



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Erin Herbig
City Manager

E-mail: citymanager@cityofbelfast.org

Tel: (207) 338-3370 ext. 110

Fax: (207) 338-2419

MANAGER'S REPORT

Belfast City Council Meeting
Tuesday, January 16, 2024

6:45 p.m. Request to go into an Executive Session on an Economic Development Matter pursuant to 1 M.R.S.A. 405 (6) C.

7:00 p.m. Regular Council Meeting

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

FROM: Erin Herbig, City Manager

DATE: Thursday, January 11, 2024

Agenda Items:

10-A Request from the Police Chief to confirm Braden Moulton of Knox as a full-time Police Officer.

The Police Department currently has one full-time vacancy. Braden Moulton has passed a rigorous selection process, including oral boards, physical fitness testing, and background investigation.

Mr. Moulton grew up in the Waldo County area and is a graduate of Camden Hills Regional High School. Following High School, he attended the Midcoast School of Technology in Rockland where he received his EMT Certification. He is currently attending Eastern Maine Community College for Criminal Justice.

Since applying to the Belfast Police Department, Mr. Moulton has completed ride-along with our Officers and successfully completed all the required Criminal Justice Academy prerequisites needed to start. He has demonstrated the determination and commitment needed to be a successful part of the City of Belfast team.

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

If approved by the City Council, it is recommended a motion is made to confirm Braden Moulton of Knox for the position of full-time Police Officer for the City of Belfast. If appointed by the Council, Mr. Moulton will be sworn in at the meeting by City Clerk Angie Crosby.

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

10-B Request from the Wastewater Superintendent to appoint Odin Scappaticci of Liberty as a full-time Wastewater Operator I.

The City of Belfast posted the opening for a Wastewater Operator I position on October 24, 2023, and accepted applications through November 20, 2023.

This position involves entry-level technical work for the Wastewater Department in the operation and maintenance of the treatment plant and related facilities and equipment. Work involves reading and recording gauges, instruments, and meters; regulating valves; drawing samples;

maintaining accurate records; performing tests; and maintaining plant facilities, equipment, and grounds under supervision of an experienced operator.

Odin Scappaticci has worked for Liberty Graphics since 2019 in both the printing and screening departments. His background in a hands-on working environment and his initiative during the interview process stood out to the hiring committee. The hiring committee strongly believes that Mr. Scappaticci will be an asset and wonderful fit with the current Wastewater Treatment Plant crew.

Wastewater Superintendent Travis Jones and I are confident Mr. Scappaticci, if confirmed, will serve our community and the Wastewater Treatment Department well.

If approved by the City Council, it is recommended a motion is made to confirm Odin Scappaticci of Liberty for the position of full-time Wastewater Operator I for the City of Belfast. If appointed by the Council, Mr. Scappaticci will be sworn in at the meeting by City Clerk Angie Crosby.

Please see the attached cover letter, resume, advertisement, and job description (10-B) providing further detail. Wastewater Superintendent Jones, Mr. Scappaticci, and I will be available at the Council Meeting to answer any questions.

10-C Further discussion regarding the City's participation in the submission of a Building Resilient Infrastructure and Communities (BRIC) grant application.

On December 5, 2023, the City Council voted to participate in and support the submission of a Building Resilient Infrastructure and Communities (BRIC) grant application to assist in producing a Hazard Mitigation Plan to submit to the Federal Emergency Management Agency (FEMA) for the County of Waldo.

Following the Council's vote on December 5, 2023, the County has decided not to submit a BRIC grant.

This is an opportunity for the Council and City staff to discuss this change and steps moving in order to ultimately produce a Hazard Mitigation Plan to submit to FEMA.

Deputy Economic Development Director Joellyn Warren and I will be available at the Council Meeting to answer any questions.

10-D Request by the Economic Development Director to have the City Council authorize the submission of an application to the Emergency Medical Services Stabilization Program.

On July 11, 2023, Governor Mills signed a budget into law that included \$31 million dollars to support the Maine Emergency Medical Services (EMS) Stabilization and Sustainability Fund grant program. The funding became available on October 26, 2023, and the Maine EMS Board passed an emergency rule on December 6, 2023, allowing Maine EMS to proceed with the \$12 million dollar stabilization component of the grant program. This grant program will provide one time funding to qualified Maine-based EMS entities throughout the state to ensure Mainers have continued access to high-quality emergency medical services.

