



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, December 5, 2023

6:30 p.m. Request to go into Executive Session on a Real Estate matter pursuant to 1 M.R.S.A. 405 (6) C.

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, November 30, 2023

Agenda Items:

10-A Request to promote Officer Jonathan Guba as Sergeant for the Belfast Police Department.

Following the recent retirement of one of the Department's Sergeants, the City listed the position opening both internally and externally through November 1, 2023. On November 14th, the hiring committee conducted an oral board selection process in which the panel unanimously recommended the promotion of Officer Jonathan Guba to Sergeant.

Officer Guba has been a Police Officer since May 2015, beginning his career with the Old Orchard Police Department and then transferring to the Belfast Police Department in 2016. In September 2022, Officer Guba was confirmed as the K-9 Officer for the Department, working alongside K-9 Spud, where he has become an integral part of ensuring our Department is engaged in modern community policing and engagement. Additionally, he is a trained Crisis Intervention Officer, a Field Training Officer, and recently graduated from the 986th FBI LEEDA Supervisor Leadership Institute Course.

Chief Cormier and I have seen Officer Guba continue to develop professionally over the past few years, stepping up as a mentor to new Officers and taking a leadership role in patrol. Officer Guba has displayed the passion and skills needed to take on a leadership role such as this, and we are ready for this promotion.

Chief Cormier requests that, if approved by the City Council, a motion is made to promote Officer Jonathan Guba to the rank of Sergeant for the Belfast Police Department. If appointed by the City Council, Officer Guba will be sworn in at the meeting by City Clerk Angie Crosby.

Please see the attached memo (10-A) from Police Chief Bobby Cormier providing further detail. Chief Cormier, Officer Guba, and I will be at the meeting to present and answer any questions.

10-B Request from the Public Works Director to appoint Gary Vannah as a full-time Truck Driver/Laborer for the Belfast Public Works Department.

Gary Vannah worked for BIW as a welder for 33 years. Following retirement from BIW he worked for Maine DOT as a truck driver/laborer. Public Works Director Bob Richards believes that Mr. Vannah's experience and work ethic will be an asset to our Public Works Department.

If approved by the City Council, our Public Works Director requests that a motion be made to confirm Gary Vannah as full-time Truck Driver/Laborer for the Belfast Public Works Department.

Please see the attached memo and employment application (10-B) from Public Works Director Bob Richards providing further details. Director Richards and Gary Vannah will be at the meeting to present and answer any questions.

10-C Request from the Fire Chief to confirm Caleb Heald as a full-time Firefighter/EMT for the Belfast Fire and Ambulance Department.

Caleb Heald has been working part-time for the City of Belfast since May 2023 and has made tremendous gains in his training and knowledge. He is at the start of his career and has proven, though taking every opportunity to advance, that he can and is willing to further his education to the Paramedic level. When not responding to emergency calls, he can often be found in the bays practicing skills or cleaning equipment. Caleb is currently working on obtaining his firefighter 1 and 2 certificates, and he will be attending advanced EMT training in the spring.

Fire Chief Patrick Richards and I have noticed Mr. Heald's passion for this important work and commitment to the Department. He demonstrates how an individual can successfully develop from a part-time to full-time member through hard work and dedication. We wholeheartedly believe that he is the right fit at this time.

If approved by the City Council, the Fire Chief requests that a motion is made to confirm Caleb Heald as a full-time Firefighter/EMT for the Belfast Fire and Ambulance Department. If appointed by the City Council, Mr. Heald will be sworn in at the meeting by City Clerk Angie Crosby.

Please see the attached memo (10-C) from Fire Chief Patrick Richards detailing the request. Chief Richards and Mr. Heald will be at the meeting to present and answer any questions.

10-D Request from the Fire Chief to confirm Mackenzie Teed as a part-time EMT/Firefighter for the Belfast Fire and Ambulance Department.

Mackenzie Teed is an Advanced EMT/Firefighter currently employed by the Town of Bucksport full-time. If approved, she will be filling part-time shifts when available and to further her experience. She is cross trained in both skill sets and has worked EMS locally in the past making her familiar with the area and personnel.

If approved by the City Council, the Fire Chief requests that a motion is made to confirm Mackenzie Teed as a part-time EMT/Firefighter for the Belfast Fire and Ambulance Department. If appointed by the City Council, Ms. Teed will be sworn in at the meeting by City Clerk Angie Crosby.

Please see the attached memo (10-D & E) from Fire Chief Patrick Richards detailing the request. Chief Richards and Ms. Teed will be at the meeting to present and answer any questions.

10-E Request from the Fire Chief to confirm Matthew Wade as a part-time Paramedic/Firefighter for the Belfast Fire and Ambulance Department.

Matthew Wade is currently a Paramedic for Central Lincoln County Ambulance Service and has Maine Pro Board Fire 1 & 2 Certificates. He has 20 years of fire service experience in the Boothbay area and has recently completed Critical Care Transport classes with Life Flight of Maine. He has connections to this area and may consider relocating to this area in the future.

If approved by the City Council, the Fire Chief requests that a motion is made to confirm Matthew Wade as a part-time Paramedic/Firefighter for the Belfast Fire and Ambulance Department. If appointed by the City Council, Mr. Wade will be sworn in at the meeting by City Clerk Angie Crosby.

Please see the attached memo (10-D & E) from Fire Chief Patrick Richards detailing the request. Chief Richards and Mr. Wade will be at the meeting to present and answer any questions.

