



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Erin Herbig
City Manager

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MANAGER'S REPORT

Belfast City Council Meeting
Tuesday, August 1, 2023

6:00 p.m. Council Work Session with the Housing and Property Development
Committee

7:00 p.m. Regular Council Meeting

**All City Council Meetings and City Committee Meetings will be conducted in-person at
Belfast City Hall, effective May 3, 2022.**

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

FROM: Erin Herbig, City Manager

DATE: Thursday, July 27, 2023

Agenda Items:

**10-A Request from the City Clerk to appoint Andrew Legacy of Belfast as the new Deputy
City Clerk.**

The City of Belfast advertised the position of Deputy City Clerk beginning on May 17th. Applications were due on June 26th. The City received twenty-two applications.

On July 19th, 2023, the Deputy City Clerk Hiring Committee held interviews with eight well qualified candidates. The Deputy City Clerk Hiring Committee was composed of HR Administrator Nancy Driscoll, City Clerk Angie Crosby, and me.

Following the interviews, the hiring committee unanimously selected one applicant to recommend for Council approval. Following a thorough reference check, the Hiring Committee is recommending Andrew Legacy of Belfast as our new Deputy City Clerk for the City of Belfast.

Mr. Legacy has a strong background in office settings and clerical work, most recently as the Operations/Office Manager at Casco Bay Recovery where he was responsible for maintaining records, customer service and creating and delivering reports. He has recently moved to Belfast and is looking forward to laying roots in his new community and being part of the City's team of dedicated municipal employees.

This position is an essential aspect of the City Clerk's Office as this position is responsible for the preparation and maintenance of official documents; supervision of elections; issuance of various licenses and permits; recording various documents; and preparation of reports. I am confident Mr. Legacy, if appointed, will serve our community and the City Clerk Department well. Mr. Legacy will begin his work for the City on July 31st, 2023, and has been enrolled in training through the Maine Municipal Association.

Please see the attached cover letter, resume, advertisement, and job description (10-A) providing further detail. City Clerk Angie Crosby, Mr. Legacy, and I will be available at the Council Meeting to answer any questions.

10-B Request from the Interim Assessor to appoint Brooks Taber-Grotton of Belmont as the new Assistant Assessor.

The City of Belfast advertised the position of Assistant Assessor beginning on May 17th. Applications were due on June 26th. The City received fourteen applications.

On July 19th, 2023, the Assistant Assessor Hiring Committee held first round interviews with four well qualified candidates. The Assistant Assessor Hiring Committee was composed of HR Administrator Nancy Driscoll, Interim Assessor Avis Winchester, Economic Development Director Thomas Kittredge, and me.

Three candidates participated in second round interviews that were held the following week. The Hiring Committee unanimously recommends the City Council appoint Brooks Taber-Grotton of Belmont as our new Deputy City Clerk for the City of Belfast.

Mr. Taber-Grotton worked for OnProcess Technology for eight years in various management positions and brings to the City of Belfast experience handling confidential information, managing complex tasks, and implementing best practices to help increase team productivity and improve efficiency. He is a current member of the Town of Belmont Planning Board which has given him experience working on land use, subdivision and shoreland zoning ordinances. He is currently enrolled in the 2023 Property Tax School which runs from July 31st through August 4th.

This position is a vital aspect of the City's Assessing Department and will be responsible for assisting the Assessor in maintaining records relating to the assessment of real and personal property and communicating assessment information to taxpayers. I am confident Mr. Taber-Grotton, if appointed, will serve our community and the Assessing Department well.

Please see the attached cover letter, resume, advertisement, and job description (10-B) providing further detail. Interim Assessor Avis Winchester, Mr. Taber-Grotton, and I will be available at the Council Meeting to answer any questions.

10-C Request from the Interim Assessor to approve the name of a new private road.

Interim Assessor Avis Winchester and Assessor Assistant Sheila Fountain both serve as the 911 Addressing Officers for the City of Belfast. Addressing Officers are responsible for assigning new addresses and providing address information to the Emergency Services Communication Bureau, local phone companies, and the 9-1-1 service provider.

There is a privately owned right of way servicing two landowners located at Map 36, Lots 118-A and 118-A-1. The private right of way is on the right side of Northport Avenue heading south along the southern boundary of Lot 118 and is eighteen feet in width and approximately 446 feet in length. All parties who reside have agreed on the name of "Rockwater Way."

If approved by the City Council, Interim Assessor Avis Winchester requests that a motion is made to approve the name "Rockwater Way" for the privately owned right of way servicing two landowners at Map 36, Lots 11-A and 118-A-1.

Please see the attached memo (10-C) from Interim Assessor Avis Winchester. Interim Assessor Winchester will be present to provide further details and answer any questions.

10-D Request from the Police Chief to confirm Ashley Babcock of Bangor as a full-time Police Officer for the Belfast Police Department.

The Police Department currently has one full-time vacancy. On July 12th the department held an oral board examination and created an eligible candidate list. Ashley Babcock of Bangor scored the highest.

Ms. Babcock enlisted in the US Army and served for over five years. During that time, she was assigned to a military police company and spent four years assigned to the horse mounted unit. She has a bachelor's degree in psychology from Husson University and a master's degree in animal sciences from Unity College.

Ms. Babcock has successfully passed her physical ability test, Maine Criminal Justice Academy Phase 1 test, and is taking her Phase 2 class this month. She is looking forward to getting to know the Belfast community and to starting her new career in law enforcement for the City of Belfast.

Chief Cormier and I both agree that Ms. Babcock will be a wonderful addition to our team and if confirmed, will serve our community and the Police Department well.

Please see the attached memo (10-D) from the Police Chief Bobby Cormier providing further detail. Chief Cormier, Ashley Babcock, and I will be available at the Council Meeting to answer any questions.

10-E Request from the Police Chief to purchase a new Police Cruiser for \$47,800.00.

In anticipation of the new cruiser purchase that was outlined in the Police Department budget request for FY 23-24, Chief Cormier solicited bids from four auto dealers for a 2023 Ford Police Interceptor Utility Hybrid vehicle.

Past practice has been to place larger purchases, such as Police cruisers out to bid. Unfortunately, we are still experiencing the effects of the pandemic on supply chains. Finding a vehicle, especially one that will meet the needs of our emergency response departments, is still proving to be challenging.

The lowest bid was from Quirk Auto Group for \$47,800.00. They have indicated that they only have a few of this particular model left and once they are sold will not be getting any new inventory in until 2024.

