



# 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, December 17, 2024

**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.

**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, December 12, 2024**

**Agenda Items:**

**10-A Request to appoint Steve Warman of Swanville as the new Public Works Foreman for the Public Works Department.**

The City of Belfast advertised the position of Public Works Foreman beginning on October 23, 2024, and applications were accepted until Tuesday, November 12, 2024. The City received five applications.

On November 19<sup>th</sup>, the Public Works Foreman Hiring Committee held first-round interviews with all five well qualified candidates, narrowing it down to two candidates for second round interviews. The Public Works Foreman Hiring Committee was composed of Public Works Director Kip Faulkner, HR Administrator Nancy Driscoll and me.

Second Round interviews were held Tuesday, December 3<sup>rd</sup>. The hiring committee selected the final candidate and recommends the City Council appoint Steve Warman of Swanville as the new Public Works Foreman for the City of Belfast.

Mr. Warman has worked for the City of Belfast Public Works as a Truck Driver/Laborer since 2002. Throughout his twenty-two years, he has accumulated experience with excavation, road construction, and maintenance. He has played a role in many key City of Belfast projects and gained many important certifications that are important to our continuing implementation of work zone safety and protocols.

This position is a vital aspect of the City's public safety team and is responsible for operating large pieces of equipment, including the performance of manual labor tasks, to complete seasonal work projects. I am confident Mr. Warman, if confirmed, will serve our community and the department well.

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

**10-B Request from the Public Works Director for authorization to utilize funds to purchase a replacement sander.**

The Public Works Department needs a new sander. Public Works Director Kip Faulkner has reached out to get quotes and found a Fisher Tempest Spreader for \$6,930.00 from Allied Equipment, a company that the Department frequently utilizes. This piece of equipment is vital

to the Department's winter operations and staff seek Council approval to utilize funds from the Department's Capital Reserve Account #410-537. This account has a current balance of \$80,598.85.

If approved by the City Council, Public Works Director Kip Faulkner requests a motion be made to expend up to \$6,930.00 from the Public Works Department's Capital Reserve Account #410-537.

Please see the attached memo and quote (10-B) from Public Works Director Kip Faulkner providing further detail. Director Faulkner will be at the meeting to present and answer any questions.

**10-C Discussion with Belfast Bay Watershed's Plastic Pollution Solution Committee regarding the reduction of use of single-use plastics in our community.**

Since June 2023, Belfast Bay Watershed's Plastic Pollution Solution Committee has been researching how communities nationwide are seeking ways to reduce single-use plastics waste. Councilor Bonneville requested this item be placed on the agenda for discussion.

As part of their efforts the Committee has met with various restaurant owners, farmer's market organizers and vendors, community organizations, Belfast Area High School students and interested citizens, to discuss their goals. In May 2024, the attached letter and follow-up email survey were sent to forty local food establishments, including the local hospital and Regional School Unit 71, to get stakeholder feedback in developing their suggestions to reduce single-use plastic in Belfast.

In 2018 the City of Belfast passed a City Ordinance banning plastic shopping bags which inspired the committee's work on how to ban the use of single-use plastics such as straws, cutlery, and takeout containers to continue its efforts to reduce plastics waste. They are seeking

to collaborate with the Council, City staff and Belfast stakeholders to develop a responsible and realistic plan for Belfast to reduce single-use plastics in our community.

Please see the attached memo and supporting documents (10-C) from Belfast Bay Watershed's Plastic Pollution Solution Committee Members, Jacquie Gage, Kris Shula and Dianne Torresen providing further information. The group will present and be available to answer any questions.

**10-D Request from the Police Chief to apply for a 2025 Maine Bureau of Highway Safety Speed Enforcement Grant.**

The City of Belfast is eligible for the 2025 Maine Bureau of Highway Safety Speed Enforcement Grant. These grants are dedicated to assist with crash reduction overtime patrols for law enforcement agencies using both speed enforcement and education as a tool to reduce crashes. The City of Belfast received this grant last year and it was a benefit to the Department and the community.

