



CITY OF BELFAST

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Belfast, Maine 04915

Erin Herbig
City Manager

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MANAGER'S REPORT
Belfast City Council Meeting
Tuesday, March 5, 2024

6:00 p.m. Committee Interviews

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, February 29, 2024

Agenda Items:

10-A Request to adopt a Resolution in support of an immediate and permanent ceasefire in Gaza and Israel.

At the February 20, 2024, Regular City Council Meeting citizens spoke out during Open to the Public urging the City Council to consider adoption of a resolution in support of immediate and permanent ceasefire in Gaza and Israel. Following comments, Councilor Harkness and Councilor Dean requested that the item be placed on the March 5th City Council Meeting for discussion and adoption.

Following the meeting, Belfast resident Ridgely Fuller provided a copy of the proposed draft resolution. A copy of the proposed resolution (10-A) is attached for your consideration.

10-B Request to appoint Pamela Salokangas of Unity as the Parks and Recreation Director for the City of Belfast.

The City of Belfast listed the employment opportunity for a Parks and Recreation Director position starting on January 4, 2024. This position is responsible for the maintenance and care of the City's Parks, Park facilities and for maintaining, developing, and supervising approved recreational programs for the City of Belfast. Applications were due on January 31st. The City received thirteen complete applications.

The Parks and Recreation Director Hiring Committee, which was composed of Councilor Brenda Bonneville, Councilor Chris Bitely, HR Administrator Nancy Driscoll, and City Manager Erin Herbig, held first round interviews with six well-qualified candidates on Tuesday, February 13th and Thursday, February 15th.

On Thursday, February 22nd, the committee held a second round of interviews with two candidates. The committee came to a unanimous decision on the final candidate, Pamela Salokangas, for your consideration and appointment.

Ms. Salokangas has a bachelor's degree in Recreation and Park Management from Pennsylvania State University as well as a master's in education for Recreation and Leisure Studies with a focus in Public Administration from the University of Georgia. Additionally, she has been a Certified Park and Recreation Professional since 1996 and a Certified Playground Safety Inspector since 2010. Currently, she is the Associate Director of Engagement for Colby College Advancement in Waterville where she oversees Alumni Programing for Allen and Benner Islands Campus and the Regional Alumni Clubs. Before moving to Maine, she served as the

Parks and Recreation Director for Pennsylvania State College. The City of Belfast is fortunate to have Ms. Salokangas stepping in and bringing over twenty years of experience to our team.

If approved by the City Council, the Parks and Recreation Director Hiring Committee requests a motion is made to appoint Pamela Salokangas of Unity as the new Parks and Recreation Director for the City of Belfast. Once approved, Ms. Salokangas is expected to start on March 11, 2024. If appointed by the City Council, Ms. Salokangas will be sworn in at the meeting by City Clerk Angie Crosby.

Please see the attached cover letter, resume, employment application, employment advertisement and job description (10-B) providing further information. I will be at the meeting to present, introduce Ms. Salokangas to the community, and answer any questions.

10-C Request to appoint Elena Thomas of Camden as the Executive Assistant for the City of Belfast.

The City of Belfast listed the employment opportunity for the Executive Assistant position starting on January 4, 2024. This position works within the City Manager's Office and with all City Department Heads, Committees, and members of the City Council to distribute public information regarding all City business. Applications were due on January 31st. The City received nine complete applications.

The Executive Assistant Hiring Committee, which was composed of HR Administrator Nancy Driscoll, Deputy City Manager Manda Cushman, and City Manager Erin Herbig, held first round interviews with five well-qualified candidates on Tuesday, February 6th and Thursday, February 8th.

On Wednesday, February 14th, the committee held a second round of interviews with three candidates. The committee came to a unanimous decision on the final candidate, Elena Thomas, for your consideration and appointment.

Ms. Thomas has a bachelor's degree from in Urban Studies from the University of Manchester. Most recently she has worked as a Marketing Coordinator for Points North Institute/Camden International Film Festival. She brings experience with web, print and graphic design as well as a fluency in adapting designs for social media, email and print deliverables. We are looking forward to having Ms. Thomas join our team to help the City expand our communication capabilities.

If approved by the City Council, the Executive Assistant Hiring Committee requests a motion is made to appoint Elena Thomas of Camden as the new Executive Assistant for the City of Belfast. Once approved, Ms. Thomas is expected to start on March 11, 2024. If appointed by the City Council, Ms. Thomas will be sworn in at the meeting by City Clerk Angie Crosby.

Please see the attached cover letter, resume, employment application, employment advertisement and job description (10-C) providing further information. I will be at the meeting to present, introduce Ms. Thomas to the community, and answer any questions.

10-D Request to authorize the City Attorney and City Manager, on behalf of the City Council, to engage the statutory perambulation process with the Town of Northport in order to establish the shared boundary between the two municipalities and to appropriate up to \$5,000 to contribute to the cost of professional assistance as needed to conduct perambulation and set the line.

As the City Council is aware, opponents to the Nodic Aquafarms project filed a legal action in 2021 challenging the City Council's passage of an eminent domain order that took title to the intertidal areas appurtenant to Tax Map 29, Lot 36. The Superior Court in September of 2023 issued an order remanding that eminent domain order back to the City Council so that it could take appropriate action to address changed facts related to the status of title of the intertidal areas, as well as questions raised about whether the original eminent domain order included land located within the boundary of the Town of Northport.

30-A M.R.S. § 2851 requires that a perambulation process be completed to resolve the boundary location because there is a pending dispute regarding the location of the boundary between Northport and Belfast. The perambulation process is invoked by the municipal officers of one municipality contacting the municipal officers of the other municipality, after which a perambulation is scheduled to locate any monuments and/or otherwise agree on the boundary line, which runs within the Little River and into Belfast Bay.

The City Attorney advises the City Council grant authorization for the City Manager and City Attorney to issue the request for perambulation and to contract as needed, and as may be agreed upon, with the Town of Northport, and to appropriate up to \$5,000 from account #110-512 Legal Services to contribute to the cost of professional assistance as needed to conduct perambulation and set the line. This account has a current balance of \$58,004.

City Attorney Kristin Collins will be at the meeting to present and answer any questions.

10-E Request to authorize the City Manager to execute a Fifth Amendment to the Options and Purchase Agreement between Belfast Water District, Nordic Aquafarms, Inc., and the City of Belfast that would extend Nordic Aquafarm's option to purchase the Little River Lower Dam for no more than two years.

The Options and Purchase Agreement that was executed between the Belfast Water District, Nordic Aquafarms, and the City of Belfast in 2018 and amended four times thereafter provided Nordic with an option to purchase the Little River Lower Dam during a term ending on the two years from the date of Closing on Nordic's acquisition of the Water District's Land. This period is scheduled to expire on March 14, 2024.

The Water District land that Nordic acquired under the Options and Purchase Agreement is currently subject to a lawsuit alleging that Maine Department of Transportation (MDOT) and the City improperly released certain deed restrictions that had been attached to the land. Nordic

Aquafarms seeks time for that litigation to be completed before it must exercise the Lower Dam purchase option.

On March 4, the Water District will be considering terms for this extension, which is principally being negotiated between the Water District and Nordic, as the affected parties. The Water District's vote and the resulting language of the proposed Amendment will be known and circulated to the City Council as soon as possible after the Water District's meeting. Printed copies will be available at the meeting.

The City Attorney advises that the City Council delegate authority to the City Manager to finalize and execute the proposed extension within the maximum parameter of a two-year extension. City Attorney Kristin Collins will be at the meeting to present and answer any questions.

10-F Discussion regarding the Keep the Faith Fund and support for Belfast businesses and their employees that have been impacted by storm damage.

Following the January 10, 2024, storm the City of Belfast worked with Our Town Belfast to reactivate the Keep the Faith Fund in response to the storms that impacted many of our local businesses along Belfast Harbor.

At the Regular City Council Meeting of January 16, 2024, the City Council authorized the application process for the Keep the Faith Fund for Belfast businesses that have been impacted by storm damage for \$1,000 per business. Attached is a copy of the finalized application approved by the City Council (10-G).

At that time, City staff noted that based on the need and the amount raised we may come back to the City Council to authorize a second round of Keep the Faith Fund Small Business Grants. If approved by the City Council, I request authorization for a second round of grant funding for Belfast businesses impacted by storm damage in the amount of \$1,000 per business.

Additionally, it has been brought to the City's attention that since the January storms, twenty-eight Nautilus employees have been without work. Much like the City of Belfast did when the McCrum fire occurred, I am recommending that the City Council consider authorizing the distribution of a \$200 Hannaford gift card for each of the twenty-eight employees. If approved, City staff will work with the owners of Nautilus to coordinate getting these gift cards to impacted employees.

If approved by the City Council, I recommend a motion be made to authorize a second round of grant funding for Belfast businesses impacted by the January 2024 storm in the amount of \$1,000 per business and further authorize \$5,600 in Hannaford Gift cards to be distributed to all Nautilus employees that have been without work since the January storms. The Keep the Faith Fund has raised \$8,820 since the storms and has a current balance of \$21,200.

Economic Development Director Thomas Kittredge, who serves on the KTF Business Grant Award Committee, and I will be available to answer any questions at the meeting.

10-G Request from the Planning and Codes Director to waive permit fees for repair work on the Harbor Walk area adjacent to Front Street Shipyard's Building #1.

Severe flooding and wave action during the January 2024 storms that impacted the Belfast Waterfront was responsible for damage to the Harbor Walk adjacent to Building #1 at Front Street Shipyard. As has been discussed at the most recent City Council meeting, any monetary relief from either the State or Federal Government for either public or private businesses for storm damage has not yet been authorized repairs must be made ahead of the upcoming busy season for the City and Shipyard.

