

CITY OF BELFAST

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Belfast, Maine 04915

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Mayor

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City Manager
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April 1, 2020

To City of Belfast residents, business owners and visitors,

The City of Belfast has continued to closely monitor the coronavirus (COVID-19) pandemic, and with the guidance from the Maine CDC and Governor Janet Mills, we are now extending our closure to include closing all non-essential service offices to allow for those employees to “Stay Healthy at Home” per the Governors mandate issued on March 31, 2020 (see below); thus the Belfast City Council, Mayor and City Manager have decided to take the following steps to provide an appropriate level of precaution for our staff and the community at large:

Effective, April 2 all City of Belfast Facilities will be CLOSED through April 30, 2020.

We encourage the public to continue to utilize what services they can online, over the phone, or through postal mail. Each City Department has created a plan that makes sense for the type of work that they do and the essential services they provide to our community. We do not take these steps lightly, but want to do what we can to protect our employees and the public while allowing for continuity in maintaining services in the long term. All City phone and City email contact information is provided below, and all departments (essential and non-essential) will continue to respond to phone calls and emails in a timely manner.

Public Safety – Access to the Police Department and Fire/Ambulance Department will be closed to all non-employees except in emergency situations. If you have an emergency, please call 911.

Committee/Council Meetings- Following the Council Meeting on March 17, 2020, the City has suspended all in person committee meetings through April 30, 2020. All City Council and City Committee Meetings will occur online using Zoom and can be streamed on the City website at www.cityofbelfast.org. All regularly scheduled Council Meetings will air live on BEL TV. Anyone wishing to submit public announcements, questions or comment for the City Council Meetings can email comments to public@cityofbelfast.org. Emails must be received before 5PM on the day of the Council Meeting. Please see the City website for how best to observe remotely for all other meetings.

General Assistance – Anyone needing General Assistance should contact the administrator at 338-3370 ext. 120. Applications will be processed over the phone, email and postal mail. 338-3370 ext. 120 will also connect elderly residents of Belfast who are homebound and need access to supplies, such as food or prescriptions through the Ring of Caring program.

Transfer Station- The Transfer Station is asking that you please STOP your vehicle at the end of the building (by the office) and wait for instruction by a City Employee before exiting your vehicle to throw household garbage into the hopper. The Transfer Station will be suspending all recycling, including that from other municipalities, in an effort to reduce staff contact and possible exposure to

the COVID-19 virus. We ask that you please include your recycling in with your household trash for the month of April to prevent an overwhelming surge in May that our facility is not equipped to handle. Recycling of scale demolition and cardboard from Belfast businesses will continue to be accepted. We will continue to accept all trash from households and businesses. However, payment for trash will be reduced from \$3.50 to \$3.00, only cash will be accepted and should be placed in a designated payment receptacle. The requirement for stickers on trash bags will be suspended during this time. Residents with concerns can call the Transfer Station at 338-1817.

Wastewater Treatment Plant – The plant will continue operations but no non-employees will be allowed to access the plant. In an effort to reduce potential staff contact with raw wastewater and possible exposure to the COVID-19 virus the City is asking that all public sewer users refrain from flushing products, other than toilet paper, down the toilet. Disposing of other products can lead to sewer line blockages and plugged pumps that require direct contact by staff to resolve the issue. Additionally in an effort to reduce staff contact and possible exposure to the COVID-19 virus the City downtown trash receptacles (except for along the Harbor Walk and Rail Trail) have been removed, please utilize the Transfer Station or contracted services for household trash disposal. Residents with concerns can call the Plant at 338-1744.