10-F Request to join a county-wide grant request for funds to hire a consultant to create a Waldo County Hazard Mitigation Plan.

The City of Belfast currently does not have a valid Hazard Mitigation Plan. The most recent county-wide Hazard Mitigation Plan (2017) has expired as plans are only valid for five years. Without this plan, the City is ineligible to apply for many federal grant programs, many of which would cover non-disaster related projects. This could include projects such as the breakwater, shore resilience plans, stormwater and wastewater facility upgrades, road flooding, etc. However, the City would be eligible for future grants funds if we participated in the development and adoption of a county-wide Hazard Mitigation Plan.

Participation in a county-wide Hazard Mitigation Plan could provide cost-savings, allow for collaboration with local, state, and federal emergency management representatives and make the City eligible to apply for mitigation grants in the future.

MidCoast Council of Governments and Kennebec Valley Council of Governments are providing technical assistance to support Waldo County communities to facilitate the creation of a Waldo County Hazard Management Plan. The Waldo County Commissioners have agreed to be the sub-applicant to submit a grant to FEMA's Building Resilient Infrastructure and Communities (BRIC) Grant Program. Funds will be used to hire a consultant to coordinate with municipalities and write the plan. The grant will cover 75% of the plan's project costs. Each participating municipality will be responsible for providing a portion of the 25% match. Approval to join the County does not require funding but will require participation and time from designated staff as a soft match in lieu of funds.

The amount of the grant request to complete the Plan has not yet been determined but will most likely be between \$50,000.00 - \$80,000.00. An estimate of a match could be as follows based on highest cost estimate: $\$80,000 * 25\% = \$20,000$ divided by an estimated 8 participating municipalities requires a \$2,500 match from the City. Based on this example, City staff recommend that City's portion of the match be covered by staff time in lieu of a cash match.

Midcoast Council of Government has requested that municipalities notify them by December 6, 2023, of their decision to join the county-wide effort.

If approved by the City Council, the Deputy Economic Development Director requests that a motion be made to participate in and support the submission of a BRIC grant application to FEMA by the Waldo County Commissioners and provide it's required portion of match in the form of in-kind staff time to develop a Waldo County Hazard Mitigation Plan.

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

10-G Request from Waldo Community Action Partners for City approval to submit a grant to Maine Housing.

Waldo Community Action Partners (Waldo CAP) President and Chief Executive Officer Donna Kelly reached out to City staff this week as they were looking to submit a grant to Maine Housing to assist the organization in supporting their Outreach, Housing Stabilization, and Case Management efforts to homeless individuals and families.

Currently, the funding they use limits them to income eligible households. Receiving this funding would allow Waldo CAP to serve others in need in our community ensuring greater housing stability over time. Over the last few years, they have had a collaborative and complimentary approach to this need in our community. Waldo CAP will be requesting \$60,000 which, if awarded, will help support four positions doing aspects of this work.

The application requires City approval and they are seeking City assistance. The submission is due to Maine Housing on Thursday, November 30th and as the Council will not meet to discuss this until Tuesday, December 5th this request will be retroactive. City Council is aware of the timeline, and provided preliminary approval to staff to ensure that Waldo CAP was able to submit their application by the deadline.

If approved by the City Council, City staff requests that a motion is made to approve the request from Waldo CAP for City approval to submit a grant to Maine Housing retro actively to November 30, 2023.

Please see the attached draft Certification of Local Approval (10-G) from Waldo CAP. I will be at the meeting to present and answer any questions.

10-H Request to approve the Fiscal Year 2024-2025 City of Belfast Wage and Salary Scale.

During the Fiscal Year 2021-2022 budget hearings, the City Council approved an updated pay scale for City of Belfast employees. This updated pay scale allows for an overall adjustment to be made each year to the scale based on the minimum wage set in place by the State of Maine. Maine's minimum wage is informed by the National Average Wage Index.

Effective January 1, 2024, the state minimum wage will increase from \$13.80 to \$14.15 per hour. That increase comes at the latest Consumer Price Index for the Northeast shows the cost of living has risen 2.4 percent.

In turn, I request that the City Council approve the Fiscal Year 2024-2025 City of Belfast Wage and Salary Scale proposal that includes this adjustment from \$13.80 to \$14.15 per hour, a cost of living increase of 2.4 percent, and all other wages on the scale will comparably increase to reflect this adjustment. If approved by the City Council, this updated pay scale for the City will go into effect on July 1, 2024. Approving this now will allow for City Department Heads to plan accordingly as they prepare their budget requests.

Please see the attached Fiscal Year 2023-2024 City of Belfast Wage and Salary Scale and the proposed Fiscal Year 2024-2025 City of Belfast Wage and Salary Scale (10-H). I will be at the meeting to present and answer any questions.

10-I Request to approve the Calendar Year 2024 City of Belfast Observed Holiday Schedule.

Each year, the Federal Government provides a list of the Observed National Holidays that employers are obligated to compensate their employees for time. As a rule of thumb, if a holiday lands on a Saturday, it is observed by an employer on the previous Friday and if it lands on a Sunday, it is observed by an employer on the following Monday. As most City of Belfast employees now work 4-day week schedule, I am presenting the holiday schedule to you for

formal approval as there are a few days which will need to be observed on a Wednesday, Thursday or Monday, much like they were this past year.