Front Street Shipyard has applied for permits to make the necessary repairs to reopen the damaged portion of the Harbor Walk. These permits include a building permit, a shoreland permit and a minor flood hazard permit. The total estimated cost of the work to be performed is

\$256,455.00. The permit fee amounts include \$100 each for the flood and shoreland permits, plus \$2,123.41 for the building permit. Only the City Council has the authority to waive City fees.

If approved by the City Council, City staff recommends a motion is made to waive a total of \$2,323.41 in permit fees for Front Street Shipyard.

Please see the attached memo (10-G) from Director Planning and Codes Bub Fournier providing further information. Director Fournier and I will be present and answer any questions.

10-H Request by the Economic Development Director to have the City Council finalize a ranked list of Fiscal Year 2025 Congressional Earmark Requests and authorize applications for these requests to be submitted.

In 2021, Congress reinstated directed spending programs, more commonly referred to as earmarks. The City of Belfast has successfully applied for and been awarded earmarks during the previous two cycles. The City of Belfast was fortunate to be awarded two earmarks in 2022, a \$1,000,000 earmark for sewer line replacements and a \$972,000 earmark for street improvements. The City of Belfast was also awarded one earmark in 2023, a \$1,500,000 earmark for a new public safety building, and is hoping to be awarded another earmark for public safety building equipment in 2024.

City staff anticipate that the application period for fiscal year 2025 earmarks will open in the very near future, with an anticipated deadline in late March or early April. If the City of Belfast wishes to take advantage of this new cycle of funding for earmarks, it must develop a ranked list of requests that City staff can submit for application.

City staff have drafted the following list of seven potential earmark requests, which include the most appropriate appropriations bill and account that they would be submitted to. The projects are listed alphabetically and therefore in no particular priority:

- **Congress Street and Salmond Street Improvements:** installation of sewer lines; installation of concrete curbing; installation of in-ground storm drains; installation of catch basins; installation of sidewalks; and installation of crosswalks and pedestrian-activated signals.
- **CSO Improvements:** phase 2 of planned CSO improvements, focusing on pipe removals, repairs, relocations, and associated construction.
- **Harbor Improvements:** upgrades to Harbor Master's office, construction of a new building for storage and float construction/repair, and maintenance of and repairs to harbor restrooms.
- **Public Safety Building Additional Funding:** additional funding for a new Public Safety Building.
- **Pump Station Telemetry Improvements:** installation of telemetry improvements at pump stations to improve emergency alarm notification, a MEDEP-required upgrade.
- **Retrofitting of Former Waldo County Superior Court Building:** conducting of an energy audit; installation of VRF heat pumps, LED lighting, insulation, air quality system, full-size elevator, and an enclosed ADA-compliant bridge to connect the building to Belfast City Hall.
- **Swan Lake Avenue Improvements:** extension of the sidewalk along Swan Lake Avenue from East Belfast Elementary School to the intersection of Alberta Way.

City staff recommends, based on the actual previous earmark awards, that the City submit no fewer than two but no more than four earmark requests. Additionally, City staff would be responsible for arriving at the specific amount to be requested for each earmark, informed by the previous actual earmark awards to municipalities in Maine.

If approved by the City Council, City staff recommends a motion is made to finalize a ranked list of fiscal year 2025 earmark requests, for which the City of Belfast will submit applications to the offices of Senator Susan Collins, Senator Angus King, and Representative Jared Golden; and to authorize the City Manager to sign any and all paperwork related to and necessary for the submission of these requests.

Please see the attached memo (10-H) from Economic Development Director Thomas Kittredge providing further information. Director Kittredge and I will be present and answer any questions.

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

10-J Request to go into Executive Session on a Personnel Matter pursuant to 1 M.R.S.A. 405 (6) A.

10-K Signing of Council Orders

As a reminder, this Tuesday, March 5th, 2024, is the Presidential Primary Election in Maine. The polls open at 7AM and will close at 8PM at the following locations:

WARDS 1 & 2* and 3 & 4:

Tarratine Tribe, 153 Main Street, Belfast, Maine.

*This is a new location for WARDS 1 & 2 (The City will not be using the Boat House for this Election).

WARD 5:

The Methodist Church, 23 Mill Lane, Belfast, Maine.

The City Clerk's Office, which includes Tax Collector and GA Administrator, will be closed on Tuesday, March 5th, 2024, the day of the Presidential Primary Election.

As a reminder, in-person absentee voting can be done at City Hall only. The deadline for requesting an absentee ballot electronically, by phone or in-person absentee voting is Thursday, February 29th.

The City Clerk's Office will be open the evening of February 29, 2024, from 6PM to 7PM. This is your last opportunity to absentee vote without special circumstances.

Residents may register to vote at the City Clerk's Office, 131 Church Street, Monday through Thursday 7AM to 6PM, and at the polls on Election Day.

Any person who registers during the Closed Period 15 days prior to the Election (February 16th) must register in person at City Hall and will have to show proof of identity and residency.

Registered voters who have moved from one address to another within the City or have a name change must update their voter registration prior to voting.

On behalf of the City of Belfast I want to say thank you to our City Clerk Angie Crosby and her team in the Clerk's Office, Andrew Legacy, Brittany Harris, Katina Cassidy, and Kristi Osgood, along with all our Election workers. Too often we take their efforts for granted, yet the City of Belfast owes a debt of gratitude to these City staff and Election workers, they have a deep pride in the work that they do, and it shows in every Election they conduct both meticulously and seamlessly.

Also, a shout-out to the City's Facilities and Maintenance Director Norman Gilmore who helps our Clerk's office with the set up and breakdown of each of our polling locations. Elections are an all-hands-on deck operation that comes together effortlessly because the City has been fortunate to have such dedicated staff and volunteers that work together to ensure that our Elections go off without a hitch.

**City of Belfast
Consent Agenda
Tuesday, March 5, 2024
Meeting #17**

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 from the Police Chief to confirm Damon Lefferts as a part-time Officer for the Belfast Police Department.

Motion to confirm Damon Lefferts as a part-time Officer for the Belfast Police Department.

B. Request from the Fire Chief to confirm Graham Burford as a part-time EMT and on-call Firefighter for the Belfast Fire and Ambulance Department.

Motion to confirm Graham Burford as a part-time EMT and on-call Firefighter for the Belfast Fire and Ambulance Department.

C. Request to approve an application by Daniel Rock d/b/a Fon's Kitchen located at 132 High Street, Belfast, Maine for a renewal Malt, Spirituous, and Vinous liquor license.

Motion to approve an application by Daniel Rock d/b/a Fon's Kitchen located at 132 High Street, Belfast, Maine for a renewal Malt, Spirituous, and Vinous liquor license.

9.A



Memo

To: City Manager Erin Herbig
From: Chief Robert Cormier
cc: City Council
Date: 02/20/24
Re: Part-time Officer request

Hi Erin

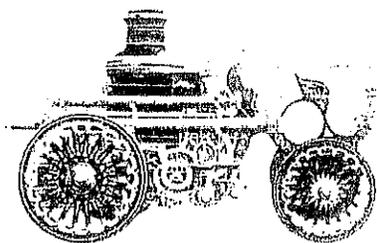
Recently Officer Damon Lefferts announced that he had accepted an offer to be a fulltime SRO in the China School system where he resides and coaches, which would begin on March 4th. On February 16th he requested to stay on our part-time Officer roster, offering to fill in patrol shifts or assist with cases as needed. Both the Deputy Chief and I agree that he is an asset to the department, and it would be helpful to allow him the ability to remain on the part-time roster.

During his time with us, Officer Lefferts has been a hard worker, attended many community events and is always willing to help others. He is particularly helpful assisting newer Officers with their investigations. I would respectfully request to allow Officer Damon Lefferts to remain on the Belfast Police Department part-time roster. Thank you for your consideration.

Sincerely yours,


Chief Robert Cormier

9.B



Belfast Fire & Ambulance Department
*131 Church Street * Belfast, Maine 04017*
Phone 538-3302

February 20, 2024

Honorable Mayor Sanders

Belfast City Councilors

City Mgr. Herbig

Re; Part time EMT and Call firefighter Graham Burford

I submit for your approval the name of Graham Burford for the position of part time EMT as well as Call member firefighter. Graham has recently completed the EMT-Basic course and successfully passed all testing. While taking the EMT course, Graham had an opportunity as a student to complete his clinical field requirements with Belfast Ambulance. He has made a great impression with our staff and is eager to join our team.

Graham is a resident of Belfast and has developed a growing interest in Fire and EMS. He has a work history as an arborist and a keen interest in wildland firefighting. Graham will make a good addition to both departments.

Thank you for this consideration.

Patrick Richards

Fire Chief/Ambulance Director

CITY OF BELFAST

**Draft Resolution in Support of an Immediate and Permanent Ceasefire
in Gaza and Israel**

WHEREAS, the Mayor and the City Council of the City of Belfast Maine recognize the importance of peace and security for all communities and nations around the world regardless of national, ethnic or religious affiliations and believe that all human life is precious; and

WHEREAS, since October 7 , 2023, armed violence has claimed the lives of, and wounded tens of thousands of individuals in Gaza and Israel; and

WHEREAS, on January 26, 2024, the International Court of Justice (ICJ)ordered Israel to do everything in its power to reduce acts of genocide and to provide immediate credible humanitarian assistance to Palestinians in Gaza; and

WHEREAS, an immediate ceasefire by all parties is the only way to save additional lives in Gaza and Israel.

NOW, THEREFORE , BE IT RESOLVED, that the Mayor and the City Council of the City of Belfast Maine join with representatives of 48 other cities in calling on our President and Congressional Members to call for an immediate and permanent ceasefire by all parties to urgently end the current violence in Gaza and Israel; and to provide immediate credible humanitarian assistance to Palestinians in Gaza.

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to the offices of United States Maine Representatives Jared Golden and Chellie Pingree, United States Maine Senators Susan Collins and Angus King, and United States President Joseph Biden to use their position and influence to end this violence.

