



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Erin Herbig
City Manager

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MANAGER'S REPORT
Belfast City Council Meeting
Tuesday, March 19, 2024

6:00 p.m. Request to go into Executive Session on a Personnel Matter pursuant to 1
M.R.S.A. 405 (6) A.

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, March 14, 2024

Agenda Items:

10-A Request to appoint Tiffany Howard of Belfast as the Library Assistant for the City of Belfast Free Library.

The City of Belfast listed the employment opportunity for a Library Assistant position starting on January 18, 2024. This performs essential duties for the Belfast Free Library including assisting public with use of library material, checking material in and out, shelving books and other items, processing interlibrary loan requests, sending out overdue notices, registering new patrons, entering catalog data as assigned, and answering telephone inquiries. Applications were due on February 13th.

After conducting interviews, Library Director Steve Norman recommends the appointment of Tiffany Howard of Belfast as the new Library Assistant. Ms. Howard previously held this position with the City of Belfast from November 2018 through September 2021. Most recently she has been working as a bookseller and co-owner of Left Bank Books in Belfast. The City of Belfast is fortunate to have Ms. Howard once again joining our team and bringing her past experience at the Library and as well as her love of books.

If approved by the City Council, the Library Director Steve Norman requests a motion is made to appoint Tiffany Howard of Belfast as the new Library Assistant for the City of Belfast. If appointed by the City Council, Ms. Howard will be sworn in at the meeting by City Clerk Angie Crosby.

Please see the attached memo, employment application, employment advertisement, and job description (10-A) providing further information. Library Director Steve Norman will be at the meeting to present, introduce Ms. Howard to the community, and answer any questions.

10-B Request from Randall Collins VFW for a contribution to their flag fundraising efforts.

The Randall Collins VFW is seeking a contribution to their flag fundraising efforts. Each year US Veterans place American Flags on telephone poles throughout our community with the assistance from Belfast Area High School Students and community volunteers. Each flag unit, which includes a spin pole, bracket, grommets, and flag is approximately \$53.00. The VFW needs to purchase fifty-six flags this year to cover the City of Belfast for a total of \$2,968.00. In the fiscal year 2022-2023 the City Council donated \$250.00 towards their efforts. This year they are seeking a \$250.00 donation from the Council as they are confident that if the Council is willing to support once again at least \$250.00, then they can secure donations from other businesses/organizations to reach their total goal.

If approved by the Council, I recommend that the Council make a motion to authorize up to \$250.00 as a contribution to the VFW flag fundraising efforts with funding from Account #650-726 Miscellaneous City Promotionals. This account has a current balance of \$800.00.

Please see the attached memo (10-B) from Operations Manager of the Randall Collins VFW Jim Roberts explaining the request in further detail. Mr. Roberts will be at the meeting to present and answer any questions.

10-C Request from the Transfer Station Manager to host a Hazardous Waste Day in April.

Transfer Station Manager Lottie Rolfe has determined that in order to properly dispose of hazardous waste, Belfast citizens must currently travel to Portland. Unfortunately, this option is not viable for most, which means that people either end up storing or disposing hazardous waste improperly. Either way, this is cause for concern and has the potential to cause serious risk or harm.

Station Manager Rolfe has found a company, Environmental Projects Inc. (EPI), who would be willing to come to the Belfast Transfer Station to conduct a Hazardous Waste Day for a fee of \$1,800.00. On top of the fee to the City of Belfast to host the event, EPI would also charge citizens \$31.50 for five gallons of hazardous waste. As there is a charge per individual, Station Manager Rolfe is recommending that this event be open to the public, not just Belfast residents.

If approved by the City Council, Transfer Station Manager Lottie Rolfe requests a motion is made to expend up to \$1,800.00 from the Trans/Tipping/Disposal account # 440-575, which has a current balance of \$170,844.44, to hire Environmental Projects Inc. to help facilitate a Hazardous Waste Day on April 20, 2024, at the Belfast Transfer Station.

Please see the attached memo (10-C) from Transfer Station Manager Lottie Rolfe providing further information. Station Manager Rolfe will be available to present and answer any questions.

10-D Request from Chief Cormier and Chief Richards to expend up to \$4,084.63 for On-Solve Code Red Emergency Alert System.

Police Chief Bobby Cormier and Fire Chief Patrick Richards have been exploring emergency notification systems which would give the City of Belfast a tool to quickly provide priority information to City employees, businesses, and residents about critical incidents such as active threats, significant weather, road closures, major fires, natural disasters, or other critical incidents which may threaten public safety, impact City operations, or affect residents in a particular area of Belfast.

Getting out that information quickly about critical incidents, for reasons such as evacuations, is important for life safety and it is an important part of managing emergencies correctly. These systems are scalable, reliable, and alert messages can be sent from any device. Belfast residents and businesses could opt in and select the type of information they want to receive and the way they want to receive it. (i.e., home or work phone, cell phone, email, or all of the above). If the City was to move forward with such a system, it would only message residents and or businesses located within the geographic boundaries of Belfast.

This item was budgeted for during the FY23-24 budget process. After reviewing several products, the one that seemed to work best for the City's needs, and that was within the budget, was On-Solve. If approved, the first year would be \$4,084.63 and subsequent years would be \$3,584.62. This amount does not increase if we exceed the population used in the quote.

If approved by the City Council, City staff request authorization to expend up to \$4,084.63 from account # E720- 931 Capital Reserve Line. This account has a current balance of \$5,000.00 which was designated for emergency alert software.

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

10-E Request by the Economic Development Director to Authorize the Submission of a Grant Application to the Staffing for Adequate Fire and Emergency Response Program.

The Staffing for Adequate Fire and Emergency Response (SAFER) program is one of three grant programs that constitute the Department of Homeland Security, Federal Emergency Management Agency's focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The SAFER program provides funding directly to fire departments and volunteer firefighter interest organizations to assist in increasing the number of firefighters to help communities meet industry minimum standards and attain 24-hour staffing to provide adequate fire protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments.