EMS Departments are eligible to apply for these grants if they can demonstrate that their annual operating margin is less than 10% of their total revenue, or if they can demonstrate that they are facing workforce recruitment and retention challenges. Belfast Ambulance and Rescue Service is eligible for a grant of up to \$73,548.06 as was determined by an algorithm that was developed to account for rurality and call volume.

Eligible uses for these grant funds consist of the following activities: supplementing wages, benefits, stipends, and incentives for EMS clinicians; supporting training directly related to the provision of clinical care, leadership, or management of EMS; supplementing wages, benefits, stipends, and incentives for administrative support staff; implementation of programming directly related to the Plan for a Sustainable EMS System in the State of Maine: A Vision for 2035; and/or investment in capital expenditures not to exceed \$50,000 in the aggregate.

The deadline for application submission is January 27, 2024. Funding from this grant will be available for up to one year from the date of issuance.

If approved by the City Council, the Economic Development Director requests that a motion is made to authorize the submission of an application to the Emergency Medical Services Stabilization Program for the maximum grant amount of \$73,548.06; and authorize the City Manager to sign any documents related to and necessary for the submission of this application.

Please see the attached memo (10-D) from the Economic Development Director Thomas Kittredge providing further information. Director Kittredge will be available at the Council Meeting to present and answer any questions.

10-E Request by the Economic Development Director to have the City Council authorize the execution of a proposal from Gartley & Dorsky Engineering and Surveying to generate a Facilities Assessment Report and Site Fit Plans for 273 Main Street.

The City of Belfast is in the process of evaluating the potential for the construction of a new Public Safety Building at the current site of the City's Fire Station. Previously, the City has conducted site surveys, environmental assessments, and a geotechnical analysis in order to obtain a better understanding of the site's characteristics, challenges, and suitability for construction.

At this time, Gartley & Dorsky Engineering and Surveying is proposing to team with Oak Point Associates (OPA) to performing the following scope of work: development of a facilities assessment report that will evaluate the current conditions of the existing Fire and Ambulance facility, including building envelope, interior finishes, mechanical, plumbing, and electrical systems; and development of a Site Fit Plan for both the option of a new Public Safety Building and for a renovation of/addition to the existing Fire and Ambulance building. Deliverables will include the facilities assessment report, a space allocation workbook, functional bubble diagrams, and the site fit plans. The City of Belfast and its Police, Fire, and Ambulance

Departments will be expected to provide information regarding their operational needs and to participate in meetings to develop and refine options throughout the project process.

The proposed cost for this scope of work is \$33,000.00 plus reimbursable expenses and is expected to be completed within six months of proposal execution.

The Public Safety Building Planning Committee met on Tuesday, January 9th and recommends the execution of this proposal.

If approved by the City Council, it is recommended that a motion is made to authorize the execution of a proposal from Gartley & Dorsky Engineering and Surveying to generate a Facilities Assessment Report and Site Fit Plans; authorize the City Manager to sign any documents related to and necessary for the execution of this proposal; and commit \$33,000.00 in funds from City Public Works Site Search Evaluation Account #730-636 to pay for these proposed services.

Please see the attached memo (10-E) from the Economic Development Director Thomas Kittredge providing further information. Director Kittredge and I will be available at the Council Meeting to present and answer any questions.

10-F Request by the Economic Development Director to have the City Council adopt a target area survey for an area consisting of the portion of Congress Street between Grove Street and Booth Drive and the entirety of Salmond Street.

At its meeting of January 2nd, the City Council authorized the submission of a Letter of Intent to the Community Development Block Grant (CDBG) Public Infrastructure Grant Program, to apply for grant funding that could financially support an infrastructure improvement project for a portion of Congress Street between Grove Street and Booth Drive.

One of the chief eligibility requirements for this grant program is that the project must meet a national objective by demonstrating that it will predominantly benefit low- to moderate-income people.

A required document to support the Letter of Intent is an income survey indicating that at least 51% of the persons living in the area that would be improved through this grant and project are low- to-moderate income, along with a beneficiary profile.