The Bureau of Highway Safety Grant provides 100% reimbursement for up to two speed enforcement radar devices. The total award of this grant is \$12,524.24, which includes \$10,274.24 for personnel services and \$2,250.00 for equipment.

If approved by the City Council, the Police Chief requests that a motion is made to authorize the City of Belfast to apply for a 2025 Maine Bureau of Highway Safety Speed Enforcement Grant and authorize the City Manager to sign any and all related documents associated with the request.

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

**10-E Request to accept a \$1,000,000 grant award from the Bureau of Justice Assistance 2024 Comprehensive Opioid, Stimulant, and Substance Use Site-Based Program.**

In July of 2024, the City of Belfast authorized the submission of a grant application on behalf of Volunteers of America for \$1,000,000, from the Bureau of Justice Assistance Fiscal Year 2024 Comprehensive Opioid, Stimulant, and Substance Use Site-Based Program.

Volunteers of America proposed to use this \$1,000,000 in funding to develop and implement the Belfast Law Enforcement Assisted Diversion Expansion Project. This project would expand upon current diversion and deflection efforts in Waldo County and Knox County in response to the overdose crisis and impacts of illicit opioids, stimulants, or other substances.

This project would include co-response of substance use counselors with law enforcement to increase focus on engagement with case managers for connection to community resources. The goal of the program is to increase public safety and reduce the burden on law enforcement. This grant program does not have any cost sharing or matching funds requirement.

The City of Belfast learned in November that it had been selected for a grant award of \$1,000,000 from this program. The City of Belfast must now perform a number of administrative steps in order to access and use these awarded funds, with the first step being to accept the award agreement.

If approved by the City Council, Economic Development Director Thomas Kittredge recommends that a motion is made to authorize the Economic Development Director to accept the award agreement for the City of Belfast's Bureau of Justice Assistance Fiscal Year 2024 Comprehensive Opioid, Stimulant, and Substance Use Site-Based Program grant award.

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

**10-F Request by the Economic Development Director to have the City Council authorize the submission of an application to the Assistance to Firefighters Grant Program and to commit matching funds.**

The Assistance to Firefighters Grant Program has awarded approximately \$8.7 billion in grant funding to provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience.

The City of Belfast was awarded a grant from this program's most recent cycle for \$310,952.38, for 3 power lift systems, 1 rapid intervention team pack, and 22 self-contained breathing apparatus (SCBA) units.

\$291,600,000 in funding is available under this program in the current grant competition, with 2,000 awards expected to be made. The application deadline for this grant program is December 20th, 2024. Grant awards would be awarded no earlier than April 30th, 2025, and no later than September 30th, 2025. The period of performance for this grant program is 24 months.

There is a required cash match for fire departments serving a jurisdiction of 20,000 residents or fewer, that is equal to not less than 5% of the grant award amount. For a total project cost of \$96,756.88, there would be a request for \$92,149.41 in grant funding, and a required cash match in the amount of \$4,607.47. City staff recommend matching funds be appropriated from Fire Equipment Capital Reserve Account, which has a current balance of \$392,421.19.

If approved by the City Council, Economic Development Director Thomas Kittredge recommends that a motion is made to authorize the submission of a grant application to the Assistance to Firefighters Grant Program; authorize matching funds in the amount of \$4,607.47, from the Fire Equipment Capital Reserve Account; and authorize the City Manager to sign any and all documents necessary for the submission of this grant application.

Please see the attached memo (10-F) from Economic Development Director Thomas Kittredge explaining the request in further detail. Director Kittredge will be at the meeting to present and answer Council questions.

**10-G Presentation from the Economic Development Director regarding a Community Development Block Grant Public Infrastructure Grant.**

In late April of 2024, the City of Belfast received notification that it had been awarded a \$990,000 Community Development Block Grant (CDBG) Public Infrastructure Grant. The funds from this grant will be used to pay for a portion of the costs of an infrastructure improvement project that will take place in the City's Congress Street Right-of-Way between Grove Street and US Route 1 and in the City's Salmond Street Right-of-Way between Congress Street and Northport Avenue.