If approved by the City Council, Chief Cormier requests that a motion be made to expend up to \$47,800.00 from the Department's Purchase of Equipment account #220-535 for the purchase of a 2023 Ford PUI Hybrid from Quirks Auto Group. This account has a current balance of \$55,000.00.

Please see the attached memo (10-E) from Police Chief Bobby Cormier explaining the request in further detail. Chief Cormier will be at the meeting to present the request and answer any questions.

10-F Request from the Public Works Director to accept the bids for road salt and to award the bid to the lowest bidder.

The City of Belfast held a bid opening on July 25th for road salt and received four bids for supplying salt needed for this upcoming winter. New England Salt Co. LLC was the lowest bidder at \$70.00 per ton delivered. This is a decrease of \$6.88 per ton from FY 22-23.

Public Works Director Bob Richards requests that the City Council accept the bids as presented and award the bid to the lowest bidder, New England Salt Co. LLC. If approved, funding is to be expended from account #410-570 Public Works Salt and Calcium, This account has a current balance of \$120,000.00.

Please see the attached memo (10-F) from Public Works Director Bob Richards. Director Richards will be at the meeting to present his recommendation and answer any questions.

10-G Request from the Public Works Director to accept the bids for diesel fuel and to award the bid to the lowest bidder.

The City of Belfast held a bid opening on July 25th and received two bids for diesel fuel delivery to the Public Works Department. Maritime Energy was the low bidder at \$2.8545 rack price with a margin of \$.125 cents over rack price for a delivered price of \$2.9795. This is a decrease of \$.7057 cents delivered price from FY 22-23.

Public Works Director Bob Richards requests that the City Council accept the bids as presented and award the bid to the lowest bidder, Maritime Energy. If approved, funding is to be expended from account #410-567 Public Works Gas, Oil, Grease and Diesel. This account has a current balance of \$135,000.00.

Please see the attached memo (10-G) from Public Works Director Bob Richards. Director Richards will be at the meeting to present his recommendation and answer any questions.

10-H Request from the Cemetery Superintendent to donate four sections of the old Doak Road Fence to the Town of Waldo.

The Town of Waldo reached out to the Cemetery Trustees to ask if they could have four pieces of the old Doak Road Cemetery Fence donated to them. The Trustees have reviewed the request at a recent Trustees meeting and are recommending the City Council approve the request to donate four pieces of the old Doak Road Cemetery Fence to the town of Waldo, free of charge.

The old Doak Road Cemetery Fence is currently being sold by the City of Belfast in sections for \$200.00 apiece and measure 4x8 feet. The Cemetery Department received authorization from the City Council to begin selling them at the Regular Council Meeting of June 21, 2022.

Please see the attached memo (10-H) from Cemetery Superintendent Leigh Wilcox explaining the request in further detail. Superintendent Wilcox will be at the meeting to present the request and answer any questions.

10-I Request to authorize the submission of a letter of intent to the National Oceanic and Atmospheric Administration Climate Resilience Regional Challenge for the Belfast Breakwater.

The City of Belfast continues to seek funding opportunities that could potentially assist with the rebuilding and expansion of the Belfast Breakwater. The cost of this project was estimated at \$11,170,994.00 in November 2022. The City of Belfast was recently made aware of a new opportunity, in the form of the National Oceanic and Atmospheric Administration (NOAA) Climate Resilience Regional Challenge. This program will be making \$550 million available for grants ranging in amount from \$15,000,000 to \$75,000,000, with no matching fund requirements, to be used to support implementation of transformational resilience and adaptation strategies and associated actions for coastal communities anchored in previous planning efforts.

A coalition of State of Maine agencies consisting of the Governor's Office of Policy Innovation and the Future, the Maine Department of Marine Resources, and the Land Use Planning Commission, have solicited projects from communities to be included a Letter of Intent that they would submit to NOAA. Though a single local government is technically eligible to apply to this program on its own, the program's vision for using the funds to implement multiple, approximately 3 to 8, projects that would assist multiple communities within a coastal region makes it appear that regional or state entities will be far more competitive in this program than single local governments.

This program will not fund a shoreline stabilization structure project, such as a breakwater, unless it is part of a hybrid “green” (natural) and “gray” (structural) adaptation action. The City of Belfast’s current preferred breakwater rebuilding/expansion would be considered an entirely “gray” project as it does not contain any natural components. In order to still be able to submit the Belfast Breakwater to this consortium of State agencies for their consideration, the City engaged WSP USA Environment & Infrastructure to develop an additional project option that would be considered a hybrid green and gray project. WSP developed an option, which has been considered a green alternative by the United States Army Corps of Engineers, that utilizes engineered concrete blocks instead of granite; these blocks can be constructed with grooves, shelves and dimples that offer improved habitat for biota. WSP also developed a project budget for this new option.

Letters of intent are due to NOAA by August 21st, 2023. If the State of Maine’s letter of intent is accepted, they will be invited to submit an application that would be due by February 13th, 2024.

If the Belfast Breakwater is not selected for inclusion in the State of Maine’s Letter of Intent, the City can still submit its own Letter of Intent to NOAA by the deadline, though it may need to also include two additional projects, such as previously designed/considered shoreline stabilization projects, which also may need to be altered to be hybrid green and gray projects.

If approved by the City Council, Economic Development Director Thomas Kittredge requests that a motion be made to indicate that should the Belfast Breakwater not be included in the State of Maine’s letter of intent submitted to the National Oceanic and Atmospheric Administration Climate Resilience Regional Challenge, the City of Belfast will submit its own letter of intent to this program, for the Belfast Breakwater and two additional eligible projects.

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

10-J Request to go into Executive Session on a Real Estate matter pursuant to 1 M.R.S.A. 405 (6) C.

10-K Request to go into Executive Session on a Legal Matter with the City Attorney pursuant to 1 M.R.S.A. 405 (6) E.

10-L Discussion and possible action regarding property located at tax Map 19, Lot 3.

10-M Signing of Council Orders

In July, August, and September most of our citizens enjoy all that our beautiful City and State has to offer.

At this same time of year, our City Clerk's Office has begun taking the first steps in gearing up for the November election. Each election requires a great deal of time and preparation by our City Clerk's Office, one of the first steps in preparing started this week as the Clerk's Office put out a public notice for nomination papers for the following openings:

1-Mayor	Two-year term
1-Councilor Ward Three	Two-year term
1-Councilor Ward Four	Two-year term

1-Warden Ward 1&2	Two-year term
1-Ward Clerk Ward 3&4	Two-year term
1-RSU #71 Board of Director	Three-year term

Nomination papers for candidates for Mayor, City Councilor, Warden, Ward Clerk and RSU #71 Board Member must submit no less than (25) twenty-five nor more than (100) one-hundred, signatures of qualified (registered) Belfast voters (as specified in the City Charter). Nomination papers for Mayor need no less than (75) seventy-five nor more than (125) one-hundred twenty-five, signatures of qualified (registered) Belfast voters (as specified in the City Charter).

