



## CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

**Erin Herbig**  
City Manager

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**MANAGER'S REPORT**  
Belfast City Council Meeting  
Wednesday, November 5, 2025

**5:45 p.m.** Request to go into Executive Session on a Real Estate Matter pursuant to 1 M.R.S.A. 405 (6) C.

**6:15 p.m.** Council Work Session with the Climate, Energy, and Utilities Committee

**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, October 30, 2025**

**Agenda Items:**

**10-A Request from the Fire Chief to confirm Colby Robbins of Montville as a full-time EMS Captain for the Fire and Ambulance Department.**

The City of Belfast advertised the position of EMS Captain beginning on September 9, 2025. Applications were due on September 30, 2025. The City received six applications.

On October 9<sup>th</sup>, the EMS Captain Hiring Committee held interviews with six well-qualified candidates. A second round of interviews were conducted with two candidates on October 22<sup>nd</sup>. The EMS Captain Hiring Committee is composed of Fire Chief Patrick Richards, HR Administrator Nancy Driscoll and me.

Following the second-round interviews, the hiring committee unanimously selected Colby Robbins of Montville as the new EMS Captain for the Belfast Fire and Ambulance Department.

Mr. Robbins has served as a per-diem Paramedic for the City of Belfast since 2017 and was hired as a full-time Firefighter/Paramedic. During that time, he has demonstrated exceptional dedication, work ethic and attitude in addition to being a fantastic paramedic.

This position is a vital aspect of the City's public safety team and is responsible for providing leadership while responding to a wide range of medical and fire suppression emergencies to ensure the stability and safety of our community. Both Chief Richards and I are confident Mr. Robbins, if confirmed, will continue to serve our community and the Department well.

If approved by the City Council, City staff request that a motion is made to confirm Colby Robbins as a full-time EMS Captain for the Belfast Fire and Ambulance Department.

Please see the attached memo, cover letter, resume, advertisement, and job description (10-A) providing further detail. Chief Richards, Mr. Robbins, and I will be present at the meeting.

**10-B Request from the Wastewater Superintendent for authorization to expend \$8,200 for the replacement of the Wastewater Treatment Plant generator transfer switch.**

The Wastewater Superintendent requests authorization to expend \$8,200 to be allocated from the Wastewater Department's Equipment Capital Reserve Account #990-537 for the replacement of the generator transfer switch.

This replacement is necessary due to a failed relay isolator located at the Belfast Wastewater Treatment Facility. Without this component, manual transfer of power is a high-risk and labor-

intensive task that cannot be performed by facility staff, due to OSHA regulations and requirements of the City's insurance carrier.

The Wastewater Superintendent recommends engaging local electrical contractor MAC Electric, of Belfast, to furnish and install a new ASCO 300 transfer switch. The total quoted cost for this work is \$8,200, which includes materials, installation, and all required electrical work.

If approved by the City Council, the Wastewater Superintendent requests a motion be made to authorize the expenditure of \$8,200 to be allocated from the Wastewater Department's Equipment Capital Reserve Account #990-537 for the replacement of the generator transfer switch.

Please see the attached memo and estimate from MAC Electric (10-B) from Wastewater Superintendent Travis Jones providing further detail. Superintendent Jones will be at the meeting via Zoom to present and answer any questions.

### **10-C Request from the Planning and Codes Director to update the City Permit Fee Schedule.**

Following discussions in FY2025-26 Budget Hearings, the City Council requested City staff research and recommend appropriate user fee increases as a way to generate increased non-property tax revenues this year. RSU #71 increased the payment from the City of Belfast by \$798,762 this year, bringing the total City of Belfast contribution to the school district to \$11,707,932. The Council identified increasing user fees across several City Departments as a way to offset property tax increases as a result of the RSU #71 budget increase.

The City's Planning and Code Fee Schedule has been reviewed annually since 2020, in consultation with the International Code Council's Building Valuation Data Tables for estimating new construction value.

At this time, the Planning and Codes Department recommends the incorporation of the February 2025 data into the fee schedule to accurately assess fees as well as provide the City with accurate building valuation data for construction in the community.

If approved by the City Council, Director Planning and Codes Bub Fournier requests that a motion is made to direct City staff to incorporate the February 2025 Building Valuation Data Tables into the fee schedule effective immediately, along with the other recommended changes as presented.

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

**10-D Request to reappoint Steve Wilson, Bub Fournier and Jennifer Cormier as Code Enforcement Officers for the City of Belfast.**

The appointment of Code Enforcement Officers for the City of Belfast is due for annual consideration by the City Council. It is recommended that the Council reappoint acting Code Enforcement Officers Steve Wilson, Jennifer Cormier and Planning and Codes Director Bub Fournier for a one-year term again this year.

These three members of our staff are all experienced, highly competent and professional when engaging with the public. They also collaborate in a manner that provides a terrific service to this community. Code Enforcement is an essential part of keeping all communities safe and I am confident they will continue that good work if they are reappointed.

If approved by the City Council, City staff recommend a motion is made to reappoint Steve Wilson, Jennifer Cormier, and Bub Fournier as Code Enforcement Officers for the City of Belfast.

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

**10-E Request from the Police Chief to accept \$2,752.00 in drug forfeiture money.**

The City of Belfast Police Department has received drug forfeiture money totaling \$2,752.00. These funds are the result of a drug-related criminal investigation and subsequent arrest in which the Belfast Police Department assisted another law enforcement agency. By Maine law, certain items involved in illegal drug cases are subject to forfeiture. If the forfeiture is granted, these funds can be distributed to agencies that make a substantial contribution to the case.

If approved by the City Council, City staff recommend a motion is made to accept the funds of \$2,752.00 and to place these funds into GL Account #1-2347-00 Drug Forfeiture.

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

**10-F Request from the Police Chief to accept \$5,094.50 in drug forfeiture money.**

The City of Belfast Police Department has received drug forfeiture money totaling \$5,094.50. These funds are the result of a drug-related criminal investigation and subsequent arrest in which the Belfast Police Department assisted another law enforcement agency. By Maine law, certain items involved in illegal drug cases are subject to forfeiture. If the forfeiture is granted, these funds can be distributed to agencies that make a substantial contribution to the case.

If approved by the City Council, City staff recommend a motion is made to accept the funds of \$5,094.50 and to place these funds into GL Account #1-2347-00 Drug Forfeiture.

Please see the attached memo (10-F) from Police Chief Bobby Cormier providing further details. Chief Cormier will be at the meeting to present and answer any questions.

**10-G Request from the Media Manager to accept and award the bid for the sale of a 2011 Ford E450 Ambulance.**

The City of Belfast held a bid opening on Wednesday, October 22, 2025, and received two bids for the sale of a 2011 Ford E450 Ambulance.

Travis Keene of Belfast was the highest bidder at \$2,000.00. The bid price is \$800 higher than the minimum bid price of \$1,200.00

If approved by the City Council, the Media Manager requests a motion be made to accept the bid as presented and award the sale to Travis Keene of Belfast, for funding to be deposited into the Used City Equipment Sales Account #110-3544.

Please see the attached memo (10-G) from Media Manager Shannon Brown Buchanan. Manager Buchanan will be at the meeting to present and answer any questions.

**10-H Request for authorization to expend up to \$800.00 for the replacement of downtown holiday lights.**

The holiday lights that are displayed downtown each winter have been assessed by the Fire Chief, and they are not in a condition for use for the upcoming holiday season. Thankfully, Our Town Belfast and the Belfast Area Chamber of Commerce have collaborated with the City of Belfast to fundraise for replacement wires and hardware through the Keep the Faith Fund.

Through the generosity of many City organizations and individuals, \$3,855.00 has been raised to date to support replacing the wires and bulbs, which has an estimated total of \$4,646.65. In order

to close the gap for the completion of the project ahead of the holidays, it is recommended to authorize City funding to preserve this nostalgic holiday display.

If approved by the City Council, City staff recommend a motion is made to expend up to \$800.00 from City Promotionals Account #650-726.

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

### **10-I Signing of Council Orders**

The upcoming election will be held on Tuesday, November 4, 2025, from 7:00 a.m. to 8:00 p.m.

The Belfast Polling location is located at the Tarratine Hall, at 153 Main Street in Belfast for all Belfast voters, from all five City Wards.