I have also worked with our emergency responders, on-call employees, and employees that work at facilities that operate outside of the Monday through Thursday schedule, including the Belfast Transfer Station and the Belfast Free Library, to best provide services while allowing employees appropriate time off. All of these schedules will be placed on the City website www.cityofbelfast.org following approval.

Please see the attached proposed Calendar year 2024 Observed Holiday Schedules (10-I). I will be at the meeting to present and answer any questions.

10-J Signing of Council Orders

Belfast is such a special place, perhaps most especially during the holiday season.

From the antique lights strung in our downtown (staring none other than our very own Broke Neck Santa), wreaths on each lamppost, the Menorah and Christmas Tree lighting Post Office Square, and the bright red mailbox that accepts letters to be delivered directly to Santa in the North Pole. Each of these details fills our “big little City” with holiday spirit.

I encourage residents and visitors alike to gather their loved ones to share in our holiday spirit and partake in the City’s holiday traditions. This year’s official kick-off to the holiday season started with the Annual Tree lighting which took place on November 25th. Yet there is still so much joy and celebration to take part in during the coming weeks...

On December 2nd local businesses will be participating in the Annual Early Bird Sale starting at 6:00 AM with the best deals and continuing throughout the day. This is a great opportunity to support our local businesses by shopping and eating locally while checking off the Christmas wish lists.

On December 7th the Annual Menorah Lighting will take place at sundown (at approximately 4:00 p.m.), during the first night of Hanukkah and will remain so throughout the holiday. I highly recommend this special event as our community comes together to celebrate with music and readings.

On December 9th Holiday on the Harbor will take place from 11:00 AM to 1:00 PM at Steamboat Landing Park and the Boathouse. This is another opportunity to see Santa, and for children and families to decorate cookies, make an ornament, enjoy holiday story time, ride on a horse drawn wagon, and enjoy a cup of hot chocolate.

Thank you to all who make our community so special during the holidays each year, including local businesses, community organizations, volunteers, the Mayor and City Councilors, and City staff, all who spend countless hours to do everything possible to make our holiday season so very special.

**City of Belfast
Consent Agenda
Tuesday, December 5, 2023
Meeting #11**

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

9) Permits, Petitions and Licenses - Consent Agenda

- A. Request to approve an application by Frank D. Hazeltine American Legion Post #43 d/b/a V.F.W. American Legion located at 134 Church Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous Club with Catering (Class I) liquor license.**

Motion to approve an application by Frank D. Hazeltine American Legion Post #43 d/b/a V.F.W. American Legion located at 134 Church Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous Club with Catering (Class I) liquor license.

- B. Request to approve an application for a Special Amusement Permit by Frank D. Hazeltine American Legion Post #43 d/b/a V.F.W. American Legion for live entertainment, music, vocals – Karaoke, DJ and dancing located at 134 Church Street, Belfast, Maine, interior only.**

Motion to approve an application for a Special Amusement Permit by Frank D. Hazeltine American Legion Post #43 d/b/a V.F.W. American Legion for live entertainment, music, vocals – Karaoke, DJ and dancing located at 134 Church Street, Belfast, Maine, interior only.

- C. Request to approve an off-premises catering permit for Bell the Cat, INC d/b/a Bell the Cat for the Waldo County Counsel Christmas event on December 1, 2023 from 5:00 p.m. to 7:00 p.m. located at the County Copy Center, 15 Main Street, Belfast, Maine.**

Motion to approve an off-premises catering permit for Bell the Cat, INC d/b/a Bell the Cat for the Waldo County Counsel Christmas event on December 1, 2023 from 5:00 p.m. to 7:00 p.m. located at the County Copy Center, 15 Main Street, Belfast, Maine.

D. Request to approve an Incorporated Civic Organization License for Come Boating! for the Hot Sugar Shindig New Year's Eve Fundraiser event located at the American Legion Post #43, 143 Church Street, Belfast, Maine on December 31, 2023, from 7:00 p.m. to 11:30 p.m.

Motion to approve an Incorporated Civic Organization License for Come Boating! for the Hot Sugar Shindig New Year's Eve Fundraiser event located at the American Legion Post #43, 143 Church Street, Belfast, Maine on December 31, 2023, from 7:00 p.m. to 11:30 p.m.

10. A



Memo

To: City Manager Erin Herbig
From: Chief Robert Cormier
cc: City Council
Date: 11/16/23
Re: Request to promote Officer Jonathan Guba to Sergeant

Hi Erin

Following the recent retirement of one of our Sergeants, we posted the opening both internally and externally which closed on November 1st. On November 14th we conducted an oral board selection process and the panel unanimously recommended promoting Officer Jonathan Guba to the position of Police Sergeant. Officer Guba has been a Police Officer since May of 2015 when he began his career with the Old Orchard Police Department and then transferred to the Belfast Police Department in 2016. Johnathan attended Unity College in Maine for Criminal Justice and is a graduate of the 32nd Basic Law Enforcement Training Program. He is also trained in Crisis Intervention Officer, a Field Training Officer and recently graduated from the 986th FBI LEEDA Supervisor Leadership Institute Course. Since coming to Belfast, he has been very involved in the community, has been a mentor to several of our new Officers and recently volunteered to take a leadership role in Patrol. I feel he has displayed the passion and skills necessary to become a future leader in the agency and for those reasons I would respectfully request to promote Officer Jonathan Guba to the rank of Police Sergeant for the Belfast Police Department.

