LIGHTS	12,000	14,000	14,000	14,000	15,500
546 TRAFFIC/SIGNAL LIGHTS	1,000	900	900	900	900
717 STREET LIGHT MAINTENANCE	8,000	14,000	14,000	12,000	12,000
STREET LIGHTING	34,000	42,900	42,900	40,900	42,400
Dept: 240 HYDRANTS					
523 HYDRANTS	423,232	548,200	563,108	563,108	563,108
HYDRANTS	423,232	548,200	563,108	563,108	563,108
Dept: 250 CABLE TELEVISION					
501 SALARY & WAGES	28,000	25,221	25,221	30,000	28,965
504 SUPPLIES & EXPENSES	3,300	4,300	4,300	4,300	4,300
522 EQUIPMENT MAINT & REPAIRS	2,000	2,000	2,000	5,000	5,000
537 EQUIPMENT CAP RES	-	-	12,000	-	-
723 BELFAST COMMUNITY TV	10,000	10,000	10,000	10,000	10,000
CABLE TELEVISION	43,300	41,521	53,521	49,300	48,265

Dept: 260 MUNICIPAL INS.						
549 FLEET & PROPERTY INSURANCE	121,665	127,931	135,497	135,497	135,497	
550 WORKER'S COMP	175,686	219,307	365,996	206,125	206,125	
553 UNEMPLOYMENT INSURANCE	25,000	25,000	25,000	25,000	25,000	
554 AIRPORT LIABILITY	5,538	5,538	5,538	5,538	5,538	
555 HARBORMASTER BOAT/PERSONA	10,260	11,249	11,249	11,249	11,924	
MUNICIPAL INS.	338,149	389,025	543,280	383,409	384,084	
Dept: 270 AMBULANCE						
501 SALARY & WAGES	833,984	844,020	936,540	914,589	914,589	
503 UNSCHEDULED OVERTIME	24,000	35,000	40,000	40,000	35,000	
504 SUPPLIES & EXPENSES	17,500	21,400	32,990	27,370	25,000	
536 VEHICLE MAINTENANCE & REPAIRS	5,000	5,000	5,000	5,000	5,000	
537 EQUIPMENT CAP RES	100,000	167,000	120,000	-	-	
559 TRAINING & DEVELOPMENT	10,600	11,300	9,100	9,100	9,100	
560 PARAMEDIC CLOTHING ALLOWA	4,400	5,000	5,000	5,000	5,000	
562 AMBULANCE BILLING CONTRAC	40,000	40,000	40,000	40,000	40,000	
567 GAS, OIL, GREASE & DIESEL	16,000	13,000	13,000	13,000	13,000	
AMBULANCE	1,051,484	1,141,720	1,201,630	1,054,059	1,046,689	
Dept: 280 ANIMAL CONTROL						
563 KENNEL CONTRACT/VETERINAR	14,000	18,500	18,500	19,250	18,500	
ANIMAL CONTROL	14,000	18,500	18,500	19,250	18,500	
Dept: 290 CROSSING GUARDS						
501 SALARY & WAGES	14,704	16,136	17,240	17,906	17,906	
504 SUPPLIES & EXPENSES	150	150	150	150	150	
CROSSING GUARDS	14,854	16,286	17,390	18,056	18,056	
Dept: 310 EMA DIRECTOR & LOCAL HEALTH OFFICER						
501 SALARY & WAGES	2,000	7,000	5,000	7,000	7,000	
EMA DIRECTOR & LOCAL HEALTH OFFI	2,000	7,000	5,000	7,000	7,000	
Dept: 320 STATE LAW ENFORCEMENT AGENT						
501 SALARY & WAGES	74,568	71,116	71,116	71,116	71,116	
STATE LAW ENFORCEMENT A	74,568	71,116	71,116	71,116	71,116	
Dept: 410 PUBLIC WORKS						
501 SALARY & WAGES	739,153	824,536	814,386	935,844	821,298	
503 UNSCHEDULED OVERTIME	110,000	100,000	100,000	100,000	100,000	
504 SUPPLIES & EXPENSES	11,000	11,000	12,000	11,000	11,000	
515 ELECTRICITY	6,360	14,543	10,000	13,397	13,397	
516 HEATING FUEL	5,270	5,456	5,000	12,489	7,500	
517 TELEPHONES/INTERNET	3,300	3,450	3,500	3,450	3,420	
518 WATER	2,600	3,220	3,400	3,971	4,250	
520 BLDG MAINT, REPAIRS & MISC	18,000	20,000	20,000	20,500	22,200	
535 PURCHASE OF EQUIPMENT	133,200	180,000	190,000	125,000	125,000	
537 EQUIPMENT CAP RES	10,000	10,000	10,000	-	-	
566 PARTS & TIRES	120,000	130,000	135,000	132,000	150,000	
567 GAS, OIL, GREASE & DIESEL	135,000	142,000	140,000	140,000	120,000	
568 TOOLS, HARDWARE & RENTALS	6,200	6,500	6,500	7,000	8,000	

569 LANDSCAPING COSTS	4,000	4,000	4,000	4,000	4,000
570 SALT & CALCIUM	120,000	120,000	120,000	120,000	120,000
571 TARPATCH, SAND & GRAVEL	65,000	65,000	65,000	65,000	65,000
572 CULVERTS, SIGNS & PAINT	85,000	90,000	90,000	90,000	90,000
580 UNIFORMS	14,000	16,000	18,000	16,500	16,500
697 CULVERT CAPITAL RESERVE	-	-	-	-	-
PUBLIC WORKS	1,588,083	1,745,705	1,746,786	1,800,151	1,681,565
Dept: 420 SIDEWALK IMPROVE/MAINT					
573 SIDEWALK IMPROVEMENT/MAIN	75,000	90,000	75,000	75,000	75,000
902 SIDEWALK RESERVES	45,000	45,000	45,000	35,000	-
SIDEWALK IMPROVE/MAINT	120,000	135,000	120,000	110,000	75,000
Dept: 440 RECYCLING TRANSFER STA.					
501 SALARY & WAGES	187,575	215,992	228,072	238,277	238,277
503 UNSCHEDULED OVERTIME	1,000	1,500	1,000	500	250
504 SUPPLIES & EXPENSES	3,000	2,600	2,600	2,000	1,500
515 ELECTRICITY	807	538	600	2,138	1,208
516 HEATING FUEL	4,480	5,600	5,600	7,054	6,000
517 TELEPHONES/INTERNET	1,850	1,560	1,560	1,656	1,656
518 WATER	450	552	552	416	510
520 BLDG MAINT, REPAIRS & MISC	3,400	15,000	30,500	10,500	15,000
567 GAS, OIL, GREASE & DIESEL	1,700	2,580	1,600	1,200	1,200
574 LANDFILL CLOSING COSTS	14,000	20,230	21,530	14,020	14,020
575 TRANS/TIPPING/DISPOSAL	354,910	290,125	288,729	288,729	288,729
576 RECYCLING EXPENSES	6,684	48,660	52,338	52,338	52,338
580 UNIFORMS	2,000	2,000	2,300	2,300	2,300
RECYCLING TRANSFER STA.	581,856	606,937	636,981	621,128	622,988
Dept: 450 ROAD CONSTRUCTION					
577 ROAD CONSTR, PAVING & MAI	500,000	600,000	500,000	500,000	500,000
ROAD CONSTRUCTION	500,000	600,000	500,000	500,000	500,000
Dept: 460 TREE PROGRAM					
578 TREE PROGRAM	15,000	40,000	40,000	30,000	40,000
678 TREE PLANTINGS & GRANTS RESERVE	16,000	16,000	16,000	16,000	16,000
TREE PROGRAM	31,000	56,000	56,000	46,000	56,000
Dept: 510 SOCIAL SERVICES					
579 GENERAL ASSISTANCE	200,000	220,000	55,000	55,000	52,000
SOCIAL SERVICES	200,000	220,000	55,000	55,000	52,000
Dept: 520 SOCIAL SERVICES					
501 SALARY & WAGES	55,827	57,235	62,899	61,069	61,069
503 UNSCHEDULED OVERTIME	300	300	-	-	-
504 SUPPLIES & EXPENSES	2,190	2,745	2,690	2,690	2,690
513 OFFICE EQUIPMENT	1,240	1,266	523	300	300
SOCIAL SERVICES	59,557	61,546	66,112	64,059	64,059
Dept: 550 SOCIAL SERVICES					
581 SOCIAL SERVICE AGENCIES	210,339	224,532	285,922	200,904	199,404
SOCIAL SERVICES	210,339	224,532	285,922	200,904	199,404

Dept: 580 ECONOMIC DEVELOPMENT						
501 SALARY & WAGES	175,968	182,980	187,284	193,149	193,149	
504 SUPPLIES & EXPENSES	2,300	2,300	2,600	2,524	2,524	
505 MISC. EXPENSES	600	600	600	300	300	
509 COMPUTER SUPPORT & TRAINING	976	976	1,200	1,200	1,200	
511 VEHICLE & SCHOOL EXP	2,050	2,950	3,600	3,600	3,600	
601 ADVERTISING	3,000	3,000	2,500	1,500	1,500	
ECONOMIC DEVELOPMENT	184,894	192,806	197,784	202,273	202,273	
Dept: 610 PARKS & RECREATION						
501 SALARY & WAGES	184,419	228,007	222,551	223,597	223,597	
503 UNSCHEDULED OVERTIME	1,200	1,500	2,000	2,250	2,000	
504 SUPPLIES & EXPENSES	800	700	1,120	870	870	
511 VEHICLE & SCHOOL EXP	3,300	2,265	2,465	1,990	1,990	
515 ELECTRICITY	-	3,605	4,500	3,412	4,500	
517 TELEPHONES/INTERNET	1,300	1,160	1,400	1,400	1,400	
518 WATER	-	5,500	5,500	7,000	7,000	
526 GROUNDSKEEPING	5,400	6,050	20,400	20,400	20,400	
535 PURCHASE OF EQUIPMENT	3,300	2,025	2,500	2,500	2,500	
536 VEHICLE MAINTENANCE & REPAIRS	1,750	3,600	3,600	3,600	3,600	
537 EQUIPMENT CAP RES	27,120	45,640	24,000	24,000	24,000	
567 GAS, OIL, GREASE & DIESEL	9,000	9,000	9,000	9,000	9,000	
580 UNIFORMS	1,600	2,100	2,400	2,400	2,400	
583 POOL OPERATION COSTS	15,000	15,300	19,400	15,400	15,400	
584 PARK TOILET MAINTENANCE	7,110	28,062	27,755	27,755	27,755	
585 PARK MAINTENANCE	34,787	16,925	16,925	16,300	16,300	
586 LIGHTS/KIRBY LAKE	250	-	-	-	-	
587 CAPITAL RES - PARKS	19,000	47,370	-	-	-	
588 PROGRAMMING	10,500	10,950	13,000	12,350	12,350	
713 EQUIPMENT MAINTENANCE	2,000	2,500	2,500	2,500	2,500	
PARKS & RECREATION	327,836	432,259	381,016	376,724	377,562	
Dept: 620 BELFAST FREE LIBRARY						
501 SALARY & WAGES	446,348	456,779	487,321	479,259	479,259	
504 SUPPLIES & EXPENSES	2,300	2,400	2,400	2,200	2,200	
515 ELECTRICITY	9,181	13,992	13,992	17,292	17,292	
516 HEATING FUEL	15,020	13,976	13,976	-	-	
517 TELEPHONES/INTERNET	1,980	1,980	1,980	1,620	1,620	
518 WATER	2,250	2,759	2,759	2,978	3,100	
520 BLDG MAINT, REPAIRS & MISC	53,465	44,000	48,000	40,000	40,000	
BELFAST FREE LIBRARY	530,544	535,886	570,428	543,349	543,471	
Dept: 630 CEMETERY						
501 SALARY & WAGES	138,012	135,320	180,526	129,375	129,375	
503 UNSCHEDULED OVERTIME	2,000	2,500	3,000	2,750	2,750	
504 SUPPLIES & EXPENSES	5,400	6,200	6,200	6,100	4,700	
515 ELECTRICITY	1,000	700	700	700	890	
517 TELEPHONES/INTERNET	1,561	1,561	1,561	1,656	1,656	

518 WATER	600	734	734	405	405
536 VEHICLE MAINTENANCE & REPAIRS	900	900	900	900	900
537 EQUIPMENT CAP RES	6,000	5,000	6,000	-	-
567 GAS, OIL, GREASE & DIESEL	3,000	4,000	4,000	4,000	4,000
590 MOWER REPAIR & MAINTENANC	1,800	1,800	2,000	2,000	3,400
591 GRAVEL & MULCH	2,000	2,000	2,000	2,000	2,000
592 TREE PLANTING & REMOVAL	5,000	5,000	5,000	3,800	4,000
593 MAINTENANCE CAP RESERVE	-	-	5,000	-	-
CEMETERY	167,273	165,715	217,621	153,686	154,076
Dept: 640 MUNICIPAL AIRPORT					
501 SALARY & WAGES	-	-	38,616	38,616	38,616
594 AIRPORT MAINTENANCE	10,151	10,417	10,795	10,795	10,417
595 AIRPORT RUNWAY CAP RES	14,750	14,750	14,750	11,947	11,947
711 AIRPORT MAINTENANCE CAP RES	3,384	3,473	3,599	3,599	3,473
718 AIRPORT UTILITIES	3,030	4,830	5,890	5,959	6,000
MUNICIPAL AIRPORT	31,315	33,470	73,650	70,916	70,453
Dept: 650 MISC PROMOTIONAL					
596 MISC PROMOTIONAL	140,520	147,670	167,012	150,217	150,317
726 CITY PROMOTIONALS	800	800	800	800	800
MISC PROMOTIONAL	141,320	148,470	167,812	151,017	151,117
Dept: 660 HARBOR					
501 SALARY & WAGES	155,710	182,494	170,595	163,981	163,981
503 UNSCHEDULED OT	300	300	300	300	300
504 SUPPLIES & EXPENSES	9,000	6,300	6,500	6,000	6,000
515 ELECTRICITY	916	1,117	1,117	1,658	1,658
516 HEATING FUEL	1,370	1,017	1,000	1,448	1,448
517 TELEPHONES/INTERNET	1,900	1,900	1,900	1,900	1,900
518 WATER	1,500	1,348	1,348	1,123	1,123
597 FACILITIES & FLOAT MAINTEN	2,700	3,500	3,500	3,500	3,500
598 BOAT OPERATING & MAINTENA	1,000	1,200	1,200	1,200	1,200
599 MOORING REPAIRS	4,000	4,500	4,500	4,500	4,500
600 HARBOR PROJECTS	14,000	14,000	14,000	14,000	14,000
702 THOMPSON'S WHARF EXPENSES	6,000	6,000	6,000	6,000	6,000
705 FOOTBRIDGE CAPITAL RESERVE	-	-	2,000	-	-
709 FOOTBRIDGE MAINTENANCE	750	750	750	750	750
787 HARBOR RESTROOMS	13,200	16,195	17,225	17,225	17,225
915 THOMPSON WHARF CAP RES	2,000	2,000	2,000	2,000	2,000
HARBOR	214,346	242,621	233,935	225,585	225,585
Dept: 670 PLANNING					
501 SALARY & WAGES	327,558	349,562	386,692	362,211	362,211
503 UNSCHEDULED OVERTIME	500	1,000	1,000	920	920
504 SUPPLIES & EXPENSES	9,000	10,000	11,050	9,200	9,800
509 COMPUTER SUPPORT & TRAINING	8,675	8,675	9,000	9,000	9,000
511 VEHICLE & SCHOOL EXP	9,500	9,500	9,500	8,740	9,250
601 ADVERTISING	3,500	3,500	3,500	2,530	3,500

602 GIS SUPPORT	10,000	11,000	11,000	9,200	10,000
603 OFFICE EQUIPMENT CAP RES	1,500	1,500	1,500	-	-
PLANNING	370,233	394,737	433,242	401,801	404,681
Dept: 680 PLANNING & ZONING					
604 ENGINEERING/PROFESSIONAL	20,000	20,000	30,000	20,000	20,000
606 ZONING BOARD OF APPEALS	1,500	6,000	3,000	5,000	5,000
918 DEMO/PROPERTY MAINTENANCE	-	20,000	20,000	20,000	20,000
PLANNING & ZONING	21,500	46,000	53,000	45,000	45,000
Dept: 690 MMA DUES					
607 MMA DUES	8,272	9,295	9,852	9,852	9,852
MMA DUES	8,272	9,295	9,852	9,852	9,852
Dept: 700 DEBT SERVICE					
608 DEBT SERVICE	506,816	556,816	541,801	541,801	542,801
DEBT SERVICE	506,816	556,816	541,801	541,801	542,801
Dept: 710 RESERVE FUND					
621 RESERVE FUND	100	100	100	100	100
RESERVE FUND	100	100	100	100	100
Expense Totals:	24,407,072	27,373,954	28,675,865	28,177,268	28,041,006
Dept: 720 Capital Projects	232,833	1,400,990	3,749,796	1,592,169	1,731,029
Total Expense:	24,639,905	28,774,944	32,425,661	29,769,437	29,772,035

	2023/2024	2024/2025	2025/2026	2025/2026	2025/2026
CITY OF BELFAST					
ESTIMATED REVENUES	Approved	Approved	Requested	Manager	Council
Dept: 110 FINANCE					
3110 EXCISE TAX	1,313,005	1,288,984	1,288,984	1,288,984	1,288,984
3120 CITY CLERK'S RECEIPTS	35,021	35,304	35,304	37,858	37,858
3130 SEWER LIEN FEES	3,483	2,187	2,187	2,512	2,512
3140 INTEREST RECEIPTS	49,678	49,090	50,000	65,000	65,000
3150 SEWER LIEN INTEREST	1,126	1,002	600	1,002	1,002
3160 AIRPORT HANGAR LEASES	19,832	7,940	18,705	18,705	18,705
3161 LOWE HANGER LEASE	-	5,794	5,794	5,794	5,794
3170 POLICE DEPT. RECEIPTS	9,447	18,050	15,000	11,896	11,896
3180 CEMETERY RECEIPTS & TRUST	109,872	151,810	151,810	167,656	149,776
3190 FIRE DEPT. RECEIPTS	42,810	39,933	39,933	45,185	45,185
3200 AMBULANCE CONTRACTS	62,357	75,446	75,446	75,446	75,446
3210 LIBRARY TRUSTS	165,987	211,027	211,027	235,624	210,217
3220 AIRPORT RECEIPTS	46,920	87,203	100,000	87,203	87,203
3230 AMBULANCE RECEIPTS	1,258,402	942,817	850,000	784,008	784,008
3240 AUTOMOBILE REGISTRATIONS	32,257	31,578	31,000	31,033	31,033
3250 MISC. RCPTS	750	840	7,000	19,340	19,340
3260 HARBOR RECEIPTS	158,702	160,607	170,000	175,000	175,000
3270 INVESTMENT FUND INTEREST	9,419	9,419	9,420	9,755	9,755
3280 SITE PLAN/SUBDIVISION/USE	26,666	28,337	20,000	16,394	16,394
3290 SOLID WASTE RECEIPTS	420,644	444,424	444,000	434,424	434,424
3300 BOAT EXCISE TAX	11,029	10,175	9,000	10,021	10,021