10.B



**City of Belfast
Employment Opportunity
Parks and Recreation Director**

The City of Belfast, a vibrant, development-focused community of 7,000 located in midcoast Maine, seeks a full-time Parks and Recreation Director. This position performs a variety of complex professional and administrative work in planning, developing, scheduling, directing, and implementing a year-round, city-wide parks and recreation department, including being responsible for maintenance and care of the City's Parks, City Range Ways, and grounds.

The successful applicant must have knowledge of the principles and practices of modern parks and recreation administration, understanding of equipment and facilities required in a comprehensive park and recreation program including the maintenance, construction, and use of public buildings and park facilities and a sense of community recreation needs and resources. The salary range for this position is \$58,600 to \$71,700 in addition to a competitive benefits package. The schedule for this position is a 4-day work week, Monday through Thursday, but will require some weekend and evenings depending on event schedules. A complete Job Description for the Parks and Recreation Director can be found on the City website at www.cityofbelfast.org.

Applicants must have a minimum of a bachelor's degree in recreation and parks management or related field. Five years of progressively responsible experience in parks and recreation programs, or any equivalent combination of education and experience. Must have a valid State of Maine driver's license or ability to obtain one.

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 turned in to the Human Resource Administrator, Nancy Driscoll, at 131 Church Street or mailed no later than 6:00 PM on January 31, 2024. Applications should be in a sealed envelope and addressed to:

City of Belfast
Parks and Recreation Director Search
C/O HR Administrator
131 Church Street
Belfast, Maine 04915

The City of Belfast is an equal opportunity employer.



Parks and Recreation Director Job Description

Nature of this Position:

This position performs a variety of complex professional and administrative work in planning, developing, scheduling, directing, and implementing a year-round, city-wide parks and recreation department, including being responsible for maintenance and care of the City's Parks, City Range Ways, and grounds.

The person in this position is also responsible for fostering active communication and coordination with local organizations and individuals to aid in implementing public and private events on City property. Additionally, this position includes performing rental agent duties for the City owned Belfast Boathouse.

The position is under the direct supervision of the Belfast City Manager and will work with the City's Parks and Recreation Commission and the Rail Trail and Harbor Walk Committee to assist them with their responsibilities. This position is responsible for the administrative direction over the Recreation and Parks Foreman, City Park Pool Manager and other department support staff, part-time, contracted or seasonal personnel.

Typical Duties and Responsibilities:

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Develops short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates with other departments and agencies as needed to implement.

Works collaboratively with the City Manager, Department Heads, and city staff as well as State, local, and other public officials.

Makes presentations to the City Council, boards, committees, civic groups, and the public as needed.

Active role with the Parks, Trails, and Recreation Committee, expected to attend all committee meetings as the City staff liaison.

Communicates official plans, policies, and procedures to staff and the public.

Prepares and administers department budget, assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, assigns duties, and expedites workflow of all department staff, including written and oral instructions; and examines work for quality assurance and will perform or assists subordinates in performing duties.

Resolves grievances; adjusts errors and address public complaints.

Coordinates community wide events with organizations, such as Our Town Belfast, the Chamber of Commerce, and various community-based organizations (ie: Celtic Committee) as well as private and City events.

Reviews program areas, implements changes or new programs to meet recreational needs of the community; develops, maintains, and implements a current parks and recreation master plan.

Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of department operations. Assures compliance with established policies, procedures and safety standards.

Supervises the control of, and is responsible for, all materials and supplies used in the maintenance, construction, and repair of City parks and grounds, City Pool, City Range Ways, and Belfast Boathouse.

Prepares cost estimates to plan and provide for improvements in park facilities and swimming pool; oversees projects and improvements.

Administers procedures in applying for grants and other sources of funding for project development.

Answers letters of inquiry and talks with visitors; addresses public and civic organizations which will inform the public of policies, procedures and the availability of facilities and program offerings for public use.

Supervises and manages the planning of new parks, playgrounds and all the amenities that would be necessary for the proper construction and maintenance of these facilities.

Performs a variety of miscellaneous duties such as answering phones, ordering, and picking up supplies needed for the parks, preparing contracts for rental and use of the Boathouse and other facilities such as the pavilion and/or parks.

Knowledge, Skills, and Abilities:

Thorough knowledge of the principles and practices of modern parks and recreation administration.

Understanding of equipment and facilities required in a comprehensive park and recreation program including the maintenance, construction, and use of public buildings and park facilities.

Sense of community recreation needs and resources.

Experience with the principles and practices of office management, work organization and supervision.

Skilled in the operation of tools and equipment.

Capability to plan, organize, coordinate, and implement a comprehensive community park and recreation program.

Ability to coordinate, analyze, and utilize a variety of reports and records and to communicate effectively, verbally and in writing.

Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.

Work Environment and physical demands:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Educational Background and/or Work Experience:

Minimum of a college or university with a bachelor's degree in recreation and parks management or related field. Five years of progressively responsible experience in parks and recreation programs, or any equivalent combination of education and experience.

Requirements:

Required to have a valid State of Maine driver's license or ability to obtain one.

January 13, 2024

Unity, ME 04988

Ms. Nancy Driscoll, HR Administrator
City of Belfast
131 Church Street
Belfast, ME 04915

Dear Ms. Driscoll:

Please accept this cover letter and accompanying city application, resume and references as my application for the position of the City of Belfast's Parks and Recreation Director.

Currently, I serve as the Associate Director of Engagement (Alumni Programming) with Colby College, but was most recently the Parks and Recreation Director for Centre Region Parks and Recreation, an agency of the Centre Region Council of Governments (COG). The COG is a regional services provider to six municipalities, of which five participate in the parks and recreation program. The Agency also works directly with the Centre Region Parks and Recreation Authority, established through the PA Municipalities Authority Act, which serves as a non-profit entity along with a governing body for several facilities within the COG.

The Agency provides services for a population just over 90,000 in Central PA, and we oversee 929 acres of park land through our regional services agreement (parks are either municipal- or COG-owned), to include two regional parks, 50 neighborhood and community parks, a nature center, an Active Adult Center, two outdoor community pools, and a broad range of programming and special events. Central PA is beginning to branch out into agri-tourism and historic and natural-resource tourism, and our Agency is aligned with the Happy Valley Adventure Bureau (formerly the Convention & Visitors Bureau) to assist with some tourism-based events. For example, we operate the three-year "Visit Centre County" GeoTour and host several large softball tournaments through our cooperative work with the Adventure Bureau.

What I can offer to Belfast Parks and Recreation are my "superpowers:" seasoned skills in personnel management, facility maintenance, budgeting and forecasting, fundraising and grant writing, marketing, publicity, website management, and more. I most recently managed a \$6.8 million budget to include operating and capital improvement, and met or exceeded overall revenue expectations each year. Additional private loan funding and grants/donations were driving a park development project in 2022-2023. While 2020 was an off year for the parks and recreation field, our Agency ended 2020 with four of the six budgets in the black, and we continued to rebuild in 2021 with continued cost-savings measures and newly-added revenue streams. In all aspects of my work, I am experienced with cooperative relationships with civic, advisory, and special interest groups. I have experience with bid documents and contracting, purchasing, leases, routine and preventative maintenance for equipment and facilities, grounds maintenance, programming, special events, marketing and design, staff development, safety management, and playground maintenance and management.

If you feel that my skills are a good fit for your organization's needs, please contact me so that we may discuss further. Happy New Year, and I look forward to hearing from you!

Sincerely,



Pamela J. Salokangas, CPRP

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: January 13, 2024

Position(s) applied for: Parks and Recreation Director

Referral Source: Advertisement Friend Relative
 Job Service Other

Name: Salokangas, Pamela Jean

Last

First

Middle

Social Security Number: _____

Residence Address: _____

Unity, ME 04988

Street

City

State Zip Code

Mailing Address: Same

Phone Number: _____

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

If so, what name: Pamela Jean Sheets (maiden 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:

Mr. James Steff, retired Exec. Dir., Centre Region Council of Governments, 132 Memorial Drive, Boalsburg, PA 16827,
Ms. Anita Thies, former Supervisor, Patton Township, Centre County, PA, 761 Cornwall Rd., State College, PA 16803,
Mrs. Mary Beth Price, retired County Administrator, County of Shenandoah, 307 White Deer Lane, Strasburg, VA 22657,

Employment Experience:

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

1. Employer Colby College Advancement 2. Employer Centre Region Parks and Recreation

From 5/23 to Present

From 8/16 to 11/22

Address 4301 Mayflower Hill Rd.,
Waterville, ME 04901

Address 2040 Sandy Drive, Suite A
State College, PA 16803

Type of Work Alumni Engagement

Type of Work Parks and Recreation Director

Reason for Leaving Opportunity to return
to my career field.

Reason for Leaving Family Relocation

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.

I am a well-seasoned Parks and Recreation Professional and have gained skills through my education and experiences to include budgeting/forecasting, revenue generation, community relations and partnerships, fundraising programming, marketing and promotion including social media, website, and graphic design skills, leadership and training/team building, park and facility maintenance, construction, capital improvement, data collection and reporting policy and procedures/operational safety, and more.

Education:

<u>Level</u>	<u>Name</u>	<u>Location</u>	<u>Years Completed</u>
<u>Elementary</u>	<u>Margaret Bell Miller Middle School</u>	<u>Waynesburg, PA</u>	<u>4 5 6 7 8 8</u>
<u>High School</u>	<u>Waynesburg Central High School</u>	<u>Waynesburg, PA</u>	<u>9 10 11 12 12</u>
<u>Undergraduate</u>	<u>The Pennsylvania State University</u>	<u>University Park, PA</u>	<u>1 2 3 4 4</u>
<u>Graduate</u>	<u>The University of Georgia</u>	<u>Athens, GA</u>	<u>1 2 3 4 2</u>

(3)

Diploma: X Academic Vocational

Degree(s) B.S. in Recreation and Park Management; M.Ed. in Recreation and Leisure Studies (Public Admin. focus)

Describe course of study, specialized training, apprenticeship, skills and extra-curricular activities: Parks and recreation mgmt. included facility management, programming, team-building, statistics/data, management, leisure theory, history of parks and recreation, and group dynamics.

