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, January 21, 2025

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

6:30 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, January 16, 2025

Agenda Items:

10-A Request from the Fire Chief to confirm Colby Robbins of Montville as a full-time Firefighter/Paramedic for the Belfast Fire and Ambulance Department.

The City of Belfast advertised the position of full-time Firefighter/Paramedic beginning on November 26, 2024, and applications were accepted until December 24, 2024.

On Tuesday, December 31st, the Firefighter/Paramedic Hiring Committee held interviews. The Firefighter/Paramedic Hiring Committee was composed of Fire Chief Patrick Richards, Deputy

Fire Chief Chris Kulbe, Ambulance Director Debby Heath and HR Administrator Nancy Driscoll.

The hiring committee unanimously selected the final candidate and recommends the City Council appoint Colby Robbins of Montville as a full-time Firefighter/Paramedic for the City of Belfast.

Mr. Robbins has served as a per-diem Paramedic for the City of Belfast since 2017. During that time, he has demonstrated exceptional dedication, work ethic and attitude in addition to being a fantastic Paramedic. We are excited to have him now join the team in a full-time capacity.

This position is a vital aspect of the City's public safety team and is responsible for responding to a wide range of medical and fire suppression emergencies to ensure the stability and safety of our community. I am confident Mr. Robbins, if confirmed, will serve our community and the department well.

Please see the attached memo, job advertisement, job description, and employment application (10-A) providing further detail. Mr. Robbins and Fire Chief Patrick Richards will be available at the Council Meeting to answer any questions.

10-B Request from the Public Works Director to confirm Brian Spaulding of Belfast as a full-time Utility Equipment Operator / Laborer for the Public Works Department.

The City of Belfast advertised the position of full-time Utility Equipment Operator / Laborer beginning on December 10, 2024, and applications were accepted until December 31, 2024.

On Wednesday, January 8th, the Utility Equipment Operator / Laborer Hiring Committee held interviews. The Utility Equipment Operator / Laborer Hiring Committee was composed of Public Works Director Kip Faulkner, HR Administrator Nancy Driscoll and me.

The hiring committee unanimously selected the final candidate and recommends the City Council appoint Brian Spaulding of Belfast as a full-time Utility Equipment Operator / Laborer for the City of Belfast.

Mr. Spaulding has been working for the City of Belfast for over three years as a Truck Driver/Laborer and during that time has demonstrated himself to be a committed, reliable and hardworking employee. Mr. Spauling has also demonstrated these same qualities as a per-dem employee for Fire and Ambulance

This position is a vital aspect of the City's public safety team and is responsible for the operation of equipment such as loaders, backhoe, excavator, roller, dump truck and sweeper and in the performance of allied duties, in the completion of Public Works projects and activities.

Please see the attached memo, job advertisement, job description, and employment application (10-B) providing further detail. Mr. Spaulding and the Public Works Director Kip Faulkner will be available at the Council Meeting to answer any questions.

10-C Discussion and possible action on a proposal for transitional housing in Belfast.

The Belfast Planning and Codes Department received a proposal from the Midcoast Maine Homeless Coalition for a transitional housing facility at the United Methodist Church located at 23 Mill Lane. City staff and members of the Midcoast Maine Homeless Coalition provided an initial presentation and discussion with the City Council at the January 7th Regular Council Meeting.

The Council requested that the Coalition gather more information, meet with interested parties and report back at this meeting for further discussion and possible action.

If the City Council is supportive of such a concept in Belfast, Director Fournier recommends the Council direct the Planning Board to create an ordinance amendment based on how narrow or broad the Council determines is best for the community.

Please see the attached memo (10-C) from the Director of Planning and Codes Bub Fournier providing further detail. Director Fournier and members Midcoast Maine Homeless Coalition will present and answer any questions.

10-D Presentation from the Police Chief on how to report hate crimes.

A presentation on how to report hate crimes was requested by Councilor Bonneville.

There have been incidents of hate crimes reported in our community recently. When reported the Police Department is able to quickly respond so that a detective can gather more information from those involved and file a formal report.

Police Chief Bobby Cormier will provide a presentation on the correct avenues of how to file a report of hate speech to ensure that if an incident occurs, it is responded to by the Police Department timely and appropriately.

10-E Request from the Fire Chief to increase the Advanced Life Support Fee from $200 to $350.

Currently, the Belfast Ambulance Service may be called for an ALS (Advanced Life Support), also know as a "paramedic intercept" to another agency that is responding to an emergency or transporting a patient to the hospital. The variety of reasons can vary from minor medical reasons

to extremely traumatic injuries. The requesting agency may not have a paramedic on staff or available to assist and will often request a City of Belfast Paramedic on duty if they are available.

It is essential that our fees are fair to other agencies but also cover the true costs associated with the service such that Belfast taxpayers do not shoulder the burden. The City of Belfast's current rate is $200.00 for a Paramedic to assist another agency. Fire Chief Patrick Richards recommends the City Council consider increasing this fee to $350.00. Other agencies around the State charge anywhere from $200.00-800.00 for these services.

If approved by the City Council, the Fire Chief requests that a motion is made to increase the ALS fee (paramedic intercepts) to surrounding agencies from $200 to $350.

Please see the attached memo (10-E) from Fire Chief Patrick Richards providing further detail. Chief Richards will be available at the Council Meeting to answer any questions.

10-F Council Discussion on election polling locations.

Discussion on election polling locations was requested by Mayor Sanders.

At the November 21, 2023, City Council Meeting, the Council voted to support a proposal from the City Clerk to host elections for Wards 1-4 at the Tarratine Hall beginning in March 2024. This transition proved successful for the 2024 March Primary, the 2024 June election, and the 2024 November Presidential election. Many factors make this site a great fit as a polling location such as its size and location, as well as the added benefits of safety, parking, accessibility, and improved election staffing.

Having two polling locations is incredibly unusual in current elections. In Maine, Belfast is only one of six communities that still have more than one location.

Although having two polling locations has suited the City of Belfast, having a single polling location greatly ensures both physical and cyber security infrastructure without a municipality

having to incur any additional costs. City staff and election workers agree and recommend the combination of the Ward 5 polling location with Wards 1-4 at the Tarratine Hall starting in June 2025.

Please see the attached memo (10-F) from the Clerk's Office providing further details. Clerk Angie Crosby and Deputy Clerk Andrew Legacy will be at the meeting to answer any questions the Council may have as they consider this possibility.

10-G Request from the Harbor Master to approve 2025 Harbor Usage Fees.

The Harbor Advisory Committee reviewed the Harbor Usage Fees for 2025 at their Regular Committee Meeting on January 15th. At that time, they were provided with a history of fee changes and various Harbor revenues and expenses over the past several years. Following discussion, the Harbor Advisory Committee voted unanimously to recommend to the City Council that another increase for most fees wasn't necessary for this coming season, all fees were increased roughly 10% for 2024. It is important to note that there are some fees that were changed or increased based on different usage which are indicated in bold type under the 2025 recommendation column.

If approved by the City Council, the Harbor Master requests that a motion is made to approve the Harbor Usage Fees for 2025 as recommended by the Harbor Advisory Committee and Harbor Master.

Please see the attached memo and history of fee increases spreadsheet (10-G) which indicates how fees have changed over the years, the recommended fee increases, and the projected increased revenues if these increases are approved. Harbor Master Kathy Given will be at the meeting to present and answer any questions.

10-H Request from the Harbor Master to approve 2025 Charter Vessel, Small Boat Storage, and Commercial Contracts.

The Harbor Advisory Committee reviewed the Charter Vessel, Small Boat Storage, and Commercial Contracts for 2025 at their Regular Committee Meeting on January 15th.

Following are the contract requests for 2025:

1. Alex Pelling
28' m/v - 'Back and Forth'- custom service - 6 pax - Concessions Contract - City Landing

2. John Ives
85' schooner - 'Charm' – 2-to-3-hour day sails - 34 pax - Concessions Contract - Thompson's

3. Leigh Dorsey
32' rowing gig - guided rowing lessons - Concessions Contract - Available space

4. Elias Heyns
mast & rigging services - Commercial Contract - City Landing

5. Ray Wirth
kayak storage/guided tours - Commercial Contract - Heritage Park

6. Kayak/Canoe Rack Storage
up to 45 spaces - Boathouse/Heritage Park/City Landing

7. Rowing Vessel Storage
number depends on size of vessel - Puddledock Parking Lot

Fees and terms for all contracts were discussed, the Committee suggested some fee changes which are reflected in the Harbor Usage Fees for 2025 but had no recommended changes for the contracts.

Following discussion, the Harbor Advisory Committee voted unanimously to recommend to the Belfast City Council to approve all the above contract requests for the season of 2025.

If approved by the City Council, the Harbor Master requests that a motion is made to approve the Charter Vessel, Small Boat Storage, and Commercial Contracts for 2025 as recommended by the Harbor Advisory Committee and Harbor Master.

Please see the attached memo (10-H) from Harbor Master Kathy Given providing further details. Harbor Master Given will be at the meeting to present and answer any questions.

10-I Discussion on future visits from cruise ships to the City of Belfast.

On Wednesday, November 6th the City Council held a Work Session with the Harbor Committee to discuss cruise ship impacts on Belfast Harbor operations and community feedback.

At the Work Session, the City Council asked the Committee to work to establish recommendations on how to limit large vessel activity in our harbor for increased safety and improved operations. At their regular meeting on Wednesday, January 15, the Committee was unanimously adamant they do not want the cruise ships or large passenger vessels visiting Belfast.

Cruise ships are promoted in large part based on the fact they generate economic value, in that the passengers spend considerable money in the ports they visit. In recent years, this has found to not be the case with either of the American Cruise Lines ships that have visited Belfast; the American Eagle and Independence, as explained in the memo from the Belfast Area Chamber of Commerce.

The ships do, however, provide dockage revenues for the Harbor Department and City. Because dock space for these larger vessels is very limited on the entire coast of Maine, the Harbor Master expects the City will be able to generate much of the lost revenue if the cruise ships do not return, as this dock space open will allow us to accommodate other users of the facilities.

If approved by the City Council, the Harbor Master requests that a motion is made to support the recommendation by the Harbor Advisory Committee that any marine vessel certified to carry 50 or more passengers not be allowed to embark or disembark guest passengers, including by tender, at the City Landing or other City property or marine facilities.

Additionally, there are a few references for cruise ships in our City Ordinances, specifically in the commercial use section. If Council approves this recommendation, staff requests that a motion is made to direct staff and the Harbor Advisory Committee draft updated City Ordinances to include this change. These proposed ordinance changes would come before the City Council at a future meeting for formal adoption.

Please see the attached memo (10-I) from Harbor Master Givens providing further detail. Harbor Master Kathy Given will be at the meeting to present and answer any questions.

10-J Request by Airport Manager to publish an RFP to secure the services of an appraiser to develop a fair market value appraisal for the Belfast Municipal Airport.

Representatives of the Federal Aviation Administration (FAA) conducted a land-use compliance inspection at the Airport in July 2024 for the purpose of ensuring that the Airport is in compliance with the requirements of its federal airport obligations.

The inspection noted that the City must have an appraisal of the value of land currently used and proposed for nonaeronautical purposes. Two areas identified include the land upon which our Transfer Station is located and the land proposed for the Verizon Cell tower.

The Airport Manager and the Airport Advisory Committee further recommend conducting a fair market value appraisal for the entire Airport in order to develop nonaeronautical rates for any potential future nonaeronautical revenue leases.

If approved by the City Council, the Airport Manager requests that a motion is made to authorize the City staff to publish a Request for Proposal (RFP) for the provision appraisal services to determine sales values and values of aeronautical and nonaeronautical leases on Belfast Airport property. The RFPs will come back before the City Council at a future meeting for acceptance and award.

Please see the attached memo (10-J) from Airport Manager Kenn Ortmann providing further detail. Airport Manager Ortmann will be at the meeting to present and answer any questions.

10-K Request from the Finance Director to accept a $132.00 donation to the Cemetery Department.

The City of Belfast Cemetery Department received a donation of $132.00. These funds were collected during a Chapel Tour in October 2024.

Only the City Council can accept donations on behalf of the City of Belfast.

Finance Director Amy Bradford requests that, if approved by the City Council, a motion is made to accept the funds of $132.00 and to place the donation into account #G 1-2009-00 Cemetery Donations.

Please see the attached memo (10-K) from Finance Director Amy Bradford providing further details. I will be at the meeting to present and answer any questions.

10-L Consideration of possible tax foreclosure waivers or requests for poverty abatement.

The 2022 tax lien foreclosures mature at the end of day on Tuesday, January 21, 2025. Any real estate tax liens outstanding and in risk of foreclosure not paid before close of business 21st may be considered for waiver or poverty abatement.

City Finance Director Amy Bradford has been reaching out and will continue to keep in contact with these taxpayers from now until the date of foreclosure.

This agenda item is a placeholder to discuss the possibility of lien waivers or poverty abatement, if applicable.

A list of outstanding accounts will be provided to the City Council prior to the start of the January 21st Council Meeting.

Finance Director Bradford and I will be at the meeting to present and answer any questions.

10-M Signing of Council Orders

On Monday, January 20th, 2025, our country observes the life, legacy and service of Dr. Martin Luther King Jr.

Each year I take a moment to read through the words of Dr. King. I share the following excerpt:

"I stressed that the use of violence in our struggle would be both impractical and immoral. To meet hate with retaliatory hate would do nothing but intensify the existence of evil in the universe. Hate begets hate; violence begets violence; toughness begets a greater toughness. We must meet the forces of hate with the power of love; we must meet physical force with soul force. Our aim must never be to defeat or humiliate the white man, but to win his friendship and understanding."

As we move through this new year, and all the decisions ahead of us, I hope that the words of Dr. King resonate and help guide each of us. May we confront our challenges with an open heart and an open mind, and may we place more emphasis on the qualities that unite us rather than on those that divide us. Like Dr. King, our words and actions inform the next generation of leaders that will influence our community, our State and our Nation.

Additionally, if you have the opportunity, the Dr. Martin Luther King Jr. Day Planning Committee will host the 36th annual community gathering in Belfast to honor Dr. King's work and teachings. The annual gathering both honors Dr. King and makes the connection between his teachings and the issues that persist today.

The event will start at 4:30 p.m. with a short candlelight walk from the Post Office to the First Church of Belfast UCC on Church St., followed by the program from approximately 4:45 to 6 p.m. The snow date will be the following Saturday, January 25, at 10 a.m.

City of Belfast
Consent Agenda
Tuesday, January 21, 2025
Meeting #14

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

9) Permits, Petitions and Licenses - Consent Agenda

A. Request from the Police Chief to confirm Ted Gannon as a part-time Reserve Officer for the Belfast Police Department.

Motion to confirm Ted Gannon as a part-time Reserve Officer for the Belfast Police Department.

B. Request from the Media Manager to confirm Tyler Hills as a part-time Video Technician for BelTV.

Motion to confirm Tyler Hills as a part-time Video Technician for BelTV.

C. Request to approve a Facility Use Request application by Our Town Belfast for use of City sidewalks and streets for the annual Ice Festival and State of Maine Ice Carving Championship on Friday, February 21, 2025, through Sunday, February 23, 2025.

Motion to approve a Facility Use Request application by Our Town Belfast for use of City sidewalks and streets for the annual Ice Festival and State of Maine Ice Carving Championship on Friday, February 21, 2025, through Sunday, February 23, 2025.

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

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

E. Request to approve a Special Amusement Permit for Frank D. Hazeltine American Legion Post #43 d/b/a V.F.W. American Legion for live music, DJ, Karaoke, dancing, and all live entertainment located at 134 Church Street, Belfast, Maine, indoor only.