If anyone is interested in serving in one of these roles, nomination papers must be turned into the City Clerk's Office by 5:00 p.m. on September 7th, 2023.

At 5:00 p.m. on September 7th names will be drawn at City Hall in the Clerks Office, for placement on the ballot for all contested races and for the November Election as specified in the City Charter.

If you have any questions please contact the City Clerk's office, Belfast City Hall, 131 Church Street, Belfast, Maine 04915; call 338-3370 ext. 114 or by email at cityclerk@cityofbelfast.org

A big thank you to our staff in the Clerk's Office, City Clerk Angie Crosby and Deputy Clerk Brittany Harris and Deputy Clerk Katina Cassidy for all you do to ensure our City is well prepared for our November Elections.

**City of Belfast
Consent Agenda
Tuesday, August 1, 2023
Meeting #3**

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 an application by Crumbs Provisions, LLC d/b/a Crumbs Provisions located at 2 Spring Street, Belfast, Maine for a renewal Malt and Vinous Restaurant (Class I, II, III, IV) liquor license.**

Motion to approve an application by Crumbs Provisions, LLC d/b/a Crumbs Provisions located at 2 Spring Street, Belfast, Maine for a renewal Malt and Vinous Restaurant (Class I, II, III, IV) liquor license.

- B. Request to approve an application by Bell the Cat, INC d/b/a Bell the Cat, INC located at 15 Belmont Ave., Belfast, Maine for a renewal Malt, Spirituous and Vinous Restaurant (Class I, II, III, IV) and Qualified Caterer liquor license.**

Motion to approve an application by Bell the Cat, INC d/b/a Bell the Cat, INC located at 15 Belmont Ave., Belfast, Maine for a renewal Malt, Spirituous and Vinous Restaurant (Class I, II, III, IV) and Qualified Caterer liquor license.

- C. Request to approve an application by Moonbat LLC d/b/a Marshall Wharf Brewing Company located at 36 Marshall Wharf, Belfast, Maine for a renewal Malt and Vinous Class III and IV liquor license.**

Motion to approve an application by Moonbat LLC d/b/a Marshall Wharf Brewing Company located at 36 Marshall Wharf, Belfast, Maine for a renewal Malt and Vinous Class III and IV liquor license.

10.A

Andrew Legacy

6th June 2023

Erin Herbig

City Manager, City of Belfast, ME
131 Church St
Belfast, ME 04915

Dear Ms. Herbig,

Ever since I was 7 years old, I've been interested in working for my local government. I still remember asking my neighbor, Mr. O'Neil, why he always seemed so happy when talking about work. He told me that going to work at the City Hall of Worcester, MA everyday was a privilege because he was helping his friends and neighbors every day. That has always inspired and stuck with me. It is one of many reasons why I am applying for the position of Deputy Clerk.

I've been working in office settings for a good portion of my adult life, a majority of which has involved clerical work in one form or another. Most recently, as the Operations/Office Manager at Casco Bay Recovery, a bulk of my day to day involved maintaining records, face-to-face and phone based customer service, and creating/delivering reports to the Program Director/Owner.

Throughout my career I've received positive feedback about how quickly I learn new job functions, my dedication to excel at my work, and the positive attitude I bring to my team. I truly cannot convey in this letter how excited I am at the prospect of working for the City of Belfast and serving my new neighbors & community. I eagerly await to hear from you.

Sincerely,



Andrew Legacy

Andrew Legacy

A motivated people person who works well in a high intensity work place who excels at problem solving, logistics & communication, and time management. A quick learner who works exceptionally well with computers and a dedicated employee who does not shy away from completing the tasks assigned even if they regularly require going above and beyond the call of duty

Authorized to work in the US for any employer

Work Experience

Office/Operations Manager

Casco Bay Recovery - Portland, ME

August 2021 to Present

- Review and submit payroll for the entire company. Manually entering times, PTO, holiday pay for each employee.
- Onboard all new hires and maintain employee files. Conduct all appropriate background checks and license verification.
- Enroll new hires in company benefits such as health and dental insurance. Handled yearly benefits renewals with the carrier to ensure quality employee benefits while maintaining financial prudence.
- Schedule and supervise client's medical appointments and review appointment notes to ensure proper medication doses.
- Provide assistance during scheduled and unscheduled inspection from regulatory agencies (Maine DHHS and The Joint Commission) and work on corrective actions if need be.
- Schedule transportation to and from the facility for clients as well as coordinating appointments to outside provider offices.
- Manage all departments of the organization to ensure productivity, staff happiness, and client satisfaction. Conduct employee reviews.
- Utilize EMR (electronic medical records) software in day to day functions.
- Safety officer: conduct checks of fire alarms, fire extinguishers, and running fire/disaster drills for the company.
- Leadership team: part of the organizations leadership team which meets regularly to overview our progress as a new company.

Behavioral Health Technician

Pine Tree Recovery Center - Portland, ME

June 2020 to August 2021

- Maintained a healthy and safe environment for clients and staff alike by setting and keeping safe boundaries between clients, being the line of communication between clients and clinical staff, and addressing any concerning behavior in a prompt manner
- Introduce clients to recovery/step work in both an individual setting as well as during workshop groups.
- Assist clinical with individual needs for clients such as facilitating phone calls.

- Utilized health care systems such as Kipu to ensure all staff had all available information regarding to clients.

-

Client Services Coordinator-SE Mass

Epic Health Services

2015 to October 2016

- First level of Operations Management (non clinical) for 20-30 field employees (RN/LPNs, Physical and Occupational Therapists, and Aides [Homecare Aides, Personal Care Aides]) entailing case assignments/reassignments based on staff availability/specialty, verifying & entering payroll, addressing client complaints/staff non-compliance & implementing any disciplinary actions.
- Individually conducted entire onboarding process (interviewing & hiring/declining applicants, negotiating pay rate, verifying previous employment & checking references, and conducting orientation) for Home Health Aides, Personal Care Aides, and Homemakers.
- Primary point of contact for varied medical professionals (PCPs, psychologists, group home managers/ staff, etc) for changes in client's Plan of Care, requests for placement/removal of EHS staff to a specific client/case, & coordinating contact between these professionals and EHS clinical staff (Clinical Managers, RN/LPNs, and Therapists) as well as coordinating contact between clients and EHS field staff.
- Managed office by working with vendors (W.B. Mason, OfficeMax, etc) to ensure all common office items were available for staff.