The primary project construction activities currently anticipated for the Congress Street Right-of-Way include reconstruction and repaving of the existing roadway and driveways; installation of a closed storm drainage system; installation of sanitary sewer line where none currently exists; installation of a multi-use path or installation of a pedestrian sidewalk and bicycle lanes; installation of concrete curbing; replacement/extension of an existing culvert located near Priscilla Lane; and installation of pedestrian crossings.

The primary project construction activities currently anticipated for the Salmond Street Right-of-Way include installation of a multi-use path or installation of a pedestrian sidewalk and bicycle lanes; installation of concrete curbing; adjustments/modifications of the existing storm drainage system to accommodate the multi-use path/pedestrian sidewalk and bicycle lanes, and concrete curbing; and limited reconstruction and repaving of the existing roadway and driveways to accommodate the multi-use path/pedestrian sidewalk and bicycle lanes, and concrete curbing. The total cost for this project is currently estimated to be \$4,143,669.

The project needed to meet the national objective of at least 51% of the people living in the project area being low- to moderate-income. A survey of project area residents was conducted in December 2023 and January 2024, which estimated that 68.5% of the people residing in the project area were low- to-moderate income.

The City will be required to provide matching funds in an amount equal to at least 25% of the grant award amount of \$247,500, which could be met by one or more other grants already secured or hoping to be secured for this project.

The required public hearing regarding the acceptance of this grant will immediately follow.

No City Council action is needed for this agenda item as this is strictly a presentation regarding a Community Development Block Grant Public Infrastructure Grant.

Please see the attached memo (10-G) from Economic Development Director Thomas Kittredge explaining the request in further detail. Director Kittredge will be at the meeting to present.

**10-H Public Hearing regarding the City of Belfast's acceptance of a Community Development Block Grant Public Infrastructure Grant.**

PUBLIC HEARING NOTICE

THE CITY OF BELFAST

The City of Belfast will hold a Public Hearing on Tuesday, December 17th, 2024, as part of its regularly scheduled City Council meeting, which begins at 7:00pm on that date, in Council Chambers at Belfast City Hall, 131 Church Street, Belfast, Maine, to discuss the acceptance of a \$990,000 CDBG Public Infrastructure Grant. The purpose of this CDBG Public Infrastructure Grant is to make infrastructure improvements to the entirety of Salmond Street and to a section of Congress Street located between Grove Street and U.S. Route 1. Public comments will be solicited at this Hearing and will be submitted as part of the Project Development Phase. All persons wishing to make comments or ask questions about the acceptance of these funds are invited to attend this Public Hearing.

Comments may be submitted in writing to: Thomas Kittredge, Economic Development Director for the City of Belfast, Belfast City Hall, 131 Church Street, Belfast Maine, 04915; or via email to: [economicdevelopment@cityofbelfast.org](mailto:economicdevelopment@cityofbelfast.org) at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the City of Belfast's programs or services, please contact Thomas Kittredge at (207) 338-3370, extension 116, so that accommodations can be made.

All interested persons are invited to participate in the public hearing and will be given an opportunity to be heard at that time. If any written or emailed comments have been submitted prior to the public hearing as referenced in the notice, the Economic Development Director will present them at this time.

No City Council action is needed for this agenda item as this is strictly a public hearing regarding a Community Development Block Grant Public Infrastructure Grant.

Please see the attached memo (10-H) from Economic Development Director Thomas Kittredge explaining the request in further detail.

**10-I Request by the Economic Development Director to have the City Council authorize the acceptance of a \$990,000 Community Development Block Grant Public Infrastructure Grant.**

In late April of 2024, the City of Belfast was awarded a \$990,000 Community Development Block Grant (CDBG) Public Infrastructure Grant. Before these funds can be accessed and utilized by the City, the City must complete the project development phase for this grant. One of this phase's requirements is to secure approval from the relevant legislative body through a resolution.

If approved by the City Council, Economic Development Director Thomas Kittredge recommends that a motion is made to authorize the acceptance of the \$990,000 in CDBG Public

Infrastructure Grant funds; approve and sign the supplied resolution; and authorize the City Manager to sign all necessary paperwork associated with the acceptance of these grant funds.