Recreation and leisure studies included facility management, recreation/leisure theory, carrying capacity, public administration and case studies, reflective leadership, and statistics/surveying.

I am a Certified Parks and Recreation Professional since 1996 and currently studying for the Certified Parks and Recreation Executive exam. I have been a Certified Playground Safety Inspector since 2010; that certification just expired in November, and I am contemplating whether or not to re-certify for that program. I am not only a parks and recreation professional but an enthusiast as well—particularly for outdoor pursuits like kayaking, hiking, geocaching, tennis, pollinators, and more!

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: January 13, 2024

Pamela J. Salokangas
Signature of Applicant

PAMELA JEAN SALOKANGAS

EDUCATION

University of Georgia, Athens, GA
M.Ed., Recreation and Leisure Studies, focus in Public Administration

Pennsylvania State University, University Park, PA
B.S., Recreation and Park Management

Certified Park and Recreation Professional (CPRP)
Expires February 2026; certified since 1996

Certified Playground Safety Inspector (CPSI)
Expired November 2023; certified since 2010

EXPERIENCE

Associate Director of Engagement

5/23-Present

Colby College Advancement, Waterville, ME

- oversee Alumni Programming in two areas: 1) Allen and Benner Islands Campus and 2) Regional Alumni Clubs which include US and International Clubs.
- programming for the Islands Campus includes topically-related programming between research being conducted on the islands and liberal arts programs offered by the college; coordination of programming includes logistics for transportation, meals, overnight stays, speakers, facility coordination, staff coordination, and weather needs. Programming includes podcasts, webinars, and in-person programming. Coordination of marketing/promotion with the Advancement Marketing Team and preparing registration options and timelines.
- programming for the Regional Alumni Clubs includes a complete re-design of the club program since it went dormant in 2018-2019; strategy has included research of other club programs across the NESCAC and NEAR small colleges and universities, alumni surveys and interviews, creating operational handbooks, policies, and procedures. Other work has been assisting in rebuilding the alumni website and adding content, handling logistics for US and Canada events to include Welcome To The City events, Professional Networking Events, True Blue Campaign events, and small Lunch Roundtables, as well as developing online programming such as webinars and podcasts.
- administer operating budget for all alumni programming and provide feedback to supervisor for future budget requests
- tracking all one-on-one interactions with alumni, and updating alumni data within the database
- contributing as a first-step process toward fundraising for the Colby Fund
- assist with other campus-based Colby events such as Reunion Weekend, Homecoming Weekend, and Dare Northward Campaign events.

Parks and Recreation Director

8/16-11/22

Centre Region Parks and Recreation Authority/Council of Governments, State College, PA

- oversee staff of 24 full- and one permanent part-time and upwards of 15-100 seasonal employees; manage work schedules, tasks and project assignments, performance evaluations, training and education
- oversee 929-acre park system to include two swimming pools, nature center, active adult center, pavilions, gardens, sports fields, walking trails, and more
- administer operating budget for all purchasing and receiving, salaries and benefits, quotes and bids, as well as oversee the separate Capital Improvement Budget for all on-going maintenance projects and capital additions or equipment purchases
- set overall long- and short-term goals for the department; includes revenue and attendance goals for all special events, specialized maintenance projects and levels of maintenance, and customer service levels
- work with 32-person elected body—Council of Governments General Forum—and Regional Administration on all department policies and procedures as well as long-term planning
- work with the non-profit Centre Region Parks and Recreation Authority (6 members); assist group with grant management, cultivate group's volunteerism, and manage all policies and procedures review for general operations
- oversee marketing and branding plan for the department
- direct department website and social media pages to include general information, special events, program details, announcements, rules and regulations
- handle facility management to include phasing additions, rehabilitations, and new capital construction projects
- manage all fundraising and grant-writing for the department

Park General Manager

3/15-8/16

The Adventure Park at Heritage Museums & Gardens, Sandwich, MA

- oversee staff of 1 full- and 25 part-time/seasonal employees; manage work schedule, task and project assignments, performance evaluations, training and education
- manage 4-acre aerial adventure park to include five climbing courses, main platform, ½ mile Forest Walk Interpretive Trail, harnessing and briefing stations, and general grounds
- administer operating budget for all purchasing and receiving, salaries and benefits, quotes and bids, as well as all reporting for merchandise sales, ticket revenue, and estimating for profit/loss
- set overall long- and short-term goals for the operation; includes revenue and attendance goals, specialized maintenance projects and levels of maintenance, and customer service levels
- work with partner organization—Heritage Museum & Gardens—for co-branding, communication, ticketing, parking, special events, and more.
- create all local marketing and promotional materials for the park including press releases, special event marketing, and social media; work with National Marketing Manager on regional marketing programs
- direct department website and social media page to include general information, special events, program details, announcements, rules and regulations
- generate overall maintenance schedules for both short- and long-term projects; projects vary from light construction, daily trail maintenance, repairs, course inspections and maintenance, annual inspections of courses and equipment, landscaping, and vendor contracts; coordinate projects between staff and third-party vendors
- evaluate current events and develop new ideas and special events
- oversee software/hardware needs for the department's registration system

Parks and Recreation Director

7/06-11/14

Shenandoah County Department of Parks and Recreation, Woodstock, VA

- oversee staff of 5 full- and 35 part-time/seasonal employees; manage work schedule, task and project assignments, performance evaluations, training and education
- manage 150-acre multi-use complex including athletic fields, trails, pavilions/gazebos, grounds, maintenance buildings/restrooms, tennis courts, sand volleyball courts, basketball courts, disc golf course
- manage 1930s renovated historic school building and grounds for after-school and weekend activities
- administer operating budget for all purchasing and receiving, salaries and benefits, quotes and bids, as well as oversee the separate program budget including all revenue and expenses for department events, classes, and trips
- set overall long- and short-term goals for the department; includes revenue and attendance goals for all special events, specialized maintenance projects and levels of maintenance, and customer service levels
- work with 6-person elected body—Board of Supervisors—and County Administration on all department policies and procedures as well as long-term planning
- partner with Shenandoah County Parks and Recreation Advisory Board (14 members); assist group with
- grant management, cultivate group's volunteerism, and manage group's resources for all activities
- create all marketing and promotional materials for the department including newspaper advertising, press releases, television and radio promotion, special event marketing, and programming catalogs
- direct department website and social media page to include general information, special events, program details, announcements, rules and regulations
- generate overall maintenance schedules for both short- and long-term projects; projects vary from light construction, daily athletic field maintenance, renovations, turf management, landscaping, and vendor contracts; coordinate projects between maintenance staff and the County's General Properties department
- evaluate current programming and develop new ideas and special events
- oversee software/hardware needs for the department's registration system (Vermont Systems' RecTrac and WebTrac)
- complete annual Capital Improvement Program recommendations
- oversee Memorandums of Agreement with Shenandoah County Public Schools and Shenandoah County Soccer League
- assist various community organizations on their development projects or large cooperative programming requests

Claude Moore Park Manager

1/02-7/06

Loudoun County Department of Parks, Recreation & Community Services, Sterling, VA

- oversee staff of 9 full- and 25 part-time/seasonal employees; manage work schedule, task and project assignments, performance evaluation, training and education
- manage 357-acre multi-use complex including 9-field Sportsplex, 11 miles of trails, pavilions, grounds, rental facilities, historic buildings, nature center, and an education center
- administer operating budget for all purchasing and receiving, revenue generation, quotes and bids, as well as oversee the Loudoun Heritage Farm Museum operating budget
- create all marketing and promotional materials for the park including newspaper advertising, press releases, television promotion, and programming brochures
- direct park website to include general information, special events, program details, rules and regulations

- liaise between maintenance and administrative sports staff members
- generate overall maintenance schedules for both short- and long-term projects; projects vary from light construction, daily sports fields maintenance, turf management, irrigation monitoring, and vendor contracts
- set overall goals for the park; includes revenue and attendance goals for all special events, specialized maintenance projects and levels of maintenance, and customer service levels
- partner with Friends of Claude Moore Park Advisory Board (12 members); assist group with grant management, cultivate the group's volunteerism, and manage group's resources for all events
- evaluate current programming and develop new ideas and special events
- implement design recommendations for newly added recreation center and brainstorm managerial changes related to this facility addition

ACTIVITIES

Penn State Alumni Association Life Member

- Board of Directors, Metro Washington Chapter (2003-2009)

Golden Key National Honor Society Life Member

Alpha Sigma Lambda Life Member

National Recreation and Park Association Member

1993-Present

- Student Branch President (1994-1995)
- Program Committee, Salt Lake City National Conference
- Board of Trustees (1995-1997)

Maine Recreation and Parks Association Member

2023-Present

Massachusetts Recreation and Park Society Member

2015-2016

Virginia Recreation and Park Society Member

2006-2014

- Board of Directors (2010-2012)
- 2013 Awards Committee, 2014 Awards Committee Chairperson
- 2014 Annual Conference Committee (Logistics Chairperson)

Pennsylvania Recreation and Park Society Member

1993-1999, 2016-Present

- Student Director (1994-1995)
- Program Committee, Seven Springs Annual Conference

Cedar Creek & Belle Grove National Historical Park, National Park Service

2008-2014

- Federal Advisory Commission Member
- Key Partners Member

OTHER CERTIFICATIONS

American Heart Association Community First Aid and Adult, Infant, Child CPR/AED (expires Feb. 2024)

COMPUTER SKILLS

Experience with both Apple/Macintosh and IBM-platform computers/tablets.