City Clerk & Tax Office - Access to City Hall will be closed. We request that citizens view the list of items below to determine what can be performed online at cityofbelfast.org, or postal mail. City employees will continue to be available by phone and email to answer questions of any nature as well as to assist anyone with the process of performing transactions online with the City Clerk and/or Tax Collector:

- Vehicle re-registrations <https://www1.maine.gov/online/bmv/rapid-renewal/>
 - Real Estate Tax payments <https://epayment.informe.org/payportonline/welcome>
 - Sewer payments <https://epayment.informe.org/payportonline/welcome>
 - ATV re-registrations https://www5.informe.org/ifw/online_services.htm
 - Boat re-registrations https://www5.informe.org/ifw/online_services.htm
 - Snowmobile re-registrations https://www5.informe.org/ifw/online_services.htm
 - Hunting Licenses https://www5.informe.org/ifw/online_services.htm
 - Fishing Licenses https://www5.informe.org/ifw/online_services.htm
 - Dog Licenses https://apps1.web.maine.gov/cgi-bin/online/dog_license/index.pl
 - Marriage Licenses (Mail Only)
 - Birth, Death & Marriage Certificates (*Mail Only*)
- *All transaction to be completed online, can be accessed through our website under "How do I: Pay Taxes".*

The items below are transactions that will not be able to be completed during this time:

- New Vehicle Registrations
 - Any New ATV, Boat & Snowmobile Registrations
- *Please see below the emergency legislation, that does cover some registration issues.*
- *All registrations, including temporary registrations for vehicles, boats, atvs, snowmobiles and trailers that expires during the period of state emergency is deemed extended until 30 days after the state of emergency is terminated. (The important notice here is "expires during". Registrations that expired before the state of emergency was declared would not qualify for the extension the way it's worded (i.e. all boats which expired in December). "Temporary registrations" should cover Maine dealer sales but private sales and out of State dealer sales will not have a way to complete the registration process.)*
 - *The extension does not change the registration interval. All fees that would have been due are still due within 30 days of the termination of the state of emergency.*
 - *The online renewal systems (Rapid Renewal and MOSES) are to be turned on for all municipalities even if they current do not participate and will stay on until 30 days after the state of emergency is terminated.*

All interest accrued from March 18th to April 30, 2020 on sewer or tax payments will be deferred without penalty.

Public Works – Staff will continue to work, however there will be no public access to the Public Works Facility. Residents with concerns can call the Facility at 338-2375.

Parks and Recreation – Please contact 338-3370 ext. 127 if you need forms or assistance. Everything will be processed over the phone, email or postal mail. You may also download forms or applications from the City website. At this time our City parks and trails will remain open to the public but we would like to stress the importance of following the CDC guidelines for COVID-19 even in the parks, playgrounds, Skate Park, Dog Park and trails.

City Manager's Office – Please contact 338-3370 ext. 110. Everything will be processed over the phone, email or postal mail.

Harbor– Please contact 338-1142 if you need forms or assistance. Everything will be processed over the phone, email or postal mail. At this time we plan on getting floats in as scheduled but request that boaters be cautious of social distancing as the Harbor becomes more active. Additionally, we have closed the public restrooms at the Harbor until further notice.

Belfast Free Library– Access to the Belfast Free Library will be closed to non-employees. While the library is closed, we ask that you hold on to your checked out material instead of returning it to the library. Until further notice, the library's book return slots are closed. All due dates have been extended until May 1st. No overdue fines will accrue during this time.

Even though the library is closed, staff will be answering email. If you have questions or need help, please email us. The general information and help email address is info@belfastlibrary.org. Other staff email addresses are on the library's website: www.belfastlibrary.org.

During this closure, please take advantage of and explore the library's digital resources, which are available from the library's website.

Some of these digital resources are e-books and e-audiobooks on [CloudLibrary](#) and [RBDigital](#); movies on [Kanopy](#); craft projects on [Creativebug](#); self-publishing and a variety of other resources on [Biblioboard](#); and a multitude of information resources through the [Digital Maine Library](#).

Planning & Code Office – Those who wish to get building permits or have questions regarding projects should call 338-3370 ext. 135. Everything will be processed over the phone, email or postal mail.