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

9.A

Memo

To: Manager Erin Herbing

From: Chief Robert Cormier

cc: City Council

Date: January 13, 2025,

Re: Hiring Request, Officer Ted Gannon (Part-time Reserve Officer)

Dear Erin

As part of our recent hiring and selection process, a full-time certified Officer from another state applied for one of our part-time Reserve Police Officer positions. As part of the selection process, the candidate had to complete the Maine Criminal Justice Academy waiver process and our selection process which included an oral board, polygraph, and psychological examination. Candidate Officer Ted Gannon has been a Police Officer for over 25 years and recently moved to the area with his family. In his last assignment, Ted was a Detective Sergeant and during his time there, held several specialized assignments. Now seeking to continue his career in Belfast, Officer Gannon brings a lot of valuable training and experience to both our agency and the community. Officer Gannon was described by his last department as a friendly, knowledgeable member of the department who served as a mentor and who understands the importance of maintaining strong relationships in the community. I am confident Officer Gannon will be a good fit for our team in Belfast and be a great asset for the city. At this time, I would respectfully request a vote to hire Reserve Officer Ted Gannon as a part-time Police Officer for the City of Belfast Police Department.

Thank you,

Chief Bobby Cormier

9.B

From: Shannon Brown <beltv@cityofbelfast.org>
Sent: Wednesday, January 15, 2025 12:12 PM
To: Manda Cushman <managerassistant@cityofbelfast.org>
Subject: Re: reminder: memo for the PT position hire

HI Manda,

I am recommending Tyler Hills for the position of part-time video technician.

Mr. Hills has a foundation in graphic design, and a background in teaching and video production. Tyler also has a passion for problem solving and finding technical solutions for complex problems. He has created a data driven program to track the success of the clients he works with in his current position as a special ed teacher.

Tyler's past experience teaching graphic design and juggling the technical and social elements of a high-pressure classroom combined with his background in video production make him an excellent candidate.

9.C

CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Pamela J. Salokangas, CPRP, CPSI
Parks & Recreation Director

Email:parksandrec@cityofbelfast.org
Phone: (207) 338-3370, ext. 127

MEMORANDUM

TO: **Erin Herbig, City Manager**
FROM: **Pam Salokangas, Parks and Recreation Director**
DATE: **January 9, 2025**
RE: **Event/Facility Use Requests**

The City of Belfast Parks and Recreation Department is presenting the following annual event for the City Council's January 21, 2025 Consent Agenda.

Our Town Belfast has submitted a Facility Use Request for the Annual Ice Festival which will run during the weekend of February 21-23, 2025. Within the City Council Agenda Packet is the Annual Ice Festival application. This annual event, now in its 5th year, will host the Maine State Ice Carving Championship as well as several ice sculptures to be displayed throughout town, live ice carvings, and "ice bars" at several local restaurants.

For this event, the application requests the following:

- Permission to utilize downtown sidewalks for the placement of ice sculptures at Post Office Square, along Main Street down to the waterfront area, and along High and Front Streets.
- Permission to place two porta-johns (1 HC, 1 Reg.) at Post Office Square, and two porta-johns (1 HC, 1 Reg.) at the corner of Main Street (Washington Street Parking Lot Entrance) and Park on Main.
- Street closures as follows:
    - Main Street from Washington Street (Tracy's Diner) to the corner of Main Street and Park on Main (Chamber on corner) from 9:30 AM-3 PM on Saturday. This allows vehicles to access to the Washington Street Parking Lot via lower Main Street.
    - All of Federal Street from 9:30 AM-3 PM on Saturday.
    - Cross Street from Main Street to Pendleton Lane from 9:30 AM-3 PM on Saturday.
- The use of Park on Main for one (1) live ice carving demonstration on Saturday (time TBD).
- The use of Post Office Square for one (1) live ice carving demonstration on Saturday (time TBD).

CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Schedule:

- On Friday, ice sculptures will be delivered and placed on sidewalks, and the porta-johns will also be delivered.
- On Saturday, ice sculptures will be available all day, and the Maine State Ice Carving Competition runs from 10 AM-2 PM. Live ice carving demonstrations will take place throughout the day, with a schedule TBD.
- On Sunday, ice sculptures will be available all day.
- Several restaurants will operate "ice bars" as well. Rollie's Bar & Grill and Nautilus will utilize their private property for their event. **Darby's and Delvino's will submit a Facility Use Request form for use of city sidewalks/parking spots for their events.** Dos Gatos plans to utilize their winter curbside space for their event. "Ice bars" will be happening Friday-Sunday.

The only event change suggested for 2025 is to post an EMS team/ambulance on-site during the Maine State Ice Carving Championships for any incidents/injuries that could occur; Our Town Belfast has added a hand tools division to its event, and for contenders in both the hand tools and mechanical divisions, having first aid on-hand could be helpful for the duration of the competition. If the same crew is available to operate when the live demonstrations are taking place, that is a second suggestion; once that schedule is determined, we will work with the Fire Chief to determine crew assignments/availability.

Belfast Parks and Recreation still needs confirmation from Public Works on the supply of barricades for this event and to consult on trash removal teams for the weekend activities throughout the downtown area. When this memo was drafted, the Public Works Director was out of the office. The Chief of Police reviewed the application and stated that the street closures made things very easy to manage in 2024 and endorsed that request for 2025.

Our Town Belfast provided a Certificate of Insurance in late 2024 for its holiday events; it expires 1/15/25. Our Town Belfast will provide an updated Certificate of Insurance, noting the City of Belfast as an additional insured, prior to the event and after the insurance policy is renewed. **Belfast Parks and Recreation and Recreation is requesting a Facility Use Request approval.**

Facilities Use Request
City of Belfast, Maine

EVENT: Annual Ice Festival and Ice Carving Championship

DATES: February 21, 22, and 23, 2025

EVENT REPRESENTATIVE: Amanda Cunningham, Executive Director, Our Town Belfast

PROPOSED LOCATION/AREA TO BE USED: See map.

All applications and related documents to be returned to the Parks and Recreation Office at City Hall. 338-3370 Ext 27. The City Manager's Office will act as a backup.

The City of Belfast owns Streets, sidewalks, parks, land and buildings. It is the policy of the City that property belonging to the citizens of Belfast be available to the public.
Unless specifically approved to the contrary, no public property will be set aside for the exclusive use of any individual or group and the general public will at all reasonable times have access to City property.

This is a planning checklist for your benefit as well as the City's. **If any aspect of the activity you wish to conduct is not specifically listed on this checklist then there will be no permission to conduct that activity. Approvals cannot be given to individuals or groups who are uncertain of their plans.**

Please attach maps, additional sheets, event outlines etc. - that help to explain your request. If any of the following questions do NOT apply to your event simple write
N/A (not applicable) in the space provided. Thank you.

1) State your name, phone number, e-mail address and identify whom you represent?

- Amanda Cunningham, Executive Director, Our Town Belfast
- 207.218.1158
- director@ourtownbelfast.org

2) Describe in detail the nature of this event (What are you planning on?):

- 2025 marks the fifth year for the Belfast Ice Festival and fourth year for the State of Maine Ice Carving Championship. Beginning Friday, February 21, ice sculptures will be on display from Post Office Square to the waterfront, along High Street, and along Front Street. The goal is to have a minimum of 25 sculptures this year. Many restaurants will offer outdoor "Ice Bars" with food and drink specials.
- Saturday, February 24, in addition to the sculptures delivered on Friday, the festival will showcase three (3) live ice carvings at various times/places throughout the day. The State of Maine Ice Carving Championship will take place at the corner of Main and Cross Street. New in 2025, we are adding categories – hand tools and mechanical. Hand tools will have four (4) hours to complete their sculpture and mechanical will have two (2). This competition will add up to 10 additional ice sculptures for people to view and enjoy. Participating restaurants will again offer "Ice Bars" with food and drink specials.
- Sunday, February 25 will have participants exploring the ice sculptures around downtown while visiting the "Ice Bars" at local restaurants.

3) What facilities would you like to use or what permissions are you seeking with respect to City buildings, Parks, Lands, Streets, sidewalks? Please be specific.

Our Town Belfast is requesting the use of:

- Downtown sidewalks for the placement of ice sculptures from Post Office Square along Main Street to the waterfront as well as along High Street and Front Streets.
- Post Office Square for the placement of two (2) porta-potties, one will be handi-accessible.
- A closure of Main Street, from the corner of Washington Street (at Tracy's Diner) to the corner of the Park on Main (at the Belfast Area Chamber of Commerce) from 9:30 a.m. to 3:00 p.m. on Saturday. This will allow vehicles driving up Main Street to access the Washington Street parking lot.
- The corner of the Washington Street parking lot, at the Park on Main for the placement of two (2) porta-potties, one will be handi-accessible.
- The closure of Federal Street from 9:30 a.m. to 3:00 p.m. on Saturday.
- The closure of Cross Street from Main to Pendleton Lane from 9:30 a.m. to 3:00 p.m. on Saturday.
- The use of Park on Main for 1 (one) live ice carving demonstration on Saturday (time TBD).
- The use of Post Office Square for 1 (one) live ice carving demonstration on Saturday (time TBD).

4) What **dates and times** do you wish to have this event?

- Friday, February 21, Ice Sculptures will be placed on the sidewalks and the Porta Potties will be delivered throughout the day.
- Saturday, February 22, viewing of the Ice Sculptures all day. State of Main Ice Carving Competition from 10:00 a.m. – 2:00 p.m. Live Ice Carving demonstrations throughout the day in various locations including Post Office Square and the Park on Main.
- Sunday, February 23, all day viewing of the Ice Sculptures..

5) Are you asking to close off any City Streets? (Which ones, what dates, for how long a period of time each day?)

- 9:30 a.m. to 3:00 p.m., Saturday, February 22:
  - The corner of Washington Street (at Tracy's Diner) to the corner of the Park on Main (at the Belfast Area Chamber of Commerce). This will allow vehicles driving up Main Street to access the Washington Street parking lot.
  - Cross Street from Main to Pendleton Lane.
  - Federal Street.

If yes, then who will manage these closed off Streets?

- Belfast PD and event volunteers.

6) Are you asking the City for anything other than use of the facilities you have described above?

- See Department/Service requested page.

7) How many people do you expect?

- 2,500 – 3,000 people

8) Will you be selling things at this event? What and by who if not you?

- A festival hat and cup by event volunteers.

9) Will any alcohol be served or consumed at this event? (If yes provide details)

- OTB will not be serving alcohol however, several restaurants participate in this event by opening "Ice Bars". Rollie's and Nautilus will use their private property. Darby's and Delvino's will contact the city for use of parking spots in front of their businesses for the duration of the event, Friday through Sunday. Dos Gatos plans to utilized their winter curbside space.

Where? – See map on last page

By Whom: Name and Phone contact number:

- Darby's Restaurant: Cory Chase, 338.2339
- Delvino's Restaurant: Tina Delsanto, 838.9753
- Dos Gatos: Adam Roberson, 218.1226

10) Does this event call for any type of open fire - including for cooking purposes? (If so describe what fire safety measures you plan on employing associated with this potential hazard?

- No

11) Will you be renting spaces to vendors on City Property? Yes_____No X

If yes where do you propose they set up? (MAP Location) n/a

12) Describe what type of vendor and the charges you propose to assess against them.

- n/a

13) Will you have insurance in the amount of $1,000,000 that also names the Inhabitants of the City of Belfast as an additional named insured party to hold the City of Belfast harmless from any and all injuries that may occur as the result of any negligence on your part in conducting this event?

- Yes

14) Who is your insurance agent that will provide proof of this coverage to the City?

- Allen Insurance and Financial

15) Noise: What kind of noise do you expect to generate at this event and during which specific period of time?

- Participants enjoying themselves while walking around throughout the weekend.
- Ice carving equipment, i.e. hand tools and chainsaws, in use Saturday from 10:00 a.m. – 2:00 p.m. for the 4th Annual State of Maine Ice Carving Championship.

16) How do you propose to handle garbage removal?

- Attendees will use public garbage bins.

17) How do you propose to handle parking?

- Use of the public parking lots and on street parking.

18) How do you propose to handle security?

- There will not be a need for additional security other than normal police presence. Police presence at the Main Street and Washington Street closure on Saturday was very beneficial in 2024 and would be greatly appreciated again. If possible, to also have a presence at the closure down the hill at the Park on Main.

19) How do you propose to handle the need for restrooms?

- We will provide three (3) sets of two (2) porta-potties at Post Office Square, Rollie's Bar & Grill dirt lot, and Dockside Restaurant.

20) What is your plan/need for electricity or water?

- Privately provided by businesses.

21) Have you spoken to the neighbors in the area of this event and discussed traffic, noise, parking etc. with them?

- Yes, the downtown business are aware of the event. They are excited for the influx of traffic to downtown during the shoulder season.

22) Who will be in charge of the event during the event and what are their home phone numbers, cell phone numbers, and email addresses - where they can be reached before and during this event?

- Amanda Cunningham
- 207.218.1158 office
- 207.939.5638 mobile
- director@ourtownbelfast.org

23) Are you requesting any services from the City? Be specific on the services you are asking for.

- Yes, please see below.

Department **Service Requested**

City Manager: n/a_____

Police: Normal weekend event presence with additional presence at the street closures on Saturday from 9:30 a.m. – 3:00 p.m. This is the height of the foot traffic in town and the State of Maine Ice Carving Championship. It is helpful to have their presence and to help escort early morning parked cars out of the now closed area and to direct visitors to the public parking lots.

Fire/ Ambulance: Normal weekend event presence

Parks: n/a

Public Works:

- Barricades:
  - Two (2) sets corner of Main and Washington Streets
  - Two (2) sets corner of Main Street and the Park on Main by the Public Parking Lot entrance
  - Two (2) sets corner of Cross Street and Pendleton Avenue
- Trash Cans:
  - Corner of Main and Front Streets at Consumer Fuels
  - Corner of Main and Cross Streets at the green space
  - The possibility of additional wooden trash containers may be needed depending on the sculptures that are still being purchased. In 2024, we used several of the wooden containers to display sculptures.
- Orange Cones:
  - 10 placed in Post Office Square
  - 10 placed at the traffic light at Main and High Streets
  - 10 placed at the corner of Main and Cross Streets
  - Five (5) placed corner of Main and Front Streets at Consumer Fuels

Harbor: n/a

Other? _____

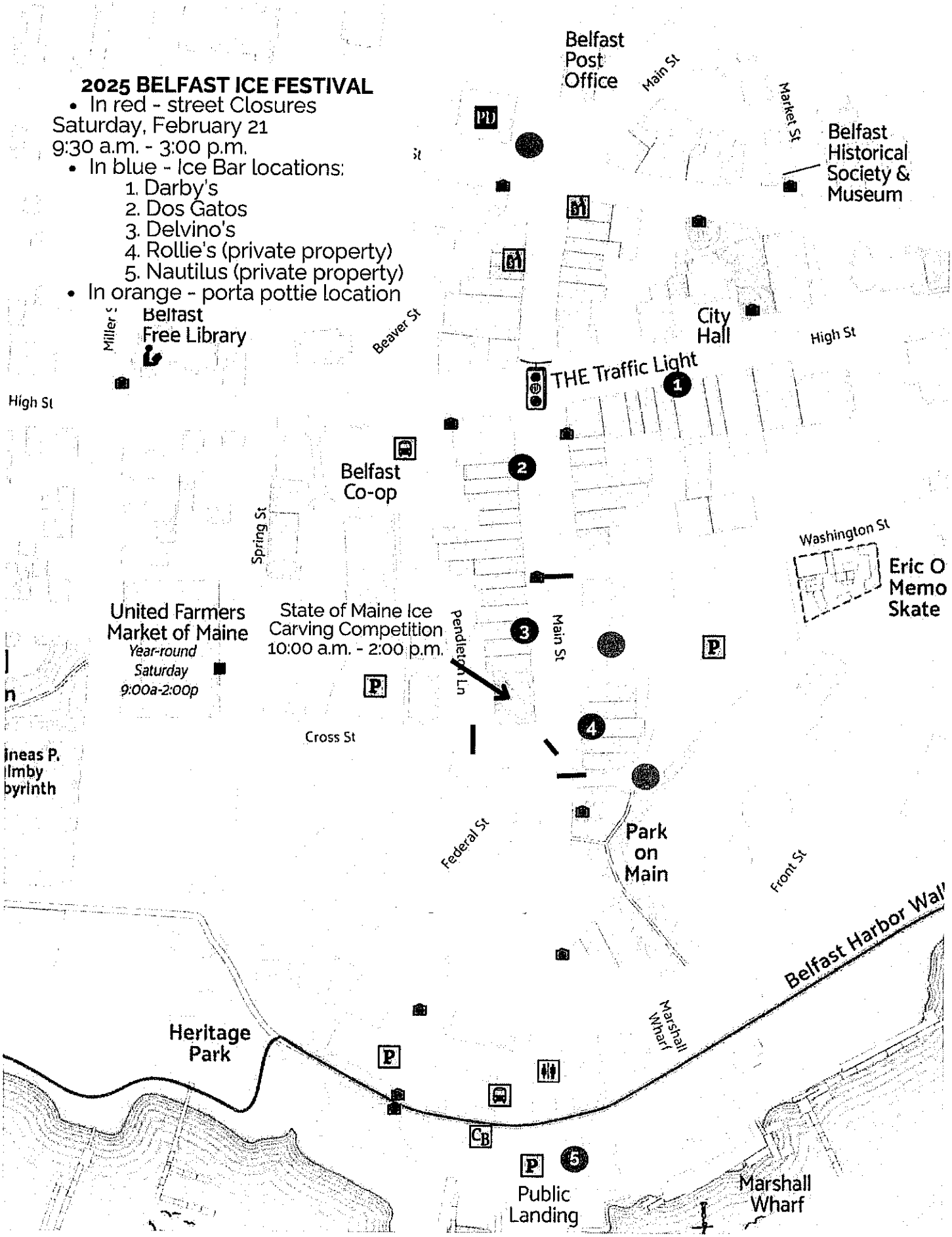
Remember, if any aspect of the activity you wish to conduct is not specifically listed on this checklist then there will be no permission to conduct that activity.