The SAFER program has awarded approximately \$5.2 billion in grant funding to provide critically needed resources to hire new, additional firefighters, to rehire laid off firefighters, or to retain firefighters facing layoff, as well as recruitment and retention of volunteer firefighters. \$360 million in funding is available under this program in Fiscal Year 2023, with 300 awards projected to be made.

The SAFER program has two separate activity categories: Hiring of Firefighters; and Recruitment and Retention. The City of Belfast, on behalf of the Fire Department, intends to submit one grant application to this program, under the Hiring of Firefighters activity category. Under this activity, the SAFER program will pay 100% of eligible costs to hire new, additional firefighters. Fire Chief Patrick Richards wishes to hire one new full-time firefighter with this funding if it is secured. There is no required cash match for this grant, and there is no maximum grant award amount.

The application deadline for this grant program is April 12, 2024, and grant awards are anticipated to be announced beginning on approximately July 31, 2024, but no later than September 30th, 2024.

If approved by the City Council, City staff requests that the City Council authorize the submission of a grant application to the Staffing for Adequate Fire and Emergency Response program; and to authorize the City Manager to sign all documents necessary for the submission of this grant application.

Please see the attached memo (10-E) from Economic Development Director Thomas Kittredge explaining the request in further detail. Director Kittredge and Chief Richards will be available at the meeting to answer any questions.

10-F Request by the Deputy Economic Development Director to Authorize the Submission of a Grant Application to the Community Resilience Program Community Action Grant Program.

The Community Resilience Partnership provides grants and assistance to municipal governments, Tribal Governments, plantations, townships, or unorganized territories in Maine for projects that reduce energy use and costs, transition to clean energy and make communities more resilient to climate change impacts such as flooding, extreme temperatures, and public health risks.

Grant applications are due by 5:00 p.m. on Friday, March 29, 2024. For this grant round, only communities that have not previously been awarded Community Action Grant funds are eligible. The next grant round is expected to be open to all enrolled communities fall/winter 2024. Awards are anticipated for July 2024.

Staff recommends submitting a grant request in the amount of \$50,000 to conduct community climate vulnerability assessments for critical public facilities and further initiate a cost benefit analysis for priority projects, such as the construction of a new breakwater. Grants to support implementation of one or more activities in the List of Community Actions that align with the

state climate action plan, Maine Won't Wait do not require the 10% matching funds for these grants. This project aligns with Strategy Area G: Invest in Climate-Ready Infrastructure.

City staff are working with Todd Coffin, WSP, to develop the project outline and budget, and can provide any updates at the meeting on March 19, 2024. Additional funds may be requested from the Coastal Community Grant/Shore and Harbor Planning Grant Programs to supplement funds to complete the tasks. If funded, the City will engage a consultant to assist in the development of the assessment report, prioritization of public projects and cost benefit analysis. The Climate, Energy and Utilities committee will work with staff to hold public outreach meetings, conduct surveys, and make recommendations to the Council to include in the final plan. A cost benefit analysis is required for any FEMA construction funds.

Please note that the City has applied to FEMA to fund the creation of a Hazard Mitigation Plan. Notice of funding is not anticipated until late summer/early fall. By making an application to this program, the city could initiate the vulnerability assessment by mid-summer thereby jump starting the conversation and preparing for the mitigation planning process. Based on the ongoing intensity and frequency of storm events, City staff recommend submitting grant requests to allow planning to occur more quickly while continuing to pursue FEMA funds to finalize and seek approval of Hazard Mitigation Plan.

If approved by the City Council, the Deputy Economic Development Director requests that the City Council approves the submittal of a grant application to Maine's Community Resilience Program Community Action Grant Program issued by Governor's Office of Policy Innovation and the Future Community Resilience Partnership for \$50,000 to complete a Community Climate Vulnerability Assessment and Cost Benefit Analysis and authorize the City Manager to sign any all paperwork related to and necessary for the submission of this request.

Please see the attached memo (10-F) from Deputy Economic Development Director Joellyn Warren explaining the request in further detail. Deputy Director Warren will be available at the meeting to answer any questions.

10-G Request by the Deputy Economic Development Director to Authorize the Submission of a Letter of Intent (LOI) to the State of Maine's Coastal Program and Municipal Planning Assistance Program.

In response to the significant impacts of recent storms experienced by Maine's coastal communities, the FY25 Shore and Harbor Planning Grant and the FY25 Coastal Community Grant Program are being combined into one grant program. The maximum grant award is \$50,000 and there is no match requirement for the FY2025 grant program. Funding for these planning grants comes from the Maine Coastal Program's annual grant from the National Oceanic and Atmospheric Administration. The combined FY25 grant is intended to fund local or regional planning projects that support Maine Won't Wait: A Four-Year Plan for Climate Action and enable communities to become more resilient to unprecedented coastal storm impacts.

Letters of Intent are due by 5:00 p.m. on Friday, March 29, 2024. Final Applications, by invitation only, are due on May 31, 2024. Awards are anticipated for July 2024.

City staff recommends submitting a LOI for \$50,000 to conduct community climate vulnerability assessments including sea level rise, storm surge, and flooding at critical public facilities and further initiate a cost benefit analysis for priority projects, such as the construction of a new breakwater.

City staff are working with Todd Coffin, WSP, to develop the project outline and budget and can provide any updates at the meeting on March 19, 2024. Additional funds may be requested from the Maine Community Resilience Program Community Action Grant Program issued by Governor's Office of Policy Innovation and the Future Community Resilience Partnership to supplement funds to complete the tasks. If funded, the City will engage a consultant to assist in the development of the assessment report, prioritization of public projects and cost benefit analysis. The Climate, Energy and Utilities committee will work with staff to hold public outreach meetings, conduct surveys, and make recommendations to the Council to include in a final plan. A cost benefit analysis is required for any FEMA construction funds.

As mentioned in the previous item, the City has applied to FEMA to fund the creation of a Hazard Mitigation Plan. Based on the ongoing intensity and frequency of storm events, City staff recommend submitting grant requests to allow planning to occur more quickly while continuing to pursue FEMA funds to finalize and seek approval of Hazard Mitigation Plan.