3310 BOAT REGISTRATIONS	624	779	900	1,262	1,262
3320 URIP FUNDS	100,948	116,416	117,900	117,900	117,900
3330 CODE COMPLIANCE RECEIPTS	211,206	217,641	150,000	146,264	146,264
3340 RECYCLING RECEIPTS	22,368	19,015	23,000	23,088	23,088
3350 CABLE FRANCHISE FEES	93,860	89,949	89,949	89,949	89,949
3360 GASOLINE TAX REFUNDS	4,930	4,930	4,000	4,930	4,930
3370 UNDESIGNATED FUND BALANCE	-	-	-	-	150,000
3380 BLOCK BUILDING LEASE	25,200	25,200	25,200	16,800	16,800
3390 STATE MUNICIPAL REVENUE S	1,850,000	2,082,687	1,865,803	1,702,939	1,702,939
3400 BOATHOUSE RENTALS	16,211	25,000	10,000	25,000	25,000
3410 IN LIEU OF PROPERTY TAXES	13,200	13,200	13,200	16,900	16,900
3420 SNOWMOBILE REGISTRATION F	569	477	-	390	390
3430 POLICE BUILDING LEASE	79,376	82,788	82,788	87,567	87,567
3440 TAX LIEN FEES	10,737	8,969	9,500	10,529	10,529
3450 PARK & RECREATION RECEIPTS	768	2,500	5,000	7,889	7,889
3460 THOMPSON'S WHARF RECEIPTS	76,196	66,832	66,832	77,068	77,068
3480 ELECTRICAL PERMITS	57,735	71,155	50,000	43,555	43,555
3502 STATE LAW ENFORCEMENT REIMB	74,568	71,116	71,116	71,116	71,116
3503 WWTP COLLECTIONS	17,000	17,000	17,000	17,000	17,000
3506 PLUMBING PERMITS	10,924	11,673	10,000	9,028	9,028
3507 FRONT ST SHIPYARD #6 PURCHASE	98,415	98,415	98,415	-	-
3509 HOMESTEAD EXEMPTION	566,929	480,340	480,340	480,340	480,340
3510 BETE EXEMPTION	321,340	408,798	408,798	408,798	408,798
3511 TREEGROWTH	12,000	5,500	4,322	4,322	4,322
3512 VETERANS EXEMPTION	8,000	8,000	7,611	7,611	7,611
3513 SOLAR EXEMPTION	73,000	73,000	89,245	89,245	89,245
3514 ALFOND TRAINING REIMBURSEMENT	6,871	-	5,000	5,000	5,000
3515 GA REIMBURSEMENT	133,000	154,000	38,500	38,500	38,500
3516 TIF	259,502	259,502	259,502	259,502	259,502
3517 ARTS IN THE PARK	6,000	6,000	-	-	-
3518 SCHOOL RESOURCE OFFICER	50,063	78,620	50,063	79,137	79,137
3519 TREE CANOPY GRANT	10,000	10,000	5,000	5,000	5,000
3520 ARPA FUNDING	303,145	-	-	-	-
3521 INSURANCE REBATES	-	-	-	10,092	10,092
3523 WWTP SHARE OF SOLAR FIELD	-	50,000	50,000	50,000	50,000
STATE REV SHARING STABILIZATION	-	362,876	-	362,876	725,753
SCHOOL STABILIZATION FUND	-	89,483	-	93,616	187,233
MAINE LWCF GRANT FUNDS	-	70,000	-	-	-
FORESTRY GRANT FUNDS	-	6,280	-	-	-
USED CITY EQUIPMENT SALES	-	2,500	-	8,000	8,000
EMS STABILIZATION GRANT	-	73,383	-	-	-
TOTAL REVENUES	8,292,092	8,765,991	7,644,194	7,894,053	8,457,260
CITY PORTION	12,641,036	15,736,463	19,000,648	16,002,961	16,005,559
CITY NET	4,348,944	6,970,472	11,356,454	8,108,908	7,548,299

SUMMARY OF PROPOSED 2025/2026 WWTP BUDGET

Account	Description	Expended 2018/2019	Expended 2019/2020	Budget 2020/2021	Proposed 2021/2022	Proposed 2022/2023	Proposed 2023/2024	Proposed 2024/2025	Proposed 2025/2026	Difference
990-501	Salary and Wages	\$118,278.00	\$121,559.00	\$126,944.00	\$141,851.00	\$182,552.00	\$174,242.00	\$230,800.00	\$240,000.00	\$12,572.00
990-503	Unscheduled OT	\$20,386.00	\$16,843.00	\$20,887.00	\$23,599.00	\$25,500.00	\$32,000.00	\$40,000.00	\$41,500.00	\$1,500.00
990-515	Electricity	\$115,000.00	\$38,072.00	\$45,000.00	\$45,000.00	\$45,000.00	\$40,000.00	\$45,000.00	\$55,000.00	-\$13,000.00
990-516	Heating Fuel	\$7,503.00	\$7,842.00	\$5,610.00	\$5,000.00	\$11,400.00	\$24,500.00	\$22,650.00	\$21,500.00	-\$1,150.00
990-517	Telephones/Internet	\$2,164.00	\$2,773.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$0.00
990-518	Water	\$1,198.00	\$1,458.00	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	\$1,820.00	\$2,600.00	\$180.00
990-536	Vehicle Maint. & Repair	\$5,637.00	\$2,807.00	\$5,000.00	\$4,000.00	\$4,500.00	\$4,500.00	\$4,000.00	\$4,000.00	\$0.00
990-537	Capital Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$125,644.00	\$82,500.00	\$22,000.00	\$12,000.00	-\$10,000.00
990-567	Gas, Oil, Grease & Diesel	\$4,881.00	\$3,106.00	\$4,000.00	\$4,000.00	\$4,000.00	\$5,725.00	\$5,725.00	\$5,725.00	\$0.00
990-580	Uniforms	\$3,105.00	\$3,352.00	\$3,500.00	\$3,500.00	\$3,500.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
990-608	Debt Service	\$478,090.00	\$524,392.00	\$449,546.00	\$468,454.00	\$366,697.00	\$514,197.00	\$666,211.23	\$550,582.91	-\$115,628.32
990-609	Contract Supervisor	\$24,614.00	\$26,596.00	\$26,000.00	\$36,000.00	\$36,000.00	\$38,400.00	\$45,000.00	\$50,000.00	\$5,000.00
990-610	Chemicals	\$18,132.00	\$16,150.00	\$25,475.00	\$25,000.00	\$28,500.00	\$45,000.00	\$48,600.00	\$72,750.00	\$24,150.00
990-611	Equipment and Parts	\$45,609.00	\$105,103.00	\$22,000.00	\$40,000.00	\$40,000.00	\$45,000.00	\$45,000.00	\$50,000.00	\$5,000.00
990-612	Sewer Maint. Mat. & Supplies	\$16,282.00	\$179.00	\$10,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
990-613	Outside Services	\$22,885.00	\$30,930.00	\$23,000.00	\$25,000.00	\$25,000.00	\$30,000.00	\$45,000.00	\$52,500.00	\$7,500.00
990-614	Outside Maintenance (Sewer)	\$4,611.00	\$20,556.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$0.00
990-615	Laboratory Supplies	\$3,692.00	\$2,359.00	\$12,000.00	\$5,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$0.00
990-616	Building Maintenance	\$4,157.00	\$1,707.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$3,000.00	\$500.00
990-617	Insurances	\$11,083.00	\$25,354.00	\$27,850.00	\$27,307.00	\$30,085.00	\$29,315.00	\$39,636.00	\$39,636.00	\$500.00
990-618	Billing & Accounting	\$5,022.00	\$7,459.00	\$9,700.00	\$9,700.00	\$9,700.00	\$9,700.00	\$8,730.00	\$6,500.00	-\$2,230.00
990-619	Fringe Benefits	\$59,576.00	\$70,568.00	\$70,089.00	\$74,865.00	\$96,428.00	\$104,382.00	\$78,648.64	\$113,000.00	\$34,351.36
990-620	Contract Sludge	\$65,095.00	\$57,497.00	\$59,823.00	\$59,814.00	\$104,000.00	\$87,000.00	\$90,200.00	\$87,000.00	-\$3,200.00
990-725	WWTP Collections (Billing)	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$0.00
	TOTALS	\$1,054,000.00	\$1,103,652.00	\$1,004,924.00	\$1,062,090.00	\$1,210,486.00	\$1,342,461.00	\$1,513,620.87	\$1,478,793.91	-\$34,454.96
	Estimated Revenue					\$1,280,000.00	\$1,344,000.00	\$1,513,620.87	\$1,478,793.91	



PROCLAMATION

This proclamation recognizes Michael D. Hurley as the recipient of the 2025 Belfast Spirit of America Award.

WHEREAS: Michael D. Hurley served the City of Belfast and its community as Mayor and Ward 4 City Councilor for 23 years and

WHEREAS: he has been a critical pillar in the community investing his time and energy for the betterment of Belfast through his service on many City Committees including the Climate and Energy Committee, the Housing and Property Development Committee and the Harbor Walk and Rail Trail Committee.

WHEREAS: Mr. Hurley has been an integral part of important City projects such as the Harbor Walk and Rail Trail, City of Belfast solar panel, heat pump and electric charging station installations, construction of a Public Works Facility, Congress Street Housing Development and

WHEREAS: he has developed and volunteered his time to community events such as the Belfast Christmas Tree Lighting, Keeping Belfast Beautiful, the Annual Street Party, and the Belfast Drum and Rabble Marching Society.

WHEREAS: Mr. Hurley has been at the forefront of almost all tree-planting initiatives in the City of Belfast, supporting urban forest preservation, and advocating for City policies that protect City trees all while volunteering to plant and water thousands of trees through his volunteer organization GreenStreets! in partnership with the City of Belfast.

WHEREAS: Mr. Hurley has been an advocate for small businesses, having run several in Belfast, including the Belfast Café, a window cleaning and awning installation company, a retail store,

creating and selling life-sized Fiberglas replicas, and operating the Colonial Theatre Belfast's art deco movie theatre.

NOW THEREFORE, in the form of a motion the Belfast City Council has selected the Michael D. Hurley as the recipient of the 2025 Belfast Spirit of America Award, and thanks him for his years of service to our community.

IN WITNESS WHEREOF, I hereunto set me hand and seal this 17th day of June, 2025.

Mayor Eric Sanders

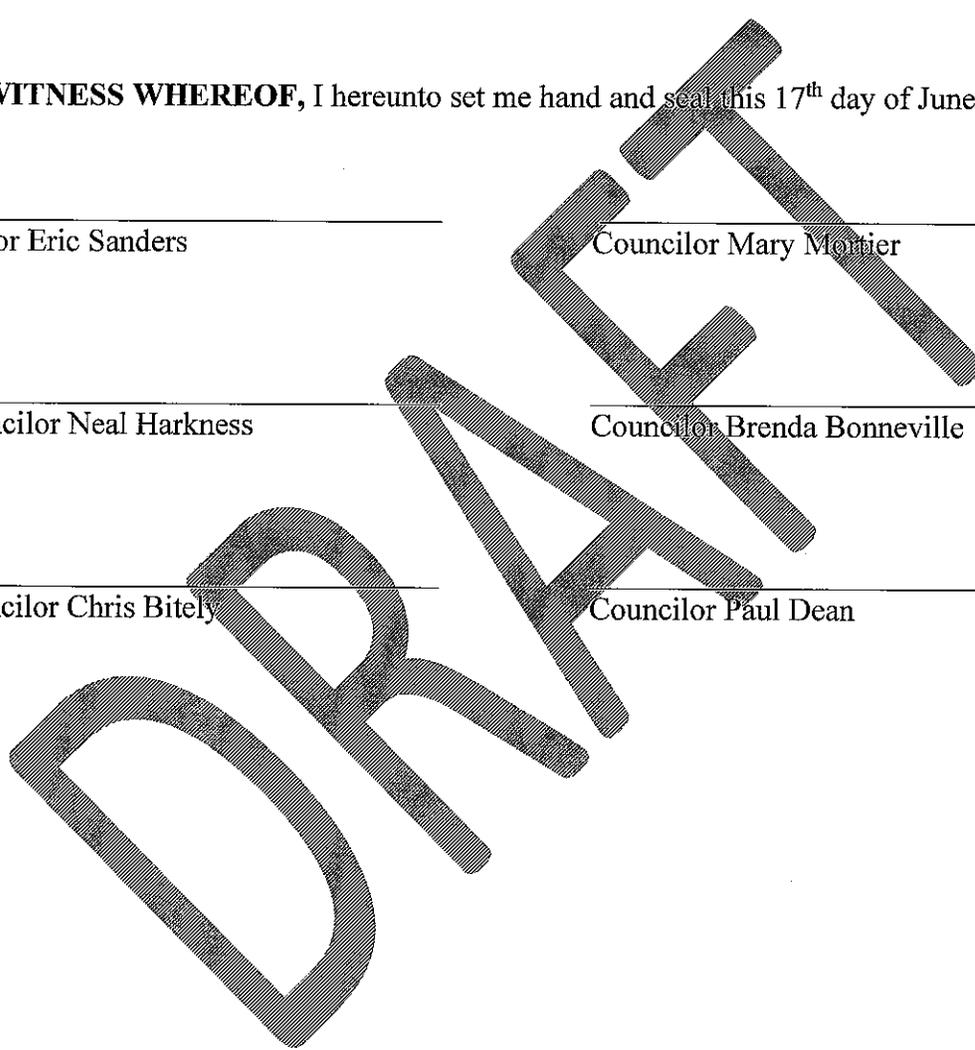
Councillor Mary Montier

Councillor Neal Harkness

Councillor Brenda Bonneville

Councillor Chris Bitely

Councillor Paul Dean



Maine Healthy Beaches Program Quick Facts



We are all in this together! Beach activities, upland land use and off-shore activities all impact beach water quality. Please help us educate the public & advocate best practices to keep our beaches healthy!

The Maine Healthy Beaches (MHB) Program is a statewide effort to monitor water quality and protect public health on Maine's coastal beaches.

Coastal beaches are monitored for the fecal indicator bacteria *Enterococci* which indicates fecal contamination & the *possible* presence of disease-causing microorganisms.

Coastal beaches may be posted under an advisory (or a closure in severe cases) when *Enterococci* levels exceed the safety limit. The beach status is posted at major access points & online via the program website: www.mainehealthybeaches.org

The beach status is determined by multiple factors including but not limited to: bacteria results, environmental conditions, risk of pollution, historical water quality, and other known safety hazards.

The US EPA safety limit for recreational water contact is **104** most probable number of *Enterococci* per 100 milliliters of sample water. When bacteria levels exceed this limit, there's an *increased probability* of contracting illness from the water.

Symptoms of recreational waterborne illness (RWI) may include: nausea, diarrhea, stomach cramps, chills and fever. Skin rashes and infections of the eyes, ears, nose and throat may also occur. If you have an RWI, contact your physician.

Sources of fecal contamination may be human and non-human and can include: malfunctioning septic systems, sewage treatment plant or collection system overflows, polluted storm water runoff, untreated boat sewage, domestic animal waste, waterfowl and wildlife waste, and poor sanitary practices at the beach.

Practice healthy habits:

- Avoid swimming after heavy rainfall.
 - Do not ingest beach water.
 - Take children to the bathroom often & use swim diapers.
 - Don't swim if you have diarrhea or may vomit. Wash your hands.
 - Dispose of trash and pet waste properly.
 - Do not feed birds or wildlife.
 - Maintain & pump out your septic system.
 - Never discharge untreated boat sewage.
 - Plant buffers along waterways to trap polluted runoff.
-

10.F



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Pamela J. Salokangas, CPRE, CPSI
Parks & Recreation Director

Email: parksandrec@cityofbelfast.org
Phone: (207) 338-3370, ext. 127

MEMORANDUM

TO: Erin Herbig, City Manager
FROM: Pam Salokangas, Parks and Recreation Director
DATE: June 11, 2025
RE: Mower Purchase

Per direction provided by City Manager Herbig, the Parks and Recreation Department has received quotes for the purchase of a new mower.

The Parks and Recreation Department currently utilizes a 2017 Gravely ProTurn 252, a 2018 Gravely ZT HD-60, and a 2023 Gravely ZT LX42 for the majority of its mowing tasks within the parks. The Department also uses an older Husqvarna lawnmower for ballfield maintenance and back-up mowing when needed.

During the late winter, our two oldest Gravely mowers were serviced by the only Gravely shop in our regional area which is in Glenburn, ME. However, the Department has been plagued with equipment break-downs all spring combined with very wet grounds, which led to several mowing delays. The Gravely brand builds commercial mowers, and the company was purchased by Ariens, which builds mostly residential mowers. Because our service provider now carries mostly Ariens equipment to include Ariens parts, which are not transferable, any time we take a mower for service, there is always an additional delay as the vendor has to order the Gravely parts which are not kept in stock other than some small springs and oil/fuel filters. That part order typically delays our repairs and has delayed our mowing work up to 10 days most recently; once you combine mower break-downs with wet weather, the Department is unable to mow and then we're even further behind until all equipment is operable and we can catch-up again.

The Department currently mows 25 different parks, trails, City facilities, and MeDOT locations ranging in acreage from small to large, and is adding seven (7) rangeways to that list during 2025, which totals 32 sites. Many of our sites include detailed mowing and weedeating as we trim around trees, tree ID signs, fences, memorials, buildings, roads, etc., plus we mow ballfields, pool grounds, and in and around playground areas. Most parks are mowed rotationally every other week, with some venues being mowed weekly based on use, and some locations being mowed every 10 days to two weeks, based on facility type and non-use (MeDOT locations).