2025 BELFAST ICE FESTIVAL

- In red - street Closures

Saturday, February 21
9:30 a.m. - 3:00 p.m.

- In blue - Ice Bar locations:
  1. Darby's
  2. Dos Gatos
  3. Delvino's
  4. Rollie's (private property)
  5. Nautilus (private property)
- In orange - porta pottie location



10. A

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

January 8, 2025

Honorable Mayor Sanders

Belfast City Councilors

City Mgr. Herbig

Re; Hiring Full time Paramedic/Firefighter Colby Robbins

I submit for your confirmation the name of Colby Robbins to be hired for the position of full-time Paramedic/Firefighter. Paramedic Robbins has been employed by the City of Belfast as a Per-diem EMT/Paramedic since 2017 and has his Maine Fire Service Institute Basic Fire Certification. Paramedic Robbins has recently worked for Delta Ambulance in a field management capacity, Paramedic and communications dispatcher. He is service Chief for Unity Volunteer Ambulance during his spare time and is up to date with Quality Assurance, Billing, inventory and training programs.

Paramedic Robbins' Mother and Grandmother reside in Morrill, just over the Belfast town line where he has spent a good portion of his time, so he is known by many and familiar with his surroundings.

I believe Colby will be a great addition to our team and continue to serve the Citizens of Belfast and surrounding communities well. He will be filling a full-time position that was vacated in November.

Thank you for your consideration.

Patrick Richards

Fire Chief/Ambulance Director

City of Belfast
Employment Opportunity
Paramedic/Firefighter

The City of Belfast is accepting applications for the position(s) of full-time Paramedic/Firefighter. This is a skilled Paramedic EMS position with firefighting responsibilities, both Emergency and Non-emergency, as well as combating, extinguishing, and preventing fires. It involves responding to a wide range of medical and fire suppression emergencies to ensure the stability and safety of our community. **Paramedics not interested in firefighting encouraged to apply.**

The successful candidate must have a High School Diploma or equivalent; Associate degree in Fire or EMS related preferred, possess and maintain a valid State of Maine Class C operator's license, CDL preferred, and a Maine EMT Paramedic license is desired. Candidates with AEMT license, who intend to obtain a Paramedic qualification within a reasonable period are encouraged to apply. Additionally, a State of Maine Firefighter I/II is desired and must be SCBA certified. Candidates must be able to work rotating 24-hour rotating shifts; that may include nights, weekends and holidays. 24 on, 48 off, 24 on 96 off. Candidates must successfully complete a comprehensive background check and a post-offer physical exam.

The City of Belfast offers competitive wages, paid vacation, sick and earned time off, 14 paid holidays, health, life, dental, vision insurance and MEPERS special plan 3c retirement.

Applications may be obtained in person or online www.cityofbelfast.org.

Please submit Cover Letter, Resume, and References to:
Fire Chief at City of Belfast, 131 Church Street, Belfast, Maine 04915.

The City of Belfast is an equal opportunity employer.

Firefighter/Paramedic

Nature of this Position:

Firefighter/Paramedics have a wide array of responsibilities specific to the situation at hand. Firefighter/Paramedics deal with a wide variety of emergencies. They be willing to work at least 24-hour shifts, nights, holidays, and weekends. Must be competent and knowledgeable, committed and focused as well as self-motivated. To contribute the best you can to help people in need and save lives.

Duties and Responsibilities:

Provide emergency medical assistance, such as CPR or bandaging a wound

Operate ambulance equipment and respond to radio transmissions

Quickly and efficiently assess a patient's condition and determine the best course of treatment

Transport patients safely in an ambulance

Lead and coordinate the team responding to an emergency

Provide first aid or life support to patients who are sick or injured

Monitor patient's condition in route to the hospital

Collaborate with interested parties (police, firefighters, doctors, etc.)

Transfer patients to the emergency area of the hospital or other healthcare facility

Report what they saw and did to doctors, nurses, or other healthcare staff

Effectively and professionally communicates details of the situation and procedures to patients, family members, coworkers, and healthcare staff in verbal and written form

Problem-solving skills for quickly understanding the patient status and symptoms and for administering required treatment

Demonstrates the ability to safely lift, transfer, and maneuver patients in and out of ambulances, facilities, residences, and other locations

Provide support to patients in life-threatening situations and under great stress, showing integrity and compassion towards human pain / suffering

Interpersonal skills to work in teams and coordinate with others to handle stressful situations.

Work efficiently with other emergency responders and accept direction from supervisors

Must be able to make reasonable and responsible decisions as a team leader

Necessary Special Requirements

Maintain, on file, a clean and valid Maine driver's license

Obtain and maintain, on file, a current Maine EMS provider license

Obtain and maintain, on file, CPR, ACLS, PHTLS, PALS and PIFT credentials

Maintain, on file, EVOC certification

Interior firefighter qualified, maintain a clean-shaven appearance

Since Firefighter/Paramedics lift, kneel, and bend throughout their job, they need to maintain great physical condition and health, routine physicals may be required. This requires the ability to lift at least 80lbs, climb many flights of stairs carrying gear or perform CPR for several minutes.

Demonstrates the attitude of a Health Care Professional to include, but not be limited to, maintaining a clean appearance, demonstrating courteous, professional, and ethical behavior, and demonstrating the ability to work cooperatively with other members of the team.

Maintains strict confidentiality regarding all information pertaining to City policies, patient data, forms, manuals, charts, employee data, or any other sensitive or confidential information obtained while employed by or pertaining to the City of Belfast, its employees, or patients.

City of Belfast
Employment Application

In compliance with Federal and State Equal Employment Opportunity laws, qualified applicants are considered for all positions applied for without regard to race, color, religion, sex, national origin, age, marital status or the presence of non-job-related medical condition or handicap. Due to Maine Laws, applications are not confidential.

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

Date of Application: 11.16.24

Position(s) applied for: Paramedic - Full Time

Referral Source: _____Advertisement _____Friend _____Relative

_____Job Service _____Other x

Name: Robbins Colby V
Last First Middle

Residence Address: Montville, ME 04941
Street City State Zip Code Mailing

Address: Same

Phone Number: _____

Email Address: _____

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

If so, what name: _____

Have you filed an application or been employed here before? _____

If yes, date(s): Currently Employed

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

Courtney Munger	Troy, Maine
Kirsten Emerson	Nobleboro, Maine
Stacy Blaquiere	Paris, Maine

Employment Experience:

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

1. Employer Delta Ambulance Corp
   From 2019 to Current
   Address Waterville, ME
   Type of Work Operations Manag
   Reason for Leaving _____

2. Employer Unity Ambulance Corp
   From 2017 to Current
   Address Unity, ME
   Type of Work Service Chief
   Reason for Leaving _____

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

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

Emergency Medical Dispatcher Certification, Basic Fire Attack Certification
Have worked in a hospital-based, private, volunteer, fire-based EMS services.

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

Diploma: _____ Academic _____ Vocational _____

Degree(s) KVCC - Paramedic Certificate Program
Describe course of study, specialized training, apprenticeship, skills, and extra-curricular activities: _____

AGREEMENT:

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

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

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

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

Date: 11/16/24

Signature of Applicant

Resume

Colby Robbins

SKILLS

- Critical thinking skills involving supervisory and management roles.
- Organizational skills including paperwork, billing, computer filing.
- Strong knowledge of scheduling software.
- Leadership skills including QA, coordinating appropriate resource coverage.
- Pre-planning for contingency.
- Strong knowledge of CAD and radio systems

EXPERIENCE

Delta Ambulance Corp

Paramedic, Field & Dispatch Manager

April 2019-Current
Waterville, ME
Field & Dispatch Manager

- Overviews the general operation of the company, ensuring effective and efficient workflow of the day to day operations.
- Provides back-up to crews on critical emergencies.
- Overviews the general operation of the communication center, ensuring effective and efficient workflow of the center.
- Management of the scheduling of the employees of the dispatchers.
- Provides the communications link between the operations and financial leadership.
- Provides the communication link between Delta Comm. Center and our supporting PSAPs.
- Management of the various dispatch systems (CAD, radio communication system, phone system).
- Provides quality assurance and feedback on the calls processed by the Delta Communication Center.
- Provides continuous updating of resources in the communication center.
- Process all calls for service and dispatch our units accordingly based on location, area resources and time.
- Documentation of all calls for service using the CAD system.
- Provides radio communication between the units using the radio, phone and CAD system.
- Coordination of the units based on level of care needed, amount of resources needed at any given time.
- Knowledge of the billing system, workflow and coordination of ensuring payment for services.
- Preparation of paperwork prior to getting coded, processed and billed.

Resume

MaineHealth - Norway - PACE Ambulance

Per Diem Paramedic, QA Team

February 2024 - Current
Norway, ME

- Provides emergency medical care at the basic and advanced life support level if needed.
- Training new employees and being a mentor to students.
- Assist with the quality assurance of all documentation of calls, primarily focusing on billing.

MaineHealth - Waldo County General Hospital

Per Diem Emergency Department Technician II

August 2018 - April 2024
Belfast, ME

- Provides and supports Nursing Staff and Physicians with emergency medical care in an emergency department setting.
- Stocking and inventory keeping of supplies and equipment.

City Of Belfast Fire / Rescue

Per Diem Paramedic

September 2017-Current
Belfast, ME

- Provides emergency medical care at the basic and advanced life support level if needed.
- Training new employees and being a mentor to students.
- Assist management with streamlining the run report system, adding new employees and running reports.
- Arranging call analysis reports.

Unity Ambulance Corp

Chief, Paramedic

June 2017-Current
Unity, ME

- Provided emergency medical care at the basic and advanced life support level.
- Responsible for maintaining the scheduling system.
- Responsible for processing payroll on a biweekly basis.
- Management duties - ordering supplies, coordination of personnel on transfers and 911 calls, communication link with the 911 center.
- Quality assurance of all documentation of calls, primarily focusing on billing.
- Provide a detailed statistical list of all calls for service.

Resume

EDUCATION AND TRAINING

High School

Mount View High School, Thorndike, ME
June 2018

- Class Secretary
- Multiple Class leadership committees

EMT Basic
Waldo County Technical Center, Belfast ME
Sept 2016 - June 2017

Advanced Emergency Medical Technician
Kennebec Valley Community College, Fairfield ME
September 2018 - December 2018

Paramedic Certificate Program
Kennebec Valley Community College, Fairfield ME
September 2022 - December 2023

SPECIALIZED TRAINING

- Emergency Medical Dispatcher & Emergency Telecommunicators Certification.

REFERENCES

Courtney Munger
Stacy Blaquiere
Kirsten Emerson
Tabitha Knowles

10.B

Public Works had an opening for Utility Equipment Operator. We posted the position on December 10, 2024, and received 21 applications to consider. On January 8th we interviewed 7 applicants and after reviewing them it was determined that Brian was the best choice for this position.

Brian Spaulding has been employed with the City of Belfast for four years and has served the City as a Truck Driver/Laborer during that period.

Brian has been promoted to Equipment Operator for the City of Belfast. His skillset, knowledge, and patience will serve him well. He will do a good job as a new member of our team.

City of Belfast
Employment Opportunity
Public Works Utility Equipment Operator / Laborer

The City of Belfast is accepting applications for a Utility Equipment Operator / Laborer at the Public Works Department. Applicants must be 18 years of age or older, be in good physical condition, and have a flexible schedule. This position requires a Maine CDL, bending, reaching above shoulders, kneeling, crouching, stooping, climbing, work on uneven ground, lifting and carrying objects of up to 50 lbs. individually or 100 lbs. with assistance. This is a semi-skilled / skilled position requiring the operation of equipment such as loader, backhoe, excavator, roller, dump truck and sweeper and in the performance of allied duties, in the completion of Public Works projects and activities.

This is a full-time position with full benefits. Compensation is $25.41 for the first 6 months, then $26.05 plus $0.25 if pass a 6-month evaluation. Automatic annual increase per union contract and 4-year step increases. Hours of operation: 6AM - 4:30PM, Monday through Thursday 40hrs/wk with overtime + stipend (May-November) for holiday and weekend on-call duties.

All applications are to be submitted in confidence, a completed Belfast Employment Application form (https://www.cityofbelfast.org/Jobs.aspx) which must be received by the Human Resource Administrator, Nancy Driscoll, at 131 Church Street no later than 6:00 PM on Tuesday, December 31, 2024. Applications should be in a sealed envelope and may be delivered by mail or in person to:

City of Belfast
Public Works Utility Equipment Operator / Laborer Search
C/O HR Administrator
131 Church Street
Belfast, Maine 04915

The City of Belfast is an equal opportunity employer.

City of Belfast

Public Works

Utility Equipment Operator / Laborer

This is a semi-skilled / skilled position requiring the operation of equipment such as loader, backhoe, excavator, roller, dump truck and sweeper and in the performance of allied duties, in the completion of Public Works projects and activities.

CDL is required for this position.

Work assignments are received from a supervisor who may inspect work while in progress or upon completion for conformance with instructions.

Job Functions:

Operates equipment and may operate dump trucks in picking up or distributing materials, supplies or debris, ditching, trenching, road or infrastructure construction maintenance, equipment repair or related projects.

Services equipment with fuel, water, oil and grease as needed. Performs minor maintenance repairs or informs the mechanic of needed repairs.

Operates any piece of equipment as needed when asked by a supervisor for any job task that is needed to be performed (chainsaws, pavement cutters, sewer machines wood chipper, compactors and sidewalk machines.)

Performs varied manual and cognitive tasks including: rebuilding storm drains, culvert work, paving, patching, painting, ditching, building roads, work zone traffic control, sign placement and any other general duties performed by the Public Works Department.

Might be asked to assist the mechanic with some duties.

Knowledge / Skills:

Considerable knowledge of the operations of the equipment, works and hazards, safety rules, precautions in heavy equipment operations and the ability to operate safely accordingly to laws / regulations.

Good visual acuity for driving. Good physical strength and agility sufficient to do strenuous manual labor under varying weather conditions. Considerable knowledge of the geography of the City of Belfast, including the location of the streets.

Ability:

Ability to understand and follow oral and written instructions. Understand and complete checklists and safety records. Establish and maintain effective working relationships with supervisors, coworkers, contractors and the general public.

Working conditions:

Requires bending, reaching above shoulders, kneeling, crouching, stooping, climbing, work on uneven ground, lifting and carrying objects of up to 50 lbs. individually or 100 lbs. with assistance.