If approved by the City Council, the Deputy Economic Development Director requests that the City Council makes a motion to approve the submittal of a Letter of Intent State of Maine's Coastal Program and Municipal Planning Assistance Program, FY 2025 Coastal Community Grant/Shore and Harbor Planning Grant Programs "CCG/SHG LOI" for \$50,000 to complete a Community Climate Vulnerability Assessment and cost benefit analysis and authorize the City Manager to sign any all paperwork related to and necessary for the submission of this request.

Please see the attached memo (10-G) from Deputy Economic Development Director Joellyn Warren explaining the request in further detail. Deputy Director Warren will be available at the meeting to answer any questions.

10-H Request to approve a CMP pole permit for three new poles and one anchor located on Congress Street.

Please see the attached CMP pole permit application (10-H) for three new poles and one anchor on Congress Street. City Code Enforcement Officer Steve Wilson and Director of Public Works Bob Richards recommend the Council approve this pole permit.

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 Signing of Council Orders

As if the January 10th storm was not enough, our Harbor was once again impacted with significant flooding again this week on Sunday, March 10th. Although the storm was not as severe, the wave action was different from the January 10th storm, and unfortunately many of the same locations were once again hit and experienced damage. This included the Harbor Master's Office, Nautilus, Marshall Wharf Brewery, Robbins Road, and the Boathouse area, just to mention a few.

It is difficult to continue to watch our community lose so much to these storms. It is also overwhelming to think of all the work that lies ahead to repair and fortify damaged public and private property. Yet this also serves as an opportunity for our community to continue the important conversations and actions that our community must and will do to both mitigate and respond to the effects of climate change.

I am so thankful that the City of Belfast continues to be there for our community and that we all work together to get to the other side of these losses. I am confident we will continue to adapt, become stronger and better equipped than we have been in the past.

I would like to take this opportunity to thank our City of Belfast staff who have worked hard to respond to these incidents, especially to our Harbor Master Kathy Given and Deputy Harbor Master Brian Friel, as well as members of our Public Works Department, Fire and Ambulance Department, and Police Department and who have continued to respond during and after each of these events. Your hard work and dedication to our community does not go unnoticed. Thank you.

The City of Belfast is resilient and if we continue to work together, we can certainly get through anything this year may throw our way.

Thank you all for weathering the storm.

**City of Belfast
Consent Agenda
Tuesday, March 19, 2024
Meeting #18**

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 Fire Chief to confirm Morgan Curtis as a part-time EMT Ambulance Driver for the Belfast Ambulance Department.

Motion to confirm Morgan Curtis as a part-time EMT Ambulance Driver for the Belfast Ambulance Department.

B. Request from the Fire Chief to confirm Zachary Hariman as an on-call firefighter for the Belfast Fire Department.

Motion to confirm Zachary Hariman as an on-call firefighter for the Belfast Fire Department.

C. Request to approve an application by Seven Sisters Provisions, LLC d/b/a Vinolio located at 74 Main Street, Belfast, Maine for a new Malt and Vinous Other (Class III & IV Retail Shop) liquor license.

Motion to approve an application by Seven Sisters Provisions, LLC d/b/a Vinolio located at 74 Main Street, Belfast, Maine for a new Malt and Vinous Other (Class III & IV Retail Shop) liquor license.

D. Request to approve an application by Dockside Family Restaurant LLC d/b/a Dockside Family Restaurant located at 30 Main Street, Belfast, Maine for a renewal Malt, Spirituous, and Vinous Restaurant (Class I, II, III, IV) liquor license.

Motion to approve an application by Dockside Family Restaurant LLC d/b/a Dockside Family Restaurant located at 30 Main Street, Belfast, Maine for a renewal Malt, Spirituous, and Vinous Restaurant (Class I, II, III, IV) liquor license.

- E. Request to approve an Incorporated Civic Organization License for Belfast Maskers “A Funny Thing Happened on the Way to Belfast” theater production located at 17 Court Street, Belfast, Maine on April 5, 2024, from 6:00 p.m. to 10:00 p.m.**

Motion to approve an Incorporated Civic Organization License for Belfast Maskers “A Funny Thing Happened on the Way to Belfast” theater production located at 17 Court Street, Belfast, Maine on April 5, 2024, from 6:00 p.m. to 10:00 p.m.

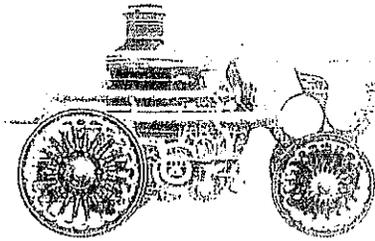
- F. Request to approve an Incorporated Civic Organization License for Belfast Maskers “A Funny Thing Happened on the Way to Belfast” theater production located at 17 Court Street, Belfast, Maine on April 6, 2024, from 6:30 p.m. to 9:30 p.m.**

Motion to approve an Incorporated Civic Organization License for Belfast Maskers “A Funny Thing Happened on the Way to Belfast” theater production located at 17 Court Street, Belfast, Maine on April 6, 2024, from 6:30 p.m. to 9:30 p.m.

- G. Request to approve an Incorporated Civic Organization License for Belfast Maskers One Act plays located at 17 Court Street, Belfast, Maine on April 19, 20 and 21, 2024, from 2:00 p.m. to 9:30 p.m.**

Motion to approve an Incorporated Civic Organization License for Belfast Maskers One Act plays located at 17 Court Street, Belfast, Maine on April 19, 20 and 21, 2024, from 2:00 p.m. to 9:30 p.m.

9.A+B



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

March 11, 2024

Honorable Mayor Sanders

Belfast City Councilors

City Mgr. Herbig

Re; Part time Ambulance Driver Curtis, Call member Firefighter Harriman

I submit for your confirmation, Morgan Curtis for the position of Part time Ambulance Driver. Morgan is an 18-year-old resident of Northport and a Senior student of Belfast Area High School. She has been participating in an intern program between BAHS and Belfast Ambulance this year and has excelled significantly. Morgan expresses great interest in Emergency medicine and will be participating in a Basic EMT program soon. Morgan plans to stay in Emergency medicine after graduation and begin Nursing school.