Service Coordinator-Case Management Department

Fallon Health

2012 to 2015

- Authorization and Management of all FH members on hospice (end of life care).
- Coordinate with Navigators and Nurse Case Managers to schedule calls, request documents, and outreach to members to assess Case Management needs.
- Team Lead on multiple Case Management projects such as: High Utilization Intervention Outreach, Health Risk Assessments for newly enrolled Medicare members, and TruCare Launch Super User training.

Mail Clerk

Fallon Health

2009 to 2012

- Daily delivery of mail and packages for entire organization.
- Created "Box Sheet Tracking" system for entire company without management prompting, allowing anyone in FH to track the status of their delivery throughout the company.
- Volunteered for QNXT Data Entry without management prompting after discovering there was a back log effecting upper levels of the company

Education

Some College in General Studies

Quinsigamond Community College - Worcester, MA

February 2014 to May 2014

Some College in History and Political Science

Worcester State College - Worcester, MA

August 2007 to May 2008

High school diploma

West Boylston High School - West Boylston, MA

August 2003 to June 2007

Skills

- Behavioral Health
- Operations Management
- Schedule management
- Supervising experience
- Logistics
- Data entry (5 years)

Certifications and Licenses

CPR Certification

Additional Information

SKILLS: MS Excel, PowerPoint, Word, Access; TruCare Clinical Operations Management software; QNXT Member Solutions software; HealthWyse; Kipu; ExpressTox

(2)

Give name, address and phone number of three references not related to you:

Dave White
Nic Penney
Aronson Kobacker

Employment Experience:

List each job held. Start with your present or last job. Include military service assignments and volunteer activities.

- | | |
|--|--|
| 1. Employer <u>Cause Bay Mercury</u> | 2. Employer <u>Pine Tree Mercury Center</u> |
| From <u>August 21</u> to <u>Present</u> | From <u>June 20</u> to <u>August 21</u> |
| Address <u>989 Brighton Ave Portland, ME 04102</u> | Address <u>17 Bishop St Portland, ME 04103</u> |
| Type of Work <u>Operations/Office Manager</u> | Type of Work <u>Behavioral Health Tech</u> |
| Reason for Leaving <u>Moved to Belfast</u> | Reason for Leaving <u>New Job</u> |

If you need additional space, please continue on a separate sheet of paper and attach.

Summarize special skills and qualifications acquired from employment or other experiences.

Proficient in all Microsoft office/Google office applications. Currently pursuing Notary Public. Excellent customer service and communication skills

Education:

Level	Name	Location	Years Completed
Elementary	<u>Nelson Place / Forest Cove</u>	<u>Worcester, MA</u>	<u>4 5 6 7 (8)</u>
High School	<u>West Boylston High School</u>	<u>West Boylston, MA</u>	<u>9 10 11 (12)</u>
Undergraduate	<u>Worcester State / OCC</u>		<u>(1) 2 3 4</u>
Graduate			<u>1 2 3 4</u>

(3)

Diploma: HS Diploma 07 Academic Vocational

Degree(s) _____

Describe course of study, specialized training, apprenticeship, skills
and extra-curricular activities: _____

AGREEMENT:

I certify that the answers provided by me herein are true and complete to the best of my knowledge.

I authorize you to make such investigation and inquiries of my personal employment, and other related materials that may be necessary in arriving at an employment decision. I hereby release employers, schools, and person from all liability in responding to inquiries in connection with my application.

I understand that person(s) soliciting this application may base their selection of applicants to interview or hire on qualifications listed in the Administrative Personnel Code of the City of Belfast, and that I am not entitled to an interview simply by virtue of having applied for the position.

In the event of employment, I understand that false or misleading information provided in application or interview(s) may result in my discharge. I understand also, that I am required to abide by all the rules and regulations of the City.

Date: 6/6/23



Signature of Applicant



**City of Belfast
Employment Opportunity
Deputy City Clerk**

The City of Belfast, population 7,000, is looking for a Deputy City Clerk. The position reports directly to the City Clerk and is responsible for the preparation and maintenance of official documents; supervision of elections; issuance of various licenses and permits; recording various documents; and preparation of reports. The salary range for this position is \$40,327 to \$52,873 in addition to a competitive benefits package. The schedule for this position is a 4-day work week, Monday through Thursday.

Applicants must be US Citizens and residents of the State. A minimum of a high school diploma or have a GED, training in office practices, record keeping, exceptional organizational, and customer service skills. Municipal experience and Notary Public preferred. Certification as a municipal clerk or ability to obtain certification within a reasonable length of time. The job description may be found online on the City's website at cityofbelfast.org.

All applications are to be submitted in confidence and should include a letter of introduction, a completed Belfast Employment Application form (found on web site under Job Openings) and a resume which must be received at the City Manager's Office, 131 Church St. Belfast, Maine 04915 no later than Monday, June 26, 2023. E-mailed submissions will be considered if scanned and signed with originals sent via regular mail post-marked before the application deadline.

Applications should be in a sealed envelope and addressed to:

City of Belfast Deputy City Clerk Search
C/O City Manager 131 Church Street Belfast, Maine 04915

The City of Belfast is an equal opportunity employer.



**CITY OF BELFAST
DEPUTY CITY CLERK**

Nature of Work:

At the direction of the City Clerk, assist in all matters of Clerks' duties and Tax Collectors' duties as outlined in the Maine State Statutes, City Ordinances, and the City Charter. (Assume duties of the Clerk/Tax Collector in his/her absence)

Essential Duties and Responsibilities:

Provide excellent Customer Service to the public, city staff and co-workers.

Provide administrative support to City Clerk and Tax Collector that requires proficiency in; cash receipting; data input; office practices, filing, and knowledge of office machines.

Perform end-of-day cash ups with accuracy and proficiency.

Courteously answer telephones, take messages, or transfer calls to other departments located within City Hall as well as assisting inquiries that are non-city related.

Issue annual Hunting - Fishing - Dog Licenses.

Preserve, file, make certified copies (birth, marriage, and death records), issuance of marriage intentions/licenses; genealogy research, file search, maintain monthly vital records for annual reports, and order appropriate supplies.

Issue Licenses and Permits as outlined in the City Ordinances and Charter.