Though the project for which the CDBG Public Infrastructure Grant funding would be used is anticipated to be only the portion of Congress Street between Grove Street and Booth Drive, the City is considering applying for additional grant funds through the Maine Department of Transportation Bicycle and Pedestrian Program that would be used to fund improvements to Salmond Street. This could lead to a situation where multiple funding sources will be combined and utilized in a single project that would include both that portion of Congress Street and Salmond Street. In turn, it is more efficient to conduct a target area survey at this time that includes both areas to confirm eligibility.

A survey that gathered these types of information was conducted and tabulated by Economic Development Director Thomas Kittredge and was then independently verified and certified by staff at Eastern Maine Development Corporation.

If approved by the City Council, the Economic Development Director requests that a motion is made to adopt the survey and associated beneficiary profile that was conducted for the target area of the portion of Congress Street between Grove Street and Booth Drive and the entirety of Salmond Street and sign the certification form.

Please see the attached memo (10-F) from the Economic Development Director Thomas Kittredge providing further information. Director Kittredge will be available at the Council Meeting to present and answer any questions.

10-G Discussion regarding restructuring the Parks and Recreation Commission and the Harbor Walk and Rail Trail Committee.

In 2023, City Staff presented a recommended reorganization to the existing citizen committee structure to increase efficiency and produce better outcomes. The goal of this restructuring was also included the benefits of enhancing communication between the City Council, City Committees, and City Staff; to better align committee work with the Council's policy priorities, which includes addressing housing issues identified in the 2021 Community Revitalization Plan by creating a new committee; providing better City staff support to City Policy Committees; standardizing the committee process and its interactions with the City Council and City staff; standardizing membership terms for committee members; and encouraging citizen participation and harnessing their enthusiasm and passion for committee work.

City staff proposed the following committee restructuring process in two phases. Phase One of this restructuring process would see the creation of four new committees, to be called City Policy Committees; this would include the Housing and Property Development Committee; Climate, Energy, and Utilities Committee; Pedestrian, Transportation, and Accessibility Committee; and the Parks, Trails, and Recreation Committee.

On June 20, 2023, the City Council approved the Phase One of the restructuring with the exception of the creation of the Parks, Trails, and Recreation Committee, which would have combined the Parks and Recreation Commission and the Harbor Walk and Rail Trail Committee. A merger of these two committees would require an Ordinance Amendment as the Parks and Recreation Commission is outlined within the City Ordinance under Chapter 38 Parks and Recreation, Article II Parks and Recreation Commission. The Council decided not to merge these two committees at that time and to revisit the topic in the future.

The City Council has requested that this item be placed back on the agenda for further discussion. Economic Development Director Thomas Kittredge and I will be at the meeting to answer any questions.

10-H Signing of Council Orders

This week has been a tough one for our community, and certainly not the way we had hoped to start the new year.

On Monday, January 8, 2023, at 11:03PM, Belfast Fire and EMS were dispatched for a building fire at Admiral's Ocean Inn. Belfast Police arrived quickly on scene and gave an accurate size up with the second story heavily involved and flames through the roof. Mutual aid was requested from Belmont, Morrill, Searsport, and Monroe Fire Departments. A quick and aggressive interior attack by initial crews helped to contain the fire and damage to just four rooms. There were no injuries reported by either tenants or firefighters.

As a result of the fire, all residents were displaced. The Admiral's staff quickly had all residents placed in alternative temporary housing. The City of Belfast has been working as part of a collaborative effort to support these citizens.

On Wednesday, January 10, 2023, in the early hours of the morning Belfast Harbor was hit with high winds and high tides that caused flooding and structural damage to the Boathouse, City Landing, the Harbor Master's Office, and the Harbor Walk. Additionally, many local businesses including the Belfast Marina, Nautilus Restaurant, Three Tides and Marshall's Wharf Brewing, Front Street Shipyard, Young's Lobster Pound, and others were also negatively impacted by flooding and storm damage.