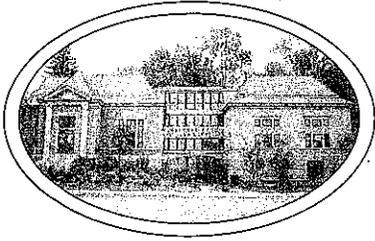
I submit for your confirmation, Zachary Hariman for the position of call member firefighter. Zach is an employee of the Belfast Water District and a member of the Brooks Fire Dept. He has a lot of essential fire training currently and is also taking the basic fire class this spring.

Both of these young people have been around our departments and community for quite some time now and will make excellent additions. I thank you all for these considerations.

Patrick Richards

Fire Chief/Ambulance Director

10.A



BELFAST FREE LIBRARY *www.belfastlibrary.org*

106 HIGH STREET • BELFAST, MAINE 04915 • 207-338-3884 • FAX: 207-338-3895

TO: Erin Herbig, City Manager
FROM: Steve Norman *SN*
DATE: March 11, 2024
SUBJECT: Approve hiring Library Assistant

I request that the City Council approve the hiring of Tiffany Howard for a full-time Library Assistant position at Range 6 and Step 2 (\$17.92 per hour), allowing credit for previous work at the library. Tiffany has accepted my offer for the position held previously by Kelly Lange. Tiffany has worked at the library before and has been employed most recently at Left Bank Books.

Thank you.

Interviewed 3/7/24

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: 3/7/24

Position(s) applied for: Library Assistant

Referral Source: Advertisement Friend Relative

Job Service Other former co-workers

Name: Howard Tiffany Joy
Last First Middle

Social Security Number: _____

Residence Address: Belfast ME 04915
Street City State Zip Code

Mailing Address: Belfast ME 04915

Phone Number: _____

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

If so, what name: _____

Have you filed an application or been employed here before? Yes!

If yes, date(s): I first applied for this job in August 2018
and held it from Nov 2018 - Sept 2021

(2)

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

Deborah Lattizon
Kim Sterrs
Julia Clapp

Employment Experience:

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

1. Employer Opera House Video

From 2000 to 2018

Address 109A Church St.

Type of Work clerk then owner

Reason for Leaving sold the business

2. Employer Left Bank Books

From 2018 to 2024

Address 109 Church St.

Type of Work bookseller / co-owner 2022-2024

Reason for Leaving change in business structure

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.

Over two decades of customer service experience including experience at this very library!

Education:

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

(3)

Diploma: Academic Vocational

Degree(s) BA in Individualized Studies from Goddard College 2014

Describe course of study, specialized training, apprenticeship, skills and extra-curricular activities: I studied film and television with an unofficial "minor" in English literature.

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: 3/7/24


Signature of Applicant



**City of Belfast
Employment Opportunity
Library Assistant**

The City of Belfast, a vibrant, development-focused community of 7,000 located in midcoast Maine, is seeking a full-time Library Assistant. This position performs essential duties for the Belfast Free Library including assisting public with use of library material, checking material in and out, shelving books and other items, processing interlibrary loan requests, sending out overdue notices, registering new patrons, entering catalog data, as assigned, and answering telephone inquiries.

The successful applicant must have strong public service orientation, excellent communication and interpersonal skills, knowledge of literature, familiarity with and ability to use current technology, and previous public library experience preferred.

The work schedule will regularly include some evenings and Saturdays. The current starting rate of pay is Range 6 on the City of Belfast pay scale with scheduled step increases, in addition to a competitive benefits package.

All applications are to be submitted in confidence, a completed Belfast Employment Application form (found on web site under Job Openings) must be turned in to the Library Director, Steve Norman, at 106 High Street or mailed no later than 6:00 PM on February 13th, 2024. Applications should be in a sealed envelope and addressed to:

City of Belfast
Library Assistant Search
C/O Library Director
131 Church Street
Belfast, Maine 04915

The City of Belfast is an equal opportunity employer.



**CITY OF BELFAST
JOB DESCRIPTION
LIBRARY ASSISTANT**

GENERAL STATEMENT OF RESPONSIBILITIES:

Library Assistants under the supervision of the Library Director or Assistant Director perform general duties associated with work at the Circulation Desk; assist with Children's Floor, Teen, Reference, or other tasks as needed; are responsible for various other assignments (Interlibrary Loan or Teen Services, for instance); interact effectively and congenially with people of all ages, personalities, and abilities; and perform other tasks as assigned.

MAJOR DUTIES:

Work at circulation desks, handling all desk duties as required (for example, checking material in and out on the Minerva Integrated Library System and registering new patrons).

Assist the public with the use of library material.

Shelve books and other material.

Send out overdue notices.

Handle financial transactions (photocopy or printing payments, nonresident card payments, and so on).

Answer general inquiries by telephone or in person.

Select library material as assigned.

Catalog and process material as assigned.

Monitor computer and meeting room use.

Process outgoing and received interlibrary loan material.

Notify patrons of holds.

Assist with Teen and Children's services as assigned.

Troubleshoot computers, printers, photocopiers, and EReader devices.

Perform related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent communication and interpersonal skills.

Good knowledge of literature.

Able to learn to use the library's Integrated Library System software to perform required tasks.

Able to use computers.

Able to interact with the public in a tactful and welcoming way.

Able to establish and maintain good working relationships with staff and the Library Director.

Able to work a flexible schedule, including weekends and evenings as needed.

Able to work independently without daily supervision.

REQUIREMENTS:

College graduate preferred; previous library experience preferred.

STANDARD LIBRARY REQUIREMENTS:

All library staff members are expected to understand and agree to the Patron Confidentiality policy. Must be able to lift and carry bags of books or boxes weighing up to 35 pounds. Must possess physical mobility involving lifting and bending.

10.B



**VETERANS OF FOREIGN WARS
RANDALL AND COLLINS POST 3108
34 Field Street, Belfast Maine. 04915
Non Profit ID 01-0410982**

It's that time of year when we reach out for help with our "Flag Fund".

The Veterans of Foreign Wars Post 3108 is a Non-Profit 501c-19 Tax-exempt organization (ID# 01-0410982) currently providing many services in our communities.