Sincerely yours,

Chief Robert Cormier

Chief Robert Cormier
112 Church St. Belfast, ME 04915
(207)- 338-5255
Chief@Belfastmepd.org

November 1st, 2023

Dear Chief Robert Cormier,

The purpose of this letter is to express my interest in the Patrol Sergeant Position at Belfast Police Department. I believe that my background, skills, and interest match well with the requirements of the position.

For over seven years it has been an honor to serve with the City of Belfast Police Department as a Patrol Officer and K9 Officer. During that time, I have developed strong policing, conflict resolution, and community skills. I have handled situations, people, and colleagues with professionalism. This is most apparent with many high-risk complaints to which I have responded, deescalated, and resolved. I have a strong working knowledge in state, local, and federal laws, as well as city code, department policies, and the city and union bargaining agreement.

With my experience and skills, I believe that I would be an asset as a supervisor for this department. I have built a great rapport with fellow officers. As Patrol Sergeant, I would offer sound leadership, team building, and mentoring to the officers for which I would supervise.

Thank you for your consideration and please do not hesitate to contact me with any questions or to further discuss my qualifications.

Sincerely,
Jonathan Guba

Jonathan Guba

Summary

Law Enforcement Officer committed to providing a safe and secure environment for residents and visitors of communities in which I serve. Over seven years experience in patrolling, providing emergency response, and supporting a safe community. Strong working knowledge of all local, state, and federal laws. Focus on community policing and building relationships with colleagues, local organizations, and community members.

Experience

Old Orchard Beach Police Department - Patrol Officer

May 2015- August 2015

- Patrolled the downtown and beach area.
- Enforced local and state laws.
- Provided emergency aid and security to residents and visitors of Old Orchard Beach.

Belfast Police Department- Patrol Officer/K9 Officer

March 2016-

Present

- Patrol the City of Belfast by car, foot, and bike.
- Enforce City Ordinances and local Laws.
- Support local events and organizations with a focus on safety and building relationships.
- Provide emergency aid and security
- Mediate domestic related situations and conflicts.
- Complete required and necessary reporting accurately and timely.
- Testify in court as witness as needed.
- Practice and advocate for community policing.

Education

Unity College, Unity ME

August 2012- May 2016

- *Bachelors in Conservation Law Enforcement*

Training/Courses/Certifications

- Completion of The Maine Criminal Justice Academy (32 BLETP)
- Advanced Roadside Impaired Driving Enforcement
- Crisis Intervention Training (CIT)
- Maine Criminal Justice Physical Fitness instructor
- Field Training Officer
- FBI LEEDA SLI

FBI-LEEDA

Law Enforcement Executive Development Association

Certificate of Completion

Presented to

JONATHAN GUBA

For the successful completion of the

986th Supervisor Leadership Institute
Belfast, ME – August 14 – 18, 2023
28 Contact Hours



Jacques S. Battiste

Jacques S. Battiste, Executive Director
FBI-LEEDA, Inc.

[Signature]
Belfast Police Department

10.B

Date: 11-27-2023

To: Mayor, City Council
City Manager, Erin Herbig

From: Bob Richards
Public Works Director

Re: Truck Driver / Laborer Position at Public Works

I would like to recommend *Gary Vannah* to fill one of the *Truck Driver / Laborer* positions currently open in the Public Works Department. He currently resides in Searsmont. I believe Gary will be a good fit for the department. He will start his employment with the City of Belfast December 4th.

Thank you,
Bob Richards
Public Works Director

Starting Public Works
Dec 4th 2023

~~closed his~~ ~~10/30/23~~

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: 10/17/2023

Position(s) applied for: TRUCK DRIVER / LABORER

Referral Source: Advertisement Friend Relative
 Job Service Other

Name: Vannah Gary A
Last First Middle

Social Security Number: _____

Residence Address: _____
Street City State Zip Code SEARSMONT, ME 04973

Mailing Address: SAME AS ABOVE

Phone Number: _____

Are you known to schools/references by some other name? NO

If so, what name: _____

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:

| | |
|----------------------|-------------------------------------|
| <u>Jason Bailey</u> | <u>Warren, ME (DOT crew leader)</u> |
| <u>ROGER Kelic</u> | <u>WASHINGTON (DOT)</u> |
| <u>Tom Schofield</u> | <u>Jefferson</u> |

Employment Experience:

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

- | | |
|--|---|
| 1. Employer <u>Maine DOT</u> | 2. Employer <u>BIW</u> |
| From <u>4/2003</u> to <u>PRESENT</u> | From <u>08/1986</u> to <u>08/2019</u> |
| Address <u>WALDOBORO CAMP</u> | Address <u>BATH, ME</u> |
| Type of Work <u>TRUCK DRIVER/LABORER</u> | Type of Work <u>Welder/RIGGER</u> |
| Reason for Leaving <u>MOVING TO SEARSMOIST</u> | Reason for Leaving <u>30 AND OUT RETIREMENT</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.

Welding 35+ years, TEAM Player, excellent work ethics, Very reliable, eager to learn new skills
CDLB

Education:

| Level | Name | Location | Years Completed |
|---------------|-----------------------|------------------|-----------------|
| Elementary | | | 4 5 6 7 8 |
| High School | <u>MEDOMAK VALLEY</u> | <u>WALDOBORO</u> | 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: work all metal types

CDLB license chainsaw TRAINING, snow
plow TRAINING ON 10/18-10/19, HAZARD TRAINING

AGREEMENT:

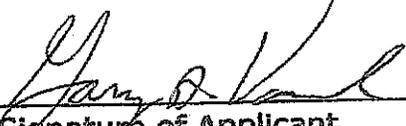
I certify that the answers provided by me herein are true and complete to the best of my knowledge.