Please see the attached memo and resolution (10-I) from Economic Development Director Thomas Kittredge explaining the request in further detail. Director Kittredge will be at the meeting to answer Council questions.

**10-J Request by the Deputy Economic Development Director to authorize the submission of an application to the Governor's Office of Policy Innovation and the Future.**

City staff recommend applying to the Community Resilience Partnership Community Action Grant, issued by the Governor's Office of Policy Innovation and the Future, for up to \$75,000 to adopt and execute a plan for energy efficiency and building envelope weatherization improvements for municipal buildings. Energy efficiency projects may also be funded in coordination with Efficiency Maine's incentives. Applications are due December 17, 2024.

There is no match requirement for this grant program. The City currently has GOPIF Community Resilience Partnership funding to complete the Belfast Harbor Vulnerability Assessment.

If approved by the City Council, Deputy Economic Development Director Joellyn Warren recommends that a motion is made to authorize the submission of an application to the Governor's Office of Policy Innovation and the Future and authorize the City Manager to sign any and all related documents associated with the request.

Deputy Economic Development Director Joellyn Warren will be at the meeting to present and answer Council questions.

**10-K Request to approve the Fiscal Year 2025-2026 City of Belfast Wage and Salary Scale.**

During the Fiscal Year 2021-2022 budget hearings, the City Council approved an updated pay scale for City of Belfast employees. This updated pay scale allows for an overall adjustment to be made each year to the scale based on the minimum wage set in place by the State of Maine. Maine's minimum wage is informed by the National Average Wage Index.

Effective January 1, 2025, the state minimum wage will increase from \$14.15 to \$14.66 per hour. That increase comes at the latest Consumer Price Index for the Northeast shows the cost of living has risen 3.6 percent.

In turn, I recommend that the City Council approve the Fiscal Year 2025-2026 City of Belfast Wage and Salary Scale proposal that includes this adjustment from \$14.15 to \$14.66 per hour, a cost-of-living increase of 3.6 percent, and all other wages on the scale will comparably increase to reflect this adjustment. If approved by the City Council, this updated pay scale for the City will go into effect on July 1, 2025. Approving this now will allow City Department Heads to plan accordingly as they prepare their budget requests.

Please see the attached Fiscal Year 2024-2025 City of Belfast Wage and Salary Scale and the proposed Fiscal Year 2025-2026 City of Belfast Wage and Salary Scale (10-K). I will be at the meeting to present and answer any questions.

**10-L Request to approve the Calendar Year 2025 City of Belfast Observed Holiday Schedule.**

Each year, the Federal Government provides a list of the Observed National Holidays that employers are obligated to compensate their employees for time. As a rule of thumb, if a holiday lands on a Saturday, it is observed by an employer on the previous Friday and if it lands on a Sunday, it is observed by an employer on the following Monday. As most City of Belfast

employees now work 4-day week schedule, I am presenting the holiday schedule to you for formal approval as there are a few days which will need to be observed on a Wednesday, Thursday or Monday, much like they were this past year.

I have also worked with our emergency responders, on-call employees, and employees that work at facilities that operate outside of the Monday through Thursday schedule, including the Belfast Transfer Station and the Belfast Free Library, to best provide services while allowing employees appropriate time off. All of these schedules will be placed on the City website [www.cityofbelfast.org](http://www.cityofbelfast.org) following approval.

Please see the attached proposed Calendar year 2025 Observed Holiday Schedules (10-L). I will be at the meeting to present and answer any questions.

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

This has been one busy year for the City of Belfast. It has been filled with trials and triumphs, enduring major weather events, and celebrating growth as the spirit of our community gains admiration. It is with joy in our hearts that we enter the final season of giving and gathering with friends and loved ones near and far.

In this time of abundance of cheer, I know many members of our community will be focused on caring for those who need it most, sharing warmth, food, shelter, comfort, and companionship. We all have many gifts to give, whether they be material, ability, humor, or simply holding space for a neighbor whose holiday may not be as bright.