Software Experience: Microsoft Word, Excel, Powerpoint, and Publisher, Adobe PageMaker, Adobe Photoshop, Adobe Acrobat, Adobe InDesign, Adobe Illustrator, FoxPro, FAMIS, WordPerfect, Quicken, RecTrac, MainTrac, WebTrac, RecDesk, Drupal, Dreamweaver, WordPress, Bookeo, ActiveNet, Active Events, Square, Flybook, Smartwaiver, CivicPlus, Raiser's Edge/NXT, Trello, Slack, Asana, Google's Platform (Docs, Drives, Forms, Mapping), Canva, MailChimp, SurveyMonkey, Hootsuite (Facebook, Twitter/X, and Instagram mgmt.), etc.

REFERENCES WILL BE FURNISHED UPON REQUEST.

10.C



**City of Belfast
Employment Opportunity
Executive Assistant**

The City of Belfast is seeking a highly motivated individual with dedication to detail to work principally in the City Manager's Office and with all City Department Heads, Committees, and member of the City Council to distribute public information regarding all City business.

Position requires the highest degree of professionalism, confidentiality, and integrity. Applicant must have excellent customer service skills, strong computer skills, experience with development of web-based content and design and have an ability to be flexible with both routine and non-routine responsibilities.

The salary range for this position is \$40,327.00 to \$52,873.00 in addition to a competitive benefits package. The schedule for this position is a 4-day work week, Monday through Thursday. A complete Job Description for the Executive Assistant can be found on the City website at www.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 turned in to the Human Resource Administrator, Nancy Driscoll, at 131 Church Street or mailed no later than 6:00 PM on January 31, 2024. Applications should be in a sealed envelope and addressed to:

City of Belfast
Executive Assistant Search
C/O HR Administrator
131 Church Street
Belfast, Maine 04915

The City of Belfast is an equal opportunity employer.



**City of Belfast
Job Description
Executive Assistant**

The person holding this position is to work in City Hall as an assistant within the City Manager's Office under the general direction and supervision of the City Manager in collaboration with the Deputy City Manager, Finance Director, and HR Administrator. They will work with all City Department Heads, Committees, and members of the City Council to distribute public information regarding all City business. The position will interact with the public at the information desk answering phones, providing information and directions, and assisting the public and departments with complaints or requests for information. This position will distribute and inform the public of official City communication through email, phone, City website, City social media and other forms of media, as well as the development of press releases, monthly newsletters, informational pamphlets, City promotional materials, and the City's Annual Report both in written and digital formats. This position will be responsible for scheduling, maintaining records, managing files, and will track and help drive completion of key deliverables. This position will perform other essential tasks and duties as needed and assigned.

The person holding this position is expected to maintain the highest degree of professionalism, confidentiality, and integrity. They must have excellent customer service skills, excellent computer and writing skills. Must be a proactive self-learner with flexibility and able to succeed in high volume and fast-paced environments.

Nature of the Work:

Full Time with benefits.

Excellent customer service and computer skills.

High degree of professionalism, confidentiality, and integrity.

Strong business office skills: answering phones, helping the public, filing, telephone research, typing, photocopying, scheduling, providing information to the public, mail processing and delivery.

Strong organizational skills and personal motivation to provide excellent customer service.

Development of social media content on multiple platforms.

Employment Requirements & Minimum Qualifications:

High School Diploma or equivalent.

Excellent typing and computer skills.

Criminal free record.

Ability to deal with the public in a courteous and effective manner.

Ability to work in a flexible office environment and to switch focus and responsibilities on short notice.

Ability to learn systems and to maintain vigilant adherence to City and departmental policies and processes.

Driver's License.

Elena Thomas (She/Her/Hers)

COVER LETTER

Executive Assistant | City of Belfast

Dear City of Belfast team,

I've always been drawn to local governance, my undergraduate degree being in Urban Studies which entailed many town and country planning and sustainability classes. Of the small-town communities I've come to know, few compare to Belfast, Maine. Growing up in Camden, I was always envious of the more down-to-earth nature of those in our nearby coastal town. I know Belfast well, having been born at Waldo County Hospital and my mother's entire career thus social networks taking place there. I've been taking pottery classes at Belfast Clay Studio and am consistently impressed by the kindness I've encountered there.

Working as marketing lead on a small team at Points North/CIFF, a fast-growing international documentary film festival, I had limitless opportunities to expand my communications and coordination toolbelt. As a leader in empowering diverse voices and perspectives, integrity, inclusion, and transparency were at the heart of our mission. I was engaged with countless Maine-based organizations and businesses, pitching partnerships and promotion exchanges with them. I was constantly evaluating to-do lists and timelines, running all promotion efforts for two summers of our Rockport Maine drive-in movie theater, two years of our Recovery in Maine film screening series throughout the state, and 3 film festivals; two international and one for the local community in our off-season. This involved a high degree of self-learning and time efficiency. I meticulously systemized and optimized our content management system, performed all of our web updates in WordPress, designed graphics and print collateral, managed newsletters, edited video reels, wrote press releases, and scheduled social media posts. I worked with a communications specialist to expand our communications plan and create a robust system of how we talk about who we are, what we do, and why we do it. I've also worked in the service industry on and off since I was young, and am a kind, confident, and effective communicator.

I believe my effective written, verbal, and visual communication skills, proficiency in digital platforms, and time management and efficiency skills would be a great fit for the Executive Assistant role for the City of Belfast. I sincerely hope to hear from your office soon.

Warm regards,

Elena Thomas

Elena Thomas (She/Her/Hers)

PROFILE

Impact-driven, community, and environment-focused marketing and design creative seeking a mission-focused organization to utilize my proven aesthetic, interpersonal, and organizational skills.

EDUCATION

Politecnico di Milano, IT
Fall Semester 2020 – withdrew due to pandemic
MSc Sustainable Architecture & Landscape Design

University of Manchester, UK (1st Honors/4.0 USA)
September 2014 to July 2017
BSc: Urban Studies (Urban Design + Sustainability)

WORK EXPERIENCE

Marketing Coordinator

Points North Institute / CIFF: Camden International Film Festival Camden, Maine: May 2021 - June 2023

- Led content strategy for marketing efforts across the institution consisting of 2 in-person film festivals, 2 virtual film festivals, 7 fellowships, a seasonal physical event space, a state-supported awareness-building film series, & more; strengthening brand identity & awareness of a myriad of hyperlocal, national, & international audiences
- Managed marketing team: contracted web developers; web/print/graphic designers, photo & video teams, & multiple interns
- Led curation of website re-design, & annual festival identities + adapted designs for social media, email marketing, printed deliverables, branded merchandise, & more
- Instituted UI models for web + mobile optimization specifically aimed at increasing user accessibility, worked with a ticketing platform to create a branded festival mobile app
- Spearheaded affinity group of partner organizations for "Marketing Exchanges" to cross-promote events, fellowship opportunities, & news
- Performance tracking across media streams; META, Google Analytics (SEO), Mailchimp (open rates, CTRs), & analyzed ROI

Project Associate

Root Solutions: Behavior Change for Environmental Mitigation San Francisco, California: January 2019 - April 2020

- Researched & performed data analysis for client community projects, cigarette butt litter & current civic legislation, marine debris & behavior, and paper reduction on college campuses across the US
- Facilitated community outreach leading to the distribution of barriers surveys on desired behavior change
- Created an opportunity for interventions suite from analysis of results including solutions such as gamification, knowledge building, leveraging identities, & highlighting ease of implementation
- Performed recruitment & on-boarding of staff members & interns, managed interns, created invoices & expense reports, scheduled calls & meetings, reviewed budgets for proposed client partnerships, complied with grant requirements
- Project managed social media team, spearheaded design & propagation of outward facing publications; social media toolkits & company design templates, created protocols for sourcing quality scientific research articles in media content

Development & Events Intern

SPUR: San Francisco Planning & Urban Research San Francisco, CA: March-August 2018

- Performed donor prospect giving research, analyzed property holdings, past contributions, political giving, etc
- Galvanized guidelines for increasing significant donor contributions then presented to the development team on potential process improvements and CRM implementation
- Managed volunteer recruitment & invitational correspondence for 3 regional events
- Maintained meticulous tracking of development dept. events; capturing engagement & ROI to inform event strategy
- Worked extensively with SPUR's CRM database, inputting, maintaining data integrity, & pulling custom account queries

Incubation Period Intern

Aloha Green / Stropshire LLC Hilo, HI: Summer 2016

- Worked on the development project 'Hana Hou Hakalau'; a value-added, agri-tourism center on a commercial parcel of land
- Performed market research relating to tourism, agricultural enterprises, food security, & need for economic stimulation in the area
- Engaged community stakeholders in the project and fought for the project at municipal hall conferences
- Piloted draft of a business plan for HIPLAN, a competition by the local chamber of commerce to gain additional seed money

SKILLS, ACTIVITIES, & INTERESTS

- InDesign, Illustrator, Photoshop, Lightroom
- Ceramics, stained glass, fiber arts, analog photography, wood carving, pyrography, wild foraged edibles
- Microsoft Office, Google Suite, iWork, Canva, Zapier, Basic proficiency: AutoCAD, GIS
- CRMs: Airtable, Salesforce, Etapestry
- Web + App + Social Media Accessibility (Userway)
- Event E-Commerce: Eventive
- Engagement tracking, scheduling, boosting, & automation; META, Hootsuite, Google Analytics, Mailchimp, Twitter
- Website management: WordPress with custom coding
- Strategic Plan, Business Plan, Communications Strategy Development

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: 1/19/2024

Position(s) applied for: Executive Assistant - City of Belfast

Referral Source: Advertisement Friend Relative
Job Service Other Glassdoor

Name: Thomas Elena Rose
Last First Middle

Social Security Number: _____

Residence Address: _____ Camden ME 04843
Street City State Zip Code

Mailing Address: _____ Camden ME 04843

Phone Number: _____

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

If so, what name: N/A

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

If yes, date(s): N/A

(2)

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

- ANNIE BROWN (She/Her/Hers) | Operations Manager - Points North / CIFF | Immediate Supervisor _____
- BEN FOWLIE (He/Him/His) | Executive & Artistic Director, Founder of CIFF | Lead Supervisor _____
- LAUREN HIGHLYMAN (She/Her/Hers) | Assistant Director – Root Solutions | Supervisor _____

Employment Experience:

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

1. Employer Points North Institute / Camden International Film Festival 2. Employer Root Solutions

From May 2021 to June 2023 From January 2019 to April 2020

Address PO Box 836 Camden, ME 04843 Address 548 Market St PMB 81178 San Francisco, CA 94104

Type of Work Marketing Coordinator Type of Work Project Associate

Reason for Leaving Ready for a change Reason for Leaving Moved back to Maine

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

See resume attached.