This November Election will consist of three ballots, Regional School Unit #71 Referendum, State and Municipal Local Ballot.

Absentee voting is currently taking place. Ballots can be requested from the City Clerk's Office but must be submitted by Thursday, October 30<sup>th</sup>, at 8:00 p.m.

Beginning on Monday, November 3<sup>rd</sup> at 7:00 a.m. only Special Circumstance Absentee Ballots will be issued.

The City of Belfast offers a Ballot Drop Box placed outside of City Hall at the High Street entrance that can be used for dropping off absentee ballots.

As a reminder, the City Clerk's Office will be closed on Election Day. Any remaining absentee ballots should be returned to the polling location on this day.

For more information on the November 4<sup>th</sup>, 2025, Election, please see the City website or call the City Clerk's Office at 338-3370 ext. 114.

To best accommodate this year's Election, the first Regular Council Meeting of the month of November will be held on Wednesday, November 5<sup>th</sup>, rather than on Tuesday, beginning at 7:00 p.m.

Newly elected municipal officers will begin their terms on Monday, November 10<sup>th</sup>, 2025, following a swearing in ceremony.

**City of Belfast  
Consent Agenda  
Wednesday, November 5, 2025  
Meeting #8**

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

**9) Permits, Petitions and Licenses - Consent Agenda**

- A. Request to approve an application by Belfast Curling Club, Inc. d/b/a Belfast Curling Club, located at 211 Belmont Ave, Belfast, Maine for a renewal on-premise Malt, Spirituous, and Vinous liquor license.**

Motion to approve an application by Belfast Curling Club, Inc. d/b/a Belfast Curling Club, located at 211 Belmont Ave, Belfast, Maine for a renewal on-premise Malt, Spirituous, and Vinous liquor license.

- B. Request to approve an off-premises catering permit for Rollie's Bar and Grill for a Retirement Event on October 30, 2025, from 3:00 p.m. to 9:00 p.m. located at Bayview Point Event Center, 15 Front Street, Belfast, Maine.**

Motion to approve an off-premises catering permit for Rollie's Bar and Grill for a Retirement Event on October 30, 2025, from 3:00 p.m. to 9:00 p.m. located at Bayview Point Event Center, 15 Front Street, Belfast, Maine.

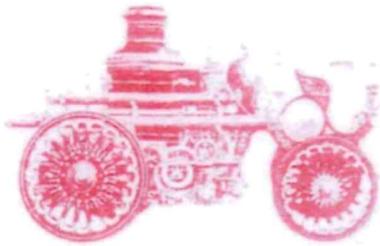
- C. Request to approve an off-premises catering permit for Lisa's White Flour Catering for a Thanksgiving Dinner on November 27, 2025, from 1:00 p.m. to 4:00 p.m. located at Ocean's Edge at Fireside Inn, 159 Searsport Ave, Belfast, Maine.**

Motion to approve an off-premises catering permit for Lisa's White Flour Catering for a Thanksgiving Dinner on November 27, 2025, from 1:00 p.m. to 4:00 p.m. located at Ocean's Edge at Fireside Inn, 159 Searsport Ave, Belfast, Maine.

**D. Request to approve an extension of liquor license permit for Dos Gatos Gastropub, LLC d/b/a Dos Gatos Gastropub to extend the seating capacity of their property located at 84 Main Street into City parking spaces as part of the Curbside outdoor seating area.**

Motion to approve an extension of liquor license permit for Dos Gatos Gastropub, LLC d/b/a Dos Gatos Gastropub to extend the seating capacity of their property located at 84 Main Street into City parking spaces as part of the Curbside outdoor seating area.

10.A



*Belfast Fire & Ambulance Department*  
*131 Church Street • Belfast, Maine 04015*  
*Phone 338-3362*

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October 28, 2025

Honorable Mayor Sanders  
Belfast City Councilors  
City Mgr. Herbig

Re; Request to appoint Firefighter/Paramedic Colby Robbins to EMS Captain

I submit the name of Colby Robbins to be promoted to the position of EMS Captain. Colby has been employed with the City of Belfast since 2017 as a Per Diem EMT. He joined our ranks as a full time Firefighter/Paramedic in January of this year. Colby has brought many forward moving ideas to the department and demonstrated himself as a knowledgeable team player and leader.

The EMS Captain position is a vital position within the department as the City of Belfast responds to nearly 2,500 EMS and 500 Fire calls per year. This position assists in the oversight of daily Fire and EMS operations while filling the Paramedic position on a crew. The EMS Captain will also assist the Chief officers with billing, training, and other record-keeping assignments.

Thank you,

Patrick Richards

Fire Chief/Ambulance Director

**Colby Robbins**

17 Bragdon Rd

Montville, ME 04941

colbyrobbins23@gmail.com

207-505-2623

9/24/2025

**Re: EMS Captain Position**

Dear Hiring Committee,

I am excited to apply for the EMS Captain position with Belfast Fire & Rescue. As a Paramedic and Chief of a nonprofit EMS service, I bring a strong combination of operational leadership, field experience, and a deep understanding of Maine's emergency medical system that aligns perfectly with this role.

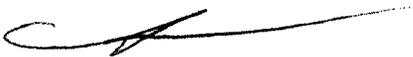
For the past several years, I have served as Paramedic Chief of Unity Ambulance Corp, overseeing daily operations, budgeting, and quality assurance while maintaining active field involvement. I also work full time for a municipal-based service and per diem for a hospital-based EMS agency. These experiences give me a well-rounded perspective on both urban and rural EMS operations, interagency coordination, and patient-centered care. My training spans the entire spectrum of EMS, including EMD certification, hospital emergency department experience, billing oversight, and incident command, ensuring I can manage complex situations with professionalism and calm leadership.

I am passionate about mentoring and supporting EMS professionals. Whether through implementing quality-improvement processes, leading new equipment and training initiatives, or representing our agency in regional discussions, I focus on building a strong, well-prepared team that delivers exceptional care. I value collaboration and clear communication, essential qualities for working alongside Belfast Fire & Rescue's dedicated personnel and community partners.

I am inspired by Belfast Fire & Rescue's commitment to excellence and community service. I would welcome the opportunity to bring my operational expertise, clinical skills, and leadership experience to your department to further strengthen its EMS program.

Thank you for your time and consideration. I look forward to the opportunity to discuss how my background and passion for emergency medical services can contribute to the continued success of Belfast Fire & Rescue.

Respectfully,



**Colby Robbins, Paramedic**

# **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: 09/24/2025

Position(s) applied for: EMS Captain

Referral Source:  Advertisement  Friend  Relative  
 Job Service  Other

Name: Robbins Colby V  
Last First Middle

Residence Address: 17 Bragdon Rd Montville ME 04941  
Street City State Zip Code

Mailing Address: Same

Phone Number: 207-505-2623

Email Address: colbyrobbins23@gmail.com

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

If so, what name:

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

If yes, date(s): Currently employed

(2)

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

Stacy Blaquiere 207-890-6129

Courtney Munger 207-416-4540

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 Delta Ambulance  
From 2017 to Current From 2019 to 2025 (dropped to PD)  
Address Belfast Address Waterville  
Type of Work FF/Paramedic Type of Work Operations Manager  
Reason for Leaving N/A Reason for Leaving Dropped to PD

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.

Education: Level	Name	Location	Years Completed
Elementary	Walker Elementary	Liberty	4 5 6 7 8
High School	Mt View HS	Thorndike	9 10 11 12
Undergraduate			1 2 3 4
Graduate	KVCC	Fairfield	1 2 3 4

(3)

Diploma: Academic Vocational

Degree(s) \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**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: 9/24/25

*Colby V Robbins*

\_\_\_\_\_  
Signature of Applicant

# Colby Robbins

📞 207-505-2623

✉ colbyrobbins23@gmail.com

📍 Montville, ME 04941

## PROFESSIONAL SUMMARY

Experienced emergency medical professional skilled in critical thinking, leadership, and staff management, seeking to leverage advanced assessment and decision-making abilities in a new role. Proven expertise in emergency scene management and quality improvement. Ready to contribute to a dynamic team and support organizational goals in a challenging environment.