Such as: Annual Victualer, Special Amusements, Coin Operated, Taxi, Bed & Breakfast, Pawn Shops, Parade, Itinerant Vendors, Junkyards, Lunch Wagons, Off-premises Catering, Bingo, Certificates of Mercantile, Liquor license applications and other licenses of expiration date.

Organize and maintain all inventory needed to run elections.

Extensive voter registration computer entry, along with filing.

Regularly monitor office supplies and storage areas.

Perform duties and tasks as assigned by the City Clerk.

Annual property tax billing; and bi-annual sewer billing processing and mailing.
Bookkeeping of accounts is used for both City Clerk and Tax Collector functions.
Researching mortgage holders from the Registry of Deeds on all unpaid tax accounts.
Sending certified letters to both landowner on record and mortgage holders, for unpaid tax/sewer accounts.
Assisting customers in registering vehicles, boats, ATVs, and snowmobiles.
Assisting customers with questions or issues with any information pertaining to City business.
Filing all documents required by State Law.
Processing all payments due to the City of Belfast for all departments.

Skills, Knowledge, and Abilities:

Knowledge of Vital Records Administration through training.
Maintain an accounting system suitable for municipal accounting and professional auditors.
The knowledge or, after adequate training, be able to assist in the election process. Ability to deal courteously and effectively with the public daily.
Ability to work in a fast-paced atmosphere with many interruptions and changes.
Ability to prepare accurate and complete reports of tax collections on a daily, weekly and monthly basis.
Maintain a positive and professional working relationship with the public and co-workers.
Willingness to accept work as directed.
Take initiative to learn aspects of jobs performed in Clerk's office, and the Tax Collectors office (ability to cross train mandatory).
Ability to adapt and accept change on a regular basis, as well as accepting constructive criticism from Supervisors.
Considerable knowledge of State Statutes, City Charter, and City Ordinances.
Ability to utilize various types of electronic and manual programs used for recording.
Information directed by various agencies, offices, or related units.

Employment Requirements:

Minimum Qualifications: High School Diploma or equivalent with above average office experience (typing, grammar, and computer proficiency)
Desirable experience: Municipal preferred but will consider work experience. Notary Public preferred.

10.B

Hello City of Belfast team,

I am writing to express my strong interest in the City Assessor Assistant position currently available in your esteemed organization. With my extensive experience and a keen eye for detail, I am confident that I possess the necessary skills and expertise to excel in this role.

As an accomplished professional with a proven track record of success in various positions, I have gained invaluable experience in handling confidential information, managing complex tasks, and ensuring efficient day-to-day operations. My strong organizational skills and ability to multitask effectively have allowed me to streamline processes and implement best practices, resulting in increased productivity and improved efficiency.

In my current position, I have gained considerable experience in managing the day-to-day operations of the office, including drafting correspondence, managing calendars, and maintaining databases. I have also played a key role in organizing and coordinating various events, ensuring their success through meticulous planning and attention to detail.

Furthermore, as a member of the Town of Belmont Planning board I have experience working with Land use, Subdivision, and Shoreland zoning ordinances, dealing with the public in a professional Town capacity and working with legacy systems.

As City Assessor Assistant, I would bring to the position a deep commitment to public service, a strong work ethic, and a passion for excellence. I am confident that my skills, experience, and enthusiasm would make me an asset to your organization and enable me to contribute to its success.

Thank you for considering my application. I look forward to discussing my qualifications further in an interview.

Sincerely,

Brooks Taber-Grotton

Brooks Grotton

Summary

Ability to work well with others and independently.

A natural leader who takes pride in group and personal accomplishments.

Very dependable with an enthusiastic attitude.

Easy to talk to and accustomed to being entrusted with confidential information.

Works well under pressure while maintaining a quality product.

Comfortable with computers both Mac and PC.

Proficient with the Microsoft Office Suite.

Strong background in training, Documentation and development.

Experience working with Land use, Subdivision, and Shoreland zoning ordinances as a member of the Belmont Planning Board.

Experience

Senior Manager of Global Deployment – OnProcess Technology

May 2023 – Present

Main responsibilities:

- To provide school based and community-based education and direct assistance and support to victims/survivors of sexual violence in Knox and Waldo Counties, with possible back up response to serve Eastern Cumberland (Brunswick, Harpswell, and surrounding Islands) Sagadahoc and Lincoln Counties, as needed.
- Contribute to the development, implementation, and maintenance of curricula and materials used in SASSMM's education programming
- Implement educational programs and trainings in Knox/Waldo schools (with students, faculty, administrators, and relevant school department staff).
- Develop trainings and materials for community education programs with broader community partners and underserved populations (older adult providers, childcare providers, LGBTQIA, faith communities etc.), in Knox/Waldo Counties, as needed.
- Facilitate student or community support groups or client drop-in hours in SASSMM affiliated schools/community settings, as needed
- Work as part of a collaborative Education Team; meeting regularly to plan your work and strategize best practices in prevention education throughout the Midcoast
- Establish contact and collaborate with other community resource and referral sources
- Attend identified meetings and initiatives that are relevant to the mission of the agency
- Distribute evaluative and assessment instruments in collaboration with project participants
- Maintain and input all statistical data required by funding and agency requirements.

Additional responsibilities

- Prevention Education
- Systems Programming & Delivery
- Client Services

Senior Manager of Global Deployment – OnProcess Technology

March 2022 – March 2023

Main responsibilities:

- Managing a global team of 9 Deployment members including Managers, Associates, and Leads who work with departments across the company on the deployment of new programs from initial design to final handoff.
- Distributing workloads across the team and forecasting project needs to accommodate pipeline demand.
- Auditing of scripts for live calls, pre-recorded messages, emails, and SMS communications.
- Developing training plans and company best practices.
- Educating Trainers, Quality Analysts, Deployment Members and agents on new process'.
- Onboarding new team members.
- Creating and maintaining Playbooks, templates, internal best practices' and team metrics.

Additional responsibilities

- Providing support in the pre-SOW phase of programs by advising on Solution Review calls and providing Level of Effort estimates for Training and Deployment.
- Providing feedback on RFPs for Training, Quality, and Deployment.
- Working with clients prior to SOW to help understand the process need.
- Key Member of the Agora Champions team responsible for rollout of new Salesforce based company system.

Associate Manager, Deployment - OnProcess Technology

November 2017 – March 2022

Main responsibilities:

- Working with departments across the company on the deployment of new programs.
- Creation of scripts for live calls, pre-recorded messages, emails, and SMS communications.
- Building detailed step by step process guides for internal and client systems.
- Developing training plans.
- Educating Trainers and agents on new process.
- Supporting launch activities.
- Reporting on program metrics including but not limited to Updating accuracy, Call statistics, trending issues, and program goals.