To remedy some of our challenges, we were asked to spec a new mower, and we have looked toward the Toro brand and their commercial mowing equipment, and we reviewed a slightly larger mowing





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Memo to Manager Herbig

June 11, 2025

Page 2

deck which can expedite mowing of our larger and flatter park spaces. The Toro brand is well-known and already in use among other City departments. Again, we are spec'ing a commercial mower to ensure that we have the appropriate safety equipment to include a rollbar and a seatbelt, as our smaller, residential-style mowers do not have these installations. Due to the fact that we mow the Sewer Treatment Plant which has a very steep and tricky hillside, Belfast Common which also has a steep hillside, and Belfast City Park and its large meadow with a steep bottom, these safety features are imperative for the machine we purchase.

Additionally, the service component is important to this purchase; we want to ensure that this commercial mower can be serviced and also repaired when necessary by a competent dealer with general parts in stock, and the ability to order parts with 1-2 day turnaround; the location of said dealer is also important to reduce time away from the job when hauling machinery out-of-town.

The department reviewed two comparable commercial mowers from two different dealers, and both dealers have a full-service shop.

The first attached written quote is from Chase Toys in Unity, ME. This machine is brand-new with a build date of 2024 and is a Toro Z Master 4000 HDX 72" Kawasaki FX1000V 35 HP MyRide mower.

- For government, tax-exempt purchases, the price for this mower is \$13,166, and that includes delivery to Belfast.
- This is a gas-powered mower (10 gal. tank) with a 72" cutting capacity with side-mounted exit chute.
- This commercial mower is a zero-turn style mower to include the safety rollbar and seat belt.
- This mower is outfitted with LED headlights for early AM or late afternoon mowing on cloudy/foggy days.
- Travel/ground speed maxes at 12 mph for flat mowing.
- Warranty for this machine is in place, up to 750 operating hours.
- Travel time for service is 40 minutes one-way.
- Zero lead time as the model is on the floor.

One of the best features of this mower is the cutting height as our Department has changed mowing protocols where we mow at lower or higher heights based on the park spaces and how they are used. This mower has a cutting height range of 1.5"-5.5" and it is adjustable by .25" increments. The cutting blades consider of .25" thick heat-treated steel.





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Memo to Manager Herbig

June 11, 2025

Page 3

Toro Z Master 4000 HDX 72" Kawasaki FX1000V 35 HP MyRide Photos:



The second attached written quote is from Turf Products in Portland, ME. This mower is a Toro Groundmaster 7210 with a Yanmar liquid-cooled diesel engine. This model would be brand-new and would be scheduled for build-out once purchase is complete.

- For government, tax-exempt purchases, the price for this mower is \$42,178.66, with delivery included. NOTE: There is a "potential 5% surcharge" added to cover any price increases between now and delivery; this would be deleted if there isn't a price change.
- This is a diesel-powered mower (11.5 gal. tank) with a 72" cutting capacity with side-mounted exit chute.
- This commercial mower is a zero-turn style mower to include the safety rollbar and seat belt.
- This mower is NOT outfitted with LED headlights.
- Travel/ground speed maxes at 12.5 mph for flat mowing.
- Warranty for this machine is two-year limited warranty.
- Travel time for service is 2-2.5 hours one-way.
- Lead time for this new machine is 8-10 months.
- Quote does not include shade unit, or any additional attachments, just the basic machine.





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Memo to Manager Herbig

June 11, 2025

Page 4

This machine also has variable height cutting, which is very beneficial for the Department's new mowing protocols. This machine has a cutting range of 1"-6" with an adjustable increment of .25". The blades are .25" thick heat-treated steel blades.





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Memo to Manager Herbig

June 11, 2025

Page 5

Comparison Table	
<i>Toro Groundsmaster 7210 (72")</i>	<i>Toro Z Master 4000 HDX 72"</i>
Yanmar 3-cylinder liquid-cooled diesel engine with 36.8 hp.	Kawasaki FX1000V 35 hp gasoline engine
Engine displacement 1,642 cc	Engine displacement 999 cc
12.5 mph	12 mph
11.5 gal. fuel tank	10 gal. fuel tank
72" mowing width	72" mowing width
Zero turn	Zero turn
Mowing height 1"-6" in .25" increments	Mowing height 1.5"-5.5" in .25" increments
Deck Hydraulic Lift (Raise/hold/lower/float)	Deck Lift is via Pedal and Electric Actuator

For a quick review: <https://www.youtube.com/watch?v=7StVXX36Cac>

Based on the quotes received and accounting for distance to a service/repair provider, the Belfast Parks and Recreation Department supports the Chase Toys quote at a price of \$13,166.00. Additionally, the Department is recommending that we keep the 2017 Gravely mower in service for the remainder of this mowing season, or as long as it lasts, as a back-up mower for any reason another older mower goes down, and then the Department recommends that we auction the mower at the end of the mowing season. The Department will also add the 2018 mower replacement to the next CIP cycle and will estimate a replacement cycle for the 2023 mower as well.



Chase Toys, Inc.

417 THORNDIKE RD
 Unity, ME 04988
 207-948-5729

Bill of Sale

Sales Person: Josh Miville

Deal # **10527**

Date: 06/11/2025

Buyer: Belfast Parks & Rec
 131 Church Street, Belfast, ME (Waldo)
 04915 - parksandrec@cityofbelfast.org
 (P) 207-338-3370 (M) EXT 127

Stock#	Unit	VIN	Mi/Hrs	Price
TOR19035 2	New 2024 Toro Z Master 4000 HDX 72 in. Kawasaki FX1000V 35 hp MyRIDE (Red)	418190352	0	\$13,166.00
Total Unit(s) Price:				\$13,166.00

Invoice Summary	
Total Unit(s) Price:	\$13,166.00
Total Freight:	\$0.00
Total Set-Up:	\$0.00
Total Other:	\$0.00
Total F&I:	\$0.00
Total Parts:	\$0.00
Total Service:	\$0.00
Sales Tax:	\$0.00
Doc Fees:	\$0.00
Other Fees:	\$0.00
Total Sale Price:	\$13,166.00
Trade-In Allowance:	\$0.00
Trade-In Payoff:	\$0.00
Trade-In Value:	\$0.00
Cash Back:	\$0.00
Payments:	\$0.00
Balance Due:	\$13,166.00

Due to ongoing logistical changes and ever changing pricing our OEMs reserves the right to change pricing at any time. All customers will be notified of any price changes and can cancel at anytime. Any and ALL deposits are NON REFUNDABLE.

Any parts ordered in association with a vehicle purchase are subject to a 20% Restock fee.

Maximum amount credit card transaction \$2500. We DO NOT accept credit cards on vehicles.



turf products

157 Moody Road • PO Box 1200 • Enfield, CT 06082
Main Office: (860) 763-3581 • FAX: (860) 763-5550

QUOTE

Prepared For: Pam Salokangas
Belfast Maine Parks and Rec
131 Church Street Belfast, Maine United States

Quote Name: Belfast Maine Parks and Rec_7210
Quote Number: Q185817
Quoted Date: **06/11/2025**
Prepared By: Dan Ricker
dricker@turfproductscorp.com
207-727-1848

Qty	Model #	Description	MSRP	% Disc	Award	Extended
1	30695	Groundsmaster 7210 No Deck (T4)	\$42,653.00	22 %	\$33,269.34	\$33,269.34
1	30481	72 Inch Side Discharge Deck	\$5,827.00	22 %	\$4,545.06	\$4,545.06
1	30347	72 Inch Side Discharge Recycler Kit	\$467.00	22 %	\$364.26	\$364.26

Source Well ID = Account # 175881

Please allow 8-10 months for delivery.

Toro Total:	\$38,178.66
Potential 5% Surcharge:	\$2,000.00
Set Up:	\$2,000.00
Freight:	\$0.00
Trade Ins:	(\$0.00)
State Sales Tax:	\$0.00
Total Price:	\$42,178.66

“Potential 5% Surcharge” is a fee that is added to the quote in the event there is a price increase prior to the delivery of the unit. This is based on the current global supply chain and raw material tariffs. We hope not to use this charge but we would rather put this charge up front instead of asking for a increase in the cost at the time of delivery.

10.G-M



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Pamela J. Salokangas, CPRE, CPSI
Parks & Recreation Director

Email: parksandrec@cityofbelfast.org
Phone: (207) 338-3370, ext. 127

MEMORANDUM

TO: Erin Herbig, City Manager
FROM: Pam Salokangas, Parks and Recreation Director
DATE: June 10, 2025
RE: Donation Request, Facility Use Requests, and Concession Vendor Approval

The City of Belfast Parks and Recreation Department is presenting the following Donation Request and Facility Use Requests for the Regular Agenda

10.G

Donation Request

The Belfast Parks and Recreation Department/City of Belfast received a \$250.00 donation from City resident, Gianne Conard, to defray the costs of the Dog-I-Pot bags that the city purchases for the various stations around the city. As a dog owner, she appreciates this service provided by the city, and understands the high expense of providing these bags throughout the year.

Belfast Parks and Recreation is requesting that this donation be accepted by City Council, and requests that the donation be placed in the 610-585 Expense Account to cover a June 2, 2025 purchase of bags 12,000 bags which cost \$358.00.

10.H

Coastal Mountains Land Trust Facility Use Request

The Coastal Mountain Land Trust would like to host some tabling opportunities in the Belfast area this summer as a way to reach out to residents and visitors, and to introduce them to their mission and programming. As you are well aware, the Coastal Mountains Land Trust hold several properties in consideration and hosts many educational opportunities for conservation practices.

They propose to host a table in Heritage Park on Saturday, June 28, 10 AM-2 PM, and to host at the Upper Bridge West Rangeway entrance, along the Belfast Rail Trail, on Saturdays, July 12, August 2, and August 9, from 9 AM-12 PM. Their table will be off to the side of the Harbor Walk and the Belfast Rail Trail and will not be approaching users. They will have maps, trail guides, and other literature available as well as volunteers to explain their structure and programming. The Trust has provided a Certificate of Insurance for these tabling opportunities.

No support is needed from Belfast Parks and Recreation, and the department supports this use request.





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Memo to Manager Herbig

June 10, 2025

Page 2

10.I

Summer Shakespeare Festival Facility Use Request

A new partnership has evolved between Belfast Parks and Recreation and the MidCoast Shakespeare Studio; this summer, a Summer Shakespeare Festival is planned for the Belfast City Park in the great meadow and with activities based in the covered, waterside pavilion. The free festival will include outdoor performances of Shakespeare's "Twelfth Night," live music by the Sea Strings, a puppet-making workshop, and face-painting.

The festival schedule will run Wednesday July 30-Sunday, August 3, and will include outdoor performances, music by the Sea Strings, puppet-making workshops, face-painting, and more. The schedule recently changed from the original application, so the MidCoast Shakespeare Studio is working on a revision to the overall schedule to include daytime and evening performances, and other activities.

The festival performances will move to the indoor space operated by MidCoast Shakespeare Studio if there is inclement weather. No services are requested from Belfast Parks and Recreation, and the Studio will provide a Certificate of Insurance as well. Belfast Parks and Recreation supports this use request.

10.J

Summer Shakespeare Festival – Young Bloods Pop-Ups Facility Use Request

Accompanying the Summer Shakespeare Festival will be the Young Bloods Pop-Ups, which consists of the youth theatre troupe members performing vignettes as free "pop-up" short performances in several park spaces in downtown Belfast.

Proposed dates are Saturdays, July 26 and August 2, from 11 AM-1 PM. The youth troupe will perform between 5-10 min. at each park, and proposed to venture between Heritage Park, Park on Main, Belfast Common, and Steamboat Landing Park. No equipment or staging or sound is needed for the troupe. If there is inclement weather, these performances will not take place.

No support is needed from Belfast Parks and Recreation, and the department supports this request.

10.K

Belfast Bible Church Community Outreach

In an effort to introduce the new church to city residents, the Belfast Bible Church is requesting space at Steamboat Landing Park, based around the gazebo, to host an outdoor church service to include praise, worship, and encouraging words. The church would also be providing popcorn, cotton candy, and snow cones, and some raffle give-aways. There would also be music at the gazebo, and the church has requested access to electricity. A Certificate of Insurance is already on file.





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Memo to Manager Herbig

June 10, 2025

Page 3

No other services have been requested from Belfast Parks and Recreation, and the department supports this request.

10.L

Maine Celtic Celebration Waiver Request

The Maine Celtic Celebration's Facility Use Request for both the Belfast Boathouse and Steamboat Landing Park were approved at the May 20, 2025 City Council meeting. The Maine Celtic Celebration was working toward a new sponsorship that would have provided additional funding for their event's operational budget; unfortunately, that sponsorship fell through.

At this time, they are requesting that the Belfast City Council consider their fee waiver request for use of the Belfast Boathouse. The current rental fee for non-profits for a three-day weekend is \$1,500 plus a \$500 security deposit. If Belfast City Council considers the rental fee waiver, the Belfast Parks and Recreation Department requests that the security deposit not be waived.

10.M

Concession Vendor Approval

During March and April, the Parks and Recreation Department solicited via RFP for a Concessionaire for the Belfast City Park Concession Stand. Two vendors submitted proposals which were reviewed by the Parks, Trails, and Recreation Committee at their April 10 meeting. Unfortunately, there was agreement from the Committee and the Department that neither proposal was a good fit as proposed at that time. The committee recommended that we re-open the Concession RFP process, which we did in April and May. The Department didn't receive any proposals at that time. At the May Parks, Trails and Recreation Committee meeting, we discussed conducting outreach with individuals in the community to see if there was interest in submitting a proposal, using the parameters set in the RFP.

I reached out to both vendors who submitted in April, and provided some feedback about what the Committee was looking for, and invited both of them to submit an updated proposal. One vendor did resubmit a proposal in early June, and the vendor was able to better match the requested operational schedule, and expanded the menu a bit; these changes were able to come forward due to the concessionaire's change in availability. This vendor may be able to expand the menu a bit further once operations commence, assuming that this proposal is approved.

The Parks, Trails, and Recreation Committee will meet on Thursday, June 12 and they will be reviewing this proposal to either forward to City Council for contracting approval, or they will deny the proposal if the group doesn't think it meets the scheduling or menu needs. If there is a vote to bring the proposal





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Memo to Manager Herbig

June 10, 2025

Page 4

forward to Council, I will provide a summary handout at the Council meeting with additional details. The Concession Stand is ready for occupation and contracting, so the start-up time should be minimal.





Facilities Use Request City of Belfast, Maine



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 application is specifically for City property such as waterfront parks, pavilions, streets, sidewalks, etc. This application is NOT for the Belfast Boathouse, but it may be required in addition to the Belfast Boathouse Rental Application if you are planning an event that includes both the Belfast Boathouse and Steamboat Landing Park.

This application must be submitted 60 days or more before the proposed event date. This allows for the application to be reviewed by all departments and to be reviewed and approved by the Belfast City Council.

EVENT NAME: Land Trust Tabling

BRIEF EVENT DESCRIPTION: CMLT would like to table for a few Saturday hours of prime activity to introduce our mission and our programs to the general public and users of the Rail Trail

We will not be accosting people, but rather be visible and available to answer questions, share our story, and introduce people to the trails we have in Waldo (and Knox) County

DATES and TIMES: June 28, 10 - 2
July 12/August 2 & 9, 9 AM - noon, but we may end up picking one or two

PROPOSED LOCATIONS/AREAS TO BE USED:

June 28: Heritage Park along the Harborwalk
July 12/August 2 & 9: Upper Bridge/ Rangeway on the Rail Trail

ORGANIZING GROUP (if applicable): Coastal Mountains Land Trust

GROUP REPRESENTATIVE/INDIVIDUAL NAME: Gianne Conard, President
Jeffrey Davis, VP
Ian Stewart, Executive Director

MAILING ADDRESS: 101 Mount Battie Street
Camden, ME 04843

PHONE NUMBER: 207-338-3208 (Gianne)
207-236-7091 (CMLT) **EMAIL:** gpcconard@gmail.com
info@coastalmountains.org

All applications and related documents must be returned to the Belfast Parks and Recreation Office at City Hall, 131 Church Street, Ground Level (drop off at City Clerk's office). Questions? Please call 207- 338-3370 Ext. 127 or parksandrec@cityofbelfast.org.

This is a planning checklist for your benefit as well as the City's. **All activities must be included in the event description; anything not included cannot be approved and cannot be added later unless a second or revised application is submitted. Approvals will not be provided to individuals or groups who are uncertain of their plans.**

When you are ready to submit your application, please attach maps, additional sheets, event outlines etc. which will help to explain your request. If any of the following questions do NOT apply to your event, simply write N/A (not applicable) in the space provided. Thank you.

Describe in detail the activities within your event and the schedule you are proposing.

We will set up a table, maybe under a small tent depending on the weather, with some trail maps and literature about the land trust. There will be one or two board members there to offer a friendly "hello" and talk with anyone who shows an interest. We will also have hats for the first ten members we sign up.
We plan to table at Upper Bridge from 9 to noon, and Heritage Park from 10 - 2. All plans are weather dependent, and if we aren't going to show up, we will let Pam know.

Based on the facilities noted above, how do you intend to use the spaces requested?

see above

Are you asking to close off any City Streets? If so, please list by street name (include from where-to-where the street will be blocked, days, times, etc.).

no

If yes, who will be managing the street closures?

n/a

How many people do you expect at your event?

This is not really an "event". We are taking advantage of existing opportunities to spread knowledge about the land trust, our preserves, and our partnerships with the City

How many volunteers do you expect at your event?

2 - 3 at any one time

Will YOU or YOUR GROUP be selling things at this event? If yes, what will you be selling, and please provide descriptions.

We will be offering memberships in the Land Trust, and we might sell a few trail guides. Hats will be gifts for new members

If you will not be selling anything, will others at this event be selling items? If yes, please provide details.

n/a

Will you be renting spaces to vendors on City property? If yes, please provide for the type of vendors and your fees.

n/a

Please provide an explanation of vendor space sizes, locations, load-in/load-out details, etc.

n/a

Does this event call for any type of open fire, including for cooking purposes? If so, please describe what fire safety measures you plan on employing associated with this potential hazard? NOTE: a fire permit may be required.

n/a

How do you propose to handle garbage removal?

We do not expect to produce garbage. If there is any, we will carry it out.