## SKILLS

Critical thinking skills    Leadership and supervision    Organizational skills    Scheduling software  
Leadership skills    Emergency scene management    Staff management    Decision-making

## EDUCATION

### HIGH SCHOOL, ME

Mount View High School, June 2018

### EMT BASIC, ME

Waldo County Technical Center, June 2017

### ADVANCED EMERGENCY MEDICAL TECHNICIAN, ME

Kennebec Valley Community College, December 2018

### PARAMEDIC CERTIFICATE PROGRAM, ME

Kennebec Valley Community College, December 2023

## EXPERIENCE

### FULLTIME FIREFIGHTER PARAMEDIC, Belfast, ME

City Of Belfast Fire / Rescue, January 2025–Present

- Provided emergency medical services to critically ill and injured patients in pre-hospital settings.
- Utilized advanced assessment skills to evaluate patient condition, identify treatments, and provide appropriate interventions.
- Successfully manages a team of firefighters and EMS personnel in emergency and non-emergency situations, displaying strong leadership skills.
- Monitor patient care reports, dispatch records, and incident reports for trends, errors, or concerns.
- Partner with the Quality Assurance/Quality Improvement team to address performance issues and implement corrective actions.

### **PER DIEM PARAMEDIC, Belfast, ME**

City Of Belfast Fire / Rescue, September 2017–Present

- Provides emergency medical care at the basic and advanced life support level if needed.
- Training new employees and being a mentor to students.

### **CHIEF, PARAMEDIC, Unity, ME**

Unity Ambulance Corp, April 2023–Present

- Provided emergency medical services to critically ill and injured patients in pre-hospital settings.
- Utilized advanced assessment skills to evaluate patient condition, identify treatments, and provide appropriate interventions. Direct daily operations of the ambulance service, including staffing, scheduling, budgeting, and compliance with local, state, and federal EMS regulations.
- Oversee field operations, ensuring adherence to clinical protocols and maintaining high standards of patient care.
- Manage recruitment, hiring, training, and performance evaluation of EMS personnel, and support staff.
- Develop and implement operational policies, safety procedures, and quality assurance programs.
- Coordinate with municipal leaders, public safety agencies, and healthcare facilities for efficient emergency response and mutual aid operations.
- Prepare and manage annual budgets, financial reporting, and grant applications.
- Represent the organization at public meetings, community events, and in regional/state EMS forums.
- Lead strategic planning initiatives to improve service delivery, operational efficiency, and community engagement.
- Ensure maximum reimbursement of services.
- Monitor patient care reports, dispatch records, and incident reports for trends, errors, or concerns.
- Partner with the Quality Assurance/Quality Improvement team to address performance issues and implement corrective actions.

### **PARAMEDIC, Unity, ME**

Unity Ambulance Corp, June 2017–Present

- Provided emergency medical services to critically ill and injured patients in pre-hospital settings.
- Utilized advanced assessment skills to evaluate patient condition, identify treatments, and provide appropriate interventions.
- Developed strong working relationships with colleagues by displaying a professional attitude at all times.

### **PARAMEDIC SUPERVISOR – PER DIEM, Waterville, ME**

Delta Ambulance Corp, April 2019–Present

- Provided emergency medical services to critically ill and injured patients in pre-hospital settings.
- Utilized advanced assessment skills to evaluate patient condition, identify treatments, and provide appropriate interventions.
- 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 company. ensuring effective and efficient workflow.
- Management of the scheduling system.

### **OPERATIONS MANAGER, Waterville, ME**

Delta Ambulance Corp, February 2024–December 2024

- Direct and coordinate the daily activities of field crews, ensuring adequate staffing, coverage, and readiness for emergency and non-emergency responses.
- Oversee the dispatch center to ensure timely, accurate, and effective call intake, prioritization, and resource deployment.
- Monitor operational performance metrics (response times, call volume, unit availability) and implement strategies to improve efficiency and service quality.
- Provide direct supervision to shift supervisors, dispatchers, and other operational staff.
- Translate organizational goals and directives from senior leadership into operational action plans.
- Communicate field-level feedback, challenges, and opportunities to senior leadership to inform decision-making.
- Monitor patient care reports, dispatch records, and incident reports for trends, errors, or concerns.

**DISPATCH MANAGER, BILLER, Waterville, ME**

Delta Ambulance Corp, March 2020–December 2024

- 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.

**PER DIEM PARAMEDIC, QA TEAM, Norway, ME**

MaineHealth - Norway - PACE Ambulance, February 2024–Present

- Provided emergency medical services to critically ill and injured patients in pre-hospital settings.
- Utilized advanced assessment skills to evaluate patient condition, identify treatments, and provide appropriate interventions.
- Training new employees and being a mentor to students.
- Monitor patient care reports, dispatch records, and incident reports for trends, errors, or concerns.
- Partner with the Quality Assurance/Quality Improvement team to address performance issues and implement corrective actions.

**PER DIEM EMERGENCY DEPARTMENT TECHNICIAN II, Belfast, ME**

MaineHealth - Waldo County General Hospital, August 2018–April 2024

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

**FIREFIGHTER, Montville, ME**

Montville Fire Department, February 2015–Present

- Operated vehicles such as pumpers, ladder trucks, ambulances and other specialized apparatus with precision.
- Performed fire control and suppression activities to reduce hazards.
- Monitored radio frequencies for incoming calls from dispatch center regarding incidents requiring response.

#### **FIRE LIEUTENANT, Montville, ME**

Montville Fire Department, January 2019–January 2023

- Ensured effective communication between fire crews in order to coordinate efforts during emergency situations.
- Coordinated emergency response activities including directing the deployment of personnel, responding to medical emergencies, extinguishing fires, and rescuing victims from hazardous environments.
- Developed and implemented training program for new fire lieutenants to ensure compliance with department policies and procedures.
- Monitored radio traffic during active calls providing direction as needed for successful resolution.

#### **REFERENCES**

##### **COURTNEY MUNGER**

☎ 207-416-4540

##### **STACY BLAQUIERE**

☎ 207-890-6129

##### **KIRSTEN EMERSON**

☎ 207-350-5067

##### **TABITHA KNOWLES**

☎ 207-263-6990

#### **SPECIALIZED TRAINING**

LeaderGov Leadership Cohort

#### **CERTIFICATIONS**

- Paramedic
- Emergency Medical Dispatcher
- Emergency Telecommunicator



**City of Belfast  
Employment Opportunity  
Fire And Ambulance  
Emergency Medical Services (EMS) Captain**

The City of Belfast is accepting applications for the position of full-time Emergency Medical Services (EMS) Captain. The successful candidate will be a highly responsible officer with the ability to work under broad supervision of the Deputy Chief and Assistant EMS Chief, in the operation and supervision of the City of Belfast Fire & Ambulance Department. This is a skilled position consisting of executing and assisting with the day-to-day operations of EMS, supporting the Fire and Ambulance Department programs and supervisory roles. The EMS Captain is responsible for functioning and responding as an ALS provider to medical emergencies as well as fire related emergencies for the purpose of saving lives and protecting property.

The successful candidate must have a High School Diploma or equivalent; be a certified licensed Paramedic; have at least five consecutive years of active Firefighter (FF)/EMS service experience; be qualified as to the Hazmat Awareness level and all required refreshers, preference to Hazmat Operations level certifications; successfully completed ICS 100, 200, 700; hold current EVOC /AVOC certification; and be approved as a driver of all EMS apparatus and hold a valid clean driver's license, preferred Fire apparatus driver. Additionally, have CPR / ACLS instructor, preference to Fire Service Instructor 1 and/or EMS Instructor or willing to obtain within a reasonable period; have Firefighter 1 or Firefighter 2 Certification or willing to obtain within a reasonable period; and have EMS instructor or willing to obtain within 12 months of hiring / promotion.

The City offers a generous benefits package that includes 12 paid holidays, Medical, Dental, Short-Term Disability and Life Insurance, as well as Maine PERS Retirement, Vacation and Sick

leave and PTO. Applications and the job description may be obtained in person or online at [www.cityofbelfast.org](http://www.cityofbelfast.org).