Additional responsibilities

- Auditing existing program/process guides for best practices and consistency.
- Working closely with Production and Training teams to support ongoing program success.
- Working closely with Deployment team members on new systems, skills, and tools that help us all to succeed.
- Working independently on special projects such as the Queue Call Back roll out, BCP, and SharePoint Deployment sheets.

Production Supervisor - OnProcess Technology

February 2016 – November 2017

Main responsibilities:

Working closely with a team ranging from 10 to 25 agents in everything from call quality to employee development.

While working closely with my team I was able to reduce tech time in some agents by as much as 90%, improve average quality scores by 6-10%, grow multiple agents to new LSR2 work, and develop one agent from LSR2 into Training Team Lead.

Additional responsibilities include:

Covering the Belfast site in the absence of Operations Managers.

Facilitating new program launches including program script design, agent selection, and feedback for the client.

Assisting in coordinating training schedules and timelines.

Training Team Lead - OnProcess Technology

September 2015 - February 2016

Responsible for new hire and cross training LSRs in Level 1 and 2 work. Worked closely with the management staff to identify program training need, schedule, and then execute trainings in a timely manner. Successfully trained two Training Team leads. Promoted to Production Supervisor February of 2016.

Training Supervisor - Answer Live For ME

December 2010 - July 2015

AnswerME was a complete telephone answering service solution, where you and your clients come first. Their philosophy was simple: good, old fashioned Service. Operators were trained to be professional, courteous, prompt, and reliable. Located in Maine their mission was to provide you and your callers excellence with state of the art answering services.

As a small business starting from the ground up AnswerME was in need of an established training procedure with clear and concise documentation. I was responsible for creating, maintaining, and executing these procedures. With over 80 clients from family medical practices to realty companies I aided in the creation, development, and documentation of scripting and procedures.

Training Manager - McDonalds

January 2009 - February 2011

Closer/Opener, cash and order taking. Excellent Customer service skills were a must. Promoted Training Manager after completing D&L Management's Training Manager Program with highest score on record. Responsible for training new crew members in day to day activities. Also responsible for the assimilation of training programs and the proper application of standards with a strong focus on customer satisfaction.

Education

D & L Management's Training Manager Program

2011 - 2011

Belfast Area High School

High School Diploma, 2006 - 2009

Skills & Expertise

Microsoft Office

Salesforce

SAP

CSG

Organizational Effectiveness

Customer Service

Team Building

Training

Employee Training

Strategy

Performance Improvement

Documentation

Sales

References

Kristen Waterman

Clerk – Town of Belmont

Amanda Evans

Rural Advocate – SASSMM

Sara Benner

Investor services supervisor– SS&C

Carrie Ward

Training & Quality Specialist – OnProcess Technology

Cynthia Henderson

Manager, Deployment – OnProcess Technology

City of Belfast

Employment Application

In compliance with Federal and State Equal Employment Opportunity laws, qualified applicants are considered for all positions applied for without regard to race, color, religion, sex, national origin, age, marital status or the presence of non-job related medical condition or handicap.

Due to Maine Laws, applications are not confidential.

(Answer all questions—please type or print in ink)

Date of Application: 04/12/23

Position(s) applied for: Belfast City Clerk

Referral Source: Advertisement Friend Relative

Job Service Other _____

Name: Taber-Groton Brooks Robert
Last First Middle

Social Security Number: _____

Residence Address: _____
Street City State Zip Code

Mailing Address: _____

Phone Number: _____

Are you known to schools/references by some other name? Yes

If so, what name: Brooks Groton

Have you filed an application or been employed here before? NO

If yes, date(s): _____

(2)

Give name, address and phone number of three references not related to you:

Kristen Waterman - Belmont Town Clerk

Sara Benner - Investor Services Supervisor

Carrie Ward - Quality 3 Training Specialist

Employment Experience:

List each job held. Start with your present or last job. Include military service assignments and volunteer activities.

1. Employer OnProcess Technology 2. Employer AnswerME
From 09/15 to 03/23 From 12/10 to 07/15
Address 23 Schoodic Dr. Belfast, ME Address Searsport, ME
Type of Work Training/Documentation Type of Work Training Supervisor
Reason for Leaving Lay off Reason for Leaving New Job

If you need additional space, please continue on a separate sheet of paper and attach.

Summarize special skills and qualifications acquired from employment or other experiences.

Microsoft Office, Organizational Effectiveness, Customer Service, Training, Process improvement, team building, documentation, sales, basic it. support,

Education:

Level	Name	Location	Years Completed
Elementary			4 5 6 7 8
High School			9 10 11 12
Undergraduate			1 2 3 4
Graduate			1 2 3 4

(3)

Diploma: Academic Vocational

Degree(s) _____

Describe course of study, specialized training, apprenticeship, skills and extra-curricular activities: Current member of the Belmont Planning board. Familiar with town/city ordinances. Volunter experience with local elections and town events.

AGREEMENT:

I certify that the answers provided by me herein are true and complete to the best of my knowledge.

I authorize you to make such investigation and inquiries of my personal employment, and other related materials that may be necessary in arriving at an employment decision. I hereby release employers, schools, and person from all liability in responding to inquiries in connection with my application.

I understand that person(s) soliciting this application may base their selection of applicants to interview or hire on qualifications listed in the Administrative Personnel Code of the City of Belfast, and that I am not entitled to an interview simply by virtue of having applied for the position.

In the event of employment, I understand that false or misleading information provided in application or interview(s) may result in my discharge. I understand also, that I am required to abide by all the rules and regulations of the City.

Date: 04/12/23



Signature of Applicant



**City of Belfast
Employment Opportunity
City Assessor Assistant**

The City of Belfast, population 7,000, is looking for a full-time City Assessor Assistant. Responsible for assisting the Assessor in maintaining records relating to the assessment of real and personal property and communicating assessment information to taxpayers. This is a newly created position that will be a vital constituent of the City's Assessing team, working effectively with the Assessing Department and other City departments.

The successful applicant must have some knowledge of the legal and procedural aspects of the assessment of real and personal property, an understanding of building construction and renovation practices and an understanding of real estate record-keeping techniques and requirements. Applicants must be US Citizens and residents of the State. College or technical college certification preferred, but not required.