How do you propose to handle parking and how will parking instructions be communicated to vendors, volunteers, service providers, and your customers?

Volunteers will likely park in the lot at Upper Bridge; at Heritage Park it will be city parking.

How do you propose to handle security, if needed.

n/a

How do you propose to handle the need for regular and accessible restrooms?

n/a

What are your electrical needs, and how will you provide electricity?

n/a

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

n/a

What are your event safety protocols (i.e., weather, injury), and will you have a First Aid tent?

n/a

Have you spoken to the neighbors in the area of this event regarding traffic, noise, parking etc.? NOTE: You may need to provide parking lot monitors and signage for your event.

n/a

Will any alcohol be served or consumed at this event? If yes, please provide details on who will be providing that service, including their contact information (phone and email). NOTE: Additional permits may be required for your event based on your service provider, their liability insurance coverages, and any existing permits they may have.

n/a

Please attach a map that shows your event's boundaries, how you will set-up your event (vendors, beer/wine garden, restrooms, where activities will be located, your access points, and any other pertinent details).

Map Attached: Yes No (If no, when will map be available to review?) no map

Are you able to provide a Certificate of Insurance in the amount of \$1,000,000 that also lists the City of Belfast as an additional insured 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?

We do have that, and the City may even have one on file from events we have held at the Boathouse.

Who is your insurance agent that will provide the Certificate of Insurance as proof of this policy?

Allen Agency

Who will be in charge of the event and on-site for the majority of the event's duration? Please include cell phone numbers and an email address.

Gianne Conard (202-494-5872; gpconard@gmail.com) - board president
Jeffrey Davis (972-342-5003; jdt58@icloud.com) - board vice president

Are you asking the City for any additional services over and above the request to use the facilities you have described above? If so, please be specific. (Examples: barricades, security/street closures, electrical access, etc.)

no

Are there any other details you haven't addressed and that you would like to include?

We would like to have the flexibility to use the Sunday following each date as a potential rain date.

Have you reviewed the specific policies for use of City-owned property, located in Appendix A, particularly the information about reservations being secured in advance, and changes that could occur to your event (middle of pg. 7, under Scheduling)?

Yes

No

APPENDIX A:
SPECIFIC POLICIES RELATED TO
USE OF CITY PARKS AND PROPERTY FOR SPECIAL EVENTS AND FUNDRAISERS

The purpose of this policy is to specify and clarify procedures regarding the use of City parks for special events or fundraising events and to ensure these activities meet the requirements of the City ordinances. **A Special Event or Fundraiser can be defined as any event that exceeds 75 people, and which is open to the general public, and/or where fundraising may occur through an event pre- registration, and/or where donations will be accepted in advance or on-site.**

This policy applies to:

- all City parks and park areas;
- the City pool;
- and for other City-owned property utilized for special events or fundraisers (i.e., sidewalks, streets, city parking lots).

Reservations must be secured for special events/fundraisers AT LEAST 60 days in advance. Some events may require additional lead time and should be discussed in advance. This time frame allows the Department to review requirements with organizers, secure paperwork and deposits, and then forward to City Council for approval for any atypical details or waiver requests.

NOTE: Several waterfront parks are also designated as special event spaces since they provide the most space for the larger events held in the City of Belfast. Special requirements are necessary to balance the use at the various City parks and to ensure that the parks are still open to the general public and that parking is available for all events and for general users.

The following types of large group events are subject to the provisions of this policy:

- Community events sponsored by Belfast-based civic or social organizations,
- Fundraising events sponsored by a Belfast-based non-profit organization to benefit a Belfast-based program,
- Special athletic or sporting events by a Belfast-based group,
- Concerts or public performance events at any park,
- Special events at the Belfast Dog Park,
- Other events as determined by the Parks and Recreation Director or the Parks, Trails, and Recreation Committee.

The following rules apply:

- Since each event is somewhat unique, the Director of Parks & Recreation will determine if the planned event shall be covered by this policy.
- Belfast-based groups organizing a large special event/fundraiser will have priority over non-Belfast-based groups.
- Special events/fundraisers are booked on a first-come, first-served basis EXCEPT three annual events with a long event history and schedule—Arts In The Park, Maine Celtic Celebration, and the Belfast Harbor Fest.
- All special events/fundraisers must be reviewed in advance to ensure that they meet this

policy and the City ordinances regarding public safety, alcohol, permitting, etc.

Scheduling

Special Events/Fundraisers can be scheduled up to one (1) year in advance. The appropriate rental form (either Special Event/Facility Request or a Belfast Boathouse Rental Application, or in some cases both forms) must be completed to secure a date. The Parks and Recreation Director will determine when rental deposit, security deposit, final payment, and insurance certificate will be due. The rental date(s) will not be secure until rental deposit and/or full payment (depending on lead time) is paid.

Reservations must be secured for special events/fundraisers AT LEAST 60 days in advance. In addition, the Director and/or City Manager/City Council may:

- deny or revoke reservations to any event which is not compatible with the facility or other scheduled events;
- restrict the total number of Special Events/Fundraisers which may be held per year at each park;
- deny or revoke reservations to any event with the potential of overloading park visitor capacity with respect to public safety or facility capacity or parking accommodations;
- suggest alternate locations in order to better accommodate Special Events/Fundraisers with respect to public safety, parking, visitor capacity;
- move activity locations or cancel specific activities if inclement weather has created hazardous conditions or the potential for excessive facility damage;
- all cases of reservation denial or revocation may be appealed to the Belfast City Council at their next regularly-scheduled meeting.

Event Planning

Special event/fundraiser organizers shall meet with the Director **at least 60 days** prior to the event to review preliminary event plans, determine activity locations in the park, and confirm all operational details. A second meeting 7-10 days prior to the event may also be scheduled. Provisions for inclement weather/heavy rain should be made by the sponsoring group with regard to all event operations (parking areas, activities, food service, etc., to include moving activity locations or canceling specific activities if inclement weather has created hazardous conditions or the potential for excessive facility damage.). The Department Director must approve event details in advance.

Tent Policy

If you intend to erect tents of your own or rented tents from a third-party, you will need to adhere to the following recommendations:

- All tents, no matter the size, should be staked properly to avoid any accidental fly-aways during windy days. Tent stakes should be marked clearly to avoid any tripping hazards.
- Large tents (larger than 20' x 20'/400 sq. ft.) installed without sides do not need any additional inspections or permits; these tents must be staked properly.
- Large tents (larger than 20' x 20'/400 sq. ft.) installed with sides, sides that will be on 100% of the time, fall into the Assembly Use category for the Maine State Fire Marshall's office. These tents would need to have a plan review for egress paths and fire retardation

certification. This would be coordinated well in advance of the event. These tents must also be staked properly.

- Large tents (larger than 20' x 20'/400 sq. ft.) with or without sides should have one (1) fire extinguisher on-hand; large tents (larger than 40' x 40'/1,600 sq. ft) with or without sides should have two (2) fire extinguishers on-hand.
- Tent stakes/support guy wires must be 12' or more from any structures, parking lots, trees, vehicles, signage, etc. Any stakes/support guy wires must be marked well for pedestrians' needs.
- Installation areas must be marked for utilities in advance of any tent installation if there is even the slightest chance that underground utilities are in the area. Utility marking is the sole responsibility of the reservation holder and should only be scheduled once reservation holder has an approved tent location from the Department.
- Additional rental fees may be required if a tent must be installed several days in advance of a special event/fundraiser, and only if the space is available.

Park Operations

Belfast Parks and Recreation is not able to financially assist special event or fundraising events. The Department may assign staff for park maintenance before, during, and after the event (for assistance with trash collection, restroom maintenance, special setups/take downs, facility maintenance, electrical needs), based on the potential number of visitors the event may generate.

The Department will invoice the event sponsors for all expenses incurred that were in excess of the normal level of park operations or that generated overtime. Only Department employees are permitted to operate Department vehicles and equipment. The large event organizers may also be required to provide volunteers to direct event parking and pedestrian access or to provide overflow parking at a non-municipal owned area, and to assist with trash collection duties. Therefore, the organizing group can expect to pay for these functions:

- Permits for alcohol/catering services; these may need to be paid by renter and/or by individual vendors participating in the fundraising or special event being sponsored by renter.
- Extra Department staff: expense depends on event details; an estimate can be provided in advance,
- Repairs to park facilities, as required, and if resulting from the group's use,
- Portable toilet rentals (supplemental) from a private supplier, pending event details,
- Trash dumpsters (supplemental) from a private supplier, pending event details, and
- Additional insurance premiums for coverage of the event with indemnification to the City of Belfast, and, if needed, for any private parking areas near the facility (see below) and/or for a liquor liability endorsement.

Insurance

All rentals that are open to the public except family rentals (non-public) shall provide to the Department, in advance of the event, a Certificate of Insurance which:

- Provides evidence of coverage in both commercial general liability insurance and automobile liability insurance (if applicable) for a minimum coverage amount of \$1,000,000 per occurrence, combined single limit;

- A Certificate of Insurance must include adding the City of Belfast as an additional insured;
- For events that are hosting alcohol-related activities such as a beer garden or wine tasting, the Certificate of Insurance will also need to demonstrate a liquor liability endorsement which may increase the insurance premium.

The minimum coverage amount that is required by the Department may be increased pending the type of event and level of risk or an additional rider may be requested. Food service and liquor operations may require additional permits, and these are typically processed by the Belfast City Clerk's office and approved by the Belfast City Council. Additional insurance coverage for food service (as well as meeting the requirements of the City and state health codes) may be required. In addition, other groups or businesses which use park facilities during special events (i.e., third-party concessionaires like food vendors) must also present in advance to the event organizer a similar Certificate of Insurance for their operations. Please contact the Department regarding specific insurance requirements for the planned event.

Parking and Vehicle Access

Very few of the Special Event areas have their own parking, especially those in the waterfront area. To host an event at Steamboat Landing Park, an event organizer will be required to rent the Belfast Boathouse to secure handicap parking and to have load-in and load-out access.

Event organizers will be required to follow the soon-to-be-created parking plan during large and multi-day events (as of 2025). Once that parking plan is in place, the Belfast Parks and Recreation Department will update this policy with those details. Parking is permitted only in designated spaces or areas. No parking on the grass or in driveways is permitted during a large group event, except with the express written permission of the Department. Tasks may also include providing appropriate signage during events, hosting volunteers for parking tasks (see below), and communicating the parking information to patrons.

The organizers should also make arrangements to furnish Parking Guides (volunteer or paid) to safely direct vehicles to the proper spaces, as well as providing safe pedestrian crossings on various roadways around the event site.

- Considerations should be given to making directional and information signs for your event.
- Vehicles parked illegally on City or private property will be ticketed by police and are subject to towing at the owner's expense.
- It is especially important that emergency access remain available at all times during your event, and that the event organizers follow the new event parking plan (2025).
- Vehicular access to any areas off the paved roadways must be approved by the Department in advance, including by event contractors, caterers, concessionaires, event leaders, etc.

If you plan to submit a request that is outside the boundaries of this policy, please submit it at least 60 days in advance.



Facilities Use Request City of Belfast, Maine



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 application is specifically for City property such as waterfront parks, pavilions, streets, sidewalks, etc. This application is NOT for the Belfast Boathouse, but it may be required in addition to the Belfast Boathouse Rental Application if you are planning an event that includes both the Belfast Boathouse and Steamboat Landing Park.

This application must be submitted 60 days or more before the proposed event date. This allows for the application to be reviewed by all departments and to be reviewed and approved by the Belfast City Council.

EVENT NAME: Summer Shakespeare Festival

BRIEF EVENT DESCRIPTION: A series of community events, focused around the works of William Shakespeare, offered free to the public.

DATES and TIMES: July 30 + 31, August 1, 2, 3.

PROPOSED LOCATIONS/AREAS TO BE USED: City Park, near pavillion and waterfront area.

ORGANIZING GROUP (if applicable): MidCoast Shakespeare Studio

GROUP REPRESENTATIVE/INDIVIDUAL NAME: Kat Alix-Gaudreau

MAILING ADDRESS: 9 Field Street, Suite 118 Belfast, ME 04915

PHONE NUMBER: 401-569-1204 **EMAIL:** kat@midcoastshakes.com

All applications and related documents must be returned to the Belfast Parks and Recreation Office at City Hall, 131 Church Street, Ground Level (drop off at City Clerk's office). Questions? Please call 207- 338-3370 Ext. 127 or parksandrec@cityofbelfast.org.

This is a planning checklist for your benefit as well as the City's. All activities must be included in the event description; anything not included cannot be approved and cannot be added later unless a second or revised application is submitted. Approvals will not be provided to individuals or groups who are uncertain of their plans.

When you are ready to submit your application, please attach maps, additional sheets, event outlines etc. which will help to explain your request. If any of the following questions do NOT apply to your event, simply write N/A (not applicable) in the space provided. Thank you.

Describe in detail the activities within your event and the schedule you are proposing.

Outdoor performances of Shakespeare's "Twelfth Night", live music by the Sea Strings, puppet-making workshop, and face-painting provided free to the public. Friday and Saturday evenings (5:30 PM - 8 PM) and Saturday and Sunday afternoons (12 PM - 3 PM).

Based on the facilities noted above, how do you intend to use the spaces requested?

We will be setting up our festival space in the green hill space across from the pavilion at City Park, including folding tables, small theater set pieces, picnic blankets and lawn chairs.

Are you asking to close off any City Streets? If so, please list by street name (include from where-to-where the street will be blocked, days, times, etc.).

No.

If yes, who will be managing the street closures?

N/A

How many people do you expect at your event?

Approximately 30 - 50 people per time slot.

How many volunteers do you expect at your event?

20.

Will YOU or YOUR GROUP be selling things at this event? If yes, what will you be selling, and please provide descriptions.

No - all our festival activities are offered free to the public.

If you will not be selling anything, will others at this event be selling items? If yes, please provide details.

No.

Will you be renting spaces to vendors on City property? If yes, please provide for the type of vendors and your fees.

No.

Please provide an explanation of vendor space sizes, locations, load-in/load-out details, etc.

N/A

Does this event call for any type of open fire, including for cooking purposes? If so, please describe what fire safety measures you plan on employing associated with this potential hazard? NOTE: a fire permit may be required.

No.

How do you propose to handle garbage removal?

We will remove any garbage our event generates to the local city transfer station.

How do you propose to handle parking and how will parking instructions be communicated to vendors, volunteers, service providers, and your customers?

We will provide parking instructions on our website and via volunteers.

How do you propose to handle security, if needed.

N/A

How do you propose to handle the need for regular and accessible restrooms?

The public will use the City Park public bathrooms.

What are your electrical needs, and how will you provide electricity?

None

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

Live acoustic music and performers voices throughout the performances.

What are your event safety protocols (i.e., weather, injury), and will you have a First Aid tent?

We will have an indoor venue (separate from the park) for inclement weather. Three members of our staff are First Aid/CPR certified and there will be a first aid kit on site for minor issues.

Have you spoken to the neighbors in the area of this event regarding traffic, noise, parking etc.? NOTE: You may need to provide parking lot monitors and signage for your event.

N/A

Will any alcohol be served or consumed at this event? If yes, please provide details on who will be providing that service, including their contact information (phone and email). NOTE: Additional permits may be required for your event based on your service provider, their liability insurance coverages, and any existing permits they may have.

No.

Please attach a map that shows your event's boundaries, how you will set-up your event (vendors, beer/wine garden, restrooms, where activities will be located, your access points, and any other pertinent details).

Map Attached: Yes No (If no, when will map be available to review?) _____

Are you able to provide a Certificate of Insurance in the amount of \$1,000,000 that also lists the City of Belfast as an additional insured 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

Who is your insurance agent that will provide the Certificate of Insurance as proof of this policy?

Philadelphia Insurance Company

Who will be in charge of the event and on-site for the majority of the event's duration? Please include cell phone numbers and an email address.

Kat Alix-Gaudreau, 401-569-1204 kat@midcoastshakes.com
Krisha Hoyt-Mackler (617) 599-3946 khoyt518@gmail.com

Are you asking the City for any additional services over and above the request to use the facilities you have described above? If so, please be specific. (Examples: barricades, security/street closures, electrical access, etc.)

No.

Are there any other details you haven't addressed and that you would like to include?

No.

Have you reviewed the specific policies for use of City-owned property, located in Appendix A, particularly the information about reservations being secured in advance, and changes that could occur to your event (middle of pg. 7, under Scheduling)?

Yes

No

APPENDIX A:
SPECIFIC POLICIES RELATED TO
USE OF CITY PARKS AND PROPERTY FOR SPECIAL EVENTS AND FUNDRAISERS

The purpose of this policy is to specify and clarify procedures regarding the use of City parks for special events or fundraising events and to ensure these activities meet the requirements of the City ordinances. **A Special Event or Fundraiser can be defined as any event that exceeds 75 people, and which is open to the general public, and/or where fundraising may occur through an event pre- registration, and/or where donations will be accepted in advance or on-site.**

This policy applies to:

- all City parks and park areas;
- the City pool;
- and for other City-owned property utilized for special events or fundraisers (i.e., sidewalks, streets, city parking lots).

Reservations must be secured for special events/fundraisers AT LEAST 60 days in advance. Some events may require additional lead time and should be discussed in advance. This time frame allows the Department to review requirements with organizers, secure paperwork and deposits, and then forward to City Council for approval for any atypical details or waiver requests.

NOTE: Several waterfront parks are also designated as special event spaces since they provide the most space for the larger events held in the City of Belfast. Special requirements are necessary to balance the use at the various City parks and to ensure that the parks are still open to the general public and that parking is available for all events and for general users.

The following types of large group events are subject to the provisions of this policy:

- Community events sponsored by Belfast-based civic or social organizations,
- Fundraising events sponsored by a Belfast-based non-profit organization to benefit a Belfast-based program,
- Special athletic or sporting events by a Belfast-based group,
- Concerts or public performance events at any park,
- Special events at the Belfast Dog Park,
- Other events as determined by the Parks and Recreation Director or the Parks, Trails, and Recreation Committee.

The following rules apply:

- Since each event is somewhat unique, the Director of Parks & Recreation will determine if the planned event shall be covered by this policy.
- Belfast-based groups organizing a large special event/fundraiser will have priority over non-Belfast-based groups.
- Special events/fundraisers are booked on a first-come, first-served basis EXCEPT three annual events with a long event history and schedule—Arts In The Park, Maine Celtic Celebration, and the Belfast Harbor Fest.
- All special events/fundraisers must be reviewed in advance to ensure that they meet this

policy and the City ordinances regarding public safety, alcohol, permitting, etc.