Exposure to moving equipment and machinery.

Exposure to marked changes in the climate including hot, cold wet and dark conditions. Long hours of overnight, roadway or other service at times.

RECEIVED
DEC 12 2024
By

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: 12-12-2024

Position(s) applied for: Operator

Referral Source: _____ Advertisement _____ Friend _____ Relative

_____ Job Service _____ Other ✓

Name: Spaulding Brian L
Last First Middle

Residence Address: Belfast Me 04915
Street City State Zip Code Mailing

Address: _____

Phone Number: _____

Email Address: _____

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? yes

If yes, date(s): Sept. 2021

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

Vern Nickerson Frankfort Me.
Jay Hassapelis Prospect Me.
Patricle Richard Belfast Me

Employment Experience:

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

1. Employer City of Belfast 2. Employer RSU 20

From 9-21 to Still Here From June 2002 to Sept. 2021

Address 22 Barns way Belfast Address 6 Mortland Rd Searsport

Type of Work Truck Driver/ Labor Type of Work Bus Driver

Reason for Leaving staying Reason for Leaving Better Pay

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 grew on a Cow farm working and operating Heavy Machinery and I have also been operating the Equipment At My work.

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

Diploma: General Academic Vocational Waldo County Tech Center

Degree(s) General

Describe course of study, specialized training, apprenticeship, skills, and extra-curricular activities: Took 4 years of building Construction and did some Heavy Equipment operating

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: 12-12-2024 Brian Spalding

Signature of Applicant

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: January 15, 2025

TO: Belfast Mayor, City Councilors, City Manager

FROM: Bub Fournier, Director of Planning and Codes Department

RE: Proposal for Transitional Housing facility in Belfast

Background Information:

At the regular City Council meeting of January 7, 2025, a proposed Transitional Housing facility to be located at 23 Mill Lane was discussed after being presented by the Midcoast Maine Homeless Coalition. At the time, Councilors expressed their consensus that they would like to hear more details about the proposal at their next meeting, before considering directing staff and the Planning Board on any potential Ordinance Amendments necessary to facilitate such a proposal.

The day after the City Council meeting, an organizational meeting of Midcoast Maine Homeless Coalition occurred at the UU Church at 37 Miller Street. At the meeting, members of the Coalition responded to comments that were made the night before and began outlining how to provide the additional information that the City Council requested. Staff provided the Coalition members with a list of items for consideration in regard to additional information for their proposal.

As mentioned previously, a Transitional Housing facility such as the one being proposed is not currently allowed in Belfast. Staff have been working with the community members bringing forward this proposal for over two years to try to provide guidance on this topic. This includes working with Coalition members on the details of their proposal, learning how other municipalities and the State may regulate such a proposal, and finding out how such a proposal would fit in with the other community organizations and City Departments that provide related services. The City Council is not being asked to review this proposal for final approval, but to provide guidance for how any such proposal might be reviewed by the Planning Board.

The following list of considerations was provided to Coalition members and contains the items that will need to be addressed if work on the proposal is to move forward:

1) **Definitions** - The definition of *Transitional Housing Facility* and *Emergency Shelter* and how they differ. Additionally, updating the definition of *Hotels* and *Motels* to preclude them from being considered a *Transitional Housing Facility*.
2) **Location, 23 Mill Lane** – why is this a suitable location in Belfast for this type of use. The current zoning is Outside Rural 2 and the previous zoning was Rte 141 and Mill Lane Commercial zoning district. One of the basic principles of good planning involves locating proposed uses in the most suitable part of the City.
3) The following **potential performance standards** could be addressed:
    a. **Interior floor plan** – How the site works, as well as how this mixed use building will work, is important to operations. The State Fire Marshall's Office will most likely require this for their review also. How will security of sleeping rooms and other uses in the building be managed? How will resident storage occur?
    b. **Bathrooms** – How are they laid out? Should the City require individual bathrooms for each sleeping unit? How would shared bathrooms work overnight and when other uses are open?
    c. **Quantity** - How many residents should the City allow in such a facility? How many facilities should the City allow? The Council seemed to have consensus on this single location. Should the total number of residents or sleeping units be limited? Coalition members identified (4) families with up to (15) residents in their initial proposal.
    d. **24-hour staff** - Council seemed to agree that this was an important feature although some wanted more information regarding training protocol. Will it be certified training or just onboarding protocol-type training?
    e. **Service affiliation** – The original proposal indicated that Coalition members had obtained a Memorandum of Understanding with WaldoCAP to provide services to residents. The City could require such an agreement to provide services by some outside or in-house entity for any such use, to ensure residents are connected with support services.
    f. **Communication plan** - Coalition members were asked to develop a communication plan for City services and/or neighbors. Council suggested Coalition members reach out to neighbors to find out how they would view such a proposal.
    g. **Transportation plan** – may be required
    h. **Emergency response plan** – may be required
    i. **Exterior lighting plan** – may be required
    j. **Maintenance/litter control plan** – may be required
    k. **Outdoor space** – Should it be required and what is proposed?
    l. **How to apply, eligibility, rules of conduct, turn away policy** – It's important that the Coalition has a plan for these aspects, although requiring participants to be part of a family or Belfast citizens will not be able to be incorporated into any City Ordinance. Particular application processes and rules for eligibility, rules for resident conduct, and protocols for the volunteer staff may underline the necessity of particular performance standards.
    m. **State Fire Marshall's Office approval** will be required including compliance with Life Safety and ME Accessibility requirements.

n. **City Licensure** – Advised by staff. May be required by the City to facilitate annual inspections and a process for revocation if performance standards are not met. The proposed use is considered a lodging or rooming house which many municipalities regulate in conjunction with the State Fire Marshal's' Office.

This message is being provided without the benefit of a deep review of the revised proposal by Midcoast Maine Homeless Coalition by staff due to a quick turnaround for your upcoming meeting. If there are more items that any Council members indicate support for incorporating into any potential Ordinance, staff can work with the Planning Board to consider them for any proposed amendments. The Planning Board is preemptively expecting to discuss the proposal at their meeting the following night on January 22nd, 2025.

At the previous meeting on this topic, staff identified a potential application of a Special Use Area designation for this specific property, should the proposal gain support at this single location. Special Use Area designation is already a feature of the Outside Rural 2 zoning district in which this property is located, although a Transitional Housing Facility use would need to be worked into the Ordinance.

Requested Action: I request that the City Council consider and discuss the proposal that was submitted for a Transitional Housing facility on Mill Lane. I request that the Council discuss their position on moving the proposal forward through the Ordinance Amendment process and consider directing staff on how they wish to proceed.

Transitional Housing Proposal Updated Jan 13,2025

The MidCoast Maine Homeless Coalition requests an ordinance change in order to operate a small transitional housing program on the lower level of the United Methodist Church on Mill Lane in East Belfast. This will be a very small scale transitional housing program, housing 3 to 4 families at a time. **This is not a walk in emergency shelter.**

Federal HUD guidelines for Transitional Housing:

- Participants will complete an in person screening
- Each person will be required to sign a service and occupancy agreement.

Currently the City of Belfast does not have a code enforcement category for transitional housing for families who are unhoused.

The HUD definition of Transitional Housing:

- TRANSITIONAL HOUSING (TH) provides temporary housing with supportive services to individuals and families experiencing homelessness with the goal of interim stability and support to successfully move to and maintain permanent housing.

Therefore, the MidCoast Maine Homeless Coalition (MMHC) is e requesting the category of Transitional Housing as defined by HUD be added to code enforcement in the City of Belfast. MMHC is also requesting that there be a change/addition of a new zoning district, created to allow Transitional Housing on the United Methodist Church Map/Lot on Mill Lane.

The Transitional Housing program would provide:

- Lodging
- Meals
- Supportive services provided for all participants:
    a. Case management (to be provided by WCAP per a signed memorandum of understanding)
    b. Housing search assistance through WCAP

Depending on assessed needs, participants may also be connected to:

1. As appropriate, mental health and/or substance abuse counseling
2. Employment counseling, training opportunities
3. Financial and budgeting assistance
4. Educational services. As appropriate, children will be enrolled in local Head Start programs or supported in continuing with the Belfast School System in compliance with the Federal McKinney-Vento program for homeless students. Support will be provided for parents who may want educational support.
5. Parenting skills

Most parents will be working or engaged in training programs.

Capacity:

- 3 to 4 families, maximum 15 individuals

The intent of the program is to provide families with interim stability and support in order to successfully find, move into, and maintain permanent housing.

Please note, this is not an emergency shelter.

Volunteers and Staff

There will be round the clock staff or volunteers provided.

MMHC has been working with local GBAM churches to engage their support in addressing the homelessness problem here in Waldo County and to recruit potential volunteers.

Churches currently involved include:

The Unitarian Universalist Church of Belfast,

St. Margaret's Episcopal Church,

St. Francis of Assisi, St Brendon the Navigator Parish Roman Catholic Church,

The First Church of Belfast UCC

Belfast United Methodist Church

First Baptist Church of Belfast

Sandy Point Congregational Church

The United Christian Church of Lincolnville UCC

- We expect additional support and/or volunteers from other local churches and, based on preliminary conversations, **Volunteers of America, the Belfast Soup Kitchen, and the GBAM Food Cupboard.** (Please see attached listing)

On January 8th, 2025, we hosted a networking meeting. There were 19 people in attendance from a variety of agencies (Please see attached list) many of whom are working on sub committees relating to :

- Developing volunteer training
- Creating screening tools
- Transportation
- Defining safety standards

Site Description: The approx. 2500 sq ft rental space in the lower level of the church is divided as follows: one large common room for shared dining and recreation; three separate rooms, one of which could be divided to make a fourth room for a fourth family; three bathrooms, one with a shower and another that is partially plumbed for an additional shower and laundry facilities; a kitchen; plus an area that can be used for office space and counseling. The program site has a separate entrance which is easily accessible for vehicles and for school busses, plus its own playground. The space is ADA accessible, has sprinklers and is inspected regularly by Code Enforcement for safety regulations.

Proposed Budget:

Cash Income	
Individuals/Congregations	$50,000
Corporations	$10,000
Foundations	$65,000
Civic Organizations	$12,000
Special Events	$36,000
In-Kind Income	
Volunteers (1)*	$451,000
Meals	$35,000
Maintenance	$4,500
Total Cash Income	**$173,000**
Total In-Kind Income	**$490,500**
Total Income	**$663,500**

(Proposed Budget, continued)

Expenses

General:

Equipment	$3,000
Rent & Utilities (2)*	$26,400
Insurance (D & O, Liability, Corporate)	$3,500
Accounting/Payroll	$1,500
Background Checks (3)*	$5,000
Supplies	$4,000
Printing/Copying/Postage	$3,500
Technology	$4,500
phone for center	$ 600
Staff Salaries & Expenses	
Executive Director (half-time)	$30,000
Taxes	$5,500
Health Insurance	$6,000
Worker's Comp	$3,000
Exec. Director Cell Phone	$600
Direct Guest Expenses	$10,000
Total Expenses	**$107,100**

<u>Notes:</u>

(1)* 2 people on site at all times = 336 hrs./wk., minus 1 half-time staff volunteer hours/wk. = 315 hrs./wk.

315 hrs./wk. x 52 = 16,300 hrs./year

16,300 x 28.89/hr.= 471,000

($28.89 is rate Maine allows for in kind volunteer hours)

5.

(2)* utilities included heat, electric, basic Wi-Fi connection, water, hot water, snow plowing, lawn care, trash

(3)* first year, much less subsequent years

Additional HUD Definitions:

EMERGENCY SHELTER any facility, the primary purpose of which is to provide temporary or transitional shelter for the homeless in general or for specific populations of the homeless. The US Department of Housing and Urban Development (HUD) defines an emergency shelter as a facility that offers temporary or transitional housing for the homeless. Emergency shelters do not require occupants to sign leases or occupancy agreements.

5.

According to HUD, a boarding house is a for-profit co-living option that is run by a private company. A boarding house is a house where lodgers pay to rent a room or rooms, and may receive meals and other services.

January 14, 2025

Application and Screening for Transitional Housing

Mid-Coast Maine Homeless Coalition

Application Process

There will be an initial written application process for those seeking transitional housing through the Mid-Coast Maine Homeless Coalition (the Coalition). A sample application provided by the federal Housing and Urban Development Agency (HUD) is included with this packet and will be used as the basis for the final application used by the Coalition.

Selection Process

Completed applications will be reviewed by a team consisting of at least one person from Waldo Cap and one from the Board of Mid-Coast Maine Homeless Coalition (the Team). In-person interviews will be conducted by the Team. Criteria for selecting applicants who meet the general and safety criteria listed below are being developed by the Coalition.

General Criteria to be Consideration for Transitional Housing:

- Adult (18 years of age or older) with legal guardianship of one or more children under 18 years of age, or a dependent 18 to 25 years of age with a disability
- Experiencing homelessness or in danger of imminent homelessness (definitions being developed by the Coalition)
- Residency in the Town of Belfast, Maine

Safety Criteria

- No recent or current domestic violence situation involving the applicant or dependents
- Applicants and/or dependents must have no current/active substance abuse issues
- No history of violence or sexual abuse against others by the applicant or dependents
- Criminal conviction history may disqualify an applicant depending on the nature of the crime, the length of time since the crime was committed, and rehabilitation following the conviction

Short Bios of MidCoast Maine Homeless Coalition Board

Executive Committee

Chair – Kathy Muzzy, LCSW

Kathy professionally worked for decades with families, seniors, clients with disabilities, in an office, home or community settings, and is a member of the Caring Circle and Social Justice Committees at the Unitarian Universalist Church in Belfast

Co-Vice Chair

Rev Joel Krueger, M. Div. Rev. Joel Krueger served The First Church in Belfast, UCC for 18 years with his wife Rev. Dr. Kate Winters and has been an active member of the Greater Bay Area Ministerium (GBAM). His is now retired, making pottery and volunteering in the Belfast area and as a member of the United Christian Church, UCC of Lincolnville Center.

Co-Vice Chair

Catherine M. Gray, J.D. Cathy served on her town City Council and Board of Education, has practiced labor and employment law and worked in Human Resources, and most recently has a strong commitment to the First Church of Belfast including volunteering with the monthly community meal and GBAM General Assistance

Secretary – Mary Sullivan

Mary brings to the Board expertise in communications, childhood mental health, a commitment farm animals and work as a healing opportunity and is the Chair of the Outreach Ministry at St. Margaret's Church in Belfast

Treasurer- Suetta Tenney, M.D

Suetta practiced medicine holistically, lead an ecumenical community group to create her town's first middle-school after school program, and in retirement combines board commitments in home & food insecurity and healthcare with her love of the natural world, dogs and singing.

Board Members at Large

Rev. Steve Alspach, M.Div. Rev. Steve Alspach has served as the Pastor of the Sandy Point Congregational Church in Stockton Springs for five years, and lives in Searsport with his wife Betsy. Along with ongoing support of youth biking in the area, from 2022-24 he served as the Co-Convenor of the Greater Bay Area Ministerium (GBAM), and he has lifelong experience in working together to start community projects that address housing insecurity.

Joe Calista Joe's background is as a municipal contractor in Massachusetts for 25 years then as a realtor in the local market for 20 years. He is Chairman of the Board of Trustees of the Belfast United Methodist Church. He helps facilitate the church's efforts to be a community resource and home to other nonprofits.

January 15, 2025

Volunteer Training for Transitional Housing

Mid-Coast Maine Homeless Coalition

Volunteers

The transitional housing provided by the Mid-Coast Maine Homeless Coalition (the Coalition) will utilize volunteers to provide staffing during the day and overnight at the residential facility. The current plan is for two volunteers or staff members to be on-site at all times. Local churches have already committed to providing volunteers and other volunteers will come from the greater community. Criminal background checks will be conducted for all volunteers and staff. Applicants with a criminal history of violence, domestic disturbance, or any type of sexual assault or abuse will not be eligible to serve as a volunteer. Convictions for other crimes may disqualify a volunteer upon consideration of the nature of the crime, length of time since the conviction, and rehabilitation.