All applications are to be submitted in confidence. A complete application should include a letter of introduction, a completed Belfast Employment Application form, which can be downloaded at <https://cityofbelfast.org/jobs>, and a resume. Applications must be received by the Human Resource Administrator, Nancy Driscoll, at 131 Church Street no later than 6:00 PM on September 30<sup>th</sup>, 2025. Applications should be in a sealed envelope and may be delivered by mail, e-mail, online, or in person to:

City of Belfast  
EMS Captain Search  
C/O HR Administrator  
131 Church Street  
Belfast, Maine 04915

Or by email to: [work@cityofbelfast.org](mailto:work@cityofbelfast.org)

The City of Belfast is an equal opportunity employer.



**CITY OF BELFAST  
FIRE AND AMBULANCE  
EMERGENCY MEDICAL SERVICES (EMS) CAPTAIN**

**NATURE OF WORK**

This is supervisory and practical work directing the work of a crew while assisting Assistant EMS Chief, Deputy Fire Chief and Fire Chief as directed and plays a pivotal role in the vision of the Belfast Fire and EMS team.

The purpose of the Captain's position is to provide a highly responsible officer with the ability to work under broad supervision of the Deputy Chief and Assistant EMS Chief, in the operation and supervision of the City of Belfast Fire & Ambulance Department. The major emphasis of this position shall be organizing, executing and assisting with the day-to-day operations of EMS, supporting department programs and supervisory roles.

The Emergency Medical Services Captain is responsible for functioning and responding as an ALS provider to medical emergencies as well as fire related emergencies for the purpose of saving lives and protecting property.

Responsibilities also include establishing and maintaining appropriate work relationships with municipal officials, peers and subordinates, State and local organizations, and with the public. Work is performed with general independence under the supervision of the Fire Chief.

Supervision of personnel and support functions in the maintenance of Fire and Ambulance Station and of the Fire and Ambulance Department including, but not limited, to the duties listed below.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job with limited supervision through Department Standard Operating Guidelines, established protocols and directives.

Assist with scheduling of employees. Oversee the daily ambulance checks with night and day crews as needed.

Either directly or through other subordinate officers; supervises the activities of assigned personnel in emergency and non-emergency events.

Directs and assumes control of the on-scene activities in the absence of a superior officer.

Analyzing EMS data for training needs and oversee hands on training.

Insure and promote adequate response to incidents.

Participate in the development and implementation of departmental policies, procedures and standards.

Interprets department policies, procedures and safety practices and ensures understanding and compliance.

Participate in the planning, development and implementation of department-wide training programs. Oversee the monthly EMS training and direct as needed.

Prepare and log into the City's reporting system a wide variety of records, files and reports related to the activities of an emergency incident or training, in addition to other assigned areas of responsibility.

Oversee the apparatus area of the station to include cleanliness of bays, inspection of firefighting equipment and apparatus in order to ensure appropriate equipment is available on a regular basis.

Assist with the management of the EMS supplies and inventories.

Oversee records and documents for inspections, testing of equipment.

Reports infractions of polices to the Deputy Chief and Assistant EMS Chief in writing while immediately addressing infractions of safety rules and policy as appropriate.

Participate in a quality assurance program through post-incident analysis and debriefings.

Assist with QA/QI of EMS care and reporting.

Interact effectively, professionally and tactfully with all participating agencies and the general public.

Assist with the billing process.

Perform duties of subordinate personnel as needed.

Attend conferences, training courses, and staff meetings as required.

Performs related work as required and other duties as assigned by the Fire Chief, Deputy Chief, and Assistant EMS Chief.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Supervision received: Takes direction from the Chief, Deputy Chief, Fire Chief, Assistant EMS.

Supervision exercised: Manages those members assigned to their division.

### **REQUIREMENTS OF WORK**

Must embrace the mission and values of the City and department, demonstrate good judgement, be an active problem solver, attention to detail, have a willingness to assist operations as needed, be dependable and willing to fill shifts when available while performing medical care per Maine EMS protocols.

Have a working knowledge of organization, methods, policies, rules and regulations.

Adhere to agency standards of neatness and cleanliness.

Operate both as a member of a team and independently at incidents of uncertain duration.

Follow instructions given as well as lead the team.

Have a working knowledge and understanding of the Quality Assurance and Improvement program.

Tolerate heights (climbing ladders to 100 feet) and confined spaces under adverse conditions and situations that include limited or no vision, aided breathing, and carrying heavy loads. Wear personal protective equipment that weighs approximately 50 pounds while performing firefighting tasks.

Have a working knowledge of fire apparatus, ambulances and rescue equipment, general fire operations, and emergency medical service principles.

Must possess the ability to understand and carry out complex written and verbal instructions. Understand, remember, and execute complex instructions while maintaining attention and concentration. Exercise flexibility to decision making.

Must maintain a high level of alertness and possess the ability to establish and maintain an effective working relationship with co-workers and function as a team member. Must develop and maintain a healthy working relationship between career and part time / call members and work with a diverse team of health care professionals.

Ability to assist crews in the completion of projects and regular tasks while complying with Safety Procedures and Guidelines. Set realistic goals and quickly assimilate information and

utilize in a prompt and effective manner to aid others.

Tolerate extreme fluctuations in temperature and humidity while performing duties. Must perform physically demanding work in atmospheres that range in temperature (from below freezing to over 400 degrees F) and humidity while wearing equipment that significantly impairs body-cooling mechanisms.

Ability to make rapid transitions from rest to near maximal exertion with little notice.

Ability to keep records and prepare clear and accurate reports, logs and documentation.

Exercise good judgment in tense situations.

Maintain abstinence from all impairing substances to include alcohol and all types of drugs.

Drive a vehicle and/or emergency vehicle in a safe manner.

Use manual and power tools in the line of duty.

Maintain socially appropriate behavior.

## **WORKING CONDITIONS**

This position is an average 24 on 2 days off 24 on and 4 days off 42-hour work week.

The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job.

While performing the duties of this job, the member regularly works near moving mechanical parts; in high, precarious places; in outside weather conditions; in occupancies with explosives and hazardous material, is occasionally exposed to infectious agents, wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme heat, risk of electrical shock and noise level in the work environment is moderate to heavy. Spending extended periods of time exposed to outdoor elements.

While performing the duties of the job, the member is regularly required to use hands to handle or feel objects, tools or controls and reach with hands and arms at times while exposed to grotesque sights and smells associated with trauma and burn victims.

The member is regularly required to stand; walk; climb or balance; stoop, kneel, crouch or crawl; and taste or smell. Work at a steady pace and complete assignments within an appropriate schedule.

The member must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Certain tasks within this job may require the use of a respirator. Such tasks may require sufficient pulmonary and respiratory health to use a respirator and may preclude full beards or other obstructions preventing a positive facial fit for half-face or full-face respirators.

While performing the duties of this position, the member will be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills.

The exposure to death, emotional stress, patients with contagious diseases and terminal illnesses can be expected and interact with team members, other organizations and the public.

This description is a general statement of required major duties and responsibilities performed.

#### **TRAINING AND EXPERIENCE REQUIRED**

High School Diploma.

Be a certified licensed Paramedic.

Have at least five consecutive years of active Firefighter (FF)/EMS service experience.

Preferred CPR / ACLS instructor, preference to Fire Service Instructor 1 and/or EMS Instructor or willing to obtain within a reasonable period.

Preferred Firefighter 1 or Firefighter 2 Certification or willing to obtain within a reasonable period.

Be qualified as to the Hazmat Awareness level and all required refreshers, preference to Hazmat Operations level certifications.

Successfully completed ICS 100, 200, 700.

Hold current EVOC /AVOC certification.

Preferred EMS instructor or willing to obtain within 12 months of hiring / promotion.

Be approved as a driver of all EMS apparatus and hold a valid clean driver's license, preferred Fire apparatus driver.

Learn course materials and successfully complete training programs.

## MEMO

**From:** Travis Jones, Olver Associates Inc.

**Cc:** City of Belfast

**Date:** October 20, 2025

**Re:** Request for Allocation of Funds – Replacement of Treatment Plant Generator Transfer Switch

This memo is a request for \$8,200 to be allocated from the Wastewater Department's Equipment Capital Reserve (990-537) for the replacement of the generator transfer switch due to a failed relay isolator located at the Belfast Wastewater Treatment Facility by MAC Electric in the attached proposal.