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

InDesign, Illustrator, Photoshop, Lightroom, Microsoft Office, Google Suite, iWork, Canva, Zapier, Basic proficiency: AutoCAD, GIS, CRMs: Airtable, Salesforce, EtapestryWeb + App + Social Media Accessibility (Userway), Event E-Commerce: Eventive, Engagement tracking, scheduling, boosting, & automation; META, Hootsuite, Google Analytics, Mailchimp, Twitter, Website management: WordPress with custom coding, Strategic Plan, Business Plan, Communications Strategy Development

Education:

Level	Name	Location	Years Completed
Elementary	Camden Rockport Elementary	Camden, ME	4 5 6 7 8
High School	Frankfurt International School + Camden Hills Regional High School	Frankfurt, Germany Rockport, Maine	9 10 11 12
Undergraduate	University of Manchester	Manchester, England	1 2 3 4
Graduate			1 2 3 4

(3)

Diploma: BSc Academic Vocational

Degree(s) Urban Studies

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

Degree focused on town and country planning with a sustainability focus.

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: 1/19/2024



Signature of Applicant

10.F



Belfast Keep the Faith Fund Small Business Grant

Application Instruction

In response to the recent storms that have impacted many of our local businesses along the Harbor, the Belfast Mayor, and City Council plan to use the 'Keep the Faith Fund' to address the needs of the businesses affected by the recent January 2024 coastal storms.

How to apply for the Small Business Grant:

1. Print off and complete the form. If you do not have the ability to print the form, please email economicdevelopment@cityofbelfast.org or call 338-3370 ext 116 and leave your name and phone number. A staff member will contact you on how best to proceed.
2. Once your form is completed, please mail it to:

City of Belfast, Attn: Small Business Grant Program

131 Church St Belfast, Maine 04915

OR drop off your completed application in the Drop Box located at Belfast City Hall at the High St entrance. A staff member will call you to let you know if you qualify and if you do, how we will get the grant awarded to you.

Belfast Keep the Faith Fund Small Business Grant

Business Name: _____

Business Address: _____

Business Phone #: _____

Date Business Opened: _____

Owner's Name: _____

Owner's Address: _____

Owner's Phone #: _____

Owner's Email: _____

1. On what date did your business close? _____

2. How many full-time equivalent employees does your business typically have? _____

3. Do you plan to re-open? ____ Yes ____ No If yes, when? _____

4. How will a Belfast KTF Fund grant of \$1,000 make a difference in your ability to re-open? _____

5. Have you applied for any State or Federal Programs associated with storm damage relief? ____ Yes ____ No

5.a. If yes, please specify which programs you have applied for: _____

5.b. If no, do you need assistance with these kinds of applications? ____ Yes ____ No

6. When do you plan to use this grant and what do you plan to use this grant for? _____

7. What are you estimated damages associated with the January storms? _____

8. Is your business covered by flood insurance or a similar policy to cover damage? ____ Yes ____ No

By signing below, I certify all information is true and correct to the best of my knowledge. This form needs to be completed in its entirety to be considered for the "Belfast Keep the Faith Fund Small Business Grant".

Signature: _____ Date: _____

----- For Office Use Only -----

Received by: _____ Date Received: _____

Result: ____ Approved ____ Rejection

Reason for rejection: _____

Belfast KTF Fund Committee member signature: _____

10.G



CITY OF BELFAST, MAINE 04915

131 Church Street

PLANNING AND CODES DEPARTMENT

Phone: (207) 338-3370 ext. 125

Fax: (207) 338-2419

Email:

planningandcodes@cityofbelfast.org

MEMORANDUM

DATE: February 28, 2024

TO: Belfast Mayor and City Council, City Manager Erin Herbig

FROM: Bub Fournier, Planning and Codes Director

RE: Request from Planning and Codes Director to waive permit fees for repair work on the Harbor Walk area adjacent to Front Street Shipyard's Building #1.

Background Information: Severe flooding in back-to-back January 2024 storms that impacted the Belfast Waterfront was responsible for major damage to the Harbor Walk adjacent to Building #1 at Front Street Shipyard. As has been discussed at the most recent City Council meeting, any monetary relief from the Federal Emergency Management Agency for these storms would be in the future and repairs must be made ahead of the upcoming busy season for the City and Shipyard.

Front Street Shipyard has applied for permits to make the necessary repairs to reopen the damaged portion of the Harbor Walk. These permits include a building permit, a shoreland permit and a minor flood hazard permit. The total estimated cost of the work to be performed is \$256,455.00. The permit fee amounts include \$100.00 each for the flood and shoreland permits, plus \$2,123.41 for the building permit.

REQUESTED ACTION

I request that the City Council consider waiving a total of \$2,323.41 in permit fees for Front Street Shipyard.



City of Belfast
 Dept. of Planning and Code Enforcement
 131 Church St., Belfast, ME 04915
 Voice (207) 338-1417 Ext. 125
 Fax (207) 338-1605

BUILDING PERMIT APPLICATION

FSS, Inc	101 Front Street		11	132
Property Owner	Property Address		Map	Lot
PO Box 558	Belfast	Maine	04915	
Mailing Address (if Different)	City	State	ZIP	
207-930-3740	207-691-6700	jb@frontstreetshipyard.com		
Phone	Cell	Email		

White Cap Builders				
Applicant/Contractor (if Different)				
25 Evergreen Ridge Rd.		Belfast	Maine	04915
Mailing Address	City	State	ZIP	
207-338-3112	whitecapbuilders.com			
Phone	Cell	Email		

Design Professional, Consultant, or Engineer (if Any)				
Mailing Address				
		City	State	ZIP
Phone				
		Cell	Email	

Zoning District WMU-1 Flood Zone District VE A AE AO None

Shoreland District GD LR RP UR SP SD WF MHP None

Elevation, if Any 13 + 11 Elevation Certificate Yes No

Applicant Estimated Cost \$256,455 CEO Determination of Cost 256,455

PERMIT + VALUE 750,000 +

I certify that the information submitted is correct to the best of my knowledge and understand that any falsification is reason for denial of my permit. I agree to inspections by the Code Enforcement Officer at reasonable hours. I agree to abide by the City requirements and permit conditions.

Applicant Signature [Signature] Date 2/18/24

Certificate of Occupancy Fee: 200.00 Date Paid:

FOR OFFICE USE ONLY			
Fee <u>1,923.41</u>	Paid By <u>[Signature]</u>	Date Paid <u> </u>	
Permit No. <u>2731</u>	Issued By <u>[Signature]</u>	Date Issued <u>2/15/24</u>	

BUILDING PERMIT APPLICATION

Property Owner FSS, Inc	Property Address 101 Front Street	Map 11	Lot 132
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TYPE OF IMPROVEMENT(S)

<input type="checkbox"/> New Building or Structure	<input type="checkbox"/> Demolition	<input type="checkbox"/> Renovation	Other Desc. Harbor Walk, Cedar plank section
<input checked="" type="checkbox"/> Repair/Replace	<input type="checkbox"/> Addition	<input type="checkbox"/> Other	

USE OF BUILDING/PROPERTY

<p>RESIDENTIAL</p> <input type="checkbox"/> One Family <input type="checkbox"/> Two Family <input type="checkbox"/> Multi-Family # Units _____ <input type="checkbox"/> Mobile Home Model _____ Year _____ <input type="checkbox"/> Serial Number _____ <input type="checkbox"/> Garage <input type="checkbox"/> Shed <input type="checkbox"/> Deck <input type="checkbox"/> Fence <input type="checkbox"/> Ramp <input type="checkbox"/> Stairs <input type="checkbox"/> Other _____	<p>NON-RESIDENTIAL/MIXED USE</p> <input type="checkbox"/> Retail and Wholesale <input type="checkbox"/> Office, Bank, Professional Services <input type="checkbox"/> Restaurant <input type="checkbox"/> Lodging, Hotel, Motel <input checked="" type="checkbox"/> Amusement, Recreational <input type="checkbox"/> School, Library, Institutional <input type="checkbox"/> Service Station, Repair Garage <input type="checkbox"/> Healthcare Facilities and Services <input checked="" type="checkbox"/> Industrial and Manufacturing <input type="checkbox"/> Construction Services <input type="checkbox"/> Storage, Warehouse <input type="checkbox"/> Other _____
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Please provide a plot plan showing the location and size of any existing and proposed buildings, roads, driveways, septic Systems, wells, land clearing and landscaping. See examples on last page. Use extra sheet if necessary.

"North Floats" graphic attached.

BUILDING PERMIT APPLICATION

Property Owner FSS, Inc	Property Address 101 Front Street	Map 11	Lot 132
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FOR ALL CONSTRUCTION EXCEPT ONE AND TWO FAMILY DWELLINGS

NOTE: MOST NON-RESIDENTIAL STRUCTURES, ADDITIONS AND SOME ALTERATIONS REQUIRE PLANS DRAWN AND SEALED BY A LICENSED PROFESSIONAL ARCHITECT OR ENGINEER. THE CITY HAS ADOPTED THE 1996 BOCA BUILDING CODE. MORE RECENT VERSIONS OF THE BOCA OR IBC ARE ACCEPTED. A PLAN FROM AN ARCHITECT OR ENGINEER SHOULD STATE IF THE PLAN MEETS THE STANDARDS.

