



## CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

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March 17, 2020

To City of Belfast residents, business owners and visitors,

The City of Belfast has been coordinating with state and local agencies, City staff and elected officials regarding the coronavirus (COVID-19) and its potential impact on our community. After serious discussion and consideration, the Belfast City Council, Mayor and City Manager have decided to take the following steps to ensure the safety and well-being of our staff and the community at large:

**Effective today, March 17<sup>th</sup> at 5PM all City of Belfast Facilities will be**

**CLOSED TO THE PUBLIC through March 31<sup>st</sup>, 2020.**

Our goal is to operate by limiting exposure while minimizing the inconvenience to those who need to access our services at this time. We are encouraging the public to utilize what services they can via online or postal mail. Feel free to call the City directly as well. Appointments can be scheduled if completely necessary. Please see below which services will be available through these avenues and how to contact the appropriate department if a specific service by appointment is required. All City phone and City email contact information is provided below.

**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.

**Belfast Free Library** – Access to the Belfast Free Library will be closed to non-employees.

**Committee/Council Meetings**- Following tonight's Council Meeting (3/17), the City will be suspending all committee meetings. We encourage the public to practice social distancing and discourage in-person attendance at tonight's meeting. We encourage the public to view the meeting on BELTV or at [cityofbelfast.org](http://cityofbelfast.org).

**City Clerk & Tax Office** - Access to City Hall will be closed to non-employees. We request that the following transactions be made by postal mail or online, as these can be accessed through [cityofbelfast.org](http://cityofbelfast.org) under City Clerk and/or Tax Collector:

- Vehicle re-registrations
- Real Estate Tax payments
- Sewer payments
- ATV re-registrations
- Boat re-registrations
- Snowmobile re-registrations
- Hunting Licenses
- Fishing Licenses
- Dog Licenses
- Birth, Death & Marriage Certificates (*Mail only, not online*)

Some items would be required to be in person. We request that you call the City Clerk/Tax Office at 338-3370 ext. 114 to set up an appointment for the following services if completely necessary:

- New Vehicle Registrations
- Petition Certifications
- Voter Registrations
- Vehicle re-registrations that are currently expired over 6 months
- Any New ATV, Boat & Snowmobile Registrations
- Marriage Licenses

All interest accrued from March 18<sup>th</sup> to March 31<sup>st</sup> on sewer or tax payments will be deferred without penalty.

**Transfer Station**- Effective immediately 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 will continue to accept all trash from households and businesses. Recycling of scale demolition and cardboard from Belfast businesses will continue to be accepted. Residents with concerns can call the Transfer Station at 338-1817.

**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.

**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.

**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. Residents with concerns can call the Plant at 338-1744.

**Assessing Office** – Please contact 338-3370 ext.122 if you need forms or assistance. Everything will be processed over the phone, email, postal mail or by appointment if completely necessary.

**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, postal mail or by appointment if completely necessary.

**Harbor** – Please contact 338-1142 if you need forms or assistance. Everything will be processed over the phone, email, postal mail or by appointment if completely necessary.

**Parks and Recreation** – Please contact 338-3370 ext. 127 if you need forms or assistance. Everything will be processed over the phone, email, postal mail or by appointment if completely necessary.

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

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

<a href="mailto:citymanager@cityofbelfast.org">citymanager@cityofbelfast.org</a>	338 3370 x 110	Erin Herbig
<a href="mailto:managersasst@cityofbelfast.org">managersasst@cityofbelfast.org</a>	338 3370 x 110	Manda Cushman
<a href="mailto:managersoffice@cityofbelfast.org">managersoffice@cityofbelfast.org</a>	338 3370 x 119	Nora McGrath
<a href="mailto:generalassistance@cityofbelfast.org">generalassistance@cityofbelfast.org</a>	338 3370 x 120	Jodie Stout
<a href="mailto:maintenance@cityofbelfast.org">maintenance@cityofbelfast.org</a>	338 3370 x 113	Norman Gilmore
<a href="mailto:treasurer@cityofbelfast.org">treasurer@cityofbelfast.org</a>	338 3370 x 111	Theresa Butler
<a href="mailto:cityclerk@cityofbelfast.org">cityclerk@cityofbelfast.org</a>	338 3370 x 114	Amy Flood