The salary range for this position is \$45,166 to \$59,217. In addition, the City of Belfast provides a robust benefits package to its full-time employees, including health insurance, retirement (Maine Public Employee Retirement System, 457 deferred compensation plan), and paid time off (holidays, vacation time, and sick time). The job description may be found online at the City's website at cityofbelfast.org

All applications are to be submitted in confidence and should include a letter of introduction, a completed Belfast Employment Application form (found on web site under Job Openings) and a resume which must be received at the City Manager's Office, 131 Church St. Belfast, Maine 04915 no later than Monday, June 26, 2023. E-mailed submissions will be considered if scanned and signed with originals sent via regular mail post-marked before the application deadline.

Applications should be in a sealed envelope and addressed to:

City of Belfast City Assessor Assistant Search
C/O City Manager 131 Church Street Belfast, Maine 04915

The City of Belfast is an equal opportunity employer.



**CITY OF BELFAST
ASSESSOR ASSISTANT**

NATURE OF WORK

Responsible for assisting the Assessor in maintaining records relating to the assessment of real and personal property, and communicating assessment information to taxpayers. May also assist in some administrative aspects of the department.

Work is performed under the supervision of the Assessor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Position requires interaction and contribution to the effective flow of information on a daily basis with taxpayers, businesses, municipal officials and other municipal employees.

Answers telephone inquiries regarding property assessments.

Meets with property owners to assess property or to explain substantive or procedural issues relating to property assessment.

Providing information to taxpayers and businesses.

Upkeep of detailed real estate records.

Will consult with the Assessor when encountering an unusual or complex problem.

EXPECTED KNOWLEDGE

1. Position requires some knowledge of the legal and procedural aspects of the assessment of real and personal property.
2. An understanding of building construction and renovation practices.
3. An understanding of real estate record-keeping techniques and requirements.

MINIMUM QUALIFICATIONS

College or technical college certification preferred.

Onsite training is available.

10.C

TO: MANDA CUSHMAN, DEPUTY CITY MANAGER

FROM: AVIS WINCHESTER, E-911 ADDRESSING OFFICER

SUBJECT: REQUEST COUNCIL SANCTION OF A NEW PRIVATE ROAD

DATE: JULY 13,2023

This request is presented to the Belfast City Council for official approval/sanction of the name "Rockwater Way", which is a privately owned right of way servicing two landowners on Map 36, Lots 118-A and 118-A-1. A new home on Lot 118-A-1 is near completion for property owners, Kestner and Read. All parties have agreed on the name of Rockwater Way. The private way is on the right side of Northport Avenue heading south, along the southern boundary of Lot 118, eighteen feet in width and approximately 446 feet in length.

10.D



Memo

To: City Manager Erin Herbig
From: Chief Robert Cormier
cc: City Council
Date: 07/19/23
Re: Hiring request for Police Officer Ashley Babcock

Hi Erin

To replace our current full-time vacancy, we conducted oral boards on July 12th and created an eligible candidate list. Scoring the highest on that list was Ashley Babcock. Ashley is a native of Maine, growing up in the Bangor area. After graduating High School, she entered the military, serving in the US Army for over five years. During that time, she was assigned to a Military Police Company and spent four years assigned to the Horse Mounted Unit. After her tour in the military, Ashley obtained a B.S. degree in Psychology from Husson University and got her master's degree from Unity College in Animal Sciences. She also obtained a National Certification from the Academy of Sports Medicine and in her spare time serves as a personal trainer. Ashley has expressed a sincere desire to start a new career in Law Enforcement with the Belfast Police Department and is excited to join our team. She looks forward to working with both her fellow co-workers and the community. Ashley has successfully passed her PT test, MCJA Phase 1 test, and is taking her Phase 2 class this month. Ashley has successfully passed her background investigation and comes highly recommended. I truly feel Ashley will be a great addition to our team and a great community Police Officer. I would respectfully request permission to hire Ashley Babcock as a full time Police Officer for the City of Belfast Police Department.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Robert Cormier".
Chief Robert Cormier

10.E



Memo

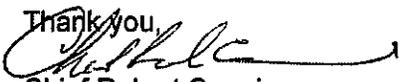
To: Erin Herbig
From: Chief Cormier
cc: City Council
Date: 07/21/23
Re: 2023 Ford PUI Hybrid purchase for the current budget

Hi Erin

In anticipation of our cruiser purchase, which was approved for the current fiscal year, we solicited bids from 4 auto dealers for a 2023 Ford Police Interceptor Utility Hybrid vehicle which is the make and model that we have been using to reduce fuel consumption and carbon emissions. The lowest bid for that vehicle currently was Quick Auto Group at \$47,800. They said they only have a couple left and are selling out quickly. Once those are sold, they will not get anymore until next year. Many of the other dealers have already sold out of their inventory and are anticipating price increases for 2024. I currently have the funds in my Purchase Equipment Line 220-535 and would like to purchase a 2023 Ford PUI Hybrid from Quirks before their inventory is gone.

Quick Auto Group	\$47,800.00	Hybrid
Colonial Motor Group	\$48,201.00	Hybrid
Varney Buick GMC	\$48,225.00	Gas (Hybrid n/a)
Darling's Ford	\$48,225.00	Hybrid

Thank you,


Chief Robert Cormier

10.F

Date: July 25, 2023

To: Mayor, City Council,
City Manager, Erin Herbig

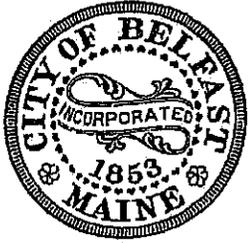
From: Bob Richards
Public Works Director

Re: **Salt Bids**

We received 4 bids for supplying salt for this upcoming winter season. **New England Salt Company** was the low bidder at \$ **70.00** per ton. This is \$ 6.88 per ton lower than last year's awarded bid. We have done business with this company in the past without any problem with their service.

I would like to recommend that the bid be awarded to **New England Salt Company** for the amount of \$ **70.00** per ton, to be expended from account 410-570.

Thank you,
Bob Richards
Public Works Director



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

E-mail: cityhall@cityofbelfast.org

Tel: (207) 338-3370

Fax: (207) 338-2419

Public Works
Winter Road Salt Bid Opening
July 25, 2023 at 10:00 a.m.