This year, we are serving approximately 114 FAMILIES with our weekly food pantry, not with just canned goods, but also fresh vegetables and meats, as well as some dairy. Our monthly pet food pantry provides not only food, but bedding, and we have spay and neuter clinics twice a year. We have helped with burial expenses for service members, and provide graveside services for veterans when appropriate (1 of only two organizations in the State of Maine still doing 21 gun salutes.) We have been providing oil, kerosene, propane, gas cards, as well as paying electric and phone bills for veterans, delivering food items to their homes when they can't come in themselves. The services are not just for Veterans, although Veterans receive priority, they are available to anyone in our community who needs a helping hand.

We are involved in Education programs such as Veterans in the classroom. We have students help place flags in the cemeteries while educating them on the difference between Memorial Day, Veterans Day, and Armed Forces Day. We also participate in the Voice of Democracy and Patriots Pen Essay contests awarding \$2,500 in cash prizes to local students. Our Veterans organization puts out American Flags on the telephone poles throughout our community with an all-volunteer force, including help from High School Students.

All of these programs cost money. Add these efforts with our "relief fund", (which provides emergency support and services to veterans and active duty service members in need), and it greatly impacts our financial resources.

We are seeking help to purchase those American Flags. Each Flag unit consists of an American Made Flag (\$36.00 ea), a spin pole (\$12.00 ea), a bracket (\$5.00 ea) plus hardware (screws) for a total of \$53.00 each. We need 56 flags to cover the city. While we typically can reuse Flags and poles, last year's windstorms damaged a lot of our inventory. I have attached our "order form" for this year, showing we will have \$2093 in expenses.

We would appreciate and be grateful for any donation you can provide, and are asking to have funds by April 10th so we can place the order and receive flags by May 15th in order to have them up by Memorial Day.

You can see our efforts and progress on our Facebook page, In the Bangor Daily News, on Channels 5, 7, 19, and 22 News Broadcasts, and now in Stars and Stripes magazine.

Thank You for considering us.


Jim Roberts, Commander.

Veterans of Foreign Wars Post 3108
Contact number (207) 323-5403

10.C

February 13, 2024

Honorable Mayor Sanders

Belfast City Council

City Manager Herbig

Reference: Hazardous waste

It is my understanding that in order to get rid of Hazardous waste around here, is that it would have to be taken to Portland. People are not going to drive to Portland they will find creative ways to get rid of it.

So I suggest bring in EPI (Environmental Projects Inc) to do a Hazardous Waste Day. The charge a flat fee of 1800 dollars to come to the facility that could be taken from the trans/tip line and then they charge \$31.50 to get rid of 5 gallons or 20 pounds which could be charged to the public. This would happen on April 20, for about 4 hours, time to be determined.

We would need to open it to the public and not just Belfast residence. People think of creative ways to get rid of stuff that is not safe for themselves or the environment.

Sincerely



Lottie Rolfe

Transfer Station Manager

10.D



Memo

To: Erin Herbig
From: Chief Cormier
cc: City Council
Date: 03/06/24
Re: On-Solve - Code Red Emergency Alert System

Hi Erin

Chief Richards and I have been exploring emergency notification systems which would give the City of Belfast a tool to quickly provide priority information to city employees, businesses and residents about critical incidents such as active threats, significant weather, road closures, major fires, or other natural disasters which may threaten public safety, impact city operations, or affect residents in a particular area of Belfast. Getting out the information quickly about critical incidents for reasons such as evacuations is important for life safety and is an important part of managing emergencies correctly. These systems are scalable, reliable, and alert messages can be sent from any device. Belfast residents and businesses could opt in and select the type of information they want to receive and the way they want to receive it. (I.e., home or work phone, cell phone, email, or all of the above) Our system would only message residents and or businesses located within the geographic boundaries of Belfast. After reviewing several products, the one that seemed to work best for our needs and be within our budget was On-Solve. We did budget for this expense in FY23-24. The first-year would be \$4,084.63 and subsequent years would be \$3,584.62. This amount does not increase if we exceed the population used in the quote. I am seeking permission to expend \$4,084.63 from line # E720-931 Capital Reserve Line which currently has \$5000 dollars in it for emergency alert software.

Thank you for your consideration,

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

Chief Bobby Cormier

10.E



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Thomas Kittredge
Economic Development Director

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

From: Thomas Kittredge, Economic Development Director

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

For: Belfast City Council Meeting of March 19th, 2024

Regarding: Request by the Economic Development Director to have the City Council Authorize the Submission of a Grant Application to the Staffing for Adequate Fire and Emergency Response Program.

The Staffing for Adequate Fire and Emergency Response (SAFER) program is one of three grant programs that constitute the Department of Homeland Security, Federal Emergency Management Agency's focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The SAFER program provides funding directly to fire departments and volunteer firefighter interest organizations to assist in increasing the number of firefighters to help communities meet industry minimum standards and attain 24-hour staffing to provide adequate fire protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments.

The SAFER program has awarded approximately \$5.2 billion in grant funding to provide critically needed resources to hire new, additional firefighters (or to change the status of part-time or paid-on-call firefighters to full-time firefighters), to rehire laid off firefighters, or to retain firefighters facing layoff, as well as recruitment and retention of volunteer firefighters. \$360 million in funding is available under this program in Fiscal Year 2023, with 300 awards projected to be made.

Eligible applicants include fire departments operating in any of the 50 states, as well as fire departments in the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico, or any federally recognized Indian tribe or tribal organization. A fire department is an agency or organization having a formally recognized arrangement with a state, local, tribal or territorial authority (city, county, parish, fire district, township, town or other governing body) to provide fire suppression to a population within a geographically fixed primary first due response area.

The SAFER program has two separate activity categories: 1) Hiring of Firefighters; and 2) Recruitment and Retention. The City of Belfast, on behalf of the Fire Department, intends to submit one grant application to this program, under the Hiring of Firefighters activity category. Under this activity, the SAFER program will pay 100% of eligible costs (salaries and associated benefits) to hire new, additional firefighters (or to change the status of part-time or paid-on-call firefighters to full-time firefighters). The Fire Department wishes to hire one new full-time firefighter with this funding, if it is secured. There is no required cash match for this grant, and there is no maximum grant award amount.