Although winds and rain had stopped by the afternoon, due to the severity of the damage, the City of Belfast has closed the Belfast Harbor Walk from the Footbridge to the Boathouse, including the Belfast Public Landing and the Boathouse parking area until further notice so that assessment of the damage and cleanup by City crews can be completed. We are also working to secure the Harbor for another incoming storm this weekend. The Belfast Footbridge will be closed the evening of Friday, January 12th through Sunday, January 14th. These closures are necessary at this time to keep the public safe.

It has been heartbreaking to watch members of our community lose so much so quickly. It is also overwhelming to think of all the work that lies ahead to repair and fortify damaged public and private property. Yet, this is also an opportunity to continue the important conversations and actions that our community must and will do in order to both mitigate and respond to the effects of climate change.

I am so thankful that the City of Belfast continues to be there for our community and that we all work together to get to the other side of these losses. I am confident we will adapt to become stronger and better equipped than we have been in the past. I would like to take this opportunity to thank our City of Belfast staff who have worked tirelessly to respond to these incidents over the course of this week. Your hard work and dedication to our community does not go unnoticed. Thank you.

If we take away anything from this week as we move into 2024, it is that the City of Belfast is resilient and as long as we continue to work together, we can certainly get through anything this year may throw our way.

**City of Belfast
Consent Agenda
Tuesday, January 16, 2024
Meeting #14**

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

9) Permits, Petitions and Licenses - Consent Agenda

- A. Request to approve a Lunch Wagon License permit application by Paul Naron d/b/a United Farmers Market "Market Café" located at the following three locations: 7 Front Street, 15 Front Street, and 18 Spring Street (Miller Street entrance), Belfast, Maine, license to expire on December 31, 2024.**

Motion to approve a Lunch Wagon License permit application by Paul Naron d/b/a United Farmers Market "Market Café" located at the following three locations: 7 Front Street, 15 Front Street, and 18 Spring Street (Miller Street entrance), Belfast, Maine, license to expire on December 31, 2024.

10. A



Memo

To: City Manager Erin Herbig
From: Chief Robert Cormier
cc: City Council
Date: 01/03/2024
Re: Hiring request for Police Officer Braden Moulton.

Hi Erin

To fill our current full-time vacancy, we would respectfully like to hire Officer Braden Moulton as a full-time Police Officer for the City of Belfast. Braden recently passed a rigorous selection process, which included oral boards, PT testing and Background Investigations. He grew up in Waldo County, with family from Belfast and is a graduate of Camden Hills Regional High School. He then went on to attend Midcoast School of Technology in Rockland Maine where he got his EMT Certification and is attending Eastern Maine Community College for Criminal Justice. Since applying to the department in October of 2023 he has shown to be a focused and determined candidate, doing ride-along with Officers, and successfully completing all the required Maine Criminal Justice Academy prerequisites needed to start before any of the other candidates. He really has shown us that he truly wants to join the City of Belfast team and be part of the community. At this time I would respectfully request to hire Officer Braden Moulton as the next full-time Police Officer for the City of Belfast Police Department.

Sincerely yours,


Chief Robert Cormier

10.B

OLVER ASSOCIATES INC.

ENVIRONMENTAL ENGINEERS

To: Belfast City Mayor, City Councilors and City Manager

Re: Wastewater Treatment I Position

Date: January 9, 2024

The City of Belfast recently advertised for a Wastewater Treatment I position. Applications were accepted until November 21, 2023. The City received numerous applications and conducted two rounds of interviews.

We are recommending appointment of Odin Scappaticci as the City's new Wastewater Treatment I position. Odin's passion for the field and dependability stood out to us. He showed initiative through the interview process and has experience in a hands-on working environment that qualifies him for this position. We feel Odin will be an asset and a great fit with the strong crew currently employed by the City. Odin is excited to work and grow in this vital field within his own community.

If appointed by the City Council, Odin is expected to start work for the City of Belfast Wastewater Treatment Plant on January 18. We look forward to Odin coming onboard and joining our team of water professionals.

Thank you for your consideration of this appointment.

Travis Jones
Assistant Operations Manager
Olver Associates Inc.

Odin Scappaticci

Liberty, ME 04949

Work Experience

Liberty Graphics

T-shirt factory - Liberty, ME
August 2019 to Present

I have been working in the printing department for 3 years operating a printing press. I also worked in the screening department for 1 year.