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.

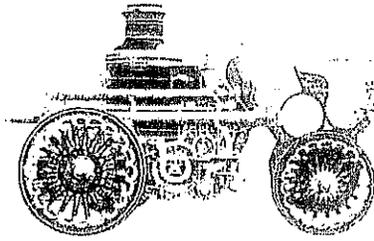
In the event of employment, I understand that false or misleading information provided in application or interview(s) may result in my discharge. I understand also, that I am required to abide by all the rules and regulations of the City.

Date: 10/17/2023



Signature of Applicant

10.C



Belfast Fire & Ambulance Department
131 Church Street • Belfast, Maine 04015
Phone 338-3302

11/20/23

Honorable Mayor Sanders

Belfast City Councilors

City Mgr. Herbig

Re; Full Time Firefighter/EMT Caleb Heald

I submit for your confirmation, Caleb Heald as a Full time Firefighter/EMT for the City of Belfast.

Caleb has been working part time for the City of Belfast since May and has made tremendous gains in his training and knowledge. Caleb continues to work hard, taking every opportunity to advance and has found a place within our crews as that person everyone looks forward to working with. Caleb is a young man at the start of his career and has proven that he can and is willing to further his education to the Paramedic level. He is currently working on obtaining his Firefighter 1&2 certificates and will be attending advanced EMT training in the spring. He is eager to learn and does so willingly, questioning skills he doesn't have and eagerly implementing those he does. Caleb can often be found in the apparatus bays either practicing skills or cleaning equipment when not responding to emergency calls. This young man is someone I would highly recommend investing in to solidify a solid emergency response team for the City of Belfast.

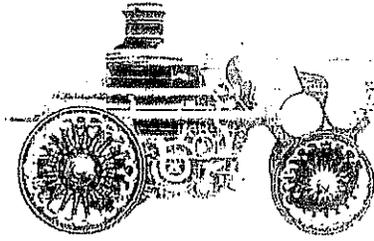
I recommend a starting wage of \$24.32 (Range 9, Step 1), until he completes his Firefighter1&2 certificate. Upon successful completion of Fire 1&2 certification, advance him to R9/S2, 25.17. Upon completion of Advanced EMT licensure, progress to R9/S3, 25.93.

Thank you for your consideration.

Patrick Richards

Fire Chief/Ambulance Director

10. D+E



Belfast Fire & Ambulance Department
131 Church Street • Belfast, Maine 01015
Phone 338-3302

11/20/23

Honorable Mayor Sanders

Belfast City Councilors

City Mgr. Herbig

Re; Part time Fire and EMS personnel

I submit for your confirmation the names of Mackenzie Teed and Matthew Wade for part time Fire and EMS responsibilities with Belfast Fire and EMS.

Mackenzie Teed is an Advanced EMT/Firefighter and is employed by the Town of Bucksport full time. She is hoping to fill part-time shifts when available and further her experience. She is cross trained in both skill sets and worked EMS locally in the past making her familiar with the logistics of the area and some of the personnel.

Matthew Wade is a Paramedic for Central Lincoln County ambulance service and has Maine Pro Board Fire 1&2 certificates. He has 20 years of fire service experience in the Boothbay area and has recently completed Critical care transport classes with Life Flight of Maine. Mr. Wade has connections to this area and may relocate someday.

Thank you for these considerations.

Patrick Richards

Fire Chief/Ambulance Director

10.F



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Joellyn Warren
Deputy Economic Development Director

E-mail: deputyecondev@cityofbelfast.org
Phone: (207) 338-3370, extension 124

TO: Honorable Mayor Eric Sanders, Belfast City Councilors, and City Manager Erin Herbig

FROM: Joellyn Warren, Deputy Economic Development Director

RE: Approval to join county-wide grant request for BRIC funds to hire a consultant to create Waldo County Hazard Mitigation Plan

The City of Belfast currently does not have a valid and approved Hazard Mitigation Plan. The most recent county-wide Hazard Mitigation Plan (2017) has expired since plans are only valid for five years. Participating and adopting a Plan will enable the City to apply for mitigation funds outside of emergency declarations and potentially access even more funds in the context of an emergency declaration. Without a Plan the City is ineligible to apply for many federal grant programs, many of which would cover non-disaster related projects, such as the breakwater, shore resilience projects, stormwater and wastewater facility upgrades, road flooding, etc. However, the City would be eligible for future grants funds if they participated in the development of the Plan and adopt final county-wide Hazard Mitigation Plan.

MidCoast Council of Governments and Kennebec Valley Council of Governments are providing technical assistance to support Waldo County communities to facilitate the creation of a Waldo County Hazard Management Plan. The Waldo County Commissioners have agreed to be the sub-applicant to submit a grant to FEMA's Building Resilient Infrastructure and Communities (BRIC) Grant Program. Funds will be used to hire a consultant to coordinate with municipalities and write the plan. The grant will cover 75% of the plan's project costs. Each participating municipality will be responsible for providing a portion of the 25% match. Approval to join the County does not require funds but will require participation and time from designated staff as a soft match in lieu of funds.