The application deadline for this grant program is April 12, 2024, and grant awards are anticipated to be announced beginning on approximately July 31, 2024, but no later than September 30th, 2024.

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

- 1) authorize the submission of a grant application to the Staffing for Adequate Fire and Emergency Response program; and
- 2) authorize the City Manager to sign any and all documents necessary for the submission of this grant application.

10.F



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Joellyn Warren
Deputy Economic Development Director

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

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

FROM: Joellyn Warren, Deputy Economic Development Director

RE: Approval to submit a grant application Community Resilience Program Community Action Grant Program issued by Governor's Office of Policy Innovation and the Future Community Resilience Partnership for \$50,000 to complete a Community Climate Vulnerability Assessment and Cost Benefit Analysis.

The Community Resilience Partnership provides grants and assistance to municipal governments, Tribal Governments, plantations, townships, or unorganized territories in Maine ("Communities") for projects that reduce energy use and costs, transition to clean energy and make communities more resilient to climate change impacts such as flooding, extreme temperatures, and public health risks.

Grant applications are due by **5:00 p.m. on Friday, March 29, 2024**. For this grant round, only communities that have not previously been awarded Community Action Grant funds are eligible. The next grant round is expected to be open to all enrolled communities fall/winter 2024. Awards are anticipated for July 2024.

Staff recommends submitting a grant request in the amount of \$50,000 to conduct community climate vulnerability assessments for critical public facilities and further initiate a cost benefit analysis for priority projects, such as construction of a new breakwater. Grants to support implementation of one or more activities in the List of Community Actions that align with the state climate action plan, Maine Won't Wait **do not require the 10% matching** funds for these grants. This project aligns with Strategy Area G: Invest in Climate-Ready Infrastructure.

Staff are working with Todd Coffin, WSP, to develop the project outline and budget and can provide any updates at the meeting on March 19, 2024. Additional funds may be requested from the Coastal Community Grant/Shore and Harbor Planning Grant Programs to supplement funds to complete the tasks (Also on the March 19, 2024 Agenda). If funded, the City will engage a consultant to assist in the development of the assessment report, prioritization of public projects and cost benefit analysis. The Climate, Energy and Utilities committee will work with staff to hold public outreach meetings, conduct surveys, and make recommendations to the Council to include in the final plan. A cost benefit analysis is required for any FEMA construction funds.

Please note that the City has applied to FEMA to fund the creation of a Hazard Mitigation Plan. Notice of funding is not anticipated until late summer/early fall. By making an application to this program, the city could initiate the vulnerability assessment by mid-summer thereby jump starting the conversation and preparing for the mitigation planning process. Based on the ongoing intensity and frequency of storm events, staff recommends submitting grant requests to allow planning to occur more quickly while continuing to pursue FEMA funds to finalize and seek approval of Hazard Mitigation Plan.

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

- 1) Approve the submittal of a grant application to Maine's Community Resilience Program Community Action Grant Program issued by Governor's Office of Policy Innovation and the Future Community Resilience Partnership for \$50,000 to complete a Community Climate Vulnerability Assessment and Cost Benefit Analysis.
- 2) Authorize the City Manager to sign any all paperwork related to and necessary for the submission of this request.

10.G



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Joellyn Warren
Deputy Economic Development Director

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

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

FROM: Joellyn Warren, Deputy Economic Development Director

RE: Approval to submit a Letter of Intent (LOI) to the State of Maine's Coastal Program and Municipal Planning Assistance Program, FY 2025 Coastal Community Grant/Shore and Harbor Planning Grant Programs "CCG/SHG LOI" for \$50,000 to complete a Community Climate Vulnerability Assessment and Cost Benefit Analysis.

In response to the significant impacts of recent storms experienced by Maine's coastal communities, the FY2025 Shore and Harbor Planning Grant and the FY2025 Coastal Community Grant Program are being combined into one grant program. The maximum grant award is \$50,000 and there is no match requirement for the FY2025 grant program. Funding for these planning grants comes from the Maine Coastal Program's annual grant from the National Oceanic and Atmospheric Administration. The combined FY2025 grant is intended to fund local or regional planning projects that support Maine Won't Wait: A Four-Year Plan for Climate Action and enable communities to become more resilient to unprecedented coastal storm impacts.

Letters of Intent are due by **5:00 p.m. on Friday, March 29, 2024**. Final Applications, by invitation only, are due on May 31, 2024. Awards are anticipated for July 2024.

Staff recommends submitting a LOI for \$50,000 to conduct community climate vulnerability assessments including sea level rise, storm surge, and flooding at critical public facilities and further initiate a cost benefit analysis for priority projects, such as construction of a new breakwater.

Staff are working with Todd Coffin, WSP, to develop the project outline and budget and can provide any updates at the meeting on March 19, 2024. Additional funds may be requested from the Maine Community Resilience Program Community Action Grant Program issued by Governor's Office of Policy Innovation and the Future Community Resilience Partnership to supplement funds to complete the tasks (Also on the March 19, 2024 Agenda). If funded, the City will engage a consultant to assist in the development of the assessment report, prioritization of public projects and cost benefit analysis. The Climate, Energy and Utilities committee will work with staff to hold public outreach meetings, conduct surveys, and make recommendations to the Council to include in final plan. A cost benefit analysis is required for any FEMA construction funds.

Please note that the City has applied to FEMA to fund the creation of a Hazard Mitigation Plan. Notice of funding is not anticipated until late summer/early fall. By making an application to this program, the city could initiate the vulnerability assessment by mid-summer thereby jump starting the conversation and preparing for the mitigation planning process. Based on the ongoing intensity and frequency of storm events, staff recommends submitting grant requests to allow planning to occur more quickly while continuing to pursue FEMA funds to finalize and seek approval of Hazard Mitigation Plan.

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

- 1) Approve the submittal of a Letter of Intent State of Maine's Coastal Program and Municipal Planning Assistance Program, FY 2025 Coastal Community Grant/Shore and Harbor Planning Grant Programs "CCG/SHG LOI" for \$50,000 to complete a Community Climate Vulnerability Assessment and cost benefit analysis.
- 2) Authorize the City Manager to sign any all paperwork related to and necessary for the submission of this request.