<u>assessor@cityofbelfast.org</u>	338 3370 x 122	Brent Martin
<u>wmarshall@cityofbelfast.org</u>	338 3370 x 135	Wayne Marshall
<u>jboynton@cityofbelfast.org</u>	338 3370 x 118	Jonathan Boynton
<u>ceo@cityofbelfast.org</u>	338 3370 x 133	Bub Fournier
<u>parksandrec@cityofbelfast.org</u>	338 3370 x 127	Norm Poirier
<u>economicdevelopment@cityofbelfast.org</u>	338 3370 x 116	Thomas Kittredge
<u>City Attorney</u>	338 3370 x 146	Bill Kelly
<u>harbormaster@cityofbelfast.org</u>	338 1142 ext. 700	Kathy Pickering
<u>publicworks@cityofbelfast.org</u>	338 2375 ext. 300	Bob Richards
<u>firechief@cityofbelfast.org</u>	338 3362 ext. 200	Chief Jim Richards
<u>ambulance@cityofbelfast.org</u>	338 3362 ext. 202	Debbie Heath
<u>wwtp@cityofbelfast.org</u>	338 1744 ext. 900	Jon Carman
<u>transferstation@cityofbelfast.org</u>	338 1817 ext. 400 desk	Mike McFadden
<u>snorman@belfastlibrary.org</u>	338 3884 ext. 500	Steve Norman
<u>cemetery@cityofbelfast.org</u>	338 2264 ext. 800	Steve Bogue
<u>Police Dispatch</u>	338 2420	Chief Gerry Lincoln
<u>beltv@cityofbelfast.org</u>	323 2430 ext. 136	Ned Lightner
<u>airport2@cityofbelfast.org</u>	338 3370 ext. 600	Kenn Ortmann

**Belfast Mayor and Council**

<u>mayor@cityofbelfast.org</u>	207-322-6803	Mayor Eric Sanders
<u>ward1councilor@cityofbelfast.org</u>	207-323-1748	Councilor Mary Mortier
<u>ward2councilor@cityofbelfast.org</u>	207-323-8083	Councilor Neal Harkness
<u>ward3councilor@cityofbelfast.org</u>	207-505-0116	Councilor Brenda Bonneville
<u>ward4councilor@cityofbelfast.org</u>	207-323-0881	Councilor Mike Hurley
<u>ward5councilor@cityofbelfast.org</u>	207-338-1920	Councilor Paul Dean

**Additional Resources and Information (as of 3/17). This information is being continually updated. We strongly encourage you to either call or visit each organization's website directly for the most accurate and up-to-date information:**

**211 Maine:** <https://211maine.org/>

With hundreds of hotlines and helplines and thousands of programs offering all types of services to help people lead healthy, independent lives, it can be overwhelming to try and find the right phone number or service for you. You are not alone. Every day, thousands of people across Maine turn to 211.

211 is a free, confidential information and referral service that connects people of all ages across Maine to local services. 211 Maine is based in Maine and available 24 hours a day, seven days a week. Our Specialists are trained and friendly; they know we all need help sometimes. You can reach 211 via phone, text, email, or by searching our online database.

**Maine CDC** <https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus.shtml>

Updated information daily at this site.

**From Waldo County General Hospital, 207-338-2500**

**WCGH Guidelines:**  
Visitor Restrictions

- Hospital Visitation Hours: visitation will now be limited to 11 AM to 7 PM
- Limit of one visitor per patient for both inpatient and ambulatory care
  - o This includes all hospital, ambulatory, clinic appointments and emergency department visits
  - o No visitor under the age of 18 is permitted
- Care teams may make exceptions in specific circumstances such as:
  - o Two parents or guardians for each pediatric patient
  - o Additional visitors may be allowed for compassionate care (palliative care) situations in which death is imminent (likely within 24 hours), as determined by nursing management in collaboration with the primary care team.
- Disruptive behavior patients
  - o Family meetings may include one family member in-person, with others participating by speaker phone.
- Any visitor who has any of the following symptoms will be asked to leave.
  - o Fever
  - o Cough
  - o Shortness of breath

- o Sore throat
- o Congestion

### Public and Employee Meetings

- All public use of conference and community space is suspended indefinitely. This includes cancelling all events open to the public and/or community groups and meetings at any of our facilities.

**School District: RSU 71** <http://www.rsu71.org/home> 207-338-1960

All schools are closed until 27 April, 2020.