Scheduling

Special Events/Fundraisers can be scheduled up to one (1) year in advance. The appropriate rental form (either Special Event/Facility Request or a Belfast Boathouse Rental Application, or in some cases both forms) must be completed to secure a date. The Parks and Recreation Director will determine when rental deposit, security deposit, final payment, and insurance certificate will be due. The rental date(s) will not be secure until rental deposit and/or full payment (depending on lead time) is paid.

Reservations must be secured for special events/fundraisers AT LEAST 60 days in advance. In addition, the Director and/or City Manager/City Council may:

- deny or revoke reservations to any event which is not compatible with the facility or other scheduled events;
- restrict the total number of Special Events/Fundraisers which may be held per year at each park;
- deny or revoke reservations to any event with the potential of overloading park visitor capacity with respect to public safety or facility capacity or parking accommodations;
- suggest alternate locations in order to better accommodate Special Events/Fundraisers with respect to public safety, parking, visitor capacity;
- move activity locations or cancel specific activities if inclement weather has created hazardous conditions or the potential for excessive facility damage;
- all cases of reservation denial or revocation may be appealed to the Belfast City Council at their next regularly-scheduled meeting.

Event Planning

Special event/fundraiser organizers shall meet with the Director **at least 60 days** prior to the event to review preliminary event plans, determine activity locations in the park, and confirm all operational details. A second meeting 7-10 days prior to the event may also be scheduled. Provisions for inclement weather/heavy rain should be made by the sponsoring group with regard to all event operations (parking areas, activities, food service, etc., to include moving activity locations or canceling specific activities if inclement weather has created hazardous conditions or the potential for excessive facility damage.). The Department Director must approve event details in advance.

Tent Policy

If you intend to erect tents of your own or rented tents from a third-party, you will need to adhere to the following recommendations:

- All tents, no matter the size, should be staked properly to avoid any accidental fly-aways during windy days. Tent stakes should be marked clearly to avoid any tripping hazards.
- Large tents (larger than 20' x 20'/400 sq. ft.) installed without sides do not need any additional inspections or permits; these tents must be staked properly.
- Large tents (larger than 20' x 20'/400 sq. ft.) installed with sides, sides that will be on 100% of the time, fall into the Assembly Use category for the Maine State Fire Marshall's office. These tents would need to have a plan review for egress paths and fire retardation

certification. This would be coordinated well in advance of the event. These tents must also be staked properly.

- Large tents (larger than 20' x 20'/400 sq. ft.) with or without sides should have one (1) fire extinguisher on-hand; large tents (larger than 40' x 40'/1,600 sq. ft) with or without sides should have two (2) fire extinguishers on-hand.
- Tent stakes/support guy wires must be 12' or more from any structures, parking lots, trees, vehicles, signage, etc. Any stakes/support guy wires must be marked well for pedestrians' needs.
- Installation areas must be marked for utilities in advance of any tent installation if there is even the slightest chance that underground utilities are in the area. Utility marking is the sole responsibility of the reservation holder and should only be scheduled once reservation holder has an approved tent location from the Department.
- Additional rental fees may be required if a tent must be installed several days in advance of a special event/fundraiser, and only if the space is available.

Park Operations

Belfast Parks and Recreation is not able to financially assist special event or fundraising events. The Department may assign staff for park maintenance before, during, and after the event (for assistance with trash collection, restroom maintenance, special setups/take downs, facility maintenance, electrical needs), based on the potential number of visitors the event may generate.

The Department will invoice the event sponsors for all expenses incurred that were in excess of the normal level of park operations or that generated overtime. Only Department employees are permitted to operate Department vehicles and equipment. The large event organizers may also be required to provide volunteers to direct event parking and pedestrian access or to provide overflow parking at a non-municipal owned area, and to assist with trash collection duties. Therefore, the organizing group can expect to pay for these functions:

- Permits for alcohol/catering services; these may need to be paid by renter and/or by individual vendors participating in the fundraising or special event being sponsored by renter.
- Extra Department staff: expense depends on event details; an estimate can be provided in advance,
- Repairs to park facilities, as required, and if resulting from the group's use,
- Portable toilet rentals (supplemental) from a private supplier, pending event details,
- Trash dumpsters (supplemental) from a private supplier, pending event details, and
- Additional insurance premiums for coverage of the event with indemnification to the City of Belfast, and, if needed, for any private parking areas near the facility (see below) and/or for a liquor liability endorsement.

Insurance

All rentals that are open to the public except family rentals (non-public) shall provide to the Department, in advance of the event, a Certificate of Insurance which:

- Provides evidence of coverage in both commercial general liability insurance and automobile liability insurance (if applicable) for a minimum coverage amount of \$1,000,000 per occurrence, combined single limit;

- A Certificate of Insurance must include adding the City of Belfast as an additional insured;
- For events that are hosting alcohol-related activities such as a beer garden or wine tasting, the Certificate of Insurance will also need to demonstrate a liquor liability endorsement which may increase the insurance premium.

The minimum coverage amount that is required by the Department may be increased pending the type of event and level of risk or an additional rider may be requested. Food service and liquor operations may require additional permits, and these are typically processed by the Belfast City Clerk's office and approved by the Belfast City Council. Additional insurance coverage for food service (as well as meeting the requirements of the City and state health codes) may be required. In addition, other groups or businesses which use park facilities during special events (i.e., third-party concessionaires like food vendors) must also present in advance to the event organizer a similar Certificate of Insurance for their operations. Please contact the Department regarding specific insurance requirements for the planned event.

Parking and Vehicle Access

Very few of the Special Event areas have their own parking, especially those in the waterfront area. To host an event at Steamboat Landing Park, an event organizer will be required to rent the Belfast Boathouse to secure handicap parking and to have load-in and load-out access.

Event organizers will be required to follow the soon-to-be-created parking plan during large and multi-day events (as of 2025). Once that parking plan is in place, the Belfast Parks and Recreation Department will update this policy with those details. Parking is permitted only in designated spaces or areas. No parking on the grass or in driveways is permitted during a large group event, except with the express written permission of the Department. Tasks may also include providing appropriate signage during events, hosting volunteers for parking tasks (see below), and communicating the parking information to patrons.

The organizers should also make arrangements to furnish Parking Guides (volunteer or paid) to safely direct vehicles to the proper spaces, as well as providing safe pedestrian crossings on various roadways around the event site.

- Considerations should be given to making directional and information signs for your event.
- Vehicles parked illegally on City or private property will be ticketed by police and are subject to towing at the owner's expense.
- It is especially important that emergency access remain available at all times during your event, and that the event organizers follow the new event parking plan (2025).
- Vehicular access to any areas off the paved roadways must be approved by the Department in advance, including by event contractors, caterers, concessionaires, event leaders, etc.

If you plan to submit a request that is outside the boundaries of this policy, please submit it at least 60 days in advance.



Facilities Use Request City of Belfast, Maine



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 application is specifically for City property such as waterfront parks, pavilions, streets, sidewalks, etc. This application is NOT for the Belfast Boathouse, but it may be required in addition to the Belfast Boathouse Rental Application if you are planning an event that includes both the Belfast Boathouse and Steamboat Landing Park.

This application must be submitted 60 days or more before the proposed event date. This allows for the application to be reviewed by all departments and to be reviewed and approved by the Belfast City Council.

EVENT NAME: Summer Shakespeare Festival - Young Bloods Pop-Ups

BRIEF EVENT DESCRIPTION: Our youth theater troupe will perform vignettes as free "pop-up" short performances in the park spaces in downtown Belfast.

DATES and TIMES: July 26 and August 2, 11 AM - 1 PM

PROPOSED LOCATIONS/AREAS TO BE USED: Heritage Park, Park on Main, Belfast Common, Steamboat Landing

ORGANIZING GROUP (if applicable): MidCoast Shakespeare Studio

GROUP REPRESENTATIVE/INDIVIDUAL NAME: Kat Alix-Gaudreau

MAILING ADDRESS: 9 Field Street, Suite 118 Belfast ME 04915

PHONE NUMBER: 401-569-1204 **EMAIL:** kat@midcoastshakes.com

All applications and related documents must be returned to the Belfast Parks and Recreation Office at City Hall, 131 Church Street, Ground Level (drop off at City Clerk's office). Questions? Please call 207- 338-3370 Ext. 127 or parksandrec@cityofbelfast.org.

This is a planning checklist for your benefit as well as the City's. **All activities must be included in the event description; anything not included cannot be approved and cannot be added later unless a second or revised application is submitted. Approvals will not be provided to individuals or groups who are uncertain of their plans.**

When you are ready to submit your application, please attach maps, additional sheets, event outlines etc. which will help to explain your request. If any of the following questions do NOT apply to your event, simply write N/A (not applicable) in the space provided. Thank you.

Describe in detail the activities within your event and the schedule you are proposing.

Our youth theater troupe, the Young Bloods, will perform short scenes (5-10 minutes) as pop-up performances in the public parks of Belfast. These are zero-footprint performances, offered free to the public.

Based on the facilities noted above, how do you intend to use the spaces requested?

Our young performers will do a short performance for standing crowds at each park location. Once each performance is finished, the troupe will move to a different park for the next short performance.

Are you asking to close off any City Streets? If so, please list by street name (include from where-to-where the street will be blocked, days, times, etc.).

No

If yes, who will be managing the street closures?

N/A

How many people do you expect at your event?

10-20 people per pop-up

How many volunteers do you expect at your event?

4

Will YOU or YOUR GROUP be selling things at this event? If yes, what will you be selling, and please provide descriptions.

No

If you will not be selling anything, will others at this event be selling items? If yes, please provide details.

No

Will you be renting spaces to vendors on City property? If yes, please provide for the type of vendors and your fees.

No

Please provide an explanation of vendor space sizes, locations, load-in/load-out details, etc.

n/a

Does this event call for any type of open fire, including for cooking purposes? If so, please describe what fire safety measures you plan on employing associated with this potential hazard? NOTE: a fire permit may be required.

No

How do you propose to handle garbage removal?

N/A

How do you propose to handle parking and how will parking instructions be communicated to vendors, volunteers, service providers, and your customers?

N/A

How do you propose to handle security, if needed.

N/A

How do you propose to handle the need for regular and accessible restrooms?

N/A

What are your electrical needs, and how will you provide electricity?

N/A

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

Just young actor voices, no projection.

What are your event safety protocols (i.e., weather, injury), and will you have a First Aid tent?

Youth will not perform in inclement weather, and the adult volunteers are First Aid and CPR certified.

Have you spoken to the neighbors in the area of this event regarding traffic, noise, parking etc.? NOTE: You may need to provide parking lot monitors and signage for your event.

N/A

Will any alcohol be served or consumed at this event? If yes, please provide details on who will be providing that service, including their contact information (phone and email). NOTE: Additional permits may be required for your event based on your service provider, their liability insurance coverages, and any existing permits they may have.

No

Please attach a map that shows your event's boundaries, how you will set-up your event (vendors, beer/wine garden, restrooms, where activities will be located, your access points, and any other pertinent details).

Map Attached: Yes No (If no, when will map be available to review?) 7/1

Are you able to provide a Certificate of Insurance in the amount of \$1,000,000 that also lists the City of Belfast as an additional insured 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

Who is your insurance agent that will provide the Certificate of Insurance as proof of this policy?

Philadelphia Insurance Company

Who will be in charge of the event and on-site for the majority of the event's duration? Please include cell phone numbers and an email address.

Natalie Hebert (281) 235-7441 natalie@midcoastshakes.com
Kat Alix-Gaudreau 401-569-1204 kat@midcoastshakes.com

Are you asking the City for any additional services over and above the request to use the facilities you have described above? If so, please be specific. (Examples: barricades, security/street closures, electrical access, etc.)

No

Are there any other details you haven't addressed and that you would like to include?

No

Have you reviewed the specific policies for use of City-owned property, located in Appendix A, particularly the information about reservations being secured in advance, and changes that could occur to your event (middle of pg. 7, under Scheduling)? Yes No

Specific Department and Services Requested

City Manager:	
Police:	
Fire/ Ambulance:	
Parks and Rec.:	
Public Works:	
Harbor Master:	
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 unless an amended form or an addendum is filed for approval by City Council. Any amendments or addenda must be filed more than 60 days prior to the event date.

I certify that I am at least twenty-one (21) years of age. I have read and fully understand the Facilities Request Application and also the rules and regulations utilizing Belfast Parks and Recreation’s facilities and property. I am an authorized representative of above listed business, organization, or event and will abide by all rules and regulations set forth by this agreement. I understand and fully agree to forfeiture of any or all deposits if I am not in compliance with the terms set forth by this agreement. In signing this form as an individual or as a representative of the above listed business or organization, release the City of Belfast from any and all liability in case of death or injury during the use of any City-owned facility or property.

SIGNATURE: *Kat Alix Gaudreau*

DATE: 5/29/25

REVIEW #1: *Pamela J. Salokangas*

DATE: June 3, 2025

REVIEW #2: _____

DATE: _____

APPROVAL: _____

DATE: _____

APPENDIX A:
SPECIFIC POLICIES RELATED TO
USE OF CITY PARKS AND PROPERTY FOR SPECIAL EVENTS AND FUNDRAISERS

The purpose of this policy is to specify and clarify procedures regarding the use of City parks for special events or fundraising events and to ensure these activities meet the requirements of the City ordinances. **A Special Event or Fundraiser can be defined as any event that exceeds 75 people, and which is open to the general public, and/or where fundraising may occur through an event pre- registration, and/or where donations will be accepted in advance or on-site.**

This policy applies to:

- all City parks and park areas;
- the City pool;
- and for other City-owned property utilized for special events or fundraisers (i.e., sidewalks, streets, city parking lots).

Reservations must be secured for special events/fundraisers AT LEAST 60 days in advance. Some events may require additional lead time and should be discussed in advance. This time frame allows the Department to review requirements with organizers, secure paperwork and deposits, and then forward to City Council for approval for any atypical details or waiver requests.

NOTE: Several waterfront parks are also designated as special event spaces since they provide the most space for the larger events held in the City of Belfast. Special requirements are necessary to balance the use at the various City parks and to ensure that the parks are still open to the general public and that parking is available for all events and for general users.

The following types of large group events are subject to the provisions of this policy:

- Community events sponsored by Belfast-based civic or social organizations,
- Fundraising events sponsored by a Belfast-based non-profit organization to benefit a Belfast-based program,
- Special athletic or sporting events by a Belfast-based group,
- Concerts or public performance events at any park,
- Special events at the Belfast Dog Park,
- Other events as determined by the Parks and Recreation Director or the Parks, Trails, and Recreation Committee.

The following rules apply:

- Since each event is somewhat unique, the Director of Parks & Recreation will determine if the planned event shall be covered by this policy.
- Belfast-based groups organizing a large special event/fundraiser will have priority over non-Belfast-based groups.
- Special events/fundraisers are booked on a first-come, first-served basis EXCEPT three annual events with a long event history and schedule—Arts In The Park, Maine Celtic Celebration, and the Belfast Harbor Fest.
- All special events/fundraisers must be reviewed in advance to ensure that they meet this

policy and the City ordinances regarding public safety, alcohol, permitting, etc.

Scheduling

Special Events/Fundraisers can be scheduled up to one (1) year in advance. The appropriate rental form (either Special Event/Facility Request or a Belfast Boathouse Rental Application, or in some cases both forms) must be completed to secure a date. The Parks and Recreation Director will determine when rental deposit, security deposit, final payment, and insurance certificate will be due. The rental date(s) will not be secure until rental deposit and/or full payment (depending on lead time) is paid.

Reservations must be secured for special events/fundraisers AT LEAST 60 days in advance. In addition, the Director and/or City Manager/City Council may:

- deny or revoke reservations to any event which is not compatible with the facility or other scheduled events;
- restrict the total number of Special Events/Fundraisers which may be held per year at each park;
- deny or revoke reservations to any event with the potential of overloading park visitor capacity with respect to public safety or facility capacity or parking accommodations;
- suggest alternate locations in order to better accommodate Special Events/Fundraisers with respect to public safety, parking, visitor capacity;
- move activity locations or cancel specific activities if inclement weather has created hazardous conditions or the potential for excessive facility damage;
- all cases of reservation denial or revocation may be appealed to the Belfast City Council at their next regularly-scheduled meeting.

Event Planning

Special event/fundraiser organizers shall meet with the Director **at least 60 days** prior to the event to review preliminary event plans, determine activity locations in the park, and confirm all operational details. A second meeting 7-10 days prior to the event may also be scheduled. Provisions for inclement weather/heavy rain should be made by the sponsoring group with regard to all event operations (parking areas, activities, food service, etc., to include moving activity locations or canceling specific activities if inclement weather has created hazardous conditions or the potential for excessive facility damage.). The Department Director must approve event details in advance.

Tent Policy

If you intend to erect tents of your own or rented tents from a third-party, you will need to adhere to the following recommendations:

- All tents, no matter the size, should be staked properly to avoid any accidental fly-aways during windy days. Tent stakes should be marked clearly to avoid any tripping hazards.
- Large tents (larger than 20' x 20'/400 sq. ft.) installed without sides do not need any additional inspections or permits; these tents must be staked properly.
- Large tents (larger than 20' x 20'/400 sq. ft.) installed with sides, sides that will be on 100% of the time, fall into the Assembly Use category for the Maine State Fire Marshall's office. These tents would need to have a plan review for egress paths and fire retardation

certification. This would be coordinated well in advance of the event. These tents must also be staked properly.

- Large tents (larger than 20' x 20'/400 sq. ft.) with or without sides should have one (1) fire extinguisher on-hand; large tents (larger than 40' x 40'/1,600 sq. ft) with or without sides should have two (2) fire extinguishers on-hand.
- Tent stakes/support guy wires must be 12' or more from any structures, parking lots, trees, vehicles, signage, etc. Any stakes/support guy wires must be marked well for pedestrians' needs.
- Installation areas must be marked for utilities in advance of any tent installation if there is even the slightest chance that underground utilities are in the area. Utility marking is the sole responsibility of the reservation holder and should only be scheduled once reservation holder has an approved tent location from the Department.
- Additional rental fees may be required if a tent must be installed several days in advance of a special event/fundraiser, and only if the space is available.