The existing relay isolator is part of the facility's original transfer switch equipment, installed when the plant was constructed in 1972. This component is responsible for protecting energized equipment during power transfer and ensuring that the electrical system safely returns to utility (line) power once it becomes available. Unfortunately, the relay isolator has failed, preventing automatic transfer back to line power after an outage.

As a result, when the facility operates on generator power, the return to normal power now requires opening the 480-volt, three-phase MCC cabinet and manually switching the system back to line power. OSHA regulations and the City's insurance carrier require that any work performed on equipment of this voltage be completed by a licensed electrician wearing specialized arc-flash-rated personal protective equipment. This requirement, while critical for safety, makes each manual transfer a high-risk and labor-intensive task that cannot be performed by facility staff.

The original manufacturer, R.G. Russell Company, was contacted and confirmed that the model currently in service is no longer supported. They added that parts have been discontinued for several decades. Replacement components are also no longer available through any standard suppliers, and an extensive search, which included online secondary and surplus markets (eBay) produced no viable options.

Because of this, MAC Electric of Belfast, the local electrical contractor we regularly utilize, was asked to provide a replacement solution. They have proposed furnishing and installing a new ASCO 300 transfer switch, which is properly sized for our facility and will restore safe and automatic transfer capability between generator and line power. The total quoted cost for this work is \$8,200, which includes materials, installation, and all required electrical work.

We respectfully request that the City Council approve this expenditure and authorize the allocation of \$8,200 to be allocated from the Wastewater Department's Equipment Capital Reserve (990-537) for the attached proposal from MAC Electric for the replacement of this obsolete and critical component. Please feel free to reach out if you have any questions.

Thank you.



15 Swan Lake Ave Belfast, Maine 04915

To: The City of Belfast

Re: Wastewater Treatment Facility Transfer Switch

Date: 10/17/2025

I am pleased to provide you with a price of \$8200.00 to furnish and install an Asco 300 Transfer switch in the existing MCC in place of the existing transfer switch at the Belfast Wastewater Treatment Plant.

If you have any questions, please feel free to contact me.

Dylan Cleaves

MAC Electric



CITY OF BELFAST, MAINE 04915  
131 Church Street

10.C.D

PLANNING AND CODES DEPARTMENT

Phone: (207) 338-3370 ext. 125

Fax: (207) 338-2419

Email:

[planningandcodes@cityofbelfast.org](mailto:planningandcodes@cityofbelfast.org)

## MEMORANDUM

DATE: October 28, 2025

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

CC: Stephen Wilson, Code Enforcement Officer (CEO) and Jennifer Cormier, Planning and Codes Coordinator and Asst.CEO

FROM: Bub Fournier, Director of Planning and Codes Department and Asst. CEO

RE: Request to Consider Update to City of Belfast Permit Fee Schedule for Planning and Codes Department incorporating Feb. 2025 Building Valuation Data and Request to reappoint Steve Wilson, Bub Fournier and Jennifer Cormier as Code Enforcement Officers.

**Background Information:** The Belfast City Council has supported updating the City's Planning and Codes fee schedule annually for the past 5 years. In June 2020, the Council approved a major overhaul of the fee schedule including incorporation of the International Code Council's Building Valuation Data tables for estimating new construction value. Fees for building permits are based on building value which is a model that is suggested in both the residential one- and two-family building code (2021 IRC) and commercial building code (2021 IBC). At this time, the Planning and Codes Department is suggesting incorporation of the Feb. 2025 data into the fee schedule to accurately assess fees as well as provide the City with accurate building valuation data for construction in the community.

After looking at the tables generated in Feb. 2025 and working with many contractors and property owners who are engaged in all types of projects, the Department feels that their incorporation is justified. As many people know, construction costs have remained high due to increased labor and materials costs, however they have not changed substantially this year. Nationally adopted building valuation data from Feb. 2025 indicates a 2% increase for 1-2 family homes, 3% increase for retail stores and 3% increase for other typical business occupancies. This increase in building value would result in an approx. \$38.47 increase in

permit costs for a newly constructed 1,500 sqft single family home with a building value at \$253,653. Keeping in mind this does not capture plumbing and electrical costs, as they are calculated and permitted separately, these numbers are not dissimilar from applicant's estimated cost as submitted on applications. Of course, there are outliers, but this method appears to be generally equitable, thus the Department would like to incorporate the update.

Additional proposed changes to the fee schedule for 2025 include the following minor cleanups:

- 1) A proposed edit clarifying Shoreland Zoning fees for Planning Board review.
- 2) A proposed edit clarifying fees for Planning Board review of nonconforming structures.

At this time, the Department is also asking the Council to consider renewing appointments of acting Code Enforcement Officers Steve Wilson, Jennifer Cormier and myself.

**Requested Action:** I request that the City Council consider directing staff to incorporate the February 2025 Building Valuation Data tables into the Departments fee schedule effective immediately. I also request that the Council consider reappointment of existing CEO's.



# CITY OF BELFAST

131 Church St.  
Belfast, Maine 04915

E-mail: ceo@cityofbelfast.org

Tel: (207) 338-3370

Fax: (207) 338-6222

**DRAFT 2025**

## CITY OF BELFAST PERMIT FEE SCHEDULE (Approved by City Council **Date to be Determined**)

<u>Permit Type</u>	<u>Fee Amount</u>
<b><u>Building</u></b>	
Residential	\$50.00 Minimum fee. Permit fee will be calculated based on .0075 times construction costs. New Construction costs based on Feb. 2025 ICC BVD Tables. Remodel costs based on estimates from applicants and CEO estimates. Written estimates may be required.
Commercial	\$75.00 Minimum fee. Permit fee will be calculated based on .0075 times construction costs. New Construction costs based on Feb. 2025 ICC BVD Tables. Remodel costs based on estimates from applicants and CEO estimates. Written estimates may be required.
Marine Construction (Docks, Floats, Gangways)	Same as Commercial.
Certificate of Occupancy, required for all permitted work except fences and sheds less than 200 sq ft. Required for change of use.	No construction: \$25 0-\$5,000 construction cost: \$50 \$5,000-\$100,000 construction cost: \$75 \$100,000-\$250,000 construction cost: \$100 Above \$250,000 construction cost: \$200
Reroofing/Residing Permit	
Residential	\$25.00
Non-residential	Same as commercial building permit
<b><u>Demolition</u></b>	\$50.00
<b><u>Electrical</u></b>	
Residential	\$50.00 Minimum fee <b>plus</b> 1% of electrical work price.
Commercial	\$75.00 Minimum fee <b>plus</b> 1% of electrical work price.

<b><u>Internal Plumbing</u></b>	\$40.00 Minimum fee plus \$10.00 per fixture. (State Fee Schedule). \$20.00 additional fee for excessive reinspections at LPI discretion.
<b><u>Subsurface System</u></b>	State Fee Schedule that is in effect. Local variance fee \$25.00.
<b><u>Solar Photovoltaic Systems</u></b>	
Small Scale	Follow building permit fees above based on cost. Add electrical permit fee at \$0.002 per watt.
Medium Scale	Building permit fee fixed at \$5,000. Electrical permit fee \$0.002 per watt.
Large Scale	Building permit fee fixed at \$10,000. Electrical permit fee \$0.002 per watt.
<b><u>Sheds</u></b>	
Less than 200 Sq/Ft	\$50.00
More than 200 Sq/Ft	Follow Building Permit fees above
<b>(Sheds 64 sq. feet or less, less than 6' high at the eave, and less than 8' high at the peak do not require a permit but must meet setback of 4 feet from side and rear lot lines. Must also meet applicable front setback.)</b>	
<b><u>Fences (over four feet in height)</u></b>	\$50.00
<b><u>Pools</u></b>	
Above Ground	\$50.00
In-Ground	Follow building permit fees above
<b><u>Mobile Home</u></b>	\$100.00 (covers manufactured portion only. Additional construction such as slab, decks, etc. requires building permit.)
<b>(State of Maine Certificate of Taxes/Sewer Fees Paid on Mobile Home paperwork also required. Title 29-A, Sections 462-4; 1002-9; 2382-10)</b>	
<b><u>Sign</u></b>	\$35 for first sign & \$25 for each additional sign for same project.
<b><u>Home Occupation/B&amp;B</u></b>	
CEO Review	\$100.00
Planning Board Review	\$200.00
<b><u>Shoreland</u></b>	
<b>CEO Review</b>	
Residential & Commercial Structure (includes nonconforming expansions)	\$200.00
Accessory Structure	\$75.00
Vegetation Clearing/Tree Cutting	\$100.00
Shore Stabilization	\$100.00
Existing Docks (No Planning Board Review)	\$100.00
<b>Planning Board Review</b>	
Non-conforming Replacements	\$200.00
Requiring Minor Site Plan Permit	\$200.00
Requiring Major Site Plan Permit	\$500.00
Docks subject to Planning Board review	\$500.00
<b><u>Floodplain Permit</u></b>	
<b>Permit subject to CEO Review</b>	
Minor Development	\$100.00
New or Substantially Improved	\$200.00

**NOTE REGARDING SITE PLAN, SUBDIVISION PLAN AND USE PERMIT FEES.**

Many projects that qualify as a Site Plan, a Subdivision Plan, or Use Permit review pursuant to all three respective Chapters of the City Code; Chapter 90, Site Plan, Chapter 102, Zoning and Subdivision Ordinance. The city will charge the larger of the three fees involved with the review, and will not charge all fees for each project.