I want to wish you all a very happy and healthy holiday season, as I cherish all the reasons why working for this community makes my own heart full. May your cups be full of laughter and

kinship as you toast the many blessings that light up your lives and make your days merry and bright.

Our hardworking City Staff will be doing the same when schedules allow as our emergency services will be available to you, on call, as always. City Hall, the Library, and non-emergency City Departments will be closed on Wednesday, December 25th in observance of Christmas Day and Wednesday, January 1st for New Year's Day.

I wish you all a happy holiday season and a happy new year.

**City of Belfast  
Consent Agenda  
Tuesday, December 17, 2024  
Meeting #12**

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 Randall-Collins VFW Post 3108 d/b/a Randall-Collins VFW Post 3108 located at 34 Field Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous liquor license.**

Motion to approve an application by Randall-Collins VFW Post 3108 d/b/a Randall-Collins VFW Post 3108 located at 34 Field Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous liquor license.

- B. Request to approve an application by Belfast Theatre Arts Company d/b/a Colonial Theatre located at 163 High Street, Belfast, Maine for a new Malt and Vinous liquor license.**

Motion to approve an application by Belfast Theatre Arts Company d/b/a Colonial Theatre located at 163 High Street, Belfast, Maine for a new Malt and Vinous liquor license.

- C. Request to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar and Grill for the Waldo County YMCA Ugly Sweater Party on December 5, 2024 from 5:00 p.m. to 10:00 p.m. located at the Bayview Event Center, 15 Front Street, Belfast, Maine.**

Motion to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar and Grill for the Waldo County YMCA Ugly Sweater Party on December 5, 2024 from 5:00 p.m. to 10:00 p.m. located at the Bayview Event Center, 15 Front Street, Belfast, Maine.

- D. Request to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar and Grill for the Solar Logix Company Holiday Party on December 6, 2024 from 4:00 p.m. to 10:00 p.m. located at the Waldo County Shrine Club, 20 Northport Ave., Belfast, Maine.**

Motion to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's Bar and Grill for the Solar Logix Company Holiday Party on December 6, 2024 from 4:00 p.m. to 10:00 p.m. located at the Waldo County Shrine Club ,20 Northport Ave., Belfast, Maine.

- E. Request to approve an application by Satori Belfast LLC d/b/a Satori Restaurant located at 108 Main Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous liquor license.**

Motion to approve an application by Satori Belfast LLC d/b/a Satori Restaurant located at 108 Main Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous liquor license.

- F. Request to approve a Facility Use Application by Our Town Belfast for the Annual Menorah Lighting on Wednesday, December 25, 2024, from 3:00 to 5:00 p.m. at Post Office Square.**

Motion to approve a Facility Use Application by Our Town Belfast for the Annual Menorah Lighting on Wednesday, December 25, 2024, from 3:00 to 5:00 p.m. at Post Office Square.



# CITY OF BELFAST

131 Church Street  
Belfast, Maine 04915

9.F

**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:** December 10, 2024  
**RE:** Event/Facility Use Requests

The City of Belfast Parks and Recreation Department is presenting the following annual event for the City Council's December 17, 2024 Consent Agenda.

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**Our Town Belfast has submitted a Facility Use Request for the Annual Menorah Lighting which takes place at Post Office Square on the first night of Hannukah, December 25, 2024, 3-5 PM. Please note that the date should be 2024 on the first page of the application, and not for 2023.**

This annual event includes a street closure request for Franklin Street from Main Street to Court Street; since the Post Office will be closed for the holiday, there should be little to no traffic issues. Chief Cormier reviewed and stated his approval for this street closure. Public Works Director Kip Faulkner was also notified of this event due to the request for street barricades; I suggested a drop-off on Christmas Eve to the locations noted in the application, with a pick-up scheduled for December 26. I also inquired to Mr. Faulkner if he would have staff on-call for any weather needs—plowing and salting.

Volunteers from Our Town Belfast's Board will handle the barricades and lighting on December 25; the group expects between 100-125 people at Post Office Square.