Required Training for Volunteers

The Coalition has identified the following areas of training and orientation required before volunteers interact with guests of the transitional housing facility.

- Understanding transitional housing and services offered by the Coalition
- Understanding the roles of volunteers and limits of those roles
- Hospitality and engagement with guests
- Understanding the trauma that guests have experienced and how that will impact their experience
- Parenting perspectives and parental autonomy
- Cultural humility; understanding biases, and DEI
- Importance of privacy and confidentiality
- Establishing personal boundaries for volunteers
- De-escalation techniques
- Safety and handling emergencies; reporting and when to call for help
- Mandatory reporting procedures

Sources of Training

We plan to work with Family Promise to determine if we can take advantage of the free, online training they provide for volunteers. Training that was previously conducted for the UU Church warming center will be utilized as applicable. We will also work with Waldo Community Action Partners (Waldo Cap) and other local agencies for training that may include Front-Porch Training. The training and orientation will include on-line training programs, and in-person training. Members of the Coalition with professional backgrounds in social work, or mental/physical health may conduct some of the training for which they are qualified.

Midcoast Maine Homeless Coalition (MMHC) Welcome Letter and Family Contract

Welcome to MMHC Transitional Housing. We are happy to be working with you and want to ensure the greatest success for you and your family. During this first meeting with your case manager we will need to collect a variety of paperwork from you.
Things they will need from you are your signature on releases of information, authorized representative,copies of your immigration documents and photo IDs, passports, birth certificates, your signature, and GA + DHHS decision sheets (if you have them).
Things that you should take care of within your first week here:

- Get on the WCAP Housing Assistance waiting list.
- Apply for food and non-food vouchers through the GA office.
- Enroll your children in school
- Do your change of address with the US Postal Service (USPS) and with United States Immigration and Citizenship (USCIS)
- Make an appointment with a healthcare provider, either with Maine Health or a Health provider

Your case manager can help to connect you with the following resources in the community.

- Clothing and toiletries – if you need personal hygiene items or warmer clothes, we can put in an order to Maine Needs.
- Food - if you need more food, we can give you a list of food pantries
- Education – if you are interested in taking English classes, they can give you a list of organizations that offer English Classes
- Housing - we have created a housing search guide that should help you with your housing search, you should also have the General Assistance maximums and summary sheet.
- IT CAN TAKE 6-12 MONTHS TO FIND AN APARTMENT
- Transportation – please make arrangement for all rides to for appointments through Maine Association New Mainers (MANA)

Our Policies

- You must be in regular communication and meet with your case manager.
- You must take the lead in applying for housing, public benefits, classes and other resources. If you need assistance just ask for our help.
- We will make every effort to help you find housing, but we cannot guarantee that we will.
- If we do find an apartment for your family that is within 45 minutes of Portland and is safe and affordable and you do not take it, we will not help to find you another apartment
- You must apply for DHHS benefits such as SNAP and TANF to further meet your needs.
- Once you have TANF benefits do not send any of your TANF, save it for your future rent and security deposit.
- We will provide housing navigation and housing stabilization case management for no more than one year each.

If you agree to all the above, please sign below.

_____

Signature Date

HMIS INTAKE
HUD: CoC – Coordinated Entry
Head of Household or Adult (18+)

*INTAKE DATE	PRIMARY WORKER	
/ /		
*FIRST NAME	MIDDLE NAME	*LAST NAME (and Suffix)

*NAME DATA QUALITY		ALIAS
❑ Full Name Reported ❑ Partial Name, Street Name or Code Name Reported	❑ *Data Not Collected* ❑ *Client Doesn't Know* ❑ *Client Refused*	

*SOCIAL SECURITY NUMBER	*SSN DATA QUALITY	
(enter "9" for any missing numbers in an Approximate or Partial SSN) ___ ___ ___ - ___ ___ - ___ ___ ___ ___	❑ Full SSN Reported ❑ Approximate or Partial SSN Reported	❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*

*GENDER	
❑ Male ❑ Female ❑ Trans Male(FTM) ❑ Trans Female(MTF) ❑ Gender Non-Conforming	❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*

*BIRTHDATE	*BIRTHDATE DATA QUALITY	
_____/_____/_____	❑ Full DOB Reported ❑ Approximate or Partial DOB Reported	❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*

*ETHNICITY		
❑ Hispanic	❑ Non-Hispanic	❑ *Data Not Collected* ❑ *Client Doesn't Know* ❑ *Client Refused*

*RACE (choose all that apply)		
❑ American Indian/Native Alaskan ❑ Black or African American ❑White	❑ Asian ❑ Native Hawaiian or Other Pacific Islander	❑ *Data Not Collected* ❑ *Client Doesn't Know* ❑ *Client Refused*

*DO YOU HAVE A **PHONE NUMBER** AT WHICH YOU CAN BE REACHED?	
❑ No ❑ Yes (SEE RIGHT)	**IF YES**: PLEASE PROVIDE YOUR PHONE NUMBER **WITH AREA CODE** (____) - _____ - _____

*VETERAN STATUS	
❑ No ❑ Yes	❑ *Data Not Collected* ❑ *Client Doesn't Know* ❑ *Client Refused*

***PRIOR LIVING SITUATION**

Based on the client's living situation **the night before project entry**, record responses in one (1) section:
Homeless Situation, Institutional Situation, Transitional/Permanent Situation, OR Unknown (**only** if necessary)

HOMELESS SITUATIONS:

TYPE OF RESIDENCE (THE NIGHT BEFORE PROJECT ENTRY)	*LENGTH OF STAY IN PREVIOUS PLACE	
❑ **Place not meant for human habitation** (vehicle, abandoned building, bus/train/subway station etc) ❑ **Emergency shelter**, including **hotel or motel** paid for **with emergency shelter voucher** ❑ Safe Haven ❑ Interim Housing	❑ 1 night or less ❑ 2 to 6 nights ❑ 1 week or more, but less than 1 month ❑ 1 month or more, but less than 90 days ❑ 90 days or more, but less than 1 year ❑ 1 year or longer	❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*

*APPROXIMATE DATE HOMELESSNESS STARTED:
_____/_____/_____

*REGARDLESS OF WHERE THEY STAYED LAST NIGHT NUMBER OF TIMES ON THE STREETS, IN ES, OR SH IN THE PAST THREE YEARS		*TOTAL NUMBER OF MONTHS HOMELESS ON THE STREETS, IN ES, OR IN SH IN THE PAST THREE YEARS	
❑ 1 ❑ 2 ❑ 3 ❑ 4+	❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*	❑ 1 ❑ 2 ❑ 3 ❑ 4 ❑ 5 ❑ 6 ❑ 7 ❑ 8 ❑ 9 ❑ 10 ❑ 11 ❑ 12 ❑ More than 12	❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*

OR

INSTITUTIONAL SITUATIONS:

TYPE OF RESIDENCE (THE NIGHT BEFORE PROJECT ENTRY)	*LENGTH OF STAY IN PREVIOUS PLACE	
❑ **Foster care** home or foster care group home ❑ **Hospital** or other residential non-psychiatric medical facility ❑ **Jail**, prison or juvenile detention facility ❑ **Long-term care facility** or n**ursing** home ❑ **Psychiatric hospital** or other psychiatric facility ❑ **Substance abuse treatment** facility or detox center	❑ 1 night or less ❑ 2 to 6 nights ❑ 1 week or more, but less than 1 month ❑ 1 month or more, but less than 90 days ❑ 90 days or more, but less than 1 year ❑ 1 year or longer	❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*

---GO ON---

DID THE CLIENT STAY LESS THAN 90 DAYS	**IF YES:** THE NIGHT BEFORE THAT, DID THEY STAY ON THE STREETS, ES, or SH?
❑ No ❑ Yes	❑ No ❑ Yes

IF YES TO 'ON THE NIGHT BEFORE DID YOU STAY ON THE STREETS, ES OR SH?' PROVIDE DETAILS OF PREVIOUS HOMELESSNESS:

*APPROXIMATE DATE HOMELESSNESS STARTED:

_____/_____/_____

*REGARDLESS OF WHERE THEY STAYED LAST NIGHT NUMBER OF TIMES ON THE STREETS, IN ES, OR SH IN THE PAST THREE YEARS	*TOTAL NUMBER OF MONTHS HOMELESS ON THE STREETS, IN ES, OR IN SH IN THE PAST THREE YEARS
❑ 1 ❑ 2 ❑ 3 ❑ 4+ ❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*	❑ 1 ❑ 2 ❑ 3 ❑ 4 ❑ 5 ❑ 6 ❑ 7 ❑ 8 ❑ 9 ❑ 10 ❑ 11 ❑ 12 ❑ More than 12 ❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*

OR

TRANSITIONAL AND PERMANENT HOUSING SITUATIONS:

TYPE OF RESIDENCE (THE NIGHT BEFORE PROJECT ENTRY)		*LENGTH OF STAY IN PREVIOUS PLACE
❑ **Hotel or Motel** paid for **without** emergency shelter voucher ❑ Owned by client, **no** ongoing subsidy ❑ Owned by client **WITH** ongoing subsidy ❑ Permanent housing **(other than RRH)** for formerly homeless persons (PSH, HOPWA) ❑ Rental by client, **no** ongoing subsidy ❑ Rental by client with GPD TIP subsidy ❑ Rental by client with VASH subsidy	❑ Rental by client with other housing subsidy (**including RRH**) ❑ Residential project or halfway house with no homeless criteria ❑ **Staying or in a family** member's room, apartment or house ❑ **Staying or in a friend's** room, apartment or house ❑ **Transitional housing** for homeless persons (incl. homeless youth)	❑ 1 night or less ❑ 2 to 6 nights ❑ 1 week or more, but less than 1 month ❑ 1 month or more, but less than 90 days ❑ 90 days or more, but less than 1 year ❑ 1 year or longer ❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*

DID YOU STAY LESS THAN 7 DAYS?	**IF YES:** THE NIGHT BEFORE THAT, DID THEY STAY ON THE STREETS, ES, or SH?
❑ No ❑ Yes	❑ No ❑ Yes

IF YES TO 'ON THE NIGHT BEFORE DID YOU STAY ON THE STREETS, ES OR SH?' PROVIDE DETAILS OF PREVIOUS HOMELESSNESS:

*APPROXIMATE DATE HOMELESSNESS STARTED:

_____/_____/_____

*REGARDLESS OF WHERE THEY STAYED LAST NIGHT NUMBER OF TIMES ON THE STREETS, IN ES, OR SH IN THE PAST THREE YEARS	*TOTAL NUMBER OF MONTHS HOMELESS ON THE STREETS, IN ES, OR IN SH IN THE PAST THREE YEARS
❑ 1 ❑ 2 ❑ 3 ❑ 4+ ❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*	❑ 1 ❑ 2 ❑ 3 ❑ 4 ❑ 5 ❑ 6 ❑ 7 ❑ 8 ❑ 9 ❑ 10 ❑ 11 ❑ 12 ❑ More than 12 ❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*

OR

UNKNOWN (ONLY IF NECESSARY)

TYPE OF RESIDENCE (THE NIGHT BEFORE PROJECT ENTRY)

❑ *Client doesn't know* ❑ *Client refused* ❑ *Data not collected*

*CURRENT LIVING SITUATION

HOMELESS SITUATIONS:

❑ **Place not meant for human habitation** (vehicle, abandoned building, bus/train/subway station etc)
❑ **Emergency shelter**, including **hotel or motel** paid for **with emergency shelter voucher**
❑ Safe Haven
❑ Interim Housing

OR

INSTITUTIONAL SITUATIONS:

❑ **Foster care** home or foster care group home
❑ **Hospital** or other residential non-psychiatric medical facility
❑ **Jail**, prison or juvenile detention facility
❑ **Long-term care facility** or n**ursing** home
❑ **Psychiatric hospital** or other psychiatric facility
❑ **Substance abuse treatment** facility or detox center

OR

TRANSITIONAL AND PERMANENT HOUSING SITUATIONS:

❑ **Hotel or Motel** paid for **without** emergency shelter voucher
❑ Owned by client, **no** ongoing subsidy
❑ Owned by client **WITH** ongoing subsidy
❑ Permanent housing **(other than RRH)** for formerly homeless persons (PSH, HOPWA)
❑ Rental by client, **no** ongoing subsidy
❑ Rental by client with VASH subsidy
❑ Rental by client with GPD TIP subsidy
❑ Rental by client with other housing subsidy (**including RRH**)
❑ Residential project or halfway house with no homeless criteria
❑ **Staying or in a family** member's room, apartment or house
❑ **Staying or in a friend's** room, apartment or house
❑ **Transitional housing** for homeless persons (incl. homeless youth)

---GO ON---

UNKNOWN (ONLY IF NECESSARY)	LIVING SITUATION VARIFIED BY: (Agency Name)
❑ *Client doesn't know* ❑ *Client refused* ❑ *Data not collected*	

*INCOME & SOURCES / NON-CASH BENEFITS

*INCOME FROM ANY SOURCE

❑ No ❑ Yes (SEE BELOW) ❑ *Client Doesn't Know* ❑ Client Refused ❑ *Data Not Collected*

IF YES: CHECK & FILL IN **MONTHLY AMOUNT** FOR ALL THAT APPLY

❑ Earned Income ..... $_____
❑ SSI ..... $_____
❑ VA Service-Connected Disability Compensation ..... $_____
❑ Private Disability Insurance ..... $_____
❑ TANF ..... $_____
❑ Retirement from SSA ..... $_____
❑ Child Support ..... $_____
❑ Other ..... $_____
❑ Unemployment Insurance ..... $_____
❑ SSDI ..... $_____
❑ VA Non-Service Connected Disability Pension ..... $_____
❑ Worker's Compensation ..... $_____
❑ General Public Assistance ..... $_____
❑ Pension or Retirement from former job ..... $_____
❑ Alimony or Other Spousal Support ..... $_____

*NON-CASH BENEFITS FROM ANY SOURCE

❑ No ❑ Yes ❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*

IF YES: CHECK ALL THAT APPLY

❑ SNAP (Food Stamps) ❑ Special Supplemental Nutrition Program for Women, Infants and Children ❑ Other TANF Funded Srvcs
❑ TANF Child Care Services ❑ TANF Transportation Service

*HEALTH INSURANCE / DISABLING CONDITIONS

*COVERED BY HEALTH INSURANCE

❑ No ❑ Yes ❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*

IF YES: CHECK ALL THAT APPLY

MEDICAID ..... ❑ No ❑ Yes
State Children's Health Insurance Program ..... ❑ No ❑ Yes
Employer provided Health insurance ..... ❑ No ❑ Yes
Private Pay Health Insurance ..... ❑ No ❑ Yes
Indian Health Services ..... ❑ No ❑ Yes
MEDICARE ..... ❑ No ❑ Yes
VA Medical Services ..... ❑ No ❑ Yes
Health ins. via COBRA ..... ❑ No ❑ Yes
State Health Ins. Adults ..... ❑ No ❑ Yes

*PHYSICAL DISABILITY	**IF YES:** EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?
❑ No ❑ Yes (SEE RIGHT) ❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*	❑ No ❑ Yes ❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*
*DEVELOPMENTAL DISABILITY	**IF YES:** EXPECTED TO SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?
❑ No ❑ Yes (SEE RIGHT) ❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*	❑ No ❑ Yes ❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*
*CHRONIC HEALTH CONDITION	**IF YES:** EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?
❑ No ❑ Yes (SEE RIGHT) ❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*	❑ No ❑ Yes ❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*
*HIV/AIDS	**IF YES:** EXPECTED TO SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?
❑ No ❑ Yes (SEE RIGHT) ❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*	❑ No ❑ Yes ❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*
*MENTAL HEALTH PROBLEM	**IF YES**: EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?
❑ No ❑ Yes (SEE RIGHT) ❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*	❑ No ❑ Yes ❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*
*SUBSTANCE ABUSE PROBLEM	**IF YES**: EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?
❑ No ❑ Yes, Alcohol (SEE RIGHT) ❑ Yes, Drug (SEE RIGHT) ❑ Yes, Both (SEE RIGHT) ❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*	❑ No ❑ Yes ❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*

---GO ON---

* DV STATUS

*DOMESTIC ABUSE VICTIM/SURVIVOR			
❑ No ❑ Yes (SEE BELOW)		❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*	
IF YES: WHEN EXPERIENCE OCCURRED			**IF YES:** ARE YOU CURRENTLY FLEEING?
❑ Within the past 3 months ❑ 3 to 6 months ago	❑ From 6 to 12 months ago ❑ More than a year ago	❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*	❑ No ❑ Yes ❑ *Client Doesn't Know* ❑ *Client Refused* ❑ *Data Not Collected*

*NON-HMIS DATA ELEMENTS

*ZIP CODE OF LAST PERMANENT ADDRESS	
_____ _____ _____ _____ _____	
SERVICES SOUGHT	
❑ Has CDPHP Medicaid	❑ Does not have CDPHP Medicaid

---END---

PROCEED TO CLIENT RELEASE OF INFORMATION

CRHMIS CLIENT INCLUSION DISCLOSURE & RELEASE OF INFORMATION

PURPOSE: To inform clients of HMIS data entry and for clients to authorize or modify data sharing preferences within the HMIS for the project listed below:

AGENCY/PROVIDER:	
PROJECT:	
CONTACT NUMBER:	

INSTRUCTIONS: This form must be completed for every independent adult (18 years of age and over) and every unaccompanied minor PRIOR to data collection and entry into the HMIS at all CRHMIS-participating providers. This form also covers any household members under the client's guardianship, which includes all minors (persons under 18 years of age) and any incapacitated/disabled adults. The client is to be given pages 1 and 2 after completion.