Present at the opening: Angie A. Crosby Belfast City Clerk & Bob Richards Director of Public Works

There were a total of four (4) bid envelopes submitted as follows:

New England Salt Co. LLC
P.O. Box 352
Winterport, ME 04496
Greg Parker
207-262-9779

Price Per Ton Delivered: \$70.00

Morton Salt, Inc.
444 W. Lake St. Suite 3000
Chicago, IL 60606
Anthony T. Patton
855-665-4540

Price Per Ton Delivered: \$85.18

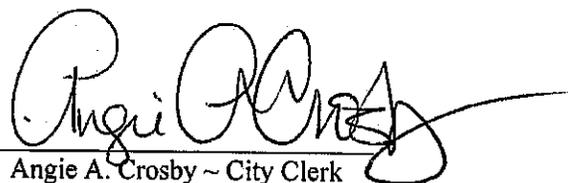
Harcros Chemicals, Inc.
82 Scott Drive
Westbrook, ME 04092
Romona Thibeault
800-286-6756

Price Per Ton Delivered: \$76.68

Eastern Salt Co. Inc.
134 Middle Street
Lowell, MA 01852
Jason Archambault
978-251-8553

Price Per Ton Delivered: \$98.90

Attest:


Angie A. Crosby ~ City Clerk

10.6

Date: July 25, 2023

To: Mayor, City Council

City Manager, Erin Herbig

Re: Diesel Fuel Bids

We received 2 bids for diesel fuel delivered to the Public Works Facility. After reviewing the bids I feel that the price from **Maritime Energy** is the best price currently available @ \$2.9795. Therefore I would like to recommend the council to accept their price and award the bid to **Maritime Energy**. This will be for the 2023-2024 budget year. The bid price is starting \$.7057 cents lower than last year's awarded price. This will be expended from account # 410-567.

Thank you,

Bob Richards

Public Works Director



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

E-mail: cityhall@cityofbelfast.org

Tel: (207) 338-3370

Fax: (207) 338-2419

Public Works
Diesel Fuel Bid Opening
July 25, 2023 at 10:00 a.m.

Present at the opening: Angie A. Crosby Belfast City Clerk & Bob Richards Director of Public Works

There were a total of three (2) bid envelopes submitted as follows:

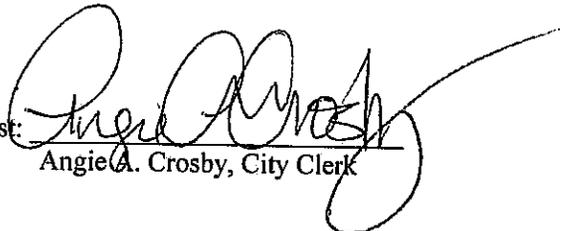
Dead River Company
17 Airport Rd.
Belfast, ME 04915
Kergan Thomann
207-338-4739

Rack Price: \$2.9369
Margin: .095 cents over Rack Price
Delivered Price: \$3.0319

Maritime Energy
262 Main Street
Belfast, ME 04915
Chris Seavey
207-596-0986 Ext 128

Rack Price: \$2.8545
Margin: .125 cents over Rack Price
Delivered Price: \$2.9795

Attest:


Angie A. Crosby, City Clerk

10.4



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Leigh Wilcox
Cemetery Superintendent

E-mail: cemetery@cityofbelfast.org
Tel: (207) 338-2264

Cemetery Fencing

This request is regarding the old Doak road fencing that we sell for \$200.00 a section.

The town of Waldo has asked us for four pieces for their cemetery.

The Cemetery and its board of trustees are asking the council if we can donate four pieces of the old Doak road fence to the town of Waldo cemetery. This would be a free of charge donation.

Thank you, Leigh Wilcox, cemetery Superintendent and board of trustees.

10.I



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 Brenda Bonneville, City Councilor Paul Dean, City Councilor Neal Harkness, City Councilor Michael Hurley, City Councilor Mary Mortier, and City Manager Erin Herbig

For: Belfast City Council Meeting of August 1st, 2023

Regarding: Request to have the City Council authorize the submission of a Letter of Intent to the National Oceanic and Atmospheric Administration Climate Resilience Regional Challenge for the Belfast Breakwater (if it is not selected for inclusion in State of Maine's Letter of Intent).

The City of Belfast continues to seek out funding opportunities that could potentially assist with the rebuilding and expansion of the Belfast Breakwater, a project whose cost was most recently (in November 2022) estimated at \$11,170,994. The City of Belfast was recently made aware of a new opportunity, in the form of the National Oceanic and Atmospheric Administration (NOAA) Climate Resilience Regional Challenge. This program will be making \$550 million available for grants ranging in amount from \$15,000,000 to \$75,000,000, with no matching fund requirements, to be used to support implementation of transformational resilience and adaptation strategies and associated actions for coastal communities anchored in previous planning efforts.

A coalition of State of Maine agencies consisting of the Governor's Office of Policy Innovation and the Future, the Maine Department of Marine Resources, and the Land Use Planning Commission, have solicited projects from communities to be included a Letter of Intent that they would submit to NOAA. Though a single local government is technically eligible to apply to this program on its own, the program's vision for using the funds to implement multiple (approximately 3 to 8) projects that would assist multiple communities within a coastal region makes it appear that regional or state entities will be far more competitive in this program than single local governments.

However, this program will not fund a shoreline stabilization structure project (such as a breakwater) unless it is part of a hybrid "green" (natural) and "gray" (structural) adaptation action. The City of Belfast's current preferred breakwater rebuilding/expansion would be considered to be an entirely "gray" project as it does not contain any natural components. In order to still be able to submit the Belfast Breakwater to this consortium of State agencies for their consideration, the City engaged WSP USA Environment & Infrastructure (who had previously done the "Report on Breakwater Improvement Options") to develop an additional project option that would be considered a hybrid green and gray project. WSP developed an option, which has been considered a green alternative by the United States Army Corps of Engineers, that utilizes engineered concrete blocks instead of granite; these blocks can be constructed with grooves, shelves and dimples that offer improved habitat for biota. WSP also developed a project budget for this new option.

Letters of Intent are due to NOAA by August 21st, 2023. If the State of Maine's Letter of Intent is accepted, they will be invited to submit an application that would be due by February 13th, 2024.

If the Belfast Breakwater is not selected for inclusion in the State of Maine's Letter of Intent, the City can still submit its own Letter of Intent to NOAA by the deadline, though it may need to also include two additional projects (such as previously designed/considered shoreline stabilization projects, which also may need to be altered to be hybrid green and gray projects).

At this time, the Economic Development Director requests that the City Council take the following action:

Should the Belfast Breakwater not be included in the State of Maine's Letter of Intent submitted to the National Oceanic and Atmospheric Administration Climate Resilience Regional Challenge, the City of Belfast will submit its own Letter of Intent to this program, for the Belfast Breakwater and two additional eligible projects.