Our Town Belfast provided an updated Certificate of Insurance noting the City of Belfast as an additional insured. **Parks and Recreation is requesting a Facility Use Request approval.**





**Request to use Facilities that  
Belong to the Citizens of the City of Belfast  
Updated February 5, 2015**

**All applications and related documents bring 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 simply write N/A (not applicable) in the space provided. Thank you.

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

- Amanda Cunningham, Executive Director, Our Town Belfast
- Director@ourtownbelfast.org
- 207-218-1158

If you are not going to be the primary contact for this event – then who is and please provide their full name, phone number, and email address: n/a

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

- Annual Menorah Lighting in Post Office Square. This family-friendly event brings more than one hundred Belfastians together to kick off Hanukkah in downtown Belfast.

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.

- Post Office Square including the parking area along Franklin Street to Court Street.

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

- Wednesday, December 25, 2023, 3:00 - 5:00 p.m.

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

- We request to close Franklin Street from Main Street to Court Street.

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

- Our Town Belfast

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

- No

7. How many people do you expect?

- Approx. 100 - 125 people

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

- No

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

- No

By Whom: Name and Phone contact number:

- N/A

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

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?

- Use of a sound system for readings, announcements, and soft music, from 3:30 to 5:00 p.m.

16. How do you propose to handle garbage removal?
  - Our Town Belfast will handle garbage removal
17. How do you propose to handle parking?
  - Attendees will use city street parking and parking lots
18. How do you propose to handle security?
  - n/a
19. How do you propose to handle the need for restrooms?
  - For the short amount of time that this event takes place, we do not anticipate a need for restrooms
20. What is your plan/need for electricity or water?
  - We will need to run electricity from the Post Office
21. Have you spoken to the neighbors in the area of this event and discussed traffic, noise, parking, etc. with them?
  - Belfast businesses will be closed during this time.
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
  - (cell/home) 207.939.5638, (office) 207.218.1158, (email) [director@ourtownbelfast.org](mailto:director@ourtownbelfast.org)
23. Are you requesting any services from the City? Be specific on the services you are asking for
  - Belfast Public Works to drop off barricades for street closures. Two at the Post Office for use at Main Street and one at Franklin Street at Church.

**Department**

**Service Requested**

City Manager \_\_\_\_\_

Police

- Belfast PD for assisting with street closures and security

Fire/ Ambulance \_\_\_\_\_

Parks

- Parks to help with barricades

Public Works

- Public Works to provide barricades/cones for street closures

Harbor \_\_\_\_\_

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.**



## FACILITY USE APPLICATION CHECKLIST

- Application complete with contact names and contact information
- Specific facility or park requested
- Dates/times of the event and extra set-up time if necessary
- Specific request of City services:
  - electrical needs
  - street closures
  - police assistance
  - trash removal
- Vendor permits (necessary if serving alcohol)
- Parking plan
- Insurance Certificate (need to receive two weeks prior to event)
- Map/diagram of event layout
- Music cannot reach a volume level of more than 7 on controls
- Plan for restroom facilities
- Scheduled meeting with City Representative

**My signature attests to the review of the checklist and the realistic view of the event provided to the City. Any deviation from the written request is grounds for cancellation of the event by the City of Belfast without notice.**

Signature

Printed Name: Amanda Cunningham

Date: 12/10/24



**ADMINISTRATIVE COMMENTS**  
**(Internal City use only)**

City Manager's Office

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Police Department

Fire/Ambulance Department

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Parks Department

Public Works Department

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Harbor Master

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Boat House Rental Agent

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Other Notes:

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MAP OF EVENT:

# Annual Holiday Menorah Lighting Street Closures



10.A



**City of Belfast  
Employment Opportunity  
Public Works Foreman**

The City of Belfast, a vibrant, development-focused community of 7,000 located in midcoast Maine, seeks a full-time Public Works Foreman. This position is a salaried management position overseeing public works operations and maintenance activities including roadwork, storm drainage systems, sewer systems, heavy equipment maintenance and other related tasks as required of a municipal Public Works Department under the direction of, the Public Works Director.

The successful applicant must have knowledge of road construction materials and