Midcoast Council of Government has requested that municipalities notify them by December 6, 2023, of their decision to join the county-wide effort. Participation in a county-wide Hazard Mitigation Plan will provide cost-savings, allow for collaboration with local, state and federal emergency management representatives and make the City eligible to apply for mitigation grants in the future. A draft timeline has been provided below:

General Timeline For Waldo County

MCOG and KV COG group Plan update timeline: Fall 2024 to Fall 2025

- Apply for BRIC 23 Plan Update Grant: Due January 2024
- Funds awarded: Fall 2024
- Assemble planning team: Fall 2024
- Host kickoff meeting: Fall/Winter 2024
- Work on plan update: Winter 2025 to Spring 2025
- Submit plan to FEMA for review: Spring/Summer 2025
- Complete FEMA revisions, if required: Summer 2025
- FEMA issues "Approvable Pending Adoption" status: Summer/Fall 2025
- Participating municipalities adopt plan: Fall 2025
- FEMA issues Formal Approval: Fall 2025
- New mitigation assistance funding notifications issued: Fall 2025

The amount of the grant request to complete the Plan has not yet been determined but will most likely be between \$50,000 - \$80,000. An estimate of a match could be as follows based on highest cost estimate: $\$80,000 * 25\% = \$20,000$ divided by an estimated 8 participating municipalities requires a \$2,500 match from the City. Based on this example, it is my recommendation that City's portion of the match be covered by staff time in lieu of a cash match. If the required match requires a modification, staff will discuss and seek approval from the City Council at a later date.

At this time, the Economic Development Deputy Director requests the at the City Council take the following action at their meeting on December 5, 2023:

The City of Belfast will participate in and support the submission of a BRIC grant application to FEMA by the Waldo County Commissioners and provide it's required portion of match in the form of in-kind staff time to develop a Waldo County Hazard Mitigation Plan.

10.G

ATTACHMENT E. CERTIFICATION OF LOCAL APPROVAL FOR NONPROFIT ORGANIZATIONS

Emergency Solutions Grant (ESG) regulations (24CFR § 576.202(a)(2)) require that any private nonprofit agency receiving ESG funding have the approval of the unit of local government in whose jurisdiction they operate.

The undersigned, authorized to act on behalf of (name of town/city) _____ certifies to MaineHousing that (name of shelter/outreach agency) **Waldo Community Action Partners** has the approval of the above named local government to provide the following ESG funded services within this municipality: Street Outreach, Housing Stabilization, Case Management, and voucher assistance.

Signature:

Printed Name:

Title:

10.4

City of Belfast
Wage & Salary Scale
FY 2024-2025

| Range | Hourly Wage | | | | | | | | | |
|-------|-------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Step 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 14 | 43.95 | 45.49 | 46.85 | 48.26 | 49.70 | 51.19 | 52.73 | 54.31 | 55.94 | 57.62 |
| 13 | 39.24 | 40.61 | 41.83 | 43.09 | 44.38 | 45.71 | 47.08 | 48.49 | 49.95 | 51.45 |
| 12 | 35.03 | 36.26 | 37.35 | 38.47 | 39.62 | 40.81 | 42.04 | 43.30 | 44.60 | 45.93 |
| 11 | 31.28 | 32.38 | 33.35 | 34.35 | 35.38 | 36.44 | 37.53 | 38.66 | 39.82 | 41.01 |
| 10 | 27.93 | 28.91 | 29.77 | 30.67 | 31.59 | 32.54 | 33.51 | 34.52 | 35.55 | 36.62 |
| 9 | 24.94 | 25.81 | 26.58 | 27.38 | 28.20 | 29.05 | 29.92 | 30.82 | 31.74 | 32.70 |
| 8 | 22.27 | 23.04 | 23.74 | 24.45 | 25.18 | 25.94 | 26.71 | 27.52 | 28.34 | 29.19 |
| 7 | 19.88 | 20.58 | 21.19 | 21.83 | 22.48 | 23.16 | 23.85 | 24.57 | 25.31 | 26.06 |
| 6 | 17.75 | 18.37 | 18.92 | 19.49 | 20.07 | 20.68 | 21.30 | 21.94 | 22.59 | 23.27 |
| 5 | 15.85 | 16.40 | 16.89 | 17.40 | 17.92 | 18.46 | 19.02 | 19.59 | 20.17 | 20.78 |
| 4 | 14.15 | 14.65 | 15.08 | 15.54 | 16.00 | 16.48 | 16.98 | 17.49 | 18.01 | 18.55 |