Park Operations

Belfast Parks and Recreation is not able to financially assist special event or fundraising events. The Department may assign staff for park maintenance before, during, and after the event (for assistance with trash collection, restroom maintenance, special setups/take downs, facility maintenance, electrical needs), based on the potential number of visitors the event may generate.

The Department will invoice the event sponsors for all expenses incurred that were in excess of the normal level of park operations or that generated overtime. Only Department employees are permitted to operate Department vehicles and equipment. The large event organizers may also be required to provide volunteers to direct event parking and pedestrian access or to provide overflow parking at a non-municipal owned area, and to assist with trash collection duties. Therefore, the organizing group can expect to pay for these functions:

- Permits for alcohol/catering services; these may need to be paid by renter and/or by individual vendors participating in the fundraising or special event being sponsored by renter.
- Extra Department staff: expense depends on event details; an estimate can be provided in advance,
- Repairs to park facilities, as required, and if resulting from the group's use,
- Portable toilet rentals (supplemental) from a private supplier, pending event details,
- Trash dumpsters (supplemental) from a private supplier, pending event details, and
- Additional insurance premiums for coverage of the event with indemnification to the City of Belfast, and, if needed, for any private parking areas near the facility (see below) and/or for a liquor liability endorsement.

Insurance

All rentals that are open to the public except family rentals (non-public) shall provide to the Department, in advance of the event, a Certificate of Insurance which:

- Provides evidence of coverage in both commercial general liability insurance and automobile liability insurance (if applicable) for a minimum coverage amount of \$1,000,000 per occurrence, combined single limit;

- A Certificate of Insurance must include adding the City of Belfast as an additional insured;
- For events that are hosting alcohol-related activities such as a beer garden or wine tasting, the Certificate of Insurance will also need to demonstrate a liquor liability endorsement which may increase the insurance premium.

The minimum coverage amount that is required by the Department may be increased pending the type of event and level of risk or an additional rider may be requested. Food service and liquor operations may require additional permits, and these are typically processed by the Belfast City Clerk's office and approved by the Belfast City Council. Additional insurance coverage for food service (as well as meeting the requirements of the City and state health codes) may be required. In addition, other groups or businesses which use park facilities during special events (i.e., third-party concessionaires like food vendors) must also present in advance to the event organizer a similar Certificate of Insurance for their operations. Please contact the Department regarding specific insurance requirements for the planned event.

Parking and Vehicle Access

Very few of the Special Event areas have their own parking, especially those in the waterfront area. To host an event at Steamboat Landing Park, an event organizer will be required to rent the Belfast Boathouse to secure handicap parking and to have load-in and load-out access.

Event organizers will be required to follow the soon-to-be-created parking plan during large and multi-day events (as of 2025). Once that parking plan is in place, the Belfast Parks and Recreation Department will update this policy with those details. Parking is permitted only in designated spaces or areas. No parking on the grass or in driveways is permitted during a large group event, except with the express written permission of the Department. Tasks may also include providing appropriate signage during events, hosting volunteers for parking tasks (see below), and communicating the parking information to patrons.

The organizers should also make arrangements to furnish Parking Guides (volunteer or paid) to safely direct vehicles to the proper spaces, as well as providing safe pedestrian crossings on various roadways around the event site.

- Considerations should be given to making directional and information signs for your event.
- Vehicles parked illegally on City or private property will be ticketed by police and are subject to towing at the owner's expense.
- It is especially important that emergency access remain available at all times during your event, and that the event organizers follow the new event parking plan (2025).
- Vehicular access to any areas off the paved roadways must be approved by the Department in advance, including by event contractors, caterers, concessionaires, event leaders, etc.

If you plan to submit a request that is outside the boundaries of this policy, please submit it at least 60 days in advance.

Dear Belfast Parks and Recreation Department,

The First United Pentecostal Church of Augusta, Maine has recently established a new church in Belfast, The Belfast Bible Church.

We are excited to become a part of your community and would like to introduce ourselves by hosting 2 community events.

Our event is intended to promote our new church and provide an opportunity for us to connect with and get to know the residents of Belfast. The event will feature worship music, inspirational preaching, giveaways, and complimentary refreshments including popcorn, snow cones, and cotton candy.

This event will be open to the public, and we invite everyone in the community to attend.

We look forward to the possibility of collaborating with the Belfast Parks and Recreation Department to make this event a success and a positive experience for all.

Sincerely,

Nate Charles

First United Pentecostal Church of Augusta Maine



Facilities Use Request City of Belfast, Maine



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 application is specifically for City property such as waterfront parks, pavilions, streets, sidewalks, etc. This application is NOT for the Belfast Boathouse, but it may be required in addition to the Belfast Boathouse Rental Application if you are planning an event that includes both the Belfast Boathouse and Steamboat Landing Park.

This application must be submitted 60 days or more before the proposed event date. This allows for the application to be reviewed by all departments and to be reviewed and approved by the Belfast City Council.

EVENT NAME:	Belfast Bible Church Community outreach		
BRIEF EVENT DESCRIPTION:	A time of praise "worship"		
	encouragement, Free Food "giveaways while getting our name out		and introducing our new Church
DATES and TIMES:	7-31 / 9-13	Update: 7/31 is now 7/26.	
PROPOSED LOCATIONS/AREAS TO BE USED:	Steamboat landing		
ORGANIZING GROUP (if applicable):	First united Pentecostal Church of		Augusta
GROUP REPRESENTATIVE/INDIVIDUAL NAME:	Nate Charles		
MAILING ADDRESS:	15 Wilson St. Augusta, ME 04330		
PHONE NUMBER:	207-622-1221	EMAIL:	thecharlesfamilyministry@gmail.com

All applications and related documents must be returned to the Belfast Parks and Recreation Office at City Hall, 131 Church Street, Ground Level (drop off at City Clerk's office). Questions? Please call 207- 338-3370 Ext. 127 or parksandrec@cityofbelfast.org.

This is a planning checklist for your benefit as well as the City's. All activities must be included in the event description; anything not included cannot be approved and cannot be added later unless a second or revised application is submitted. Approvals will not be provided to individuals or groups who are uncertain of their plans.

When you are ready to submit your application, please attach maps, additional sheets, event outlines etc. which will help to explain your request. If any of the following questions do NOT apply to your event, simply write N/A (not applicable) in the space provided. Thank you.

Describe in detail the activities within your event and the schedule you are proposing.

In an effort to introduce our new church in Belfast to the community. We would like to hold an outdoor church service

Based on the facilities noted above, how do you intend to use the spaces requested?

Praise, worship and encouraging words. Free popcorn, cotton candy and snow cones, gift card give aways

Are you asking to close off any City Streets? If so, please list by street name (include from where-to-where the street will be blocked, days, times, etc.).

NO

If yes, who will be managing the street closures?

How many people do you expect at your event?

? 50-75 maybe from invitations but hoping to gain passers by's.

How many volunteers do you expect at your event?

10-20

Will YOU or YOUR GROUP be selling things at this event? If yes, what will you be selling, and please provide descriptions.

NO

If you will not be selling anything, will others at this event be selling items? If yes, please provide details.

NO

Will you be renting spaces to vendors on City property? If yes, please provide for the type of vendors and your fees.

NO

Please provide an explanation of vendor space sizes, locations, load-in/load-out details, etc.

Does this event call for any type of open fire, including for cooking purposes? If so, please describe what fire safety measures you plan on employing associated with this potential hazard? NOTE: a fire permit may be required.

NO

How do you propose to handle garbage removal?

We will carry out All Garbage

How do you propose to handle parking and how will parking instructions be communicated to vendors, volunteers, service providers, and your customers?

If needed

How do you propose to handle security, if needed.

N/A

How do you propose to handle the need for regular and accessible restrooms?

We Planned to use the Park's restrooms at the Boat house

What are your electrical needs, and how will you provide electricity?

I was informed there was access to electricity at Steamboat landing. Plugs for musical equipment^a

vending machines

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

MUSIC^a speaking, Cheering 12pm 2pm 9-13
6:30pm-8:30pm 7-31

UPDATE:
7/31 is
now 7/26 and
times for
both days are
12-2 PM.

What are your event safety protocols (i.e., weather, injury), and will you have a First Aid tent?

Basic First Aid kit

Have you spoken to the neighbors in the area of this event regarding traffic, noise, parking etc.? NOTE: You may need to provide parking lot monitors and signage for your event.

No, but if necessary we can.

Will any alcohol be served or consumed at this event? If yes, please provide details on who will be providing that service, including their contact information (phone and email). NOTE: Additional permits may be required for your event based on your service provider, their liability insurance coverages, and any existing permits they may have.

NO

Please attach a map that shows your event's boundaries, how you will set-up your event (vendors, beer/wine garden, restrooms, where activities will be located, your access points, and any other pertinent details).

Map Attached: Yes No (If no, when will map be available to review?) _____

Are you able to provide a Certificate of Insurance in the amount of \$1,000,000 that also lists the City of Belfast as an additional insured 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?

Who is your insurance agent that will provide the Certificate of Insurance as proof of this policy?

Who will be in charge of the event and on-site for the majority of the event's duration? Please include cell phone numbers and an email address.

One of our ministers. Can we provide the name & number as the event gets closer?

Are you asking the City for any additional services over and above the request to use the facilities you have described above? If so, please be specific. (Examples: barricades, security/street closures, electrical access, etc.)

yes

Are there any other details you haven't addressed and that you would like to include?

NO

Have you reviewed the specific policies for use of City-owned property, located in Appendix A, particularly the information about reservations being secured in advance, and changes that could occur to your event (middle of pg. 7, under Scheduling)? Yes No

Specific Department and Services Requested

City Manager:	
Police:	
Fire/ Ambulance:	
Parks and Rec.:	Park Rental (Steamboat Landing) Access to Electricity
Public Works:	
Harbor Master:	
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 unless an amended form or an addendum is filed for approval by City Council. Any amendments or addenda must be filed more than 60 days prior to the event date.

I certify that I am at least twenty-one (21) years of age. I have read and fully understand the Facilities Request Application and also the rules and regulations utilizing Belfast Parks and Recreation's facilities and property. I am an authorized representative of above listed business, organization, or event and will abide by all rules and regulations set forth by this agreement. I understand and fully agree to forfeiture of any or all deposits if I am not in compliance with the terms set forth by this agreement. In signing this form as an individual or as a representative of the above listed business or organization, release the City of Belfast from any and all liability in case of death or injury during the use of any City-owned facility or property.

SIGNATURE: *John Ellis*

DATE: 5-21-25

REVIEW #1: *Pamela J. Salokangas*

DATE: 5/27/25

REVIEW #2: _____

DATE: _____

APPROVAL: _____

DATE: _____

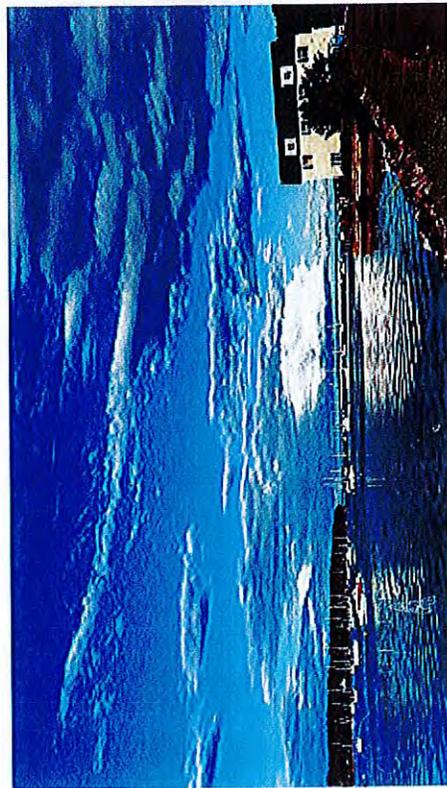
Google Maps

Steamboat Landing Park

Music Equipment will set up in Gazebo with small Pavilion in front



Imagery ©2025 Airbus, Map data ©2025 Google 20 ft



1 - event Boundary
 A - 10' x 10' Canopy



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/21/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: Church Mutual Insurance Company, S.I.	
Church Mutual Insurance Company, S.I.		PHONE (A/C, No, Ext): 1-800-554-2642	FAX (A/C, No): 855-264-2329
3000 Schuster Lane		E-MAIL ADDRESS: customerservice@churchmutual.com	
P.O. Box 357		INSURER(S) AFFORDING COVERAGE	
Merrill WI 54452		INSURER A: Church Mutual Insurance Company, S.I.	
		NAIC # 18767	
INSURED		INSURER B:	
FIRST UNITED PENTECOSTAL CHURCH & DIREIGRE		INSURER C:	
15 WILSON ST		INSURER D:	
AUGUSTA ME 04330-7840		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	N		0219091 25-863666	04/21/2025	04/21/2026	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY	\$ 1,000,000
	OTHER:						GENERAL AGGREGATE	\$ 3,000,000
							PRODUCTS - COMP/OP AGG	\$ 1,000,000
								\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR						AGGREGATE	\$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.I. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					E.I. DISEASE - EA EMPLOYEE	\$
							E.I. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Use of park on 7/31/25 and 9/13/25

CERTIFICATE HOLDER**CANCELLATION**

City of Belfast 131 Church St Belfast ME 04915	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Pamela J. Rusting</i>
--	---

10.N



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Joellyn Warren
Deputy Economic Development Director

E-mail: deputyecondev@cityofbelfast.org
Phone: (207) 338-3370, extension 124

TO: Honorable Mayor Eric Sanders, Belfast City Councilors, and City Manager Erin Herbig

FROM: Joellyn Warren, Deputy Economic Development Director

DATE: June 10, 2025

RE: Adoption of Resolution to submit a grant application to the State of Maine's Land and Water Conservation Fund to upgrade and/or reconstruct public restrooms and playground at City Park.

The Land and Water Conservation Fund Act of 1964 (LWCF) was established to assist federal, state, and local governments in the acquisition and/or development of public outdoor recreation facilities. Administered at the federal level by the National Park Service and at the state level by the Bureau of Parks and Lands in the Maine Department of Agriculture, Conservation and Forestry, LWCF grants can provide up to 50% of the allowable costs for approved acquisition or development projects for public outdoor recreation.

The City intends to make improvements to the park's restrooms, parking, walkways, and play structure at City Park. The total grant request is \$500,000 to be matched by the City and its partners for a total project cost of \$1,000,000. The Belfast City Park Playground and Restroom Improvement project will address issues with aging infrastructure and meet ADA accessibility. Grant funds will be used to develop final designs, solicit public feedback, and construct improvements.

Based on the preliminary recommendation by our design professional, the City intends to apply for \$500,000 for a total project cost of \$1,000,000. LWCF grants can provide up to 50% of the allowable costs for approved development projects for public outdoor recreation. The City's match can be provided under the City account 610-587 Parks Capital Reserve and the Capital Improvement account. The Belfast Rotary Club has pledged to provide financial support for the project to meet the required local match.

Applications are due June 27, 2025. As part of the grant submission requirements, the City Council must adopt a Resolution to approve submission of the grant, authorize the City Manager to execute grant documents, and confirm the local match.

At this time, the Deputy Economic Development Director requests that the City Council take the following actions:

- 1) Approve the submission of grant application to Maine's Land and Water Conservation Fund by adoption of the Resolution – Belfast City Park Playground and Restroom Improvement Project.



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

City of Belfast Resolution Belfast City Park Playground and Restroom Improvement Project

WHEREAS, the City of Belfast City Council wishes to apply for federal financing assistance under the provisions of the Land and Water Conservation Fund Act, Public Law 88-578, for the development of Belfast City Park Playground and Restroom Improvement Project; and,

WHEREAS, the City of Belfast City Council further authorizes the City Manager to enter into the Land and Water Conservation Fund Project Agreement with the State, subsequent to federal approval of the project; and,

WHEREAS, the City of Belfast City Council certifies funds from the Parks Capital Reserve and Capital Improvement Program are being used for all or part of the local share of the project cost; and

NOW THEREFORE, be it resolved that:

- 1) The City Council of the City of Belfast hereby authorizes the City Manager to make application for financial assistance under the provisions of the Land and Water Conservation Fund Act, Public Law 88-578, for the development of Belfast City Park Playground and Restroom Improvement Project; and,
- 2) Further certifies that the City Council of the City of Belfast is familiar with the terms and conditions of the Land and Water Conservation Fund Project Agreement, revision dated March 1995 and hereby authorizes the City Manager to enter into said agreement between the City of Belfast and the State of Maine upon federal approval of the above identified project; and,

- 3) Further certifies that the City of Belfast has been legally constituted and is responsible for planning and carrying out the municipal recreation program, and the continued operation and maintenance of this completed project in accordance with the terms and conditions of the Land and Water Conservation Fund Project Agreement consistent with the Charter of the City of Belfast and the laws and regulations governing planning and implementation of community development programs in the State of Maine; and,

- 4) Further certifies that, except for the financial assistance requested by this project application, no financial assistance has been applied for, given, or promised under any other State or Federal Program.

Date Enacted: **June 17, 2025** At the Regular meeting of the City Council of the City of Belfast.

And Signed by:

	Eric Sanders, City Mayor
	Mary Mortier, Belfast City Councilor, Ward 1
	Neal Harkness, Belfast City Councilor, Ward 2
	Brenda Bonneville, Belfast City Councilor, Ward 3
	Christopher Bitely, Belfast City Councilor, Ward 4
	Paul Dean, Belfast City Councilor, Ward 5

10.0



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Joellyn Warren
Deputy Economic Development Director

E-mail: deputyecondev@cityofbelfast.org
Phone: (207) 338-3370, extension 124

TO: Honorable Mayor Eric Sanders, Belfast City Councilors, and City Manager Erin Herbig

FROM: Joellyn Warren, Deputy Economic Development Director

DATE: May 14, 2025

RE: Request by the Deputy Economic Development Director to accept a Community Resilience Partnership Community Action Grant (CAG) award from the Governor's Office of Policy Innovation and the Future (GOPIF).

On April 17, 2025, the City of Belfast received notice of award for its grant application under the Community Resilience Partnership Community Action Grant, issued by the Governor's Office of Policy Innovation and the Future. The award is for \$48,600 to adopt and execute a plan for energy efficiency and building envelope weatherization improvements to a building owned by the city at 25 Front Street. The program intends to make improvements to Building 1 (block building) at Belfast City Landing, 25 Front Street, for use by the Harbor Department and Harbor Master to ensure continued and uninterrupted functions at Belfast Harbor.