HMIS PRIVACY NOTICE

This Notice applies to all CRHMIS-Participating Providers and addresses how information about clients may be used and disclosed at Providers as well as client rights over their information. This Notice may be amended at any time, and amendments may affect information obtained before the date of the amendment.

A. HMIS DATA COLLECTION & PURPOSE

A Homeless Management Information System (HMIS) is a local information technology system used to collect data on the housing and services provided to homeless individuals and families and persons at risk of homelessness. Providers participating in an HMIS are required to collect universal data elements from all clients, including Personally Identifying Information, demographic characteristics, and residential history. This information is critical for providers and communities to better understand the extent and nature of homelessness at a local level, evaluate program effectiveness, and improve future housing and service provision. Some providers are also required by their funders to obtain certain additional information to assess services, to determine eligibility, and to monitor outcomes. Most federally-funded homeless service providers are required to participate and record the clients they serve in an HMIS.

This agency is an HMIS-participating homeless service provider ("CRHMIS Provider"), meaning we collect and enter information about the persons we serve in the private and secure CARES Regional HMIS (CRHMIS) database, the local HMIS for this community. There are firm policies and procedures in place to protect against unauthorized disclosure of any personal information collected, and this information is critical to obtain an accurate picture of the homeless population we serve and for this agency to continue to offer you the service(s) you are accessing today. We only collect information deemed appropriate and necessary for program operation or information that is required by law or by the organizations that fund this program. We do not need your consent to enter a record of your visit into the CRHMIS, but you may refuse to have your personal identifying information within this record and still be eligible to receive services.

If you have any concerns or questions about the information provided above, please speak to an intake worker.

B. PERMITTED DATA USES AND DISCLOSURES

The CRHMIS is designed to protect the confidentiality of personal information while allowing for reasonable, responsible, and limited uses and disclosures of data, including Personally Identifying Information (PII is any information that can be used to identify a particular individual, including a client's name, Social Security Number, and Date of Birth). Once collected, we (as a CRHMIS Provider) have obligations about how these data may be used and disclosed (**uses** are internal activities for which providers interact with client PII; **disclosures** occur when providers share PII with an external entity). CRHMIS **Providers are limited to the following circumstances for the use and disclosure of HMIS PII:**

HUD required:

(1) Client access to their information; and
(2) Disclosures for oversight of compliance with HMIS privacy and security standards.

HUD permitted:

(3) To provide or coordinate services to an individual;
(4) For functions related to payment or reimbursement for services;
(5) To carry out administrative functions, including but not limited to legal, audit, personnel, oversight and management functions;
(6) For creating de-identified reporting from PII;
(7) Uses and disclosures required by law;
(8) Uses and disclosures to avert a serious threat to health or safety;
(9) Uses and disclosures about victims of abuse, neglect or domestic violence;
(10) Uses and disclosures for research purposes; and
(11) Uses and disclosures for law enforcement purposes.

A client must provide prior written consent for any other use or disclosure of HMIS PII.

CRHMIS Providers must also ensure that **any use or disclosure does not violate other applicable local, state, or federal laws**. Therefore, some CRHMIS Providers **may have more restrictive privacy policies**, often dependent upon funding source or the nature of a projects. Specific, per-project information regarding data use and disclosure can be obtained upon request.

C. CLIENT CONTROL OVER DATA

The CRHMIS recognizes every independent legal adult (person over 17 years of age) as the owner of all information about themselves, and any parent, legal guardian, or legal power of attorney as the designated owner of all information about any household members under their guardianship (all minors and any incapacitated/disabled adults).

By seeking assistance from this CRHMIS Provider and consenting to your personal information being entered into a record within the CRHMIS, you transfer governance responsibility over your CRHMIS record to us, and we are responsible for handling your record in accordance with CRHMIS privacy policies and any applicable federal, state, or local requirements. You retain ownership of your information within your CRHMIS record, and as owner **you have the following rights, in general:**

- Refusal: to refuse to answer a question you do not feel comfortable with and not have it recorded within the CRHMIS;
- Access/Correction: to request and view a copy of your project information record within the CRHMIS from your provider, including those who have accessed and/or edited your record, and to request corrections to that record;
- Grievance: to ask questions of or submit grievances to your provider regarding privacy and security policies and practices;
- Anonymized Record: to request that your provider anonymize your personal data record within the CRHMIS; and
- Optional Data Sharing: to choose if your information is shared outside of the CRHMIS with researchers and other providers, and to make this decision at each project you receive services from. (Please note that if you decide NOT to data share, it does not prohibit the project from entering your data into the CRHMIS – it prohibits the sharing of your data as outlined on the consent form).

CRHMIS Providers reserve the following exceptions to the above: (1) Provider Right to Deny Review: if information is compiled in reasonable anticipation of litigation or comparable proceedings; if information about another individual other than the participating provider staff would be disclosed; if information was obtained under a promise of confidentiality other than a promise from this provider and disclosure would reveal the sources of the information; or if the disclosure of information would be reasonably likely to endanger the physical safety of any individual; and (2) Provider Right to Deny Access/Correction: in response to repeated or harassing requests.

D. RESPONSIBILITY TO PROTECT DATA

CARES of NY, Inc. (CARES) is the System Administrator of the CRHMIS. The CRHMIS uses Foothold Technology's AWARDS software application and database, which is maintained in compliance with all federal standards set forth in the Health Insurance Portability and Accountability Act (HIPAA) and its subsequent legislation – the standards required to protect medical records – as well as U.S. Department of Housing and Urban Development HMIS standards.

The CARES CRHMIS staff take the protection of client confidentiality and privacy seriously. **The following security measures, among others, are in place to ensure that your information is protected:**

- System Security: HMIS data is encrypted and securely transmitted from Providers to the HMIS database, extensive procedures are in place to prevent unauthorized access, and the entire HMIS system and database is protected at the highest level of security for health data;
- Access: Only CARES CRHMIS staff and staff at providers may receive authorization to access the CRHMIS, and authorization requires comprehensive initial training and annual privacy and security training thereafter;
- Confidentiality Agreements: Every CRHMIS Provider and every person authorized to read or enter information into the CRHMIS signs an agreement every year that includes: (1) commitments to maintain the confidentiality of all CRHMIS information; (2) commitments to comply with all security measures in compliance with federal HMIS requirements and any applicable federal, state, or local laws; and (3) penalties for violation of the agreement;
- Monitoring: Annual monitoring is conducted for CRHMIS providers to ensure compliance with privacy and security policies; and
- Reporting: Published CRHMIS reports are comprised of aggregate data only, and never contain any client-level or identifying (PII) data.

IMPORTANT INFORMATION FOR ALL CLIENTS – PLEASE READ

If you do not understand any of the information within this form, you may ask your intake worker for further explanation or an alternate format.

You may **keep the first 2 pages** of this form (containing the HMIS Privacy Notice) for your records.

You may request a copy of any participating provider or CRHMIS policies from your intake worker. Further information regarding CRHMIS privacy and security is also available in the CRHMIS Policies and Procedures (accessible online at www.caresny.org/).

You may contact your participating provider regarding any of your rights as listed above, including if you feel that any of these rights have been violated. If your provider's response does not satisfy you, you may then contact the CRHMIS directly at hmis@caresny.org or (518) 489-4130.

INSTRUCTIONS: List all dependent household members (if any) in Section H on page 4, then complete Sections E through G.

E. ACKNOWLEDGEMENT OF INCLUSION

No client consent is required to enter client data from provider forms into the CRHMIS, including personally identifying information. All Protected Identifying Information (PII) entered into the HMIS for the purpose of Coordinated Entry may be shared with other participating providers through the HMIS to better serve your needs and streamline the intake process. Additional sharing of your PII will not happen without agreeing through the consent below.

To show you are aware of this, we ask you to initial below.

**_____ Please initial to indicate that you have read (or been read) and understand the above information.

F. CONSENT TO DATA SHARING

To facilitate the coordination and provision of your services, we are requesting to share your information confidentially **inside** the CRHMIS with organizations

To facilitate the coordination and provision of your services and reduce intake time at other participating agencies:

☐ I agree to allow my information to be shared inside the CRHMIS for coordination of care purposes.
☐ I do NOT agree to allow my information to be shared inside the CRHMIS for coordination of care purposes.

G. RELEASE OF INFORMATION

To facilitate the coordination and provision of your services, we are requesting to share your information confidentially **outside** the CRHMIS with organizations and government agencies for research and service delivery.

Note: clients of Solutions to End Homelessness Program (STEHP) projects will have their information shared with OTDA regardless of preference, because OTDA funds the STEHP program.

☐ I agree to allow my information to be shared with external sources for research purposes.
☐ I do NOT agree to allow my information to be shared with external sources for research purposes.

H. FINAL ACKNOWLEDGEMENTS & SIGNATURE

As a client of a CRHMIS-participating agency:

» I understand that my information will be entered into the CRHMIS database, I understand my rights as a CRHMIS client, and I have been provided the first 2 pages of this form to retain for my records;

» I understand that my information will be shared through the CRHMIS at the level I have authorized in Section F and that I have the right to withdraw or change this consent via written request at any time. I also understand that the level of consent I provide will be in effect for a minimum of 36 months, unless I submit a written request to change it.

» I understand that agreeing to data sharing does not guarantee that I will receive services, and that not agreeing to data sharing does not prohibit the project from entering my information into the CRHMIS – it only prohibits the sharing of my information with other participating providers.

**** By signing below,** I confirm that I have read (or been read) this form in its entirety and I have had the opportunity to ask questions on this form and had them answered. My signature also confirms that I understand all information contained herein, and that I authorize the level of data-sharing indicated in Section F for myself and any dependent household members as listed on the back of this page:

PRINT name of Client	**PRINT** name of Witness/Intake Worker
SIGNATURE of Client, Guardian, or Power of Attorney	**SIGNATURE** of Witness/Intake Worker
DATE	DATE
AGENCY/PROVIDER	
PROJECT	

I. DEPENDENT HOUSEHOLD MEMBERS

Dependent household members include all minors (persons under 18 years of age) and/or any incapacitated/disabled adults under your guardianship.
All minors must be listed on one, and only one, adult's form.

Are any dependent household members living with you? ☐ No ☐ Yes

Are you the designated head of the household? ☐ No ☐ Yes

**** If you answered yes to both questions above, please list** all dependent household members (to which this form also applies) in the table below:

	HOUSEHOLD MEMBER NAME (FIRST AND LAST)	DATE OF BIRTH (MM/DD/YYYY)	RELATIONSHIP TO YOU
1			
2			
3			
4			
5			
6			

IMPORTANT - CLIENT IS TO BE GIVEN FIRST 2 PAGES OF THIS CONSENT

INSTRUCTIONS:

1) These are two separate forms sharing one page for convenience and resource conservation.

2) A form must be filled out for EACH household member. Minors may NOT sign for themselves or their children, even if they are the head of household. The additional MINOR consent should be filled out and signed by a parent or guardian for all minors or adult household members with developmental disabilities which would preclude them from signing the consent themselves.

CRHMIS Inclusion Disclosure

The CRHMIS has moved from *inferred consent* (a posted sign) to an *inclusion disclosure* for the HMIS. **No consumer consent is required by the CRHMIS to enter consumer data**. This disclosure replaces the posted sign but fulfills the same purpose. Consumers are asked to initial that they received the information. This is in addition to any agency specific or CoC specific forms that may be presented upon intake.

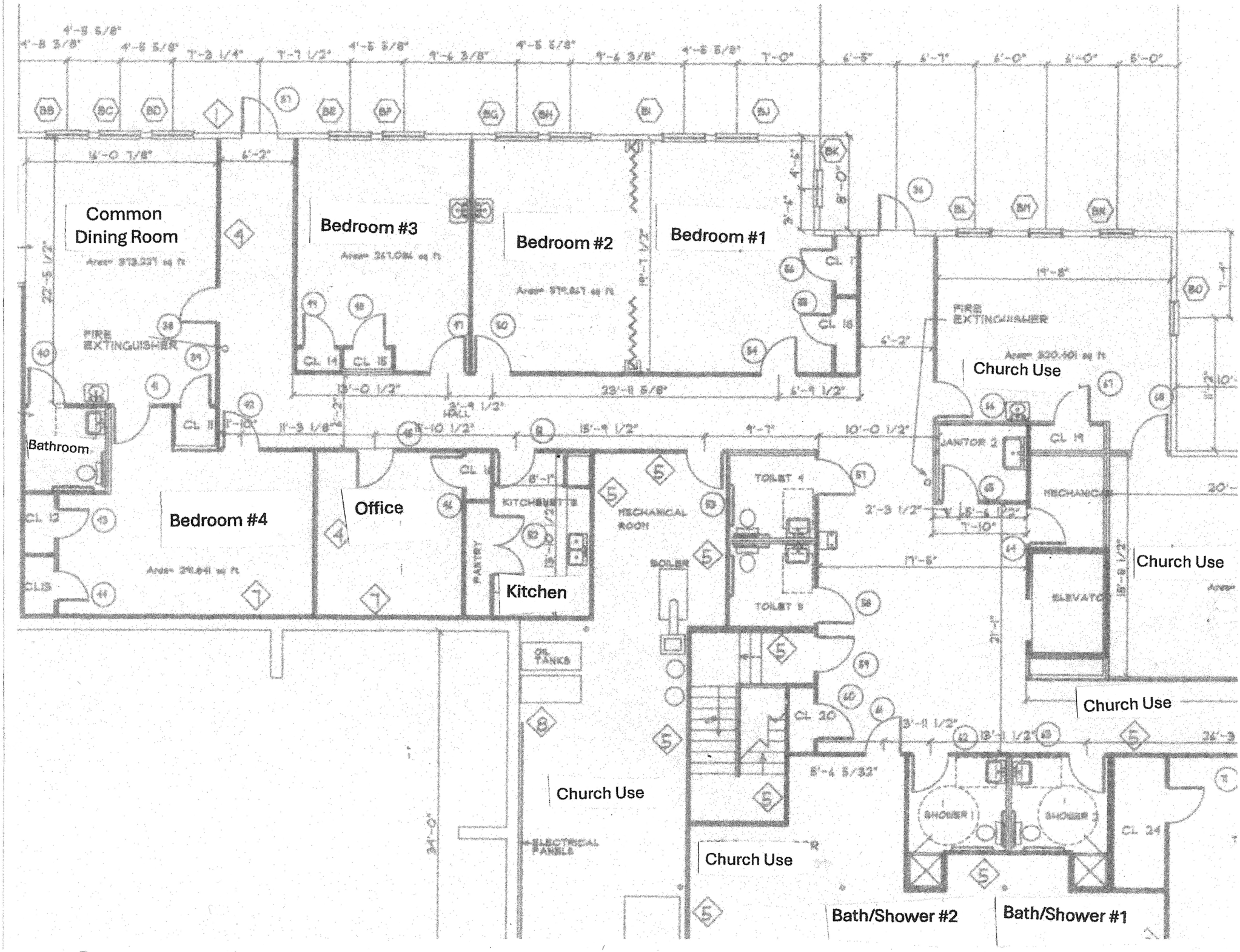
While individual agencies and projects may have their own, overriding policies, refusing to initial the inclusion disclosure does **NOT** indicate a refusal to be included in the HMIS and does not automatically disqualify consumers from receiving services from the agency or project; agency and CoC policy regarding how to handle that situation should still be followed as it has been in past years.