| Range | Annual Salary | | | | | | | | | |
|-------|---------------|-----------|-----------|------------|------------|------------|------------|------------|------------|------------|
| | Step 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 14 | 91,411.32 | 94,610.72 | 97,449.04 | 100,372.51 | 103,383.69 | 106,485.20 | 109,679.76 | 112,970.15 | 116,359.25 | 119,850.03 |
| 13 | 81,617.25 | 84,473.86 | 87,008.07 | 89,618.32 | 92,306.87 | 95,076.07 | 97,928.35 | 100,866.20 | 103,892.19 | 107,008.96 |
| 12 | 72,872.55 | 75,423.09 | 77,685.78 | 80,016.35 | 82,416.84 | 84,889.35 | 87,436.03 | 90,059.11 | 92,760.88 | 95,543.71 |
| 11 | 65,064.78 | 67,342.04 | 69,362.30 | 71,443.17 | 73,586.47 | 75,794.06 | 78,067.88 | 80,409.92 | 82,822.22 | 85,306.88 |
| 10 | 58,093.55 | 60,126.82 | 61,930.63 | 63,788.55 | 65,702.20 | 67,673.27 | 69,703.47 | 71,794.57 | 73,948.41 | 76,166.86 |
| 9 | 51,869.24 | 53,684.66 | 55,295.20 | 56,954.06 | 58,662.68 | 60,422.56 | 62,235.24 | 64,102.30 | 66,025.37 | 68,006.13 |
| 8 | 46,311.82 | 47,932.74 | 49,370.72 | 50,851.84 | 52,377.39 | 53,948.72 | 55,567.18 | 57,234.19 | 58,951.22 | 60,719.76 |
| 7 | 41,349.84 | 42,797.09 | 44,081.00 | 45,403.43 | 46,765.53 | 48,168.50 | 49,613.55 | 51,101.96 | 52,635.02 | 54,214.07 |
| 6 | 36,919.50 | 38,211.68 | 39,358.03 | 40,538.77 | 41,754.94 | 43,007.59 | 44,297.81 | 45,626.75 | 46,995.55 | 48,405.42 |
| 5 | 32,963.84 | 34,117.57 | 35,141.10 | 36,195.33 | 37,281.19 | 38,399.63 | 39,551.62 | 40,738.17 | 41,960.31 | 43,219.12 |
| 4 | 29,432.00 | 30,462.12 | 31,375.98 | 32,317.26 | 33,286.78 | 34,285.38 | 35,313.95 | 36,373.36 | 37,464.57 | 38,588.50 |

**City of Belfast
Wage and Salary Scale
FY 2023-2024**

| Range | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 14 | 42.86 | 44.36 | 45.69 | 47.06 | 48.47 | 49.93 | 51.43 | 52.97 | 54.56 | 56.19 |
| 13 | 38.27 | 39.61 | 40.80 | 42.02 | 43.28 | 44.58 | 45.92 | 47.29 | 48.71 | 50.17 |
| 12 | 34.17 | 35.36 | 36.43 | 37.52 | 38.64 | 39.80 | 41.00 | 42.23 | 43.49 | 44.80 |
| 11 | 30.51 | 31.58 | 32.52 | 33.50 | 34.50 | 35.54 | 36.60 | 37.70 | 38.83 | 40.00 |
| 10 | 27.24 | 28.19 | 29.04 | 29.91 | 30.81 | 31.73 | 32.68 | 33.66 | 34.67 | 35.71 |
| 9 | 24.32 | 25.17 | 25.93 | 26.70 | 27.51 | 28.33 | 29.18 | 30.06 | 30.96 | 31.89 |
| 8 | 21.71 | 22.47 | 23.15 | 23.84 | 24.56 | 25.30 | 26.05 | 26.84 | 27.64 | 28.47 |
| 7 | 19.39 | 20.07 | 20.67 | 21.29 | 21.93 | 22.59 | 23.26 | 23.96 | 24.68 | 25.42 |
| 6 | 17.31 | 17.92 | 18.45 | 19.01 | 19.58 | 20.17 | 20.77 | 21.39 | 22.04 | 22.70 |
| 5 | 15.46 | 16.00 | 16.48 | 16.97 | 17.48 | 18.00 | 18.54 | 19.10 | 19.67 | 20.26 |
| 4 | 13.80 | 14.28 | 14.71 | 15.15 | 15.61 | 16.08 | 16.56 | 17.05 | 17.57 | 18.09 |

| | Annual Salary | | | | | | | | | |
|----|---------------|-----------|-----------|-----------|------------|------------|------------|------------|------------|------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 14 | 89,150.27 | 92,270.53 | 95,038.64 | 97,889.80 | 100,826.50 | 103,851.29 | 106,966.83 | 110,175.83 | 113,481.11 | 116,885.54 |
| 13 | 79,598.45 | 82,384.40 | 84,855.93 | 87,401.61 | 90,023.66 | 92,724.37 | 95,506.10 | 98,371.28 | 101,322.42 | 104,362.09 |
| 12 | 71,070.05 | 73,557.50 | 75,764.22 | 78,037.15 | 80,378.26 | 82,789.61 | 85,273.30 | 87,831.50 | 90,466.45 | 93,180.44 |
| 11 | 63,455.40 | 65,676.34 | 67,646.63 | 69,676.03 | 71,766.31 | 73,919.30 | 76,136.88 | 78,420.98 | 80,773.61 | 83,196.82 |
| 10 | 56,656.61 | 58,639.59 | 60,398.78 | 62,210.74 | 64,077.06 | 65,999.37 | 67,979.35 | 70,018.73 | 72,119.30 | 74,282.88 |
| 9 | 50,586.26 | 52,356.77 | 53,927.48 | 55,545.30 | 57,211.66 | 58,928.01 | 60,695.85 | 62,516.73 | 64,392.23 | 66,324.00 |
| 8 | 45,166.30 | 46,747.12 | 48,149.53 | 49,594.02 | 51,081.84 | 52,614.30 | 54,192.72 | 55,818.51 | 57,493.06 | 59,217.85 |
| 7 | 40,327.05 | 41,738.50 | 42,990.66 | 44,280.37 | 45,608.79 | 46,977.05 | 48,386.36 | 49,837.95 | 51,333.09 | 52,873.08 |
| 6 | 36,006.30 | 37,266.52 | 38,384.51 | 39,536.05 | 40,722.13 | 41,943.79 | 43,202.11 | 44,498.17 | 45,833.12 | 47,208.11 |
| 5 | 32,148.48 | 33,273.68 | 34,271.89 | 35,300.04 | 36,359.05 | 37,449.82 | 38,573.31 | 39,730.51 | 40,922.43 | 42,150.10 |
| 4 | 28,704.00 | 29,708.64 | 30,599.90 | 31,517.90 | 32,463.43 | 33,437.34 | 34,440.46 | 35,473.67 | 36,537.88 | 37,634.02 |