Auto Fill Form for:
4501 - 4502 - 4503

10.H

Notification:	10300735458 & 10301041841	<input checked="" type="checkbox"/> Not Published
Work Order:	801000571771 & 801000588491	<input type="checkbox"/> Public Notice of this application has beengiven by publishing the text of the same
Field Planner Name:	Jason Lamontagne	In: <input type="text"/>
Field Planner Phone #:	207-314-7131	On: <input type="text"/>
Date:	Feb 8, 2024	

City / Town	Belfast
To the:	<input type="checkbox"/> City
	<input type="checkbox"/> Town
	<input checked="" type="checkbox"/> County of: Waldo, Maine

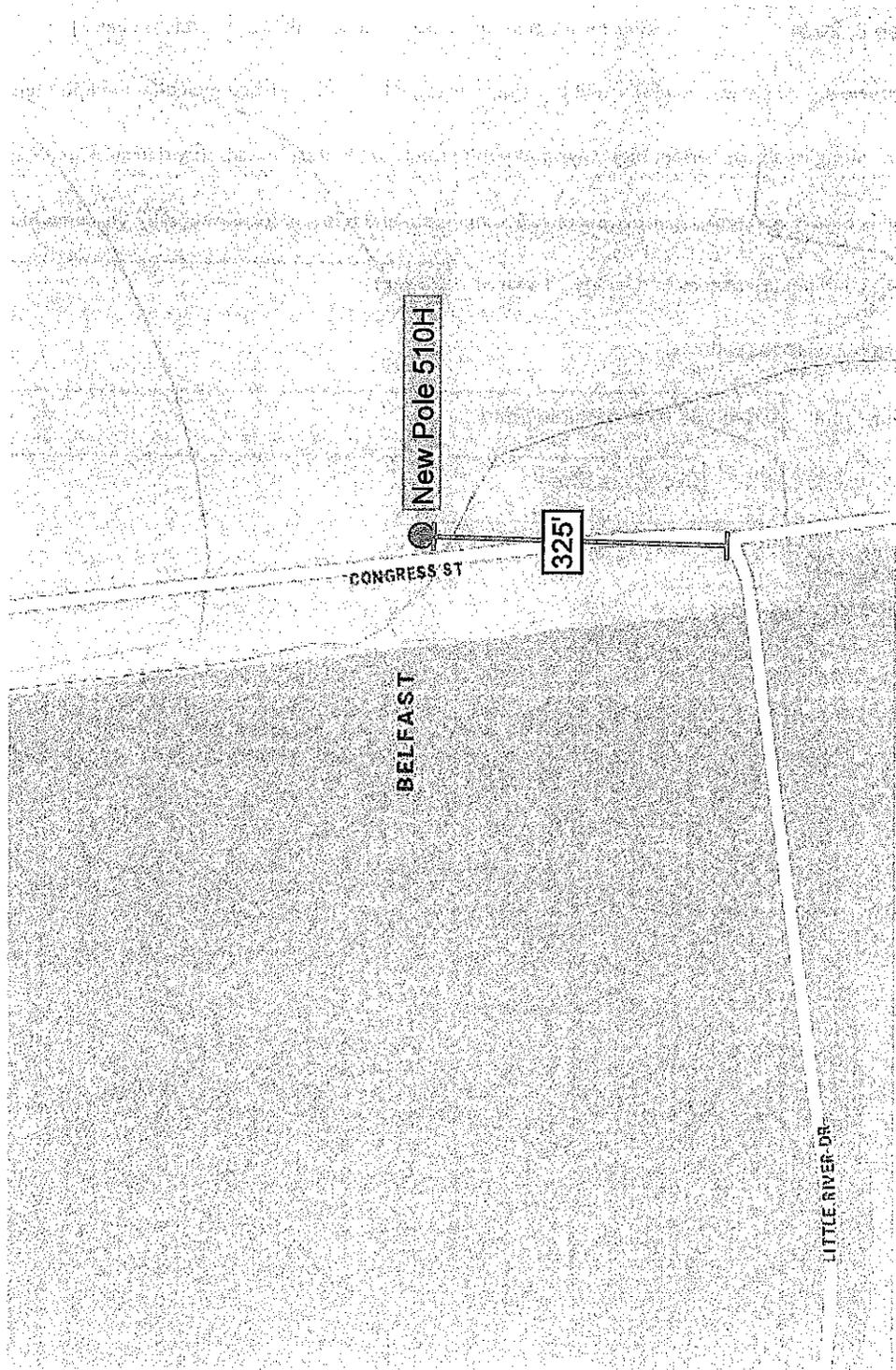
CMP applying for:	<input checked="" type="checkbox"/> Overhead <input type="checkbox"/> URD
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1. Starting Point:	Existing 510 to be Relocated
2. Road (State & CMP):	Congress Street
3. Direction:	Northerly
4. Distance:	47.5 Feet feet
5. Number of Poles:	3 and 1 Anchor

TEL CO:	Consolidated Communications	Refer To Field Planner Web Page for selecting the appropriate Tel Co.: Home Page > Field Planner Resources > Telco Information
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If you only need 1 copy of the 4502 Form, just click "Print Form" A print dialogue will open, click print to print all 3 forms.

If you need multiple copies of the 4502 Form, click "Print Form" A print dialogue will open, again, click print to print all. After you print all, click "Print Form" again, but this time select print range page "3" only and select the number of copies you need



New Pole 510H

CONGRESS ST

325

BELFAST

LITTLE RIVER DR

LOCATION PERMIT

Upon the Application of Center Maine Power Company and Consolidated Communications

dated Feb 8, 2024, asking for permission, in accordance with law, to construct and maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances over, under, along or across certain highways and public roads in the location described in said application, permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location, said facilities and appurtenances in the City / Town of Belfast

approximately located as follows:

- 1. Starting Point: Existing 510 to be Relocated
2. Road (State & CMP): Congress Street
3. Direction: Northerly
4. Distance: 47.5 Feet feet
5. Number of Poles: 3 and 1 Anchor

Facilities shall consist of wood poles and appurtenances with a minimum of wire and cable not less than 18 feet over the public highway and/or buried cables or conduit and appurtenances placed a minimum depth of 36 inches under pavement and 30 inches elsewhere, all in a manner conforming to the National Electric Safety Code.