Education

High school diploma

Belfast Area High School - Belfast, ME

Skills

- Operating Heavy Machinery
- Can Lift Heavy Objects
- Works Good With A Team
- Can Work With Chemicals Safely

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: 11/16/23

Position(s) applied for: WATER TREATMENT

Referral Source: Advertisement Friend Relative
 Job Service Other

Name: Scappaticci Odin louis
Last First Middle

Social Security Number: _____

Residence Address: _____
Street City State Zip Code

Mailing Address: _____
Liberty ME 04949

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): _____

status or the presence or 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: 11-15-23

Position(s) applied for: Water treatment

Referral Source: Advertisement Friend Relative
 Job Service Other

Name: Scappaticci Odin L
Last First Middle

Social Security Number: _____

Residence Address: _____
Street City State Zip Code
Liberty Me 04949

Mailing Address: _____
Liberty Me 04949

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): _____

City of Belfast
131 Church Street, Belfast, Maine 04915



(2)

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

Christina Johannes (207)
Emily Johannes (207)
Ken Estabrook (207)

Employment Experience:

(2)

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

Christina Johannes _____
Emily Johannes _____
Ken Estabrook _____

Employment Experience:

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

1. Employer Liberty Graphics 2. Employer _____
From Aug, 2019 to 2023 (present) From _____ to _____
Address 44 Main St. Liberty, Me Address _____
Type of Work printer Type of Work _____
Reason for Leaving skill there Reason for Leaving _____

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.

Can Operate heavy Machinery
Can handle Chemicals Safely
Works good with a team

Education:

Level	Name	Location	Years Completed
Elementary			4 5 6 7 8
High School	<u>Belfast area high school</u>	<u>Belfast</u>	9 10 11 (12)
Undergraduate			1 2 3 4
Graduate			1 2 3 4



High School	9 10 11 (12)
Undergraduate	1 2 3 4
Graduate	1 2 3 4

City of Belfast
131 Church Street, Belfast, Maine 04915



(3)

Diploma: high School 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.

(3)

Diploma: high school 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: 11/16/23

D. S. Caputo
Signature of Applicant



**City of Belfast
Employment Opportunity
Wastewater Treatment I Position**

The City of Belfast is accepting applications for a Wastewater Treatment I Position.

Applicants must be 18 years of age or older, be in good physical condition and possess a valid driver's license. The position involves entry-level technical work for the Wastewater Department in the operation and maintenance of the treatment plant and related facilities and equipment. Work involves reading and recording gauges, instruments, and meters; regulating valves; drawing samples; maintaining accurate records; performing tests; and maintaining plant facilities, equipment, and grounds under supervision of an experienced operator.

For more information about the job please contact Human Resource Director, Nancy Driscoll, at 338-3370 ext. 111 or at City Hall, 131 Church Street.

A completed Belfast Employment Application form (found on web site under job openings) may be turned in to the Human Resource Director, Nancy Driscoll, at 131 Church Street or mailed no later than November 20, 2023. Applications should be in a sealed envelope and addressed to:

City of Belfast
Wastewater Treatment I Position Search
C/O HR Director
131 Church Street
Belfast, Maine 04915

The City of Belfast is an equal opportunity employer.



Wastewater Treatment I Position

Job Description

Nature of this Position:

This position involves entry-level technical work for the Wastewater Department in the operation and maintenance of the treatment plant and related facilities and equipment. Work involves reading and recording gauges, instruments, and meters; regulating valves; drawing samples; maintaining accurate records; performing tests; and maintaining plant facilities, equipment and grounds under supervision of an experienced operator.

Primary Duties and Responsibilities:

Conducts supervised work activities based on specific technical instructions and schedules; performs tasks and assignments as directed by an experienced operator.

Draws sludge, liquid grab and composite and other samples necessary for testing; performs basic physical, chemical, and microbiological lab tests.

Reads and records gauges, instruments, and meters; records operational data and events into logs, adds chemicals according to prescribed standards; regulates valves; changes meter charts when required; operates and lubricates pumps and other machinery; carries out minor preventive maintenance; informs senior operators of special situations and problem areas.