Assessing Office – Please contact 338-3370 ext.122 if you need forms or assistance. Please ensure that applications or forms required to be received by us prior to April 1, 2020 are dated accordingly or scanned and emailed as we understand these are not typical times and your delivery may have been interrupted due to these unforeseen circumstances. Though we have call-forwarding in place as well as remote access to our email, assessing records, and many other internal records following our internal PDF scanning since 2016, please note that, at times, we have to commit ourselves to entering personal property filings, deed transfers, map splits and other in-house maintenance. We will get back to you as soon as we can, which is usually the same day, but please allow for 24 hours as everything will be processed over the phone, email or postal mail.

Treasurer's Office – Please contact 338-3370 ext. 111. Everything will be processed over the phone, email or postal mail.

Economic Development – Please contact 338-3370 ext. 116 if you need forms or assistance. Everything will be processed over the phone, email or postal mail.

BEL TV – Please contact 323-2430. Everything will be processed over the phone, email or postal mail.

Belfast Municipal Airport - Physical access to the airport property and terminal building by the general public is prohibited. Airport tenants, charter and medical transport passengers, aircrews and medical personnel have full access to the airport and terminal with the caveat the terminal is only staffed part time and may not be sanitized following every visit. Please call 338-3370 x 600 or 603-970-1947 if you need assistance.

Cemetery– Please contact 338-2264. Everything will be processed over the phone, email or postal mail as the Cemetery is still preparing to open for the season.

The following is a list of City of Belfast departments and how they can be reached during this time:

citymanager@cityofbelfast.org 338 3370 x 110 Erin Herbig
managersasst@cityofbelfast.org 338 3370 x 110 Manda Cushman
managersoffice@cityofbelfast.org 338 3370 x 119 Nora McGrath
generalassistance@cityofbelfast.org 338 3370 x 120 Jodie Stout
maintenance@cityofbelfast.org 338 3370 x 113 Norman Gilmore
treasurer@cityofbelfast.org 338 3370 x 111 Theresa Butler
cityclerk@cityofbelfast.org 338 3370 x 114 Amy Flood
assessor@cityofbelfast.org 338 3370 x 122 Brent Martin
wmarshall@cityofbelfast.org 338 3370 x 135 Wayne Marshall
jboynton@cityofbelfast.org 338 3370 x 118 Jonathan Boynton
ceo@cityofbelfast.org 338 3370 x 133 Bub Fournier
parksandrec@cityofbelfast.org 338 3370 x 127 Norm Poirier
economicdevelopment@cityofbelfast.org 338 3370 x 116 Thomas Kittredge
City Attorney 338 3370 x 146 Bill Kelly
harbormaster@cityofbelfast.org 338 1142 ext. 700 Kathy Pickering
publicworks@cityofbelfast.org 338 2375 ext. 300 Bob Richards
firechief@cityofbelfast.org 338 3362 ext. 200 Chief Jim Richards
ambulance@cityofbelfast.org 338 3362 ext. 202 Debbie Heath
wwtp@cityofbelfast.org 338 1744 ext. 900 Jon Carman
transferstation@cityofbelfast.org 338 1817 ext. 400 desk Mike McFadden
snorman@belfastlibrary.org 338 3884 ext. 500 Steve Norman
cemetery@cityofbelfast.org 338 2264 ext. 800 Steve Boguen
Police Dispatch 338 2420 Chief Gerry Lincoln
beltv@cityofbelfast.org 323 2430 ext. 136 Ned Lightner
airport2@cityofbelfast.org 338 3370 ext. 600 Kenn Ortmann

Belfast Mayor and Council

mayor@cityofbelfast.org 207-322-6806 Mayor Eric Sanders
ward1councilor@cityofbelfast.org 207-323-1748 Councilor Mary Mortier
ward2councilor@cityofbelfast.org 207-323-8083 Councilor Neal Harkness
ward3councilor@cityofbelfast.org 207-505-0116 Councilor Brenda Bonneville
ward4councilor@cityofbelfast.org 207-323-0881 Councilor Mike Hurley
ward5councilor@cityofbelfast.org 207-338-1920 Councilor Paul Dean