CRHMIS Client Release of Information

The CRHMIS is not an open system and does not automatically share data between agencies. In order to better coordinate case care; however, the CRHMIS Advisory Committee has agreed to a stepped implementation of consumer-driven data sharing. If your project allows data sharing (please contact kclark@caresny.org if you are not sure) the consumer may choose to share some or most of their data within the HMIS. This data is shared only to other HMIS users who have been through training in the system and agreed to all privacy and security polies. Special needs (i.e. mental health, HIV status, substance abuse status) are NEVER Shared between agencies.

If your agency or project DOES NOT participate in data sharing, you must check option 3 on this sheet and have the consumer sign, indicating that they understand that their data will NOT be shared regardless of preference. When entering the intake into HMIS, “No Sharing” is the default and, in this circumstance will be left at the default and the intake processed. Monitoring will include checking to ensure that physical forms and HMIS records match.

If your agency and project DOES participate in data sharing, you must give the consumer the choice to share at level 1 (most restrictive but still shared), 2 (less restrictive) or 3 (no sharing at all). The consumer must then sign and date the form. Monitoring will include checking to ensure that physical forms and HMIS records match



Common Dining Room
Bedroom #3
Bedroom #2
Bedroom #1
Bathroom
Bedroom #4
Office
Kitchen
Church Use
Church Use
Church Use
Church Use
Church Use
Bath/Shower #2
Bath/Shower #1
FIRE EXTINGUISHER
FIRE EXTINGUISHER
KITCHENETTE
PANTRY
MECHANICAL ROOM
BOILER
TOILET 4
TOILET 5
JANITOR 2
MECHANICAL
ELEVATOR
OIL TANKS
ELECTRICAL PANELS
SHOWER 1
SHOWER 2
CL 11
CL 12
CL 13
CL 14
CL 15
CL 16
CL 17
CL 18
CL 19
CL 20
CL 24

Title	Last Name	First Name
Belfast Public Health Nurse	Dupler	Susan
WCAP-Community Services Director	Jackson	Ryan
RSU 20, Soc worker, McKinney-Vento Liason	Cohen	Judy
	"	"
UUCB Minister	McCormick	Amy
BUMC pastor	Ahn	Seongmoon
MMHC Board, FCB-UCC, GBAM GA	Gray	Cathy
MMHC Board, GBAM, UCC-Lincolnville	Krueger	Joel
GBAM, SandyPt-UCC Minister	Alspach	Steve
BSIAO Outreach coordinator, retired teacher	Crawford	Patty
Belfast-Dir Planning & Codes	Fournier	Bub
MMHC board, BUMC Board of Trustees Chair	Calista	Joe
WCAP board, FCB, UUCB	Johansen	Bob
citizen	Adler	Bob
Belfast Soup Kitchen Exec Dir	Merrill	Cherie
GBAM GA, Retired RN	Smith	Dianne
St Brendan the Navigator Parish, St Francis of Assisi (	"	"
Belfast City Councillor	Mortier	Mary
MMHC board chair, retired social worker, UUCB	Muzzy	Kathy
MMHC board sec, St Margarets outreach	Sulivan	Mary
MMHC board treas, BSIAO, GBAM FC, retired MD, U	Tenney	Suetta

Abbreviations:

BSIAO But Still I Am One
BUMC Befast United Methodist Church
FCB-UCC First Church in Belfast, UCC
GBAM Greater Bay Area Ministerium

GBAM FC Gre
GBAM GA Gre
UUCB Unitarian
WCAP Waldo (

email	phone
susan.dupler@mainehealth.org	207-505-4940
rjackson@waldocap.org	207 505-2980
jcohen@rsu20.org	207-322-2247
judy54cohen@gmail.com	
mccormickar11@gmail.com	207- 930-0007
airsm23@gmail.com	617-921-6743
cmoretongray@gmail.com	860-810-4570
revjoelkrueger@gmail.com	207-323-0940
stevenalspach@yahoo.com	207-505-6886
pcraw734@gmail.com	207-505-2414
directorplanning@cityofbelfast.org	207-338-3370, ext. 135
JoeCalista@yahoo.com	207-323-1825
robertjohansen2790@gmail.com	978-333-3424
radleris@gmail.com	908-672-0738
cherie@belfastsoupkitchen.org	207-338-4845
dcrjsmith@hotmail.com	207-322-4443
mortier.mary@gmail.com	207-323-1748
isabmuzzy@gmail.com	207-322-5540
msullivan.mary@gmail.com	(312) 388-1313
suettat@gmail.com	978-289-7479

ater Bay Area Ministerium Food Cupboard
ater Bay Area Ministerium General Assistance
n Universalist Church of Belfast
Commuity Action Partners

Image #1

Image #2

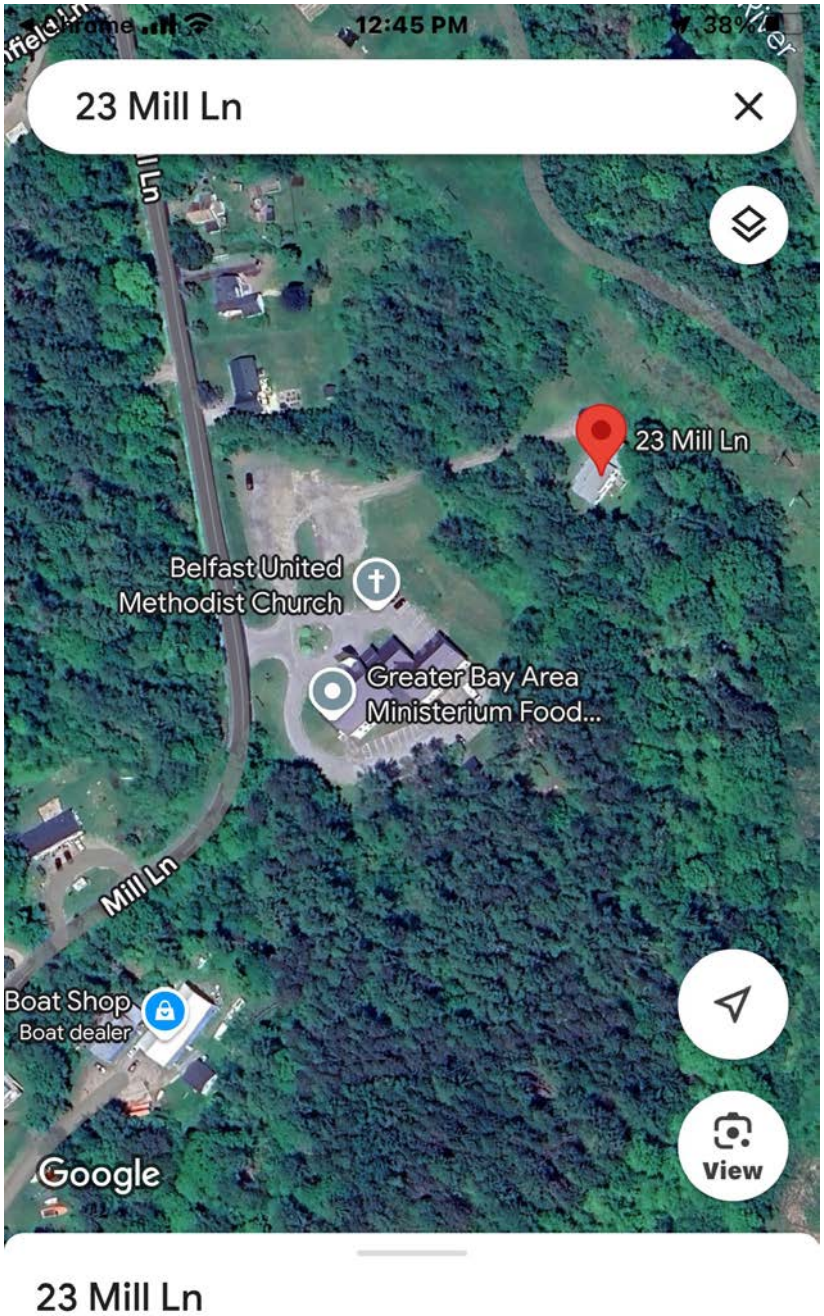


Image #3

Image #4

Image #5

Image #6

Image #7

Image #8

Image #9

Image #10

Image #11

Image #12

Image #13

Image #14

Image #15

Image #16

Image #17

Image #18

Image #19

Image #20

Image #21

Image #22

Image #23

Image #24

Image #25

Image #26

Image #27

Image #28

10.E

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

January 8, 2025

Honorable Mayor Sanders

Belfast City Councilors

City Mgr. Herbig

Re; Paramedic intercept fee increase

I submit for your consideration a proposal to increase Belfast Ambulances Paramedic intercept fees. The current rate is $200.00 for a Paramedic to assist another Ambulance Agency, and I would propose increasing this fee with your approval to $350.00. These fees may also be known as an ALS fee, (Advanced Life Support).

Currently, Belfast Ambulance may be summoned for an ALS,(Paramedic) intercept to another agency that is responding to an emergency or transporting a patient to the hospital in need of Advanced Life Support. The variety of reasons can vary from minor medical reasons to extremely traumatic injuries. The requesting Ambulance Agency may not have a Paramedic staffed or available to assist their own and will often request our Paramedic on duty if they are available.

With Advanced level care provided to these patients, the transporting ambulance agency can increase the medical charges thus covering the cost of having a Paramedic board their ambulance and provide the care needed. Other agencies around the state charge anywhere from $200.00-800.00 for these services. A Paramedic/EMT provider is a much needed but costly asset and charging a fee that is fair to other agencies when a Paramedic is requested is best practice to help with those costs.

Thank you for this consideration.

Patrick Richards

Fire Chief/Ambulance Director

10.F

The most recent General Election held on November 5th, 2024 was an overall success. We had close to the highest overall turnout and absentee voting in recent memory which the Clerk's office was able handle all while being a man down during the length of the election season. While there were no major issues prior to and during election day, there were still some areas that we would like to make more efficient. During the election, there were times throughout the day that City Clerk Angie Crosby was needed at both polling locations, meaning one location had to wait for their problem or question to be answered. This was magnified at the close of the election where Angie was needed very frequently at both locations to close out the day and start the counting/certification process. To remedy these problems we would like to recommend combining the Ward 5 polling location with Wards 1-4. The current polling location for Wards 1-4 is ADA compliant, large and easily reconfigurable, has ease of parking, and is centrally located in the city. CISA (Cybersecurity Infrastructure Security Agency), the federal agency that issues support for Election Security recommends having as few polling locations as possible as it greatly shores up both physical and cyber security infostructure without a municipality having to incur any additional costs. Only a few cities in Maine have multiple locations, all of which have a much larger population than Belfast. For example, Bangor with a population of roughly 30k (4.5 times bigger than Belfast) has a single polling location. Additionally, the most frustration we see on election day is when a resident shows up to the wrong polling location. By combining them all to one location, we will completely remove this as a possibility from happening. With all change, there will surely be growing pains but we believe the consolidation of polling locations will better serve both the population of Belfast and ensure that we continue to run and manage safe, secure, and successful elections.

10.G

January 16, 2025

Memo to Erin Herbig, City Manager
Mayor Eric Sanders
Belfast City Council

From: Katherine Given, Harbor Master

re: Council Agenda, January 21, 2025
2025 Harbor Usage Fees

The Harbor Advisory Committee at their regular meeting on Wednesday, January 15, 2025, reviewed the Harbor Usage Fees for 2025.

The recommendations made by the Committee and Harbor Master are reflected on the attached spreadsheet: Harbor Usage Fees 2025, History of Fee Increases. This spreadsheet also indicates the revenues from our fiscal year 2023-2024 for each fee, our revenues (as of Dec 16, 2024) for the current fiscal year, and fuel sales in gallons at the bottom of the sheet. Fuel prices are based and changed depending on the prices other providers are getting in the area.

The Committee felt because all fees were increased roughly 10% for 2024, another increase for most fees wasn't necessary for this coming season. There were some fees that were changed or increased based on different usage which are indicated in bold type under the 2025 recommendation column.

Requested Council Action:

To approve the 2025 Harbor Usage Fees as recommended by the Belfast Harbor Advisory Committee and Harbor Master

HARBOR USAGE FEES 2025
HISTORY OF FEE INCREASES
January 16, 29025

	2017	2018	2019	2020	2021	2022	2023	2024	2025 Harbor Committee/ Harbormaster Recomm.	2025 Projected increased revenue	Revenues Fiscal Year 2023-24
1) MOORING/MOORED FLOAT ANNUAL PERMITS & FEES:											
INDIVIDUAL PERMIT	$80 plus $2/ft/over 25'			$85 plus $2/ft/over 25'		$90 plus $2/ft/over 25		$100/$2./ft.	$100/$2./ft.		$27,374.00
ACOE service/rental mooring permit	$130.00					$140.00		$155.00	$155.00		$4,305.00
ACOE service/rental moored float permit				$150.00		$160.00		$175.00	$175.00		$1,750.00
LATE FEE	$35.00			$50.00		$55.00		$60.00	$60.00		$2,250.00
WAITING LIST	$15.00					$20.00		$25.00	$25.00		$670.00
2) MOORING RENTAL (per night)	$35.00			$40.00		$40>40' + $1./ft>		$45 + $1/ft	$45 + $1/ft		$15,575.00
3) DOCKAGE CITY LANDING (per foot):											
OVERNIGHT			$2.50/ft.<40'		$2.75<40'	$3.00/ft. < 40'		$3.50	$3.50		
OVERNIGHT			$3.00/ft. 40'-59'		$3.25	$3.50/ft 40' - 59'		$4.00	$4.00		
OVERNIGHT			$3.50/ft. 60'-89'		$3.75	$4.25/ft. 60' - 89'		$4.75	$4.75		
OVERNIGHT			$3.75/ft. >90'		$4.00>90'	$4.50/ft. > 90'		$5.00	$5.00		$81,453.00
OVERNIGHT	***ANY VESSEL SUCH AS CATAMARANS THAT TAKE UP 2 SLIPS***								***2 x above***	**$1,000**	
DAYTIME (after 1 hour)		$5/hr $30/season				$10/hr/ $40/season		$15/$45	**$1/ft/hr**	**$1,000**	$2,000.00
CHARTER VESSELS (May 15 - Oct 15)											
OCCASIONAL USE - UP TO 40' ONLY		$250/season				$300/season		$350.00	**$500**		
OVERNIGHT		$50/ft/season			$55/ft/season		$60/ft/sea	$65.00	$65.00		$1,736.00
CRUISE SHIPS (per ft/night)		$3.00	$3.25			$3.50	n/a	7.00/ft	7.00/ft		
COMMERCIAL CONTRACT				$500.00				$550.00	$550.00		$850
4) SHORE POWER (per night):											
110			$10.00			$15.00		$17.00	$17.00		
30 AMP			$15.00			$20.00		$22.00	$22.00		
50 AMP			$20.00			$25.00	$30.00	$33.00	$33.00		$4,258.00
5) LAUNCH (need State approval to change):											
COMMERCIAL (up to 50 launches)						$175.00		$175.00	$175.00		
COMMERCIAL (up to 100 launches)			$300.00			$325.00		$325.00	$325.00		
COMMERCIAL (unlimited launches)			$650.00			$675.00		$675.00	$675.00		
COMMERCIAL (one launch)			$6.00			$40.00		$40.00	$40.00		$1,165.00
NON-BELFAST RESIDENT (one launch)			$5.00			$15.00		$15.00	$15.00		$900.00