Funding from this program will allow the City to hire a professional consultant to evaluate Building 1 at City Landing to create building plans and scope of work to implement improvements to increase the building's energy efficiency and weatherization. The project will include floor plan layout to accommodate Harbor Department staff office space, workshop to build and repair floats and equipment, breakroom, patrol boat parking, storage, and ADA accessibility. The City's Climate Action Plan states that the City should lead by example, therefore, all improvements included in the Harbor Building Modernization Plan shall include weatherization, heat pumps, energy efficiencies, and insulation, window and door upgrades to prevent heat loss.

At this time, the Deputy Economic Development Director requests that the City Council take the following actions:

- 1) Accept the award from the Governor's Office of Policy Innovation and the Future (GOPIF) Community Resilience Partnership Community Action Grant (CAG) Program to make improvements to Building 1, 25 Front Street, and authorize the City Manager to execute necessary program documents.

10.P



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Joellyn Warren
Deputy Economic Development Director

E-mail: deputyecondev@cityofbelfast.org
Phone: (207) 338-3370, extension 124

TO: Honorable Mayor Eric Sanders, Belfast City Councilors, and City Manager Erin Herbig

FROM: Joellyn Warren, Deputy Economic Development Director

Date June 10, 2025

RE: Approval to submit request for Safe Streets and Roads for All (SS4A) grant funds to improve roadway safety

The [Infrastructure Investment and Jobs Act](#) (IIJA) established the Safe Streets and Roads for All (SS4A) competitive grant program with \$5 billion in appropriated funds over 5 years, 2022-2026. The SS4A program funds regional, local, and Tribal initiatives through grants to prevent roadway fatalities and serious injuries.

In support of the recently completed Active Transportation Plan, city staff and the Pedestrian, Transportation, and Accessibility Committee seek opportunities to fund the implementation of priority action items. To access federal funding, such as SS4A, the city is required to have a comprehensive safety action plan to characterize roadway safety problems and strengthen a community's approach to implementing projects. The Action Plan will allow for additional planning, analysis, and community engagement related to project selection and implementation in alignment with the Active Transportation Plan. Funding from this project can support short-term demonstration projects that could inform larger, more permanent improvements.

SS4A funding is provided at 80% of the project cost, with the applicant providing a 20% required local match. This project will consist of hiring a consultant to create the Action Plan, planning and analysis of priority roadway projects, and installation of up to two short-term demonstration projects. The total project cost is estimated at \$125,000, with the SS4A grant share of \$96,000 and a city match of \$25,000 in staff in-kind and monies from the Sidewalk Reserves Account 420-902. Grants are due on June 26, 2025.

At this time, the Economic Development Deputy Director requests the City Council take the following action at their meeting on June 17, 2025:

Authorize the submission of a grant application to the U.S. Department of Transportation's Safe Streets and Roads for All Planning and Demonstration program to develop an Action Plan, including supplemental safety planning and/or safety demonstration activities and authorize the City Manager the City Manager to sign all paperwork related to and necessary for the submission of this request.

10.Q



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Joellyn Warren
Deputy Economic Development Director

E-mail: deputyecondev@cityofbelfast.org
Phone: (207) 338-3370, extension 124

TO: Honorable Mayor Eric Sanders, Belfast City Councilors, and City Manager Erin Herbig

FROM: Joellyn Warren, Deputy Economic Development Director

Date June 10, 2025

RE: Approval to submit request for Flood Mitigation Assistance grant funds to hire a consultant to support City of Belfast Hazard Mitigation Plan

Maine Emergency Management Association (MEMA) officials have notified the City that a new grant round under the Flood Mitigation Assistance (FMA) is open and encouraged the City to apply with their support. Grant funding can be used to support the creation of the city-specific Hazard Mitigation Plan. Competitive selections focus on reducing or eliminating the risk of repetitive flood damage to buildings and structures insured by the National Flood Insurance Program (NFIP), and with NFIP-participating communities.

Last year, the City applied to both FEMA's BRIC (Building Resilient Infrastructure and Communities and FMA (Flood Mitigation Assistance) for grant funds to hire a consultant to support the creation of a city-specific Hazard Mitigation Plan. Unfortunately, while the city was approved for BRIC funds, the program was canceled by the federal government, and we were no longer being considered for a FMA grant. Using the same project outline, the City seeks to request a FMA grant share of \$37,500 with a city in-kind match of \$12,500 of staff and CEUC committee time for a total project cost of \$50,000. Grants are due on June 27, 2025.

At this time, the Economic Development Deputy Director requests the City Council take the following action at their meeting on June 17, 2025:

Authorize the submission of a grant application to FEMA's Flood Mitigation Assistance fund to hire a consultant to assist the city with the creation of a city-specific Hazard Mitigation Plan in the amount of \$50,000 with a city match of \$12,500 in the form of in-kind staff and committee time.

10.R



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Thomas Kittredge
Economic Development Director

E-mail: economicdevelopment@cityofbelfast.org
Phone: (207) 338-3370, extension 116

From: Thomas Kittredge, Economic Development Director

To: Mayor Eric Sanders, City Councilor Christopher Bitely, City Councilor Brenda Bonneville, City Councilor Paul Dean, City Councilor Neal Harkness, City Councilor Mary Mortier, Deputy City Manager Manda Cushman, and City Manager Erin Herbig

For: Belfast City Council Meeting of June 17th, 2025

Regarding: Request by the Economic Development Director to have the City Council send City personnel to the upcoming National Brownfields Training Conference.

The National Brownfields Training Conference is held periodically (approximately every 12-24 months) at locations throughout the United States; this time it is being held at McCormick Place in Chicago from August 5-8, 2025. This conference brings together stakeholders from government, industry, and the community to share knowledge and best practices on the remediation and redevelopment of contaminated properties, known as brownfields. The conference features a range of sessions, workshops, and networking events that cover topics such as financing, liability, and community engagement, with the goal of promoting the cleanup and revitalization of contaminated sites across the United States.

Communities that have familiarity and experience with the United States Environmental Protection Agency's (USEPA's) Brownfields Program, such as the City of Belfast, are encouraged to send their personnel to this conference.

The estimated cost to attend this conference is \$2,800.00 per person, which represents/accounts for the following expense types: conference registrations; mobile workshop registrations; air travel; air travel insurance; ground transportation; parking; mileage; tolls; lodging; internet; meals; snacks; and coffee. Each and every one of these types of expenses is 100% reimbursable from the City's recently awarded Fiscal Year 2025 USEPA Brownfields Assessment Grant, meaning that there is no net cost to the City of Belfast to send personnel to this conference.

At this time, the Economic Development Director requests that the City Council take the following action:

1) authorize the Economic Development Director and the Deputy Economic Development Director to attend the National Brownfields Training Conference and to have their eligible conference-related expenses covered/reimbursed by funds from the City's current USEPA Brownfields Assessment Grant, and not to exceed a total of \$5,600.00.



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Thomas Kittredge
Economic Development Director

E-mail: economicdevelopment@cityofbelfast.org
Phone: (207) 338-3370, extension 116

From: Thomas Kittredge, Economic Development Director

To: Mayor Eric Sanders, City Councilor Christopher Bitely, City Councilor Brenda Bonneville, City Councilor Paul Dean, City Councilor Neal Harkness, City Councilor Mary Mortier, Deputy City Manager Manda Cushman, and City Manager Erin Herbig

For: Belfast City Council Meeting of Tuesday, June 17th, 2025

Regarding: Request by the Economic Development Director to have the City Council accept a proposal from Port City Architecture to provide architecture and engineering services for a future City of Belfast Public Safety Building.

At its meeting of March 4th, 2025, the Belfast City Council authorized the issuance of a *Request for Responses for Architectural and Engineering Services for a Public Safety Building*. This Request for Responses was posted on the City's website and distributed to a number of firms on March 5th, 2025, with a submission deadline of 12:00pm local time on March 31st, 2025. An optional pre-response conference was held at 11:00am local time on March 17th, 2025. A total of 11 responses were ultimately received. The City's Public Safety Building Committee reviewed and scored the written responses, and selected 5 of the 11 responding firms for in-person interviews, which took place on April 8th, 2025 and April 9th, 2025. After the conclusion of these interviews, the committee arrived at a recommended firm to hire, which was Port City Architecture.

Subsequently, committee representatives held discussions with representatives of Port City Architecture, and requested a modified work proposal that was shorter/smaller in scope than the one outlined in the Request for Responses, that would represent an initial phase of the total work, and would be equivalent to tasks 3.1 and 3.2 from the Request for Responses (generation of an opinion of probable cost, and completion of a set of 20% engineering and design plans (schematic design)).

Port City Architecture's initial proposal in response to this request, entitled *Phase 1 Feasibility Study for a new Public Safety Building*, consisted of 10 separate tasks: 1) kick-off meeting; 2) programming; 3) site conditions analysis; 4) providing a conceptual design to include schematic floor plans, schematic site plans, and a preliminary conceptual cost estimate; 5) major review meeting; 6) refining and redeveloping the design; 7) engagement meetings with the public; 8) providing an all-inclusive cost estimate for the chosen concept; 9) finalizing study deliverables; and 10) attending various meetings with the committee, stakeholders, City Council, and the public. The total estimated cost for this scope of work was \$149,997.00. The Committee reviewed this proposal, and requested that Port City Architecture revise it further by removing 2 of the 10 tasks (tasks 7 and 10) and updating their estimate for directly reimbursable costs; this reduced the proposal total by \$40,006.00, down to \$109,991.00. (This revised proposal accompanies this agenda item memorandum.) (Tasks 7 and 10 were not permanently eliminated, but rather shifted from this initial phase proposal to a later phase proposal.)

If this proposal were accepted, Port City Architecture would generate and issue a contract, which would need to be reviewed and approved by the United States Department of Agriculture, Rural Development. The City would plan to use \$103,133.90 from City account 730-636 (Public Works Site Search), and \$6,857.10 from City account 680-604 (Engineering), to pay for this proposal.

At this time, the Economic Development Director requests that the City Council take the following actions:

- 1) Accept Port City Architecture's Phase 1 Feasibility Study for a new Public Safety Building proposal, dated May 12th, 2025 (revised June 5th, 2025), with a total estimated cost of \$109,991.00; and
- 2) Allocate \$103,133.90 from City account 730-636 (Public Works Site Search) and \$6,857.10 from City account 680-604 to be used to pay for the cost of this proposal.

PROPOSAL

For Architectural and Engineering
Feasibility Study Services

May 12, 2025

Revised June 5, 2025

Ms. Erin Herbig, City Manager
Belfast, Maine
131 Church Street
Belfast, Maine 04915



RE: Phase 1 Feasibility Study for a new Public Safety Facility

Dear Ms. Herbig and building committee members,

Thank you for the opportunity to provide professional architecture and engineering services to provide this phase 1 feasibility study for a new public safety building. Our understanding is that the city would like our team to guide you through design, public approvals, and construction of a new public safety building that will meet the city's needs today and for the foreseeable future. To achieve this goal, we have divided our services into two phases. In the first phase we will provide space programming, schematic design of the building and the site, a 3D dynamic model indicating exterior finishes and aesthetics, cost estimating to establish the total project cost, and assistance with public engagement and support of the project. This proposal will summarize the scope of our services and the corresponding fees and lay out the fee arrangement for Phase 2.

SCOPE OF WORK AND ASSOCIATED FEES

Consistent with the work described in both your RFP and our project understanding, we offer the following proposed scope of services for your Public Safety Building Feasibility study: The scope has been arranged in rough chronological order and provides the anticipated personnel and estimated time commitment. It is roughly in order with the RFP's sections 3.1 and 3.2. PCA shall meet with the staff and committee throughout the process. Only milestone meetings are noted below.

Anticipated Key Staff:

AH	Andrew Hyland	Port City	\$176/hr
CR	Curtis Robinson	Port City	\$154/hr
TD	Tony Davis	Salas O'Brien Engineering M&P	\$165/hr
BG	Brian Gardner	Salas O'Brien Engineering E&FP	\$165/hr
WG	William Gartley	Gartley and Dorsky Engineering Structural	\$165/hr
TZ	Tom Zuppa	John Guilfoil Public Relations	\$154/hr
PCA	Staff support	Port City	\$105/hr



1) Kick off Meeting. Establish goals, objectives, roles, and timeline. Discuss and understand any monetary thresholds or expectations of the city. Discuss the public relations options and scope for the project.

Staff Members: AH, CR, TZ

Anticipated hours: 6, 6, 6

Estimated Fee: \$2,904

2) Programming: Interview the appropriate personnel and provide a space programming needs assessment document for the Fire/EMS Department. We will assess staffing needs based on current population needs and on future estimated projections from staff and industry trends. We will provide an assessment of total future gross space needs for 20-50 years in the future.

Staff Members: AH, CR

Anticipated hours: 22, 32

Estimated Fee: \$8,800

3) Site Conditions Analysis: Review the development possibilities for the existing site area including utilities, auto circulation and parking, etc., and provide a base plan of the area based on existing city drawings, site investigations, and field measurements. Select a specific location for the facility on the City owned land. Hours include site visits and documentation of the findings.

Staff Members: AH, WG, CR, PCA

Anticipated hours: 24, 12, 22, 12

Estimated Fee: \$10,912

4) Provide a conceptual design to include schematic floor plans, schematic site plans, and a preliminary conceptual cost estimate.

Staff Members: AH, CR, TD, BG, WG, PCA

Anticipated hours: 48, 62, 18, 14, 32, 74

Estimated Fee: \$36,696

5) Major Review Meeting: Preparation and in-person review with committee of the chosen scenario concept plans to ensure that all of the city's goals have been achieved, and if improvements can be made.

Staff Members: AH, CR,

Anticipated hours: 12, 22

Estimated Fee: \$5,500



6) Refine and develop the design: Further develop the site plan and floor plans of the chosen scenario. Provide a dynamic 3D scale model to show exterior design and proposed materials. Include recommendations for the building's structural, mechanical, and electrical systems and other items required for a functional facility.

Staff Members: AH, CR, TD, BG, WG, PCA

Anticipated hours: 22, 34, 12, 9, 14, 28

Estimated Fee: \$17,963

7) Deferred

8) Provide an all-inclusive cost estimate for the chosen concept. Provide a breakdown of the scope into logical smaller groups of work with associated cost. Provide the estimate in a total project cost format including fees and other owner's soft costs.

Staff Members: AH, CR, WG

Anticipated hours: 6, 18, 14

Estimated Fee: \$6,138

9) Finalize Study Deliverables: Finalize site and floor plans, 3D Model and renderings, and Cost Estimate. Include a written narrative report outlining the process and including recommendations, evaluations, space programming documents, code compliance review, and other pertinent documents.

Staff Members: AH, CR, PCA

Anticipated hours: 36, 46, 22

Estimated Fee: \$15,840

Subtotal:	\$104,753
Direct Reimbursable costs est:	<u>\$5,238</u>
Total Fee Proposed for Project:	\$109,991

Schedule

We will be able to start the study within 20 days of acceptance. We will work to complete the study in 120 days.

Feasibility and Cost Study:

We propose to provide the work as described above including travel time for a lump sum cost of **\$109,991 (Includes direct reimbursable costs.)**



65 Newbury Street, Portland, ME 04101-4218 • Voice 207.761.9000 • www.portcityarch.com

When the project receives public approval, Port City will be pleased to offer Phase 2 services including permitting, design development, construction documents, specifications, and construction administration based on the terms and percentage-based fees as shown in the attached State of Maine recommended schedule of fees for architectural projects.

Invoicing/ Billing:

- Invoices will be submitted monthly based on the work completed.

Attachments:

- Port City Architecture hourly rates
- Port City Architecture Standard Terms and Conditions
- The State of Maine recommended fees for architectural projects

This proposal is valid for thirty (30) days. If the outlined scope and proposed fees are acceptable, I would ask that you please sign this letter in the space provided and return a copy to this office via standard mail or e-mail. Thank you.

Sincerely,

PORT CITY ARCHITECTURE

Andrew Hyland, AIA
Principal
Port City Architecture

Accepted,
Erin Herbig
City Manager
Belfast, Maine
____ / ____ 2025



STANDARD HOURLY RATES 2025

Professional Fees

Principal	\$176.00/hour
Associate	\$154.00/hour
Staff Architect	\$143.00/hour
Senior Architectural Designer	\$132.00/hour
Interior Designer	\$132.00/hour
Architectural Designer	\$110.00/hour
Technical Assistant/CADD	\$105.00/hour
Administrative Services	\$ 83.00/hour
Consulting Engineer	\$165.00/hour

REIMBURSABLE EXPENSE SCHEDULE

Reimbursables shall be charged at 5% of the total Design Fee or as direct expenses below:
Notwithstanding the foregoing sentence, reimbursable costs are included in the lump sum for this feasibility and cost study.

Laboratory Testing	Cost Plus 10%
Printing	
Clean Prints (blueprints)	\$ 0.75/sf
Copies-8 ½"x11"	\$ 0.20 each
11"x17"	\$ 0.45 each
Sepias, Mylar	\$ 4.75/sf
Sepias, Paper	\$ 2.50/sf
Bindings	\$ 4.00/ea
Postage	Cost Plus 15%
Travel	
Mileage	\$ 0.58/mile
Lodging Cost Not to Exceed	\$200/Day/Person
Food Cost Not to Exceed	\$ 90/Day/Person
Photography Reproductions (not in-house)	Cost Plus 10%
Advertising	Cost Plus 10%
Consultants	Cost Plus 10%
Color Renderings	Cost Plus 10%
Communication/Technology charge:	*2% of invoice

Phone calls, faxes, scanning, website plan room, emails, and other forms of communication.

**not charged if client selects the flat 5% reimbursable charge*



Port City Architecture 2025 Terms and Conditions

1. ABSENCE OF WARRANTY

All services of ARCHITECT and its subsidiaries, independent professional associates, subconsultants and subcontractors will be performed in a reasonable and prudent manner in accordance with generally accepted architecting practice. All estimates, recommendations, opinions, and decisions of the ARCHITECT will be on the basis of the information available to the ARCHITECT and the Architect's experience, technical qualifications, and professional judgment. There are no warranties of merchantability or fitness for a particular purpose or any other warranties or guarantees whatsoever, express or implied, with respect to any service performed or materials provided under this Agreement.