Pumps sludge into digesters; inspects pumps, bearings, and seals; checks sludge and effluent at various stages; keeps basins free of foreign matter.

Monitors and adjusts unit process flow rates, pumping rates, chemical feed rates, and other unit process variables as directed.

May operate plant vehicles, pumps, meters, valves, computer, generators, lawn care equipment, and tools of the trade.

Assists in maintaining and cleaning laboratory equipment and apparatus; assists with building, grounds, and equipment maintenance and painting.

Assists in inspecting and maintaining City's pumping station facilities.

Attends on-the-job training seminars, off-site classroom training courses, and participates in correspondence courses as required.

When deemed appropriate will perform on-call (24 hours a day/7 days a week) emergency response as necessary.

Performs other duties as assigned.

May be deemed essential at any time.

Minimum Requirements:

Able to lift up to 50 pounds and climb up to 50 feet.

Pass a physical.

Has basic computer skills and experience using word processing, or ability to learn those skills.

Preferred experience with Microsoft Office Suite.

Ability to provide excellent customer service to the public, city staff and co-workers.

Knowledge:

Occupational hazards and safety precautions of the work.

Skills and Abilities:

Learn complicated, technical material about the operation and maintenance of plant pumping, treatment, and control equipment in an on-the-job training situation.

Understand and follow oral and written instructions.

Read and understand meters, gauges, and charts accurately and to maintain required records.

Perform mathematical calculations required in work.

Communicate effectively orally and in writing with the public, department personnel and others.

Maintain and use a computer, including e-mail and MS Suite of programs.

Establish and maintain effective working relationships with others.

Preference given to previous mechanical experience.

Physical Requirements:

Must be able to work outdoors in extreme weather conditions.

Operate light and heavy moving equipment and other plant vehicles.

Take samples and conduct lab tests.

Turn valves and pumps on and off.

Climb stairs on tanks and maneuver throughout the plant to perform essential job functions.

Transport objects over 50 pounds.

Work in confined spaces.

10.D



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Thomas Kittredge
Economic Development Director

E-mail: economicdevelopment@cityofbelfast.org
Phone: (207) 338-3370, extension 116

From: Thomas Kittredge, Economic Development Director

To: Mayor Eric Sanders, City Councilor Christopher Bitely, City Councilor Brenda Bonneville, City Councilor Paul Dean, City Councilor Neal Harkness, City Councilor Mary Mortier, Deputy City Manager Manda Cushman, and City Manager Erin Herbig

For: Belfast City Council Meeting of Tuesday, January 16th, 2024

Regarding: Request by the Economic Development Director to have the City Council authorize the submission of an application to the Emergency Medical Services Stabilization Program

On July 11, 2023, Governor Mills signed a budget into law that included \$31 million dollars to support the Maine Emergency Medical Services (EMS) Stabilization and Sustainability Fund grant program. The funding became available on October 26, 2023 and the Maine EMS Board passed an emergency rule on December 6, 2023 allowing Maine EMS to proceed with the \$12 million dollar stabilization component of the grant program. This grant program will provide one time funding to qualified Maine-based EMS entities throughout the state to ensure Mainers have continued access to high-quality emergency medical services.

Departments are eligible to apply for these grants if they can demonstrate that their annual operating margin is less than 10% of their total revenue, or if they can demonstrate that they are facing workforce recruitment and retention challenges. Belfast Ambulance & Rescue Service is eligible for a grant of up to \$73,548.06; this maximum grant amount was determined by an algorithm that was developed to account for rurality and call volume.

Eligible uses for these grant funds consist of the following activities: 1) supplementing wages, benefits, stipends, and incentives for EMS clinicians; 2) supporting training directly related to the provision of clinical care, leadership, or management of EMS; 3) supplementing wages, benefits, stipends, and incentives for administrative support staff (e.g., service-level medical director, quality assurance and improvement officer, infection control officer, and training officer); 4) implementation of programming directly related to the *Plan for a Sustainable EMS System in the State of Maine: A Vision for 2035*; and/or 5) investment in capital expenditures not to exceed \$50,000 in the aggregate.

The deadline for application submission is January 27, 2024. Funding from this grant will be available for up to one year from the date of issuance.