Wood
 Masonry or Steel
 Heavy Timber
 Non-Combustible Type 1
 Non-Combustible Type

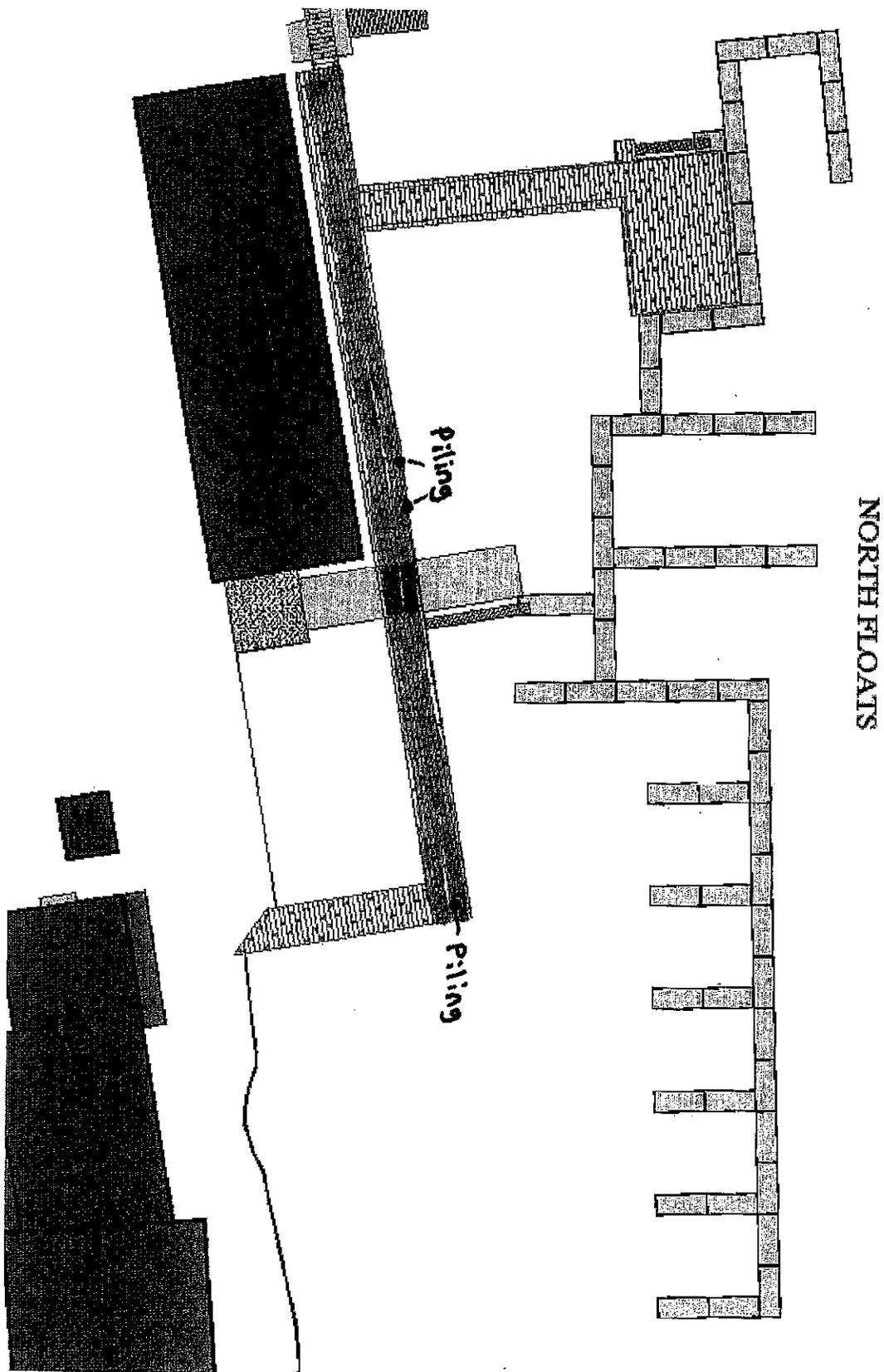
Sewage_Type <input type="checkbox"/> Public <input type="checkbox"/> Private (Septic) Water_Type <input type="checkbox"/> Public <input type="checkbox"/> Private (Well) Number of Off-Street Parking Spaces _____ Number of Bedrooms (Residential Only) _____	Overall Dimensions Main Building _____ ft. X _____ ft. Number of Stories _____ Building Height _____ Other Building (Specify: _____) _____ ft. X _____ ft. X _____ ft. <hr/> <p style="text-align: center;">Floor Area (square feet)</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Basement _____</td> <td style="width: 50%;"><input type="checkbox"/> Finished <input type="checkbox"/> Unfinished</td> </tr> <tr> <td>1st Floor _____</td> <td>3rd Floor _____</td> </tr> <tr> <td>2nd Floor _____</td> <td>Other Floors _____</td> </tr> </table> <hr/> <p style="text-align: center;">Heating</p> <input type="checkbox"/> Oil <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other _____	Basement _____	<input type="checkbox"/> Finished <input type="checkbox"/> Unfinished	1st Floor _____	3rd Floor _____	2nd Floor _____	Other Floors _____
Basement _____	<input type="checkbox"/> Finished <input type="checkbox"/> Unfinished						
1st Floor _____	3rd Floor _____						
2nd Floor _____	Other Floors _____						

<p style="text-align: center;">Foundation</p> <input type="checkbox"/> Full <input checked="" type="checkbox"/> Post/Columns <input type="checkbox"/> Wood <input type="checkbox"/> Crawl Space <input type="checkbox"/> Concrete <input type="checkbox"/> Other <input type="checkbox"/> Slab <input type="checkbox"/> Block <hr/> Thickness _____ Reinforcement _____ Footing Size _____ Thickness _____	<p style="text-align: center;">Floor Systems</p> First Floor Joist Size _____ Spacing _____ Max Span _____ Other Floors Joist Size _____ Spacing _____ Max Span _____ Joist Carrier Materials & Size _____ Supp. Columns Materials & Spacing _____ Floor Sheathing Materials & Thick. _____
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<p style="text-align: center;">Wall-Ceiling Framing</p> Exterior Stud Material & Dimensions _____ Exterior Wall Stud Spacing _____ Sheathing Material & Thickness _____ Ceil. Joist Size _____ Spacing _____ Max Span _____	<p style="text-align: center;">Roof System</p> Roof_Type <input type="checkbox"/> Rafters <input type="checkbox"/> Truss Pitch _____ Rafter Size _____ Spacing _____ Max Span _____ Sheathing Material & Thickness _____ Type of Roof Covering _____ (Must be fire resistive)
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Decks Only

Joist Size 2x12
 Spacing 16"
 Max Span 12'
 Joist Carrier Material & Dimension Marine 2x12
Support Column Materials Piling
 Spacing 12'
 Decking Materials Alaskan Cedar
Height of Deck from Grade Tidal
 Guard Rail Height 42"
 Baluster Spacing _____
 (No more than 4" opening)



FLOOD HAZARD DEVELOPMENT PERMIT

For Minor Development

Belfast, Maine

(For Development not considered a Substantial Improvement)

This Flood Hazard Development Permit allows minor development as provided in Article V.F.3. of the Floodplain Management Ordinance of Belfast, Maine, for development in a Special Flood Hazard Area as defined in said ordinance. Development authorized by this permit must be adequately anchored to prevent flotation, collapse, or lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, be constructed with materials resistant to flood damage and be constructed by methods and practices that minimize flood damage. This permit is issued based on documentation that the information provided in the Flood Hazard Development Permit Application is in compliance with the Floodplain Management Ordinance.

Tax Map: 11 Lot #: 132

Project Description: Repair of storm damage to Harbor Walk Wharf
PROJECT COST 250,000 - STRUCTURE VALUE 750,000

The permittee understands and agrees that:

- The permit is issued on the representations made herein and on the application for permit;
- The permit may be revoked because of any breach of representation;
- Once a permit is revoked all work shall cease until the permit is reissued or a new permit is issued;
- The permit will not grant any right or privilege to erect any structure or use any premises described for any purposes or in any manner prohibited by the ordinances, codes, or regulations of the municipality;
- The permittee hereby gives consent to the Code Enforcement Officer to enter and inspect activity covered under the provisions of the Floodplain Management Ordinance;
- The permit form will be posted in a conspicuous place on the premises in plain view; and,
- The permit will expire if no work is commenced within 180 days of issuance.

I hereby certify that all the statements in, and in the attachments to this permit are a true description of the existing property and the proposed development project.