	2017	2018	2019	2020	2021	2022	2023	2024	2025 Harbor Committee/ Harbormaster Recomm.	2025 Projected increased revenue	Revenues Fiscal Year 2023-24
NON-BELFAST RESIDENT (season)			$30.00			$30.00		$30.00	$30.00		$2,475.00
6) TENDER TIE-UP (per season):											
SHORE (non-Belfast property tax payer)		$100.00			$125.00		$150.00	$165.00	$165.00		
DOCK (non-Belfast property tax payer)		$225.00			$250.00		$275.00	$300.00	$300.00		
BELFAST RESIDENT/PROPERTY TAX PAYER		$25.00				$30.00		$35.00	$35.00		$21,705.00
REMOVAL BY CITY						$75.00		$85.00	$85.00		
WINTER STORAGE (THOMPSON'S)			$200			$225.00		$250.00	$250.00		
7) PUMP-OUT HOLDING TANK											$655.00
8) SHOWERS				$5.00							$35.00
9) ORDINANCE											
10) TRASH per bag Transfer Station rate											
11) WASH DOWN FEE per hour		$15.00				$20.00		$25.00	$25.00		
12) FISHERMAN'S HOIST (season)			$60.00				$65.00	$70.00	$70.00		$630.00
						multi use/Pogie fishermen			**$200**	**$650**	
FISHERMAN NON-RESIDENT USE FEE						$200.00	$200.00	$220.00	$220.00		$1,280.00
13) THOMPSON'S WHARF SUMMER: (May 15 - Oct. 15)											
INSIDE SLIPS											
MIDDLE SLIPS											
OUTSIDE SLIPS	$80/ft.		$85/ft.			$90/ft		$100/ft.	$100/ft.		
THOMPSON'S WHARF WINTER: (Oct. 16 - M											
			$6./ft/month				$ 6.50	$7.00	$7.00		$55,966.00
14) SMALL VESSEL STORAGE ON RACKS: (season May 1 - Dec 1)											
BELFAST RESIDENT					$50.00		$55.00	$60.00	$60.00		
NON-BELFAST RESIDENT		$75.00				$85.00		$95.00	$95.00		$2,235.00
15) ROW BOAT STORAGE								$30/8' sq.	$30/8' sq.		
				Total Projected Increased Revenues:							

Fuel Sales

	July 1, 2023 - June 30 2024		July 1, 2023 - Dec 16, 2024
Gas	46,540.7 gals		35,232.4 gals
Diesel	30,015.3 gals		26,127.1 gals

Revenues July 1 - Dec 16, 2024
$985.00
$120.00
$70.00
$15,236.00
$78,424.00
$500.00
$7,072.00
$16,142.00
$550.00
$7,408.00
$1,065.00
$855.00

Revenues July 1 - Dec 16, 2024
$870.00
$1,335.00
$800.00
$105.00
$220.00
$26,487.00
$300.00
$420.00

10.H

January 15, 2025

Memo to Erin Herbig, Belfast City Manager
City of Belfast Mayor
Belfast City Council

From Katherine Given, Belfast Harbor Master

Re: Council agenda January 21, 2025
Charter Vessel, Commercial, & Small Vessel Storage Contracts 2025

Following are the charter vessel, commercial, and small vessel storage contract requests for the 2025 summer season. As per our Chapter 30, Marine Ordinance, any commercial use of City of Belfast owned facilities shall be regulated to help protect our valuable and finite public resources. These contracts help us achieve this goal in a fair and equitable manner.

Two of these contract requests are from charter vessel operators who have had approved Concessions Contracts (overnight berthing) for the past several years: Alex Pelling with the m/v *Back and Forth*, And Jack Ives with the schooner *Charm*. No changes are requested from these contract holders for either the operation of the business, which is described below, or contract.

Leigh Dorsey, who approached the Council last spring and was approved for a Concessions Contract to operate a rowing business, was unable to run last summer because of Coast Guard licensing issues, but has since obtained all licenses necessary and would like to once again request dockage for a 32' rowing vessel to provide private and group rowing lessons as a registered Maine Guide and Sea Kayak instructor.

Two contract requests are commercial in nature. Elias Heyns, owner of the business Belfast Barge, provides mast stepping and unstepping and rigging services for many of the mooring owners in Belfast Harbor as well as area vessel owners. This business has been operational for almost 10 years and provides an invaluable service especially for smaller vessel owners. Another commercial business approved just last year run by Ray Wirth, involves storing kayaks on a small rack in Heritage Park used to take people out on guided kayak tours. The business seemed to be a success with no known impact on other harbor or park uses and provides an enjoyable, safe option for those wanting to kayak out in the harbor.

The other two contracts we issue from the Harbor Office are for small vessel storage during the summer on land. We provide racks at the Boathouse and in the City Landing area for vessel owners who may have trouble transporting kayaks or canoes to the harbor. Typically we issue around 45 stickers for Belfast residents and non-residents for a fee. We've had this program available for over 10 years and always have more interest than space, so stickers are issued on a rotating basis. Last year the Council approved using some space in the Puddledock parking area to store rowboats, also for owners that have difficulty trying to transport their vessels frequently to the harbor. We had 5 vessel owners sign up last summer and I expect we will have more this coming summer as word get out. The approved designated area for storage, 48' x 80', was not entirely used but cordoned off for the space actually needed for the rowing vessels and the remainder used for parking as with the rest of the area.

All of these contracts have provisions to regulate use, liability, or insurance requirements.

Following are the contract requests for 2025:

- Alex Pelling	28' m/v 'Back and Forth'	custom service	6 pax	Concessions Contract	City Landing
- John Ives	85' schooner 'Charm'	2 – 3 hour day sails	34 pax	Concessions Contract	Thompson's
- Leigh Dorsey	32' rowing gig	guided rowing lessons		Concessions Contract	Available space
- Elias Heyns		mast & rigging services		Commercial Contract	City Landing
- Ray Wirth		kayak storage/guided tours		Commercial Contract	Heritage Park
- Kayak/Canoe Rack Storage		up to 45 spaces		Boathouse/Heritage Park/City Landing	
- Rowing Vessel Storage		number depends on size of vessel			Puddledock Parking Lot

Fees and terms for all contracts were discussed by the Harbor Advisory Committee. They suggested some fee changes which are reflected in the Harbor Usage Fees for 2025, but had no recommended changes for the contracts.

Requested action from Belfast City Council:

Approve all of the above contract requests for the season of 2025.

10.I

January 16, 2025

Memo to: Erin Herbig, Belfast City Manager
Belfast City Mayor
Belfast City Council

From: Katherine Given, Harbor Master

re: Cruise Ship Visits to Belfast
Council Agenda January 21, 2025

The Belfast Harbor Advisory Committee, after several discussions concerning cruise ships and larger passenger vessels visiting the City of Belfast and docking at the Belfast City Landing, have made a recommendation to the Council in the attached memo. At their regular meeting last night, Wednesday, January 15, the Committee was unanimously adamant they do not want the cruise ships or large passenger vessels visiting Belfast.

Included with the Harbor Advisory Committee's memo, is the memo the Council has already received from Dorothy Havey of the Belfast Area Chamber of Commerce, as well as photos of American Cruise Line's new larger ship, the American Eagle, which has perpetuated the most recent concerns, of safety, noise, navigation, and aesthetics, among other concerns as explained in the above memos and discussed with the Council and Mayor during our Work Session in November 2024.

The American Eagle is a new line of ship American Cruise Lines intends to operate along the Maine Coast and eastern seaboard. The ship first arrived in Belfast last August of 2024, with the expectation after site meetings with American Cruise Line's management team, that the ship would be able to come to the dock with little problem. Unfortunately, many problems did arise, including some that were not discussed, such as the unexpected arrival of charter buses to take the ship's passengers to other locations. Some of these problems had a definite negative impact on other visiting boaters using the docks, launch ramp use, and pedestrian and traffic safety around the Belfast City Landing.

Cruise ships most anywhere are promoted in large part based on the fact they generate economic value, in that the passengers spend considerable money in the ports they visit. This has found to not be the case with either of the American Cruise Lines ships that have

visited Belfast; the American Eagle and Independence, as explained in the memo from the Belfast Area Chamber of Commerce.

The ships do however, provide dockage revenues for the Harbor Department and City. Typically American Cruise Lines sends a tentative schedule early in the winter for the upcoming season, and the schedule can change depending on weather, passenger capacity, etc. The Harbor Office works around this schedule when other boaters or clubs make reservations. Some of these reservations (especially this winter) are requested specifically when the cruise ships are not in. Some boaters will not come in if the cruise ships are here.

The 2024 Harbor Usage Fee dock rate approved for cruise ships was $7.00/ft/night. With 3 visits from the Independence, and 5 visits from the American Eagle last summer, (two of these visits were multiple nights) the total dockage revenue was $16,142.00. Currently I do not have a schedule for this coming summer, but the American Cruise Lines website indicates we may have 14 visits from the American Eagle, which at the 2024 rate of $7.00/ft/night, would total $23,814.00 in dockage revenues. The face dock where the ships land is 120' in length. If the ships no longer came in, much of this revenue could be made up by other users of the dock. Our overnight dockage rate is based on the length of the vessel. The 2024 rates run from $3.50/ft/night for boats up to 39', to $5.00/ft/night for vessels 90' and over. We have 2 face docks over 100', frequently used by the larger private vessels or windjammers visiting the harbor, which are increasing in number. Because dock space for these larger vessels is very limited on the entire coast of Maine, I expect we will be able to generate much of the lost revenue if the cruise ships do not return. Having this dock space open will also allow us to better accommodate other users of the facilities.

Council action requested:

The Harbor Advisory Committee and Harbor Master would like to ask the Council to make a motion that any marine vessel certified to carry 50 or more passengers not be allowed to embark or disembark guest passengers, including by tender, at the City Landing or other City property or marine facilities.

American Cruise Lines passenger ship American Eagle. 243' length, 56' beam, gross tonnage of 3,000 tons

American Eagle tied on dock at Belfast City Landing August 4, 2024. Note amount of overhang beyond crib and end of dock, close proximity of moorings off bow, and scale of ship compared to 30' motor vessel coming down channel.

PO Box 58 | 33 Main Street | Belfast, Maine 04915
belfastmaine.org | 207-338-5900

September 18, 2024

As the Chamber of Commerce Director, my primary responsibility is to advocate for the interests of our local businesses and community. While the arrival of cruise ships might seem beneficial at first glance, the reality is that their presence poses significant challenges that outweigh potential economic gains.

1. Safety Concerns The size and maneuverability of large cruise ships present safety hazards in our harbor. Increased vessel traffic can lead to navigational challenges for smaller boats, creating risks for both residents and tourists. Moreover, the influx of tour buses and passengers can create crowded conditions, making it difficult for emergency services to operate effectively. At times, the cruise ship interferes with boat launching and people are frustrated. An idling diesel tour bus for 15 minutes before the start of the tour is not uncommon, noisy and smelly.

2. Impact on Local Businesses While cruise ships bring a wave of tourists, many of these visitors are often on a tight schedule, limiting their time to explore our town fully. The potential for increased foot traffic does not necessarily translate into sales for local businesses, as many passengers may only utilize tour services, leaving local shops and eateries underappreciated and underutilized.

3. Environmental Concerns Cruise ships are notorious for their environmental impact, including emissions, waste discharge, and potential oil spills. Our small harbor and surrounding ecosystems cannot bear the burden of increased pollution and disturbance. Protecting our natural resources is crucial for sustaining both tourism and local quality of life. On more than one occasion, when people call to consider visiting Belfast and they hear that we have cruise ships, they decide not to come to Belfast. Even when I tell them it's a small 100 passenger ship, they have a vision of a huge cruise ship and crowds. This comes up in the conversation when I'm promoting staying in Belfast and taking day trips throughout our region, including Bar Harbor. I mention they should avoid days when the cruise ships are in port at Bar Harbor, and they appreciate that advice. I am watching how Rockland is managing their growing ship schedule.

4. Aesthetic Disruption The sight of large cruise ships docked in our harbor obstructs scenic views that are integral to our town's charm and appeal. Our community is known for its picturesque landscapes, and allowing these massive vessels to dominate the waterfront detracts from the unique character that attracts visitors in the first place. People love to watch the boats coming and going, and the cruise ship at dock interferes with this activity.

5. Noise Pollution The noise generated by cruise ships and their accompanying tour buses can significantly disrupt the tranquility of our town. The constant coming and going of large vehicles creates a chaotic atmosphere that is not conducive to the peaceful enjoyment of our community by both residents and visitors.

Conclusion While we appreciate the potential for tourism revenue, the detrimental effects of cruise ships on our safety, environment, local businesses, and community character cannot be overlooked. It is vital that we prioritize the long-term health and well-being of our town over short-term economic gains. We must consider alternative tourism strategies that align better with our values and vision for the future.

Let's work together to find solutions that support our local economy while preserving the integrity of our cherished community.

Dorothy Havey, Executive Director

10.J

City of Belfast
Municipal Airport
131 Church Street
Belfast, Maine 04915

BST
22 Wright Brothers Drive

Airport Manager
Kenn Ortmann

Phone: 207 338 3370 x 600
Email: airport2@cityofbelfast.org

Request by Airport Manager Kenn Ortmann and the Belfast Airport Advisory Committee (BAAC) to publish an RFP to secure the services of an appraiser to develop a fair market value appraisal for the Airport from which we can develop sales values and aeronautical and nonaeronautical rates for existing and future revenue leases.

Representatives of the Federal Aviation Administration (FAA) conducted a land-use compliance inspection at the Belfast Municipal Airport July 2024 for the purpose of ensuring that the Airport is in compliance with the requirements of its federal airport obligations. The inspection included reviewing the Airport Layout Plan, Exhibit "A" Property Map, all federal grant agreements, and other relevant documents that may identify property ownership and use. During the inspection they conducted a physical review of the Airport and all aeronautical and nonaeronautical leases.

This random inspection was conducted pursuant to a 1999 FAA program to conduct annual land-use inspections at various airports where land was acquired through federal assistance programs to determine whether we are using the land shown on the Exhibit "A" Property Map for purposes consistent with aeronautical operations, and whether proceeds derived from parcels currently being used are considered Airport revenue, and are being used for Airport purposes. Below market use of Airport property for nonaeronautical purposes conflicts with a sponsor's federal obligation to maintain a fee and rental structure for the facilities and services at the Airport that will make the Airport as self-sustaining as possible under the given circumstances at the Airport.

The inspection noted that we need to have an appraisal of the value of land currently used, and proposed for, nonaeronautical purposes. Two areas identified include the land upon which our Transfer Station is located and the land proposed for the Verizon Cell tower.

Since the Airport Manager and the BAAC are also looking for other revenue-generating opportunities, the FAA suggested it may be advantageous to have an appraiser provide a fair market value appraisal for the rest of the Airport as well, so we can develop nonaeronautical rates for any potential future nonaeronautical revenue leases.

Airport Manager Kenn Ortmann and the BAAC are requesting that the City Council vote in support of authorizing the following action:

- **Authorize the City Manager and Airport Manager to publish a Request for Proposal for the provision appraisal services to determine sales values and values of aeronautical and nonaeronautical leases on Belfast Airport property.**

10.K

City of Belfast

Memo

To: Mayor & City Councilors

From: Amy Bradford, Finance Director & Treasurer

cc: Erin Herbig, City Manager

Date: January 2, 2025

Re: Donations from Chapel Tour: October of 2024

Mayor & City Council,

Joyce Fenner provided me with funds that were collected at a Chapel Tour in October, in the amount of $132.00.

I am asking if the Council will approve to deposit the funds into the G 1-2009-00; Cemetery Donations.

Thank you!

Sincerely,

Amy I. Bradford