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

- 1) Authorize the submission of an application to the Emergency Medical Services Stabilization Program for the maximum grant amount of \$73,548.06; and
- 2) Authorize the City Manager to sign any documents related to and necessary for the submission of this application.

10.E



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Thomas Kittredge
Economic Development Director

E-mail: economicdevelopment@cityofbelfast.org
Phone: (207) 338-3370, extension 116

From: Thomas Kittredge, Economic Development Director

To: Mayor Eric Sanders, City Councilor Christopher Bitely, City Councilor Brenda Bonneville, City Councilor Paul Dean, City Councilor Neal Harkness, City Councilor Mary Mortier, Deputy City Manager Manda Cushman, and City Manager Erin Herbig

For: Belfast City Council Meeting of Tuesday, January 16th, 2024

Regarding: Request by the Economic Development Director to have the City Council authorize the execution of a proposal from Gartley & Dorsky Engineering & Surveying to generate a Facilities Assessment Report and Site Fit Plans for 273 Main Street, at a cost of \$33,000.00.

The City of Belfast is in the process of evaluating the potential for the construction of a new Public Safety Building at the site of the City's current Fire Station (273 Main Street). Previously, the City has had conducted site surveys, environmental assessments, and a geotechnical analysis, in order to obtain a better understanding of the site's characteristics, challenges, and suitability for construction.

At this time, Gartley & Dorsky Engineering and Surveying is proposing to team with Oak Point Associates (OPA) on performing the following scope of work: 1) development of a facilities assessment report that will evaluate the current conditions of the existing Fire and Ambulance facility, including building envelope, interior finishes, mechanical, plumbing, and electrical systems; and 2) development of a Site Fit Plan for both the option of a new Public Safety Building and for a renovation of/addition to the existing Fire and Ambulance building. Deliverables will include the facilities assessment report, a space allocation workbook, functional bubble diagrams, and the site fit plans. The City of Belfast and its Police, Fire, and Ambulance Departments will be expected to provide information regarding their operational needs and to participate in meetings to develop and refine options throughout the project process.

The proposed cost for this scope of work is \$33,000.00 plus reimbursable expenses, and is expected to be completed within 6 months of proposal execution.

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

- 1) Authorize the execution of a proposal from Gartley & Dorsky Engineering & Surveying to generate a Facilities Assessment Report and Site Fit Plans;
- 2) Authorize the City Manager to sign any documents related to and necessary for the execution of this proposal; and
- 3) Commit \$33,000.00 in funds from City Account 730-636 (Public Works Site Search Evaluation) to pay for these proposed services.

December 4, 2023

Erin Herbig
City Manager
City of Belfast
Belfast, ME
Via Email: citymanager@cityofbelfast.org

Public Safety Facility: Professional Services Proposal
Project 2022-0291

Dear Erin:

Thank you for the opportunity to present this proposal for a Facilities Assessment and Site Fit Plan associated with the proposed public safety building located at 273 Main St., Belfast ME. We understand that the City of Belfast is investigating an expansion of the existing fire station or a replacement structure to meet the current and future needs of the Fire, EMS and Police departments. Gartley & Dorsky Engineering and Surveying (G&D) is proposing to team with Oak Point Associates (OPA). G&D and OPA have a long history of collaboration and OPA has extensive experience with the study and design of public safety buildings. We are happy to provide additional qualifications for both G&D and OPA upon request. We have developed the following scope of work based on our understanding of the project and the recent survey and geotechnical investigation:

Task 1: Facilities Assessment

1. Architectural and engineering staff will conduct fieldwork to verify the current conditions, review available data and speak with facilities staff.
2. Review the recent survey plan and geotechnical report.
3. A Facilities Assessment Report will be developed for the Belfast Fire Station located at 273 Main Street. This assessment will evaluate the current conditions of the facility including building envelope, interior finishes, mechanical, plumbing, and electrical systems.
4. Findings will be documented and included in a summary report. The report will be broken down into each major discipline including Civil, Structural, Architectural, Plumbing, Mechanical, Fire Protection, Electrical and Data/Technology Infrastructure.
5. Photos and written descriptions of identified deficiencies will be provided as necessary.