<http://www.rsu71.org/home/parents-students/coronavirus-info>

1. This week Breakfast and Lunch are available to all K-12 students at three sites; Ames, CASS and East Belfast between 8:00 - 12:00. You may also pick up bag meals to go. Next week meals will only be available to pick up (no eating in). We are also working on a plan to transport bag breakfast and lunches to those families that are unable to get to the sites where for is being dispersed.
2. This week, on Wednesday, March 18th, learning plans will be available to students, both in hard copy and online on our district website. Schools will be contacting you to let you know when you should arrive to pick up student work assignments.
3. If you are in need of student materials, medications, etc. that were left at school, school will bag up the items and contact you to arrange a time for you to pick them up.
4. As of today, the superintendent has closed schools in our district until April 27th. Should that timeline need to be adjusted, you will be notified.
5. Teachers are working hard to create learning lessons that allow students to practice skills that have already been introduced. Beginning on Wednesday, March 18th, the days that students are out of school will be counted as school days, based on the Governor's recommendation to close schools so there will not be the need to make up the missed days of school. We are hopeful that all students and families are utilizing the lessons provided by RSU teaching staff and holding students accountable to complete assignments.
6. As you have questions, please do not hesitate to contact your student's school principal or you may contact the Superintendent's Office

**WCAP** (207) 338-6809 Please call for the latest information.

As a precaution we have closed our physical office at 139 Searsport Avenue in Belfast to friends, family and passengers until further notice.

Specifically regarding programs

MaineCare: We have not been asked to suspend operation but the Governor recommends all non-critical appointments to be postponed.

DHHS: We have not been given direction to not provide services at this point.

CDS: All learning Institutions will close which in turn mean that transportation will be suspended.

Public Transit routes and DASH: We have not been asked by MDOT or FTA to suspend services.

Transportation Support and Cancer Care Programs: All trips will be evaluated individually for urgency and necessity.

Urgent Transportation: This includes Dialysis, Wound Care, Oncology, Psychiatry individually determined trips. These trips will remain priority one.

Like you or anyone else we are not able to predict the end of these circumstances but remain committed to provide continued services and be available as needed.

**From the State Government**

In the wake of several new presumptive positive cases of the 2019 novel coronavirus (COVID-19), Governor Janet Mills announced several new significant recommendations to respond to COVID-19 and signed a proclamation of civil emergency to further protect public health. Governor Mills is recommending:

- Ending classroom instruction in all public schools as soon as reasonably practical.
- Postponing all non-urgent medical procedures, elective surgeries, and appointments at hospitals and health care providers across the state until further notice.
- Restricting visitors and all non-essential health care personnel to long-term care facilities except for certain compassionate care situations such as end of life until further notice.
- Postponing all events with 50 or more people all gatherings of more than 10 that include individuals who are at higher risk for severe illness, such as seniors, until further notice.

**From the Federal Government**

The President's Coronavirus Guidelines for America - 15 Days to Slow the Spread

1. Listen to and follow the directions of your state and local authorities.
2. If you feel sick, stay home. Do not go to work. Contact your medical provider.
3. If your children are sick, keep them at home. Do not send them to school. Contact your medical provider.

4. If someone in your household has tested positive for the coronavirus, keep the entire household at home. Do not go to work. Do not go to school. Contact your medical provider.

5. If you are an older person, stay home and away from other people.

6. If you are a person with a serious underlying health condition that can put you at increased risk (for example, a condition that impairs your lung or heart function or weakens your immune system), stay home and away from other people.

7. Even if you are young, or otherwise healthy, you are at risk and your activities can increase the risk for others. It is critical that you do your part to stop the spread of the coronavirus:

- Work or engage in schooling from home whenever possible.
- If you work in a critical infrastructure industry, as defined by the Department of Homeland Security, such as healthcare services and pharmaceutical and food supply, you have a special responsibility to maintain your normal work schedule. You and your employers should follow CDC guidance to protect your health at work.
- Avoid social gatherings in groups of more than 10 people.
- Avoid eating or drinking in bars, restaurants, and food courts – use drive-thru, pickup, or delivery options.
- Avoid discretionary travel, shopping trips, and social visits.
- Do not visit nursing homes or retirement or long-term care facilities unless to provide critical assistance.
- Practice good hygiene:

Wash your hands, especially after touching any frequently used item or surface.

Avoid touching your face.

Sneeze or cough into a tissue, or the inside of your elbow.

Disinfect frequently used items and surfaces as much as possible.