<b>Use Permits *</b>	
CEO review (minor)	\$50.00 (No cost for Use Permits with no construction)
CEO review (major)	\$100.00
Planning Board Review (minor, nonconformities)	\$250.00 and cost of publishing public hearing notice
Planning Board Review (Major)	\$1,000.00 and cost of publishing public hearing notice
Planning Board, Use Permit Amendment	\$250 and cost of publishing public hearing notice
Zoning Compliance Letter	\$50.00
* The difference between a Major and minor review is based on the size of a project and the amount of staff time involved with the application review. An example of a minor permit request to the Planning Board is a Nonconforming Use Permit. An example of a Major permit is a retail store of 2,000 Sq/Ft or more.	
<b>Site Plan*</b>	
<b>Minor Site Plan Permit</b>	\$1,000.00 & Advertising costs & Deliberations fee
<b>Major Permit (Site Plan)</b>	\$5,000 & Advertising costs & Deliberations fee
<b>Multi-Family Site Plan Permit</b>	
8 Units or Less	\$1,000.00 plus Advertising costs & Deliberations fee
9 Units or More	\$2,500 basic fee and \$100/unit plus Advertising costs & Deliberations fee
<b>Gravel Pits/Rock Excavation</b>	\$2,000 & Advertising costs & Deliberations fee
<b>Project with Substantial Impact on Environment</b>	\$15,000 & Advertising costs & Deliberations fee
<b>Amendment to Site Plan Permit</b>	\$500.00 & Advertising costs & Deliberations fee
<b>*Deliberation Fees</b>	Amount to be determined by the Department. Deliberations include cost of peer review by City engineer or similar professionals, and costs of legal services incurred by the Planning Board in the review of an application.

<b><u>Subdivision</u></b>	
Application Fee	See Below
Deliberations Fee (Engineering Review)	See Below

**Subdivision Fees**

- **Minor Subdivision (6 lots/units or less):** \$1,000 and advertising costs for Board and staff review of an application. The amount of the deliberations fee will be determined by the Department and will include sufficient funds to pay Board/City need for peer review services by City Engineer or similar professionals and costs of City legal fees incurred by the Board.

- **Major Subdivision (7 lots/units or more):** \$3,000 base fee, and an additional amount of \$100.00 per each lot over 7 lots, and advertising costs for Board and staff review of an application. The amount of the deliberation fee will be determined by the Department and will include sufficient funds to pay Board/City need for peer review services by City Engineer or similar professionals and costs of City legal fees incurred by the Board.

- **Amendment of Approved Subdivision Plan:** \$ 250 minimum and advertising costs for a minor amendment, such as the relocation of a lot line, and \$500 minimum and advertising costs for changes such as increasing the number of lots. An amendment may involve the assessment of a deliberations fee if the Board or Department determine that professional services (e.g. engineering or legal) are needed to assist them in the review of an application.

**Contract Rezoning Application**

City will use the Site Plan fee schedule to determine the appropriate fee for a contract rezoning review.

**Zoning Board of Appeals**

Variances	\$250 and cost of required hearing advertisement
Administrative Appeal (CEO Decision)	\$250 and cost of required hearing advertisement
Administrative Appeal (Planning Board decision on Use Permit, Nonconforming, Shoreland and similar minor permits)	\$300 and cost of required hearing advertisement
Administrative Appeal (Planning Board decision on Site Plan or Subdivision)	\$1,000 and cost of required hearing advertisement

**Sewer Connection (Residential)**

Permit application fee	\$75.00
Plus GPD Usage x \$4.00 per GPD	+ <u>GPD Calculation</u>
	Permit Total determined by the Department

Gallons per day for a residence is calculated based on 90 GPD per bedroom. There may be an amount charged for an escrow account for a road opening fee.

**Sewer Connection (Non-Residential)** See Staff for Non-Residential connection fees.

**Intown Design Review**

Type 1 Permit.	\$150
Type 2 Permit.	\$50.00
Type 3 Permit.	\$50.00

## Building Valuation Data – FEBRUARY 2025

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in August 2025. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the “average” construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2024 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

### Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are “average” costs based on typical construction methods for each occupancy group and type of construction. The average costs

include foundation work, structural and nonstructural building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

### Permit Fee Multiplier

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.
- 3.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget x (\%)}}{\text{Total Annual Construction Value}}$$

### Example

The building department operates on a \$300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is \$30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300,000 \times 75\%}{\$30,000,000} = 0.0075$$

### Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

### Example

Type of Construction: IIB

Area: 1st story = 8,000 sq. ft.

2nd story = 8,000 sq. ft.

Height: 2 stories

Permit Fee Multiplier = 0.0075

Use Group: B

1. Gross area:  
Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:  
B/IIB = \$265.76/sq. ft.
3. Permit Fee:  
Business = 16,000 sq. ft. x \$265.76/sq. ft x 0.0075  
= \$31,891.20

## Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.
- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).
- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

### Square Foot Construction Costs <sup>a, b, c</sup>

Group (2024 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	337.41	325.40	315.80	303.35	283.46	275.24	292.98	264.14	254.04
A-1 Assembly, theaters, without stage	309.77	297.76	288.16	275.71	256.07	247.85	265.35	236.75	226.65
A-2 Assembly, nightclubs	269.42	261.52	253.31	243.65	228.21	222.01	235.29	207.53	199.66
A-2 Assembly, restaurants, bars, banquet halls	268.42	260.52	251.31	242.65	226.21	221.01	234.29	205.53	198.66
A-3 Assembly, churches	314.40	302.40	292.80	280.35	260.82	252.61	269.98	241.51	231.40
A-3 Assembly, general, community halls, libraries, museums	264.03	252.03	241.42	229.98	209.33	202.12	219.61	190.01	180.91
A-4 Assembly, arenas	308.77	296.76	286.16	274.71	254.07	246.85	264.35	234.75	225.65
B Business	298.43	287.83	277.50	265.76	242.70	234.06	255.55	216.90	206.96
E Educational	282.06	272.26	263.65	252.74	235.87	223.82	244.04	206.65	200.02
F-1 Factory and industrial, moderate hazard	164.17	156.25	146.41	140.89	125.45	119.36	134.33	104.02	96.87
F-2 Factory and industrial, low hazard	163.17	155.25	146.41	139.89	125.45	118.36	133.33	104.02	95.87
H-1 High Hazard, explosives	153.17	145.25	136.41	129.89	115.76	108.67	123.33	94.33	N.P.
H234 High Hazard	153.17	145.25	136.41	129.89	115.76	108.67	123.33	94.33	86.17
H-5 HPM	298.43	287.83	277.50	265.76	242.70	234.06	255.55	216.90	206.96
I-1 Institutional, supervised environment	274.98	265.13	255.66	246.00	225.17	219.12	245.49	202.80	195.56
I-2 Institutional, hospitals	469.18	458.58	448.25	436.51	411.45	N.P.	426.30	385.65	N.P.
I-2 Institutional, nursing homes	323.68	313.08	302.75	291.01	269.45	N.P.	280.80	243.65	N.P.
I-3 Institutional, restrained	314.93	304.33	294.00	282.26	261.70	252.06	272.05	255.55	223.96
I-4 Institutional, day care facilities	274.98	265.13	255.66	246.00	225.17	219.12	245.49	202.80	195.56
M Mercantile	201.08	193.18	183.97	175.31	159.52	154.32	166.95	138.84	131.97
R-1 Residential, hotels	278.14	268.29	258.82	249.16	227.83	221.78	248.64	205.46	198.22
R-2 Residential, multiple family	232.26	222.41	212.94	203.28	183.19	177.15	202.77	160.82	153.58
R-3 Residential, one- and two-family <sup>d</sup>	215.90	210.16	205.11	200.73	194.02	187.11	204.78	180.41	169.09
R-4 Residential, care/assisted living facilities	274.98	265.13	255.66	246.00	225.17	219.12	245.49	202.80	195.56
S-1 Storage, moderate hazard	152.17	144.25	134.41	128.89	113.76	107.67	122.33	92.33	85.17
S-2 Storage, low hazard	151.17	143.25	134.41	127.89	113.76	106.67	121.33	92.33	84.17
U Utility, miscellaneous	117.65	110.72	103.00	98.58	87.79	82.02	93.83	69.49	66.20