Task 2: Site Fit Plan

1. Using the provided building programs and space needs for the Belfast Fire and Police Departments, a space allocation workbook will be developed listing all necessary spaces. This workbook will be broken down by department and shared spaces.
2. A program "fit" analysis will be conducted to determine if the proposed site is viable for the proposed program.
3. Bubble diagrams showing potential organization of the programs will be provided. These diagrams will show relationships between office, training, support spaces, administrative areas, and vehicle bays with proposed circulation diagrams.
4. We will develop on site fit plans for two options:

- a. A potential renovation addition of the existing building
 - b. A new facility
5. Meetings will be held with the City of Belfast Fire, EMS and Police to develop and refine options throughout the process.
- a. Program and concept discussions, virtual (two assumed)
 - b. Concept presentation, in-person

Deliverables

- Facilities assessment report in electronic PDF format
- Space allocation workbook
- Functional bubble diagrams
- Site fit plan

PROPOSED FEE

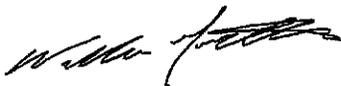
Our fee for the proposed professional services described above is \$33,000.00 plus reimbursable expenses. This includes all project management and project coordination as necessary to perform the tasks above. This proposal is limited to the services described above. If we encounter any change in the description of services, we will communicate the amendment to the work scope and associated fee prior to completion.

APPROVAL

If you agree with the proposed scope of work and associated fee for professional services, please sign your approval below and return this contract to our office.

Thank you for contacting us to provide a proposal for this work. If you have any questions, please feel free to contact me at (207) 236-4365.

Sincerely,
Gartley & Dorsky Engineering & Surveying, Inc.



William B. Gartley, P.E.
President

ACCEPTED BY:

_____ Date _____
City of Belfast

10.F



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Thomas Kittredge
Economic Development Director

E-mail: economicdevelopment@cityofbelfast.org
Phone: (207) 338-3370, extension 116

From: Thomas Kittredge, Economic Development Director

To: Mayor Eric Sanders, City Councilor Christopher Bitely, City Councilor Brenda Bonneville, City Councilor Paul Dean, City Councilor Neal Harkness, City Councilor Mary Mortier, Deputy City Manager Manda Cushman, and City Manager Erin Herbig

For: Belfast City Council Meeting of Tuesday, January 16th, 2024

Regarding: Request by the Economic Development Director to have the City Council adopt a target area survey for an area consisting of the portion of Congress Street between Grove Street and Booth Drive and the entirety of Salmond Street.

At its meeting of January 2nd, the City Council authorized the submission of a Letter of Intent to the Community Development Block Grant (CDBG) Public Infrastructure Grant Program, in order to apply for grant funding that could financially support an infrastructure improvement project for a portion of Congress Street (between Grove Street and Booth Drive).

One of the chief eligibility requirements for this grant program is that the project must meet a national objective by demonstrating that it will predominantly benefit low- to moderate-income persons (persons that are in households earning no more than 80% of the area's median family income as determined by the United States Department of Housing and Urban Development).

A required document to support the Letter of Intent is an income survey indicating that at least 51% of the persons living in the area that would be improved through this grant and project (the "target area") are low- to moderate income, along with a beneficiary profile (indicating family race, and the number of elderly individuals, severely disabled individuals, and female heads of households).

Though the project for which the CDBG Public Infrastructure Grant funding would be used is anticipated to be only the portion of Congress Street between Grove Street and Booth Drive (and not include Salmond Street), the City is considering applying for additional grant funds through the Maine Department of Transportation Bicycle and Pedestrian Program that would be used to fund improvements to Salmond Street. This could lead to a situation where multiple funding sources will be combined and utilized in a single bidded project that would include both that portion of Congress Street and Salmond Street, and it is more efficient to conduct a target area survey at this time that includes both of these areas to confirm eligibility.

A survey that gathered these types of information was conducted and tabulated by the City's Economic Development Director, and was then independently verified and certified by staff at Eastern Maine Development Corporation (the organization for the economic development district that includes the City of Belfast).

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

- 1) Adopt the survey and associated beneficiary profile that was conducted for the target area of the portion of Congress Street between Grove Street and Booth Drive and the entirety of Salmond Street, and sign the certification form.