10.I



City of Belfast

2024 Holiday Observance Schedule

CITY FACILITIES regularly open M-Th including CITY HALL

| | |
|----------------------------|---------------------|
| New Year's Day | Mon, Jan 1, 2024 |
| Martin Luther King Jr. Day | Mon, Jan 15, 2024 |
| Presidents' Day | Mon, Feb 19, 2024 |
| Patriots' Day | Mon, Apr 15, 2024 |
| Memorial Day | Mon, May 27, 2024 |
| Juneteenth | Wed, June 19, 2024 |
| Independence Day | Thu, July 4, 2024 |
| Labor Day | Mon, Sep 2, 2024 |
| Indigenous Peoples' Day | Mon, Oct 14, 2024 |
| Veterans Day | Mon, Nov 11, 2024 |
| Thanksgiving | Thu, Nov 28, 2024 |
| *Thanksgiving Friday | (Wed, Nov 27, 2024) |
| Christmas Day | Wed, Dec 25, 2024 |
| New Year's Day | Wed, Jan 1, 2025 |

*Please Note: Holidays that fall on Sunday are observed on the following Monday. Holidays that fall on Friday or Saturday are observed on the preceding Thursday except when there is already a holiday observed on that Thursday then it will be observed on the preceding Wednesday (ie Thanksgiving and Thanksgiving Friday).



City of Belfast

2024 Holiday Observance Schedule

EMERGENCY FACILITIES

| | |
|-----------------------------|--------------------|
| *New Year's Day | Mon, Jan 1, 2024 |
| *Martin Luther King Jr. Day | Mon, Jan 15, 2024 |
| *Presidents' Day | Mon, Feb 19, 2024 |
| *Patriots' Day | Mon, Apr 15, 2024 |
| *Memorial Day | Mon, May 27, 2024 |
| *Juneteenth | Wed, June 19, 2024 |
| *Independence Day | Thu, July 4, 2024 |
| *Labor Day | Mon, Sep 2, 2024 |
| *Indigenous Peoples' Day | Mon, Oct 14, 2024 |
| *Veterans Day | Mon, Nov 11, 2024 |
| *Thanksgiving | Thu, Nov 28, 2024 |
| *Thanksgiving Friday | Fri, Nov 29, 2024 |
| *Christmas Day | Wed, Dec 25, 2024 |
| *New Year's Day | Wed, Jan 1, 2025 |

*Please Note: All emergency facilities will remain open on these days. Staff providing coverage will be compensated at a holiday pay rate unless outlined otherwise in a union contract. All full-time staff will receive a paid holiday to be used another day of their choice as approved by their supervisor unless outlined otherwise in a union contract.



City of Belfast

2024 Holiday Observance Schedule

BELFAST FREE LIBRARY

| | |
|----------------------------|--------------------|
| New Year's Day | Mon, Jan 1, 2024 |
| Martin Luther King Jr. Day | Mon, Jan 15, 2024 |
| Presidents' Day | Mon, Feb 19, 2024 |
| Patriots' Day | Mon, Apr 15, 2024 |
| Memorial Day | Mon, May 27, 2024 |
| Juneteenth | Wed, June 19, 2024 |
| Independence Day | Thu, July 4, 2024 |
| Labor Day | Mon, Sep 2, 2024 |
| Indigenous Peoples' Day | Mon, Oct 14, 2024 |
| Veterans Day | Mon, Nov 11, 2024 |
| Thanksgiving | Thu, Nov 28, 2024 |
| Thanksgiving Friday | Fri, Nov 29, 2024 |
| Christmas Day | Wed, Dec 25, 2024 |
| New Year's Day | Wed, Jan 1, 2025 |

*Please Note: Holidays that fall on Sunday are observed on the following Monday.



City of Belfast

2024 Holiday Observance Schedule

TRANSFER STATION

| | |
|-----------------------------|--------------------|
| *New Year's Day | Mon, Jan 1, 2024 |
| *Martin Luther King Jr. Day | Mon, Jan 15, 2024 |
| *Presidents' Day | Mon, Feb 19, 2024 |
| *Patriots' Day | Mon, Apr 15, 2024 |
| *Memorial Day | Mon, May 27, 2024 |
| *Juneteenth | Wed, June 19, 2024 |
| Independence Day | Thu, July 4, 2024 |
| *Labor Day | Mon, Sep 2, 2024 |
| *Indigenous Peoples' Day | Mon, Oct 14, 2024 |
| *Veterans Day | Mon, Nov 11, 2024 |
| Thanksgiving | Thu, Nov 28, 2024 |
| Thanksgiving Friday | Fri, Nov 29, 2024 |
| *Christmas Day | Wed, Dec 25, 2024 |
| *New Year's Day | Wed, Jan 1, 2025 |

*Please Note: Holidays that fall on Sunday are observed on the following Monday. The Transfer Station is not typically open on Mondays and Wednesdays, so full-time staff will receive a paid holiday to be used another day of their choice as approved by their supervisor.