- Private Garages use Utility, miscellaneous
- For shell only buildings deduct 20 percent
- N.P. = not permitted
- Unfinished basements (Group R-3) = \$31.50 per sq. ft.

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**Fees Base on Value:**

Valuation: \$1,000 or less	Each	\$75
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Valuation: \$1,001 to \$999,999

Fee 1 of 2	Each	\$100
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Fee 2 of 2	Per \$1,000 Of Valuation	\$6
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Valuation: \$1,000,000 and above

Fee 1 of 2	Each	\$100
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Fee 2 of 2	Per \$1,000 Of Valuation	\$5
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## Building Valuation Data – February 2024

### Square Foot Construction Costs <sup>a, b, c</sup>

Group (2024 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	330.56	318.80	309.39	297.20	277.71	269.67	287.04	258.79	248.89
A-1 Assembly, theaters, without stage	303.49	291.73	282.32	270.13	250.88	242.84	259.97	231.96	222.06
A-2 Assembly, nightclubs	272.51	264.43	256.91	248.19	232.76	226.12	239.28	211.57	204.72
A-2 Assembly, restaurants, bars, banquet halls	271.51	263.43	254.91	247.19	230.76	225.12	238.28	209.57	203.72
A-3 Assembly, churches	308.01	296.25	286.84	274.65	255.52	247.48	264.49	236.60	226.71
A-3 Assembly, general, community halls, libraries, museums	258.66	246.90	236.50	225.30	205.06	198.01	215.15	186.13	177.24
A-4 Assembly, arenas	302.49	290.73	280.32	269.13	248.88	241.84	258.97	229.96	221.06
B Business	289.51	279.23	269.21	257.82	235.42	227.07	247.91	210.39	200.78
E Educational	276.33	266.73	258.30	247.60	231.08	219.28	239.09	202.46	195.97
F-1 Factory and industrial, moderate hazard	160.20	152.78	143.34	138.64	123.55	117.41	132.48	102.44	95.93
F-2 Factory and industrial, low hazard	159.20	151.78	143.34	137.64	123.55	116.41	131.48	102.44	94.93
H-1 High Hazard, explosives	149.46	142.04	133.60	127.90	114.12	106.97	121.74	93.00	N.P.
H234 High Hazard	149.46	142.04	133.60	127.90	114.12	106.97	121.74	93.00	85.50
H-5 HPM	289.51	279.23	269.21	257.82	235.42	227.07	247.91	210.39	200.78
I-1 Institutional, supervised environment	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
I-2 Institutional, hospitals	455.16	444.88	434.86	423.47	399.17	N.P.	413.57	374.14	N.P.
I-2 Institutional, nursing homes	315.97	303.75	293.73	282.34	261.43	N.P.	272.44	236.40	N.P.
I-3 Institutional, restrained	338.01	327.73	317.71	306.32	285.40	276.05	296.41	260.38	248.77
I-4 Institutional, day care facilities	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
M Mercantile	203.29	195.21	186.69	178.98	163.28	157.64	170.06	142.09	136.24
R-1 Residential, hotels	264.67	255.41	246.77	238.13	218.35	212.40	238.17	196.75	190.67
R-2 Residential, multiple family	221.32	212.06	203.42	194.78	175.96	170.01	194.82	154.36	148.28
R-3 Residential, one- and two-family <sup>d</sup>	209.61	203.74	198.94	195.12	188.41	181.45	191.77	175.86	165.67
R-4 Residential, care/assisted living facilities	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
S-1 Storage, moderate hazard	148.46	141.04	131.60	126.90	112.12	105.97	120.74	91.00	84.50
S-2 Storage, low hazard	147.46	140.04	131.60	125.90	112.12	104.97	119.74	91.00	83.50
U Utility, miscellaneous	114.09	107.37	99.89	95.60	85.13	79.54	90.99	67.39	64.19

- a. Private Garages use Utility, miscellaneous
- b. For shell only buildings deduct 20 percent
- c. N.P. = not permitted
- d. Unfinished basements (Group R-3) = \$31.50 per sq. ft.

10.E



# Memo

**To:** Erin Herbig  
**From:** Chief Cormier  
**cc:** Sue Lessard  
**Date:** 10/16/25  
**Re:** Drug Forfeiture update on case CR-25-249

---

Dear Erin

We have received notification from the Maine Attorney General's Office that as the result of a criminal investigation and subsequent arrest of Cameron Brent Philbrook, the court has approved forfeited funds from the defendant to the City of Belfast Police Department. A vote of the City Council is required to accept the forfeited funds in the amount of \$2,752.00, which is requested at the November 4<sup>th</sup> 2025 City Council meeting in accordance with 15 M.R.S.A. Sec. 5824(3) and 5826(6). Thank you for your assistance with this case.

Please see attached.

Sincerely yours,

Chief Bobby Cormier

AARON M. FREY  
ATTORNEY GENERAL

TEL: (207) 626-8800  
TTY USERS CALL MAINE RELAY 711



STATE OF MAINE  
OFFICE OF THE ATTORNEY GENERAL  
6 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0006

October 2, 2025

REGIONAL OFFICES  
84 HARLOW ST. 2ND FLOOR  
BANGOR, MAINE 04401  
TEL: (207) 941-3070  
FAX: (207) 941-3075

125 PRESUMPCOT ST., SUITE 26  
PORTLAND, MAINE 04103  
TEL: (207) 822-0260  
FAX: (207) 822-0259

14 ACCESS HIGHWAY, STE. 1  
CARIBOU, MAINE 04736  
TEL: (207) 496-3792  
FAX: (207) 496-3291

RECEIVED OCT 15 2025

Chief Robert Cormier  
Belfast Police Department  
112 Church Street  
Belfast, ME 04915

RE: State of Maine v. Cameron Brent Philbrook  
Waldo County Unified Criminal Court Doc. No. CR-25-249  
**Criminal Forfeiture**  
Required Vote of Municipal Officers/ Approval of Transfer of Forfeiture Assets

Dear Chief Cormier:

Enclosed please find a draft Approval form for submission to the municipal officers.

Please inform the municipal officers that:

- A. 15 M.R.S.A. §5824(3) requires that, before any forfeitable item may be transferred to a State Agency, County or Municipality, the municipal legislative body must publicly vote to accept the item(s) **if subsequently ordered forfeited by the Court;**
- B. Under Rules issued by the Department of the Attorney General, a public vote must be made on each forfeiture "approval" and a "continuing resolution" of approval cannot be accepted;
- C. As with all forfeitures, an approval of a transfer by the municipal legislative body does not guarantee either that the Defendant(s) In Rem will in fact be forfeited or, if forfeited, that the Court will order the item(s) transferred to the approving Department, Agency, County or Municipality. The municipal legislative body's approval only signifies that, if the Defendant(s) In Rem are in fact ordered forfeited and, if the Attorney General and the Court agree to a transfer of all or part of the Defendant(s) In Rem to a Department, Agency, County or Municipality based upon the "substantial contribution" of that

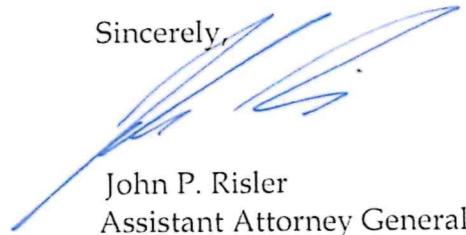
Department, Agency, County or Municipality, then that entity is in fact, willing to accept the Defendant(s) In Rem or portions thereof. In order to streamline what is otherwise a cumbersome forfeiture process, it is our practice to seek State, county or municipal approval in anticipation of the final order of forfeiture. However, final forfeiture is not guaranteed and both the municipal legislative body and the law enforcement agency involved are **cautioned** that they **should not encumber** funds or property until a Final Order granting them lawful title to the property is delivered to them;

D. Under the provisions of the Forfeiture Statute, if the municipal legislative body fails to approve a transfer in a timely manner, any forfeited items shall be transferred to the State of Maine General Fund.