By:
By:
By:
By:
By:
Municipal Officers

Office of the

Received and Recorded in Book, Page

Attest:
Clerk

CENTRAL MAINE POWER COMPANY

SKETCH TO ACCOMPANY APPLICATION FOR POLE OR UNDERGROUND LOCATIONS

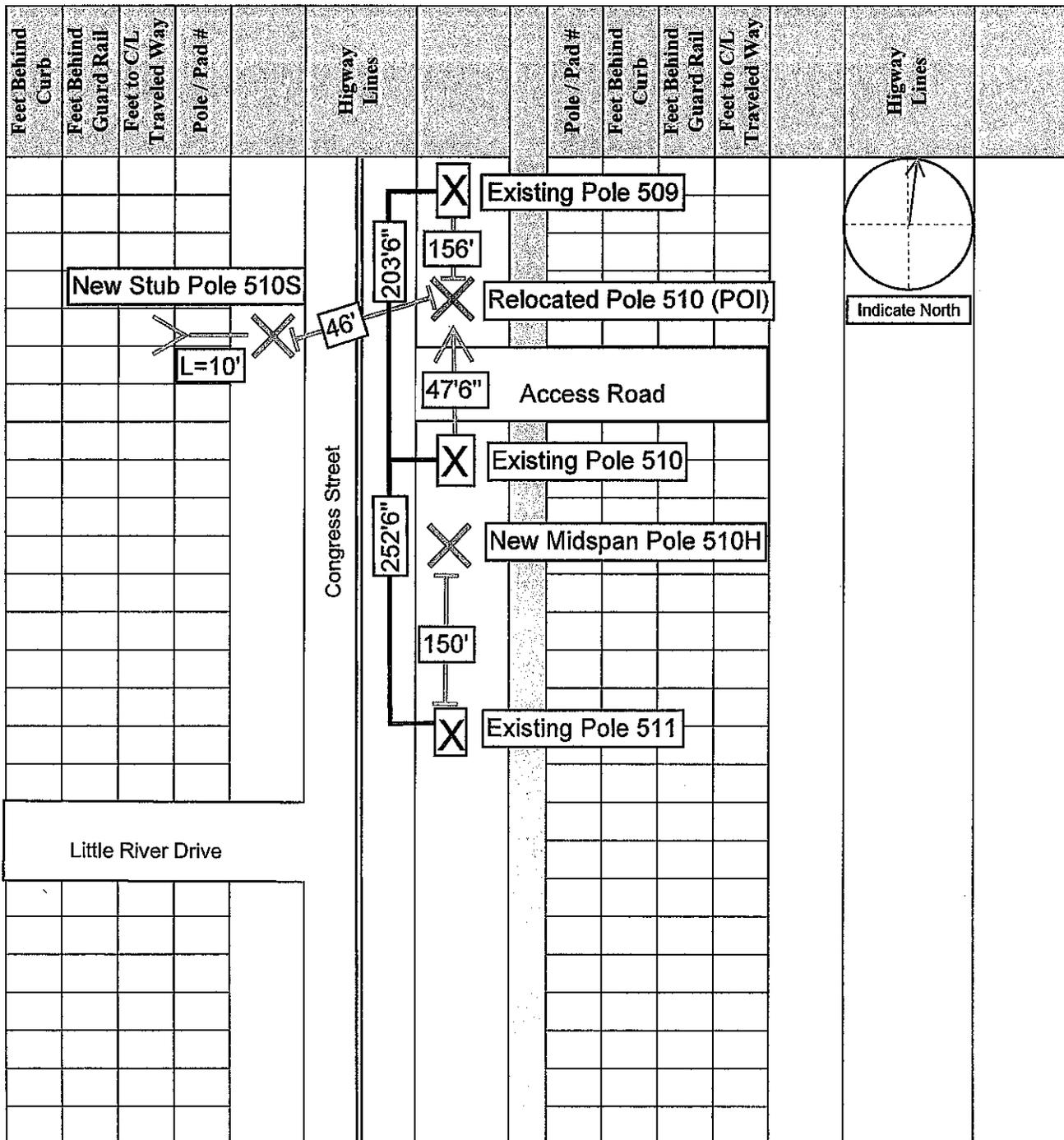
City / Town: **Belfast**

Date: **Feb 8, 2024**

Street: **Congress Street**

By: **Jason Lamontagne**

Facilities to consist of wood poles and appurtenances with a minimum clearance of wire and cables not less than 21 feet over the public highway, and/or underground facilities to consist of buried cables, conduits, transformers and manholes for operation at 7200 volts to ground single phase. Construction to be suitable for future operation at a voltage not to exceed 22KV to ground single phase. Right-of-way limits indicated are based on the best field information available. Poles/ Pads are staked. For further information call: **Jason Lamontagne** at Central Maine Power Company tel: **207-314-7131** . Pole/Pad spans shown are approximate.



Notification: 10300735458

CENTRAL MAINE POWER COMPANY

Work Order: 801000571771

APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: Belfast, Maine

- To the: City
- Town

County of: Waldo, Maine

Central Maine Power hereby applies for permission to:

- Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.
- Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below.

Central Maine Power Company and Consolidated Communications

jointly apply for permission to construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

1. Starting Point: Existing 510 to be Relocated
2. Road (State & CMP): Congress Street
3. Direction: Northerly
4. Distance: 47.5 Feet feet
5. Number of Poles: 3 and 1 Anchor

- Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code.
- Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

Any person, firm, or corporation to be adversely affected by this proposed location shall file a written objection with the State Department of Transportation, City, Town or County stating the cause of said objection within fourteen (14) days after the publication of this notice or ninety (90) days after installation of facilities without publication.

- Public Notice of this application has been given by publishing the text of the same
- Not Published

In: []

On: []

CENTRAL MAINE POWER COMPANY

Consolidated Communications

By: Jason Lamontagne

Date: Feb 8, 2024

By: Danielle Godin Date: 02/09/2024

For Stephen Polyot
Right of Way Manager-Maine