2. INVOICES

Invoices will be submitted periodically (customarily on a monthly basis) and are due and payable upon receipt of invoice. Unpaid balances shall be subject to an additional charge at the rate of one (1.0) percent per month from the date of the invoice if the unpaid balance is not paid within 30 days. In addition, the ARCHITECT may, after giving seven days written notice to OWNER, suspend services without liability until the OWNER has paid in full all amounts due to the ARCHITECT on account of services rendered and expenses incurred, including interest on past-due invoices. Payment of invoices is not subject to discounting by OWNER. Time is of the essence in payment of invoices, and timely payment is a material part of the consideration of any Agreement between the ARCHITECT and OWNER.

3. CHANGES OR DELAYS

Unless the attached Proposal provides otherwise, the proposed fees constitute the Architect's estimate to perform the services required to complete the Project as we understand it to be defined. For projects involving conceptual or process development work, required services are often not fully definable in the initial planning. Accordingly, developments may dictate a change in the scope of services to be performed. If such change, additional services, or suspension of services results in an increase or decrease in the cost of or time required for performance of the services, whether or not changed by any order, an equitable adjustment shall be made and the Agreement modified accordingly.

Costs and schedule commitments shall be subject to renegotiation for unreasonable delays caused by the OWNER's failure to provide specified facilities or information, or for delays caused by unpredictable occurrences or force majeure, such as fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdown, acts of God or of the public enemy, or acts or regulations of any governmental authority. Temporary work stoppage caused by any of the above may result in additional cost (reflecting a change in scope) beyond that outlined in the attached Proposal.

4. PAYMENT

Where the method of contract payment is based on a cost reimbursement (i.e., hourly rates, time-and-material, direct personnel expense, or per-diem) basis, the following provisions shall apply:

- a. The minimum time segment for charging of field work is four (4) hours. The minimum time segment for charging the work done at the ARCHITECT's office(s) is one-half hour. When applicable, rental charges will be applied to the Project to cover the cost of pilot-scale facilities or equipment, apparatus, instrumentation, or other technical machinery. When such charges are applicable, the OWNER will be advised at the start of an assignment, task, or phase.
- b. Expenses properly chargeable for the services which are reimbursable at cost shall include: travel and subsistence expenses of personnel when away from their office on business directly or indirectly connected with the Project; identifiable communication, shipping, printing, and reproduction costs; professional and technical subcontractors/subconsultants; identifiable drafting and stenographic supplies; computer time and software; and expendable materials and supplies purchased specifically for the Project. A ten percent (10%) handling and administrative charge will be added to those foregoing items which are purchased from outside sources. When ARCHITECT, subsequent to the initiation of services, finds that specialized equipment is needed to perform the services, it will purchase and/or lease, as appropriate, the equipment as a reimbursable expense.
- c. Invoices for effort on a cost-reimbursement basis will be submitted showing labor (hours worked) and total expenses, but not actual documentation. If requested by OWNER, documentation will be provided and the cost of providing such documentation, including labor, and copying costs, will be paid by OWNER.



5. TERMINATION

No termination of this Project by the OWNER shall be effective unless seven days written notice of intent to terminate, together with the reasons and details therefore, has been received by a principal or officer of the ARCHITECT and an opportunity for consultation been given. A final invoice will be calculated on the first or fifteenth of the month (whichever comes first) following receipt of such termination notice and the elapse of the seven-day period (the effective date of termination).

Either the ARCHITECT or OWNER may terminate this Agreement, in whole or in part, in writing, if the other party substantially fails to fulfill its obligations under this Agreement through no fault of the terminating party. Where method of contract payment is "lump sum," the final invoice will include all services and expenses associated with the Project up to the effective date of termination. Where the method of contract payment is based on cost reimbursement, the final invoice will include all services and expenses associated with the Project up to the effective date of termination. In any event, an equitable adjustment shall be made to provide for termination settlement costs the ARCHITECT incurs relating to commitments which had become firm before termination, and for a reasonable profit for services performed.

6. LIMITATION OF LIABILITY

Notwithstanding any other provision of these General Terms and Conditions to the contrary, the ARCHITECT's liability to the OWNER for any loss or damage, including, but not limited to, special and consequential damages, arising out of or in connection with the accompanying Proposal or this Agreement from any cause, including strict liability, breach of contract or breach of warranty, shall not exceed the greater of (i) triple the lump sum cost of this agreement, or (ii) any and all coverages under ARCHITECT'S applicable insurance.

7. INSURANCE

The Architect agrees to purchase at its own expense, Worker's Compensation, Professional Liability and General Liability insurance and will, upon request, furnish insurance certificates to OWNER. ARCHITECT agrees to purchase whatever additional insurance is requested by OWNER (presuming such insurance is available from carriers acceptable to the ARCHITECT) provided the premiums for additional insurance are reimbursed by OWNER.

8. INDEMNIFICATION

It is understood and agreed that, in seeking the professional services of the ARCHITECT under this Agreement, OWNER may be requesting the ARCHITECT to undertake uninsurable obligations for OWNER's benefit involving the presence or potential presence of hazardous substances. Therefore, except for activities resulting from the actual or alleged generation, transportation, storage, or disposal of pollutants by ARCHITECT or the ARCHITECT arranging for the transportation, storage or disposal of pollutants ("pollutants" meaning any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, fumes, acids, alkalis, chemicals, waste and waste materials to be recycled, reconditioned or reclaimed) the ARCHITECT shall, notwithstanding the limitation of liability contained in Section 6, indemnify the OWNER for any loss or damage to the extent caused by the professional negligence of the ARCHITECT in performance of the services under this Proposal or any related Agreement.

With respect to claims, damages, losses and expenses which are related to hazardous waste disposal or cleanup or environmental liability, as described in this Section 8, above, and to the extent the same are not covered by the insurance maintained by the ARCHITECT, OWNER shall, to the fullest extent permitted by law, defend, indemnify and hold harmless the ARCHITECT and its employees, independent professional associates, subconsultants and subcontractors from and against all such claims, damages, losses and expenses arising out of or resulting from Owner's negligence or willful misconduct in performing its obligations under this agreement. ARCHITECT recognizes that that OWNER is a political subdivision of the State of Maine to which the Maine Tort Claims Act is applicable. Accordingly, nothing in this agreement shall operate in practical effect to waive any defense, immunity, limitation of liability, or limitations of actions available to OWNER pursuant to applicable law including the Maine Tort Claims Act. Furthermore, nothing in this agreement, including any contractual indemnification, is intended or shall operate to create a greater liability on OWNER'S part to ARCHITECT for third party claims than OWNER has or would have for claims brought by such third party directly against OWNER in accordance with the provisions of the Maine Tort Claims Act.



If, as a result of any negligent errors, omissions or acts, for which ARCHITECT has legal liability, the OWNER incurs an accumulation of excess costs over \$20,000 of the actual project construction cost, ARCHITECT shall, subject to the Limitation of Liability contained in Section 6, bear the burden of such accumulation of the excess costs; provided, however, said accumulation of excess costs shall not include any improvement or betterment costs and shall not exceed the difference between (1) the actual construction costs resulting from such negligent errors, omissions, and acts of ARCHITECT and (2) an estimate of what such costs would have been at the date of this Proposal or any related Agreement.

9. GRATUITIES

The ARCHITECT represents that no gratuities (in the form of the entertainment, gifts or otherwise) were offered or given to any officer, agent, employee or representative of the OWNER with a view towards securing this Agreement or securing favorable treatment with respect to the wording, amending or the making of any determination with respect to the performance of this Agreement.

10. CONFIDENTIALITY

The ARCHITECT shall maintain as confidential and not disclose to others without OWNER's prior written consent, all information obtained from OWNER, not otherwise previously known to the ARCHITECT or in the public domain, as OWNER expressly designates in writing to be "CONFIDENTIAL". The provisions of this paragraph shall not apply to information in whatever form which (1) is published or comes into the public domain through no fault of the ARCHITECT, (2) is furnished by or obtained from a third party who is under no obligation to keep the information confidential, or (3) is required to be disclosed by law on order of a court, administrative agency or other authority with proper jurisdiction.

11. REUSE OF DOCUMENTS

All documents, including drawings and specifications, prepared or furnished by ARCHITECT and its subsidiaries, independent professional associates, subconsultants and subcontractors pursuant to this Agreement are instruments of service in respect of the Project and the ARCHITECT shall retain an ownership and property interest therein whether or not the Project is completed. OWNER may make and retain copies for information and reference in connection with the Project; however, such documents are not intended or represented to be suitable for reuse by OWNER or others on extensions of the Project or on any other project. Any reuse without written verification or project-specific adaptation by the ARCHITECT will be at the OWNER's sole risk and without liability or legal exposure to ARCHITECT or its subsidiaries, independent professional associates, subconsultants and subcontractors. Accordingly, OWNER shall, to the fullest extent permitted by law, defend, indemnify and hold harmless the ARCHITECT from and against any and all costs, expenses, fees, losses, claims, demands, liabilities, suits, actions and damages whatsoever arising out of or resulting from such unauthorized reuse. Any such verification or project-specific adaptation will entitle the ARCHITECT to further compensation at rates to be agreed upon by OWNER and the ARCHITECT.

12. CONTROLLING AGREEMENT

To the extent they are inconsistent or contradictory, the express terms of the accompanying Proposal take precedence over these General Terms and Conditions. It is understood and agreed that the services performed under the accompanying Proposal or any related Agreement are not subject to any provision of the Uniform Commercial Code. Any terms and conditions set forth in OWNER's purchase order, requisition, or other notice or authorization to proceed are inapplicable to the services under this Proposal or any related Agreement, except when specifically provided for in full on the face of such purchase order, requisition, or notice or authorization and specifically accepted in writing by the ARCHITECT. The ARCHITECT's acknowledgment of receipt of any purchase order, requisition, notice or authorization, or the ARCHITECT's performance of work subsequent to receipt thereof, does not constitute acceptance of any terms or conditions other than those set forth herein.

13. PROPRIETARY DATA

The technical and pricing information contained in the accompanying Proposal or Agreement is to be considered Confidential and Proprietary and is not to be disclosed or otherwise made available to third parties without the express written consent of ARCHITECT unless required by law. In the event that the OWNER determines that any information in the Proposal or Agreement are public records subject to disclosure under Maine's freedom of Access Act (FOAA), the OWNER shall notify the ARCHITECT of its intent to disclose such information after providing the ARCHITECT ten (10) business days to seek a protective order or injunctive relief from a Superior Court in Maine.

14. GOVERNING LAW

This Agreement is to be governed by and construed in accordance with the laws of the State of Maine without regard of its conflicts of laws provisions. **END OF ITEMS**



STATE OF MAINE ARCHITECTURAL PROJECTS, RECOMMENDED SCHEDULE OF FEES

New Construction Cost	A Scale	B Scale	C Scale
\$ 50,000. and below	10.0	11.0	12.0
\$ 50,000. to \$ 99,999.	9.5	10.5	11.5
\$ 100,000. to \$ 149,999.	9.2	10.2	11.2
\$ 150,000. to \$ 199,999	8.9	9.9	10.2
\$ 200,000. to \$ 299,999.	8.5	9.5	10.5
\$ 300,000. to \$ 399,999.	8.2	9.2	10.2
\$ 400,000. to \$ 499,999.	8.1	9.0	10.0
\$ 500,000. to \$ 749,999.	7.8	8.8	9.9
\$ 750,000. to \$ 999,999	7.6	8.5	9.6
\$ 1,000,000. to \$1,499,999.	7.3	8.3	9.3
\$ 1,500,000. to \$ 1,999,999	7.1	8.1	9.1
\$ 2,000,000. to \$ 2,499,999	7.0	8.0	9.0
\$ 2,500,000. to \$ 2,999,999	6.9	7.9	8.9
\$ 3,000,000. to \$ 3,999,999	6.8	7.8	8.8
\$ 4,000,000. to \$ 4,999,999	6.7	7.7	8.7
\$ 5,000,000. to \$ 6,999,999	6.5	7.5	8.5
\$ 7,000,000. to \$ 8,999,999	6.3	7.3	8.3
\$ 9,000,000 to \$10,999,999	6.1	7.1	8.1
\$11,000,000 to \$14,999,999	6.0	7.0	8.0
\$15,000,000 to \$19,999,999	5.9	6.9	7.9
\$20,000,000 to \$29,999,999	5.8	6.8	7.8
\$30,000,000 to \$50,000,000	5.7	6.7	7.7
Remodel/Renovations Add:	+2.0%	+2.5%	+3.0%

Note: Fees to be negotiated independently beyond the limits of this schedule.

Building Complexity Examples

A Scale: For structures of simple architectural character such as: Warehouses, garages, Parking, structures, hangers, loft Buildings

B Scale: For structures of usual architectural character such as: Office building, Institutional building, schools, dormitories, college building (except special purpose laboratories and clinics armories)

C Scale: For structures of individual or specialized architectural character such as: Libraries, communications building including radio and TV studios, clinics, Laboratories, health centers, theatres (performing arts)

The above fees are based on the cost of construction and apply to lump sum, single contractor contracts. Where separate contracts are involved or where the construction is to be performed on a cost plus fee basis, an additional charge should be negotiated. When new additions are combined with alterations to an existing building, the fee should be adjusted based on value proportionately in accordance with the schedule. For multiple and different uses occurring in a single building, the fee may be adjusted proportionately to each occupancy. The fee for multiple or repetitive units, employing one or more repeated basic unit plans should be negotiated.

Note: Fees listed above do not include: Zoning/Planning Board and Submission/Approval. Should these services be required, we will provide a separate all-inclusive proposal.

Carol Herwig
June 3, 2025

Tree assessments



What: The trees at 288 High Street and 129 Waldo Avenue

Findings: The tree at 129 Waldo is near death and is a hazard. Based on the branching and bark, it appears to be a maple. The diameter measured at breast height is 39 inches, or 12 feet in circumference. Bark is coming in off chunks and bits of branches are dropping. It is just 9 feet from the street, 5 feet from the sidewalk, so I would judge this a priority for removal.

The tree at 288 High Street (Field Street corner) has been dead for years. The top was removed at some point and the trunk, or snag, apparently remained as a haven for birds and insects. However, it is now starting to lean, probably because the roots have rotted, and should be

removed as soon as possible so that it doesn't fall onto the sidewalk or roadway. I did not measure the diameter of this trunk because the terrain is steep,

To come: 55 Spring Street

Carol Herwig
June 4, 2025

Tree assessment report

Tree tagged for removal: 55 Spring Street.

It is an ash, 38 inches in diameter at breast height, so more than 10 feet in circumference. I estimate the height at 50=plus feet. All ashes, like maples are opposite branching, which leads to co-dominant stems. The codominants on this tree started very low, with dueling trunks at around 4-5 feet high. Eventually the trunks grew together, creating included bark that lhat led to interior girdling and rotting, The tree is hollow from top to the ground. As such it has been a haven for birds, squirrels and other critters. They will be sad to lose it,



I checked for signs of emerald ash borer, but while there were plenty of borer holes, I found none of the distinctive D-shaped holes



created by the emerald ash borer. There is also signs of mechanical damage - perhaps a truck accident.

With only a few green twigs, this ash is 90-95% dead and can't be revived. It qualifies as a hazard tree and should be removed as soon as possible because dead ash is extremely brittle and dangerous to remove.



129 Waldo Ave.



288 High Street (Field Street side of property)



55 Spring Street



Airport Manager
Kenn Ortmann

City of Belfast
Municipal Airport
131 Church Street
Belfast, Maine 04915

Phone: 207 338 3370 x 600
Email: airport2@cityofbelfast.org

Request by Airport Manager Kenn Ortmann for the City Council to authorize an expenditure of \$7,180.00 for a five-year Base Network Access and Support Agreement ("Agreement"), including the Cell Plan, for the QTPod M4000 Self-Serve Terminal.

One component of the Airport Fuel Farm is the "QTPod M4000 NextGen Self-Serve Fueling Terminal". This is the credit card terminal fuel purchasers use AND it includes a software package called QT POD Siteminder. It is connected to each of the fuel tank dispensers and to the Siteminder program.

The credit card terminal is only two years old and is fairly straightforward to use, but it can be affected by power outages. Since installation I have only needed to request technical service a few times. However, the "self-service" feature of our fuel farm is critical to allowing a revenue flow when the Airport is not staffed. I can, and do occasionally, process retail customer credit card transactions with an electronic point of sale (POS) terminal provided by QTPod, but only when I am physically present.

The cost this year for one year of the "Base Access Plan" is \$1,195. We have the option of only paying \$956 this year (saving \$239) if we contract and pay up front for five years. The future annual savings are likely to be even greater assuming multiple cost increases over the next four years.

Since the unit is relatively new, I do not think the extra premium cost for free "repaired or replacement parts" is warranted. However, it should be carefully considered after the end of this contract period.

I recommend purchasing the base plan 5-year prepaid option for three reasons:

- This option saves the City 20% this year,
- This contract saves the City at least 20% for an additional four years, and,
- This contract will protect the City from cost increases for the next four years.

The Airport Manager is requesting that the City Council vote to authorize the following action:

Authorize the expenditure of \$7,180 from Airport Capital Reserve Account 640-595 to fund a five-year Base Network Access and Support Agreement ("Agreement"), including the Cell Plan, for the QTPod M4000 Self-Serve Terminal and authorize the City Manager to sign any necessary documents.

10.V



Memorandum of Understanding (MOU)

Between

City of Belfast

And

The Belfast Police Association / Fraternal Order of Police

Applicable from June 17, 2025 – June 30, 2027

This Memorandum of Understanding (MOU) sets forth terms and understanding between the City of Belfast and the Belfast Police Association (BPA)/ Fraternal Order of Police (FOP).

As determined in a Step III Grievance Decision issued by the City Council, vacation time awardable pursuant to Section 6 of the Collective Bargaining Agreement shall be credited on the employee's anniversary date, as opposed to the July 1 start of the City's fiscal year. This mechanism shall apply to all employees covered by the existing Collective Bargaining Agreement between BPA/FOP and the City, and shall continue to apply until (1) the Collective Bargaining Agreement is replaced with a new Agreement; or (2) a different mechanism is approved by BPA/FOP in an amendment to the Agreement or by subsequent MOU.

This MOU shall apply only to vacation time credits pursuant to Section 6 and shall have no bearing on the interpretation or application of other sections of the Agreement.

All parties to this agreement sign to confirm their acceptance of its terms by their signature.

Print Name:

City of Belfast

Print Name:

Belfast Police Association / Fraternal Order of Police