Assuming your municipal legislative body does grant its approval, kindly see to it that the accompanying form is signed by the appropriate person and is "embossed" with the seal of the municipality. Then, please return the **original** to me for filing, and retain a copy for your records.

My sincere thanks for your attention to this matter. Should you have any questions, please do not hesitate to contact me.

Sincerely,



John P. Risler  
Assistant Attorney General

JR/ml  
Enclosure

STATE OF MAINE  
WALDO, ss

UNIFIED CRIMINAL COURT  
Docket No. CR-25-249

State of Maine	}	
	}	Municipality of Belfast
v.	}	Approval of Transfer
	}	15 M.R.S.A. §5824(3)
Cameron Brent Philbrook	}	
Defendant;	}	
	}	
And	}	
	}	
\$2,752.00 U.S. Currency	}	
Defendant(s) In Rem	}	

NOW COMES the municipality of Belfast, Maine, by and through its municipal officers, and does hereby grant approval pursuant to 15 M.R.S.A. §5824(3) & §5826(6) to the transfer of the above captioned Defendant(s) in Rem, namely \$2,752.00 U.S. Currency, or any portion thereof, on the grounds that the Belfast Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the municipality of Belfast, Maine does hereby approve of the transfer of the Defendant(s) In Rem, or any portion thereof, pursuant to 15 M.R.S.A. §5824(3) & §5826(6) by vote of the Belfast municipal legislative body on or about

Dated: \_\_\_\_\_

\_\_\_\_\_  
Municipal Officer

\_\_\_\_\_, Maine  
(Impress municipal legislative body seal here)

10.F



# Memo

**To:** Erin Herbig  
**From:** Chief Cormier  
**cc:** Sue Lessard  
**Date:** 10/16/25  
**Re:** Drug Forfeiture update on case CR-21-616

---

Dear Erin

We have received notification from the Maine Attorney General's Office that as the result of a drug related criminal investigation and subsequent drug trafficking arrest of Raqwan Ryant, the court has approved forfeited funds from the defendant to the City of Belfast Police Department. A vote of the City Council is required to accept the forfeited funds in the amount of \$5,094.50, which is requested at the November 4<sup>th</sup> 2025 City Council meeting in accordance with 15 M.R.S.A. Sec. 5824(3) and 5826(6). Thank you for your assistance with this case.

Please see attached.

Sincerely yours,

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

Chief Bobby Cormier

AARON M. FREY  
ATTORNEY GENERAL



STATE OF MAINE  
OFFICE OF THE ATTORNEY GENERAL  
6 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0006

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TTY USERS CALL MAINE RELAY 711

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125 PRESUMPCOT ST., SUITE 26  
PORTLAND, MAINE 04103  
TEL: (207) 822-0260  
FAX: (207) 822-0259

14 ACCESS HIGHWAY, STE. 1  
CARIBOU, MAINE 04736  
TEL: (207) 496-3792  
FAX: (207) 496-3291

October 2, 2025

RECEIVED OCT 15 2025

Chief Robert Cormier  
Belfast Police Department  
112 Church Street  
Belfast, ME 04915

RE: State of Maine v. Raqwan Ryant  
Waldo County Unified Criminal Court Doc. No. CR-21-616  
**Criminal Forfeiture**  
Required Vote of Municipal Officers/ Approval of Transfer of Forfeiture Assets

Dear Chief Cormier:

Enclosed please find a draft Approval form for submission to the municipal officers.

Please inform the municipal officers that:

A. 15 M.R.S.A. §5824(3) requires that, before any forfeitable item may be transferred to a State Agency, County or Municipality, the municipal legislative body must publicly vote to accept the item(s) **if subsequently ordered forfeited by the Court;**

B. Under Rules issued by the Department of the Attorney General, a public vote must be made on each forfeiture "approval" and a "continuing resolution" of approval cannot be accepted;

C. As with all forfeitures, an approval of a transfer by the municipal legislative body does not guarantee either that the Defendant(s) In Rem will in fact be forfeited or, if forfeited, that the Court will order the item(s) transferred to the approving Department, Agency, County or Municipality. The municipal legislative body's approval only signifies that, if the Defendant(s) In Rem are in fact ordered forfeited and, if the Attorney General and the Court agree to a transfer of all or part of the Defendant(s) In Rem to a Department, Agency, County or Municipality based upon the "substantial contribution" of that

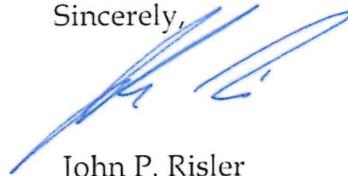
Department, Agency, County or Municipality, then that entity is in fact, willing to accept the Defendant(s) In Rem or portions thereof. In order to streamline what is otherwise a cumbersome forfeiture process, it is our practice to seek State, county or municipal approval in anticipation of the final order of forfeiture. However, final forfeiture is not guaranteed and both the municipal legislative body and the law enforcement agency involved are **cautioned** that they **should not encumber** funds or property until a Final Order granting them lawful title to the property is delivered to them;

D. Under the provisions of the Forfeiture Statute, if the municipal legislative body fails to approve a transfer in a timely manner, any forfeited items shall be transferred to the State of Maine General Fund.

Assuming your municipal legislative body does grant its approval, kindly see to it that the accompanying form is signed by the appropriate person and is "embossed" with the seal of the municipality. Then, please return the **original** to me for filing, and retain a copy for your records.

My sincere thanks for your attention to this matter. Should you have any questions, please do not hesitate to contact me.

Sincerely,



John P. Risler  
Assistant Attorney General

JR/ml  
Enclosure

STATE OF MAINE  
WALDO, ss

UNIFIED CRIMINAL COURT  
Docket No. CR-21-616

State of Maine	}	
	}	
v.	}	Municipality of Belfast
	}	Approval of Transfer
	}	15 M.R.S.A. §5824(3)
Raqwan Ryant	}	
Defendant;	}	
	}	
And	}	
	}	
Hi-Point Model 995 9mm Rifle	}	
S/N: F1900456	}	
Defendant(s) In Rem #1	}	
	}	
Jennings Model J-22 .22 Handgun	}	
S/N: 261844	}	
Defendant(s) In Rem #2	}	
	}	
\$10,0189.00 U.S. Currency	}	
Defendant(s) In Rem #3	}	

NOW COMES the municipality of Belfast, Maine, by and through its municipal officers, and does hereby grant approval pursuant to 15 M.R.S.A. §5824(3) & §5826(6) to the transfer of 50% of the above captioned Defendant(s) in Rem #3 (namely \$5,094.50 U.S. Currency) or any portion thereof, on the grounds that the Belfast Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the municipality of Belfast, Maine does hereby approve of the transfer of the Defendant(s) In Rem, or any portion thereof, pursuant to 15 M.R.S.A. §5824(3) & §5826(6) by vote of the Belfast municipal legislative body on or about

Dated: \_\_\_\_\_

\_\_\_\_\_  
Municipal Officer

\_\_\_\_\_, Maine

(Impress municipal legislative body seal here)

10.G

I request permission to accept the bid of \$2,000 from Travis Keene for the 2011 ambulance. The primary use of the ambulance for the media and communications department has been storage. It is an added expense to the department to keep it running. The work has been done with the help of public works to get the ambulance inspected and it is a good time to move the vehicle along to a more suitable owner.

Thank you,

Shannon