Owner: _____ Date: _____
Signature

or
Authorized Agent: [Signature] CFO Date: 2/8/2024
Signature

Issued by: [Signature] Date: 2/21/24

Permit #: 2749

Permit Fee: 100.00 Date Paid: _____



City of Belfast
 Dept. of Planning and Code Enforcement
 131 Church St., Belfast, ME 04915
 Voice (207) 338-3370 Ext. 125
 Fax (207) 338-2419

SHORELAND PERMIT APPLICATION

FSS, Inc	101 Front Street	11	132
Property Owner	Property Address	Map	Lot
PO BOX 558	Belfast Maine	04915	
Mailing Address (If Different)	City	State	ZIP
207-931-3740	207-691-6700	jb@frontstreetshipyard.com	
Phone	Cell	Email	
White Cap Builders			
Applicant/Contractor (If Different)			
25 Evergreen Ridge Rd.		Belfast	Maine 04915
Mailing Address	City	State	ZIP
207-338-3112			
Phone	Cell	Email	
Design Professional, Consultant, or Engineer (If Any)			
Mailing Address			
		City	State ZIP
Phone	Cell	Email	
Zoning District <u>WMU-1</u>			
Are any of your activities occurring in the following:			
Shoreland District <input type="checkbox"/> GD <input type="checkbox"/> LR <input type="checkbox"/> RP <input type="checkbox"/> UR <input type="checkbox"/> SP <input type="checkbox"/> SD <input checked="" type="checkbox"/> WF <input type="checkbox"/> MHP <input type="checkbox"/> None			
Flood Zone District <input type="checkbox"/> VE <input type="checkbox"/> A <input checked="" type="checkbox"/> AE <input type="checkbox"/> AO <input type="checkbox"/> None			
I certify that the information submitted is correct to the best of my knowledge and understand that any falsification is reason for denial of my permit. I agree to inspections by the Code Enforcement Officer at reasonable hours. I agree to abide by the City requirements and permit conditions.			
Applicant Signature <u>[Signature]</u>		Date <u>2/18/24</u>	

FOR OFFICE USE ONLY			
Fee <u>100.⁰⁰</u>	Paid By <u>[Signature]</u>	Date Paid _____	
Permit No. <u>2748</u>	Issued By <u>[Signature]</u>	Date Issued <u>2/21/24</u>	

SHORELAND PERMIT APPLICATION

Property Owner FSS, Inc	Property Address 101 Front Street	Map 11	Lot 132
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TYPE OF IMPROVEMENT(S)

New Building or Structure
 Demolition
 Renovation
 Repair/Replace
 Addition
 Other
 Other Desc. _____

USE OF BUILDING/PROPERTY

<p>RESIDENTIAL</p> <input type="checkbox"/> One Family <input type="checkbox"/> Two Family <input type="checkbox"/> Multi-Family # Units _____ <input type="checkbox"/> Mobile Home Model _____ Year _____ Serial Number _____ <input type="checkbox"/> Garage <input type="checkbox"/> Shed <input checked="" type="checkbox"/> Deck <input type="checkbox"/> Fence <input type="checkbox"/> Ramp <input type="checkbox"/> Stairs <input type="checkbox"/> Other _____	<p>NON-RESIDENTIAL/MIXED USE</p> <input type="checkbox"/> Retail and Wholesale <input type="checkbox"/> Office, Bank, Professional Services <input type="checkbox"/> Restaurant <input type="checkbox"/> Lodging, Hotel, Motel <input checked="" type="checkbox"/> Amusement, Recreational <input type="checkbox"/> School, Library, Institutional <input type="checkbox"/> Service Station, Repair Garage <input type="checkbox"/> Healthcare Facilities and Services <input type="checkbox"/> Industrial and Manufacturing <input type="checkbox"/> Construction Services <input type="checkbox"/> Storage, Warehouse <input type="checkbox"/> Other _____
---	--

Please provide a plot plan showing the location and size of any existing and proposed buildings, roads, driveways, septic systems, wells, land clearing and seawalls, docks, stairs and boat ramps. See examples on last page. Use extra or separate sheet if necessary.

SEE BUILDING PERMIT

- Site plan drawing should include the following:
- Lot lines, easements and right-of-ways.
 - Area to be clear of trees and other vegetation.
 - The exact position of proposed and existing structures, including decks, porches and accessory structures. Show accurate setback distances from shoreline, front, side and rear property lines to structures.
 - The location of proposed or existing septic systems, wells and driveways.
 - Area and amounts to be filled or graded. Show location and type of erosion controls for any filling, grading, or other soil disturbance.
 - Scale of map/drawing.
 - Distinguish between existing and proposed development.

SHORELAND PERMIT APPLICATION

Property Owner FSS, Inc	Property Address 101 Front Street	Map 11	Lot 132
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Description. Describe in detail the work to be done (Example: Add a single story 10 ft. by 15 ft. kitchen addition on a frost wall foundation, with asphalt roofing. Original kitchen to be removed).

SEE BUILDING PERMIT

Lot Area _____ <input type="radio"/> Sq. Ft. <input type="radio"/> Acres	Estimated Cost _____
Amount (sq ft) of lot within Shoreland Zone _____	Existing Use _____
Road Frontage _____	Proposed Use _____
Shore Frontage _____	
Sq. Ft. of Lot to be Covered by Non-Vegetated Surfaces (Area of Impervious Surfaces) _____	
Height Above the 100 Year Floodplain _____	Height of the Proposed Structure _____

NONCONFORMING
Answer questions A to H only for expansions of existing structures that are nonconforming for setbacks from a waterbody or wetland:

A. Sq. Ft. of portion of existing structure which is less than required setback as of Jan. 1, 1989..... _____

B. Sq. Ft. of portion of existing structure which is less than the required setback created after Jan. 1, 1989..... _____

C. Sq. Ft. of proposed expansion which is less than the required setback..... _____

D. Per cent increase of Sq. Ft. [$\{(B+C)/A\} \times 100 = \% \text{ increase of sq. ft.}$] which is less than the required setback since Jan. 1, 1989..... _____

E. Cu. Ft. of portion of existing structure which is less than required setback as of Jan. 1, 1989..... _____

F. Cu. Ft. of portion of existing structure which is less than the required setback created after Jan. 1, 1989..... _____

G. Cu. Ft. of proposed expansion which is less than the required setback..... _____

H. Per cent increase of Cu. Ft. [$\{(F+G)/E\} \times 100 = \% \text{ increase of cu. ft.}$] which is less than the required setback since Jan. 1, 1989..... _____

Note: Sec. 104a (2a) states: After January 1, 1989, if any portion of structure is less than the required setback from the normal high-water line of a water body or upland edge of a wetland, that portion of the structure shall not be expanded in floor area or volume, by 30 percent or more, during the lifetime of the structure.

SHORELAND PERMIT APPLICATION

Property Owner	Property Address	Map	Lot

Draw a simple sketch showing both the existing and proposed front and rear elevations of structures. Show dimensions. You may use a separate sheet.

SEE BULDING PERMIT

Draw a simple sketch showing both the existing and proposed side elevations of structures. Show dimensions. You may use a separate sheet.

SEE BUILDING PERMINT AND ATTACHMENTS

10.4



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 Chris 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 March 5th, 2024

Regarding: Request by the Economic Development Director to have the City Council finalize a ranked list of Fiscal Year 2025 Congressional Earmark Requests and authorize applications for them to be submitted.

After a hiatus of more than a decade, Congress reinstated, in 2021, directed spending programs, more commonly referred to as *earmarks*. The City of Belfast has applied for earmarks during the previous two cycles. The City of Belfast was fortunate to be awarded two earmarks in fiscal year 2022 (a \$1,000,000 earmark for sewer line replacements and a \$972,000 earmark for street improvements) and one earmark in fiscal year 2023 (a \$1,500,000 earmark for a new public safety building), and is hoping to be awarded another one in fiscal year 2024 (for equipment for the future public safety building).

City personnel anticipate that the application period for fiscal year 2025 earmarks will open in the very near future, with an anticipated deadline in late March or early April. If the City of Belfast wishes to take advantage of this new cycle of funding for earmarks, it must develop a ranked list of requests that City personnel can write applications for.

City personnel have drafted the following list of seven potential earmark requests, which include the most appropriate appropriations bill and account that they would be submitted to, and which are listed alphabetically and therefore in no particular priority:

- a) Congress Street and Salmond Street Improvements: installation of sewer lines; installation of concrete curbing; installation of in-ground storm drains; installation of catch basins; installation of sidewalks; and installation of crosswalks and pedestrian-activated signals. [Transportation, Housing and Urban Development, and Related Agencies appropriations bill, Housing and Urban Development Economic Development Initiatives account]
- b) CSO Improvements: phase 2 of planned CSO improvements, focusing on pipe removals, repairs, relocations, and associated construction. [Interior, Environment, and Related Agencies appropriations bill, Environmental Protection Agency, Water and Wastewater Infrastructure, State and Tribal Assistance Grants account]
- c) Harbor Improvements: upgrades to Harbor Master's office, construction of a new building for storage and float construction/repair, and maintenance of and repairs to harbor restrooms. [Agriculture, Food and Drug Administration and Rural Development appropriations bill, Rural Development, Community Facilities grants account]
- d) Public Safety Building Additional Funding: additional funding for a new Public Safety Building (either a brand-new structure or expansion of existing Fire and Ambulance facility) [Agriculture, Food and Drug Administration and Rural Development appropriations bill, Rural Development, Community Facilities grants account]

- d) Pump Station Telemetry Improvements: installation of telemetry improvements at pump stations to improve emergency alarm notification, a MEDEP-required upgrade. [Interior, Environment, and Related Agencies appropriations bill, Environmental Protection Agency, Water and Wastewater Infrastructure, State and Tribal Assistance Grants account]
- e) Retrofitting of Former Waldo County Superior Court Building: conducting of an energy audit; installation of VRF heat pumps, LED lighting, insulation, air quality system, full-size elevator, and an enclosed ADA-compliant bridge to connect the building to Belfast City Hall. [Agriculture, Food and Drug Administration and Rural Development appropriations bill, Rural Development, Community Facilities grants account]
- f) Swan Lake Avenue Improvements: extension of the sidewalk along Swan Lake Avenue from East Belfast Elementary School to the intersection of Alberta Way. [Transportation, Housing and Urban Development, and Related Agencies appropriations bill, Housing and Urban Development Economic Development Initiatives account]

City personnel would recommend, based on the actual previous earmark awards, that the City submit no fewer than two but no more than four earmark requests. City personnel would be responsible for arriving at the specific amount to be requested for each earmark, informed by the previous actual earmark awards to municipalities in Maine (overall award amounts, award amounts from specific appropriations bills and accounts, and award amounts for similar projects).

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

- 1) Finalize a ranked list of fiscal year 2025 earmark requests, for which the City of Belfast will submit applications to the offices of Senator Susan Collins, Senator Angus King, and Representative Jared Golden; and**
- 2) Authorize the City Manager to sign any and all paperwork related to and necessary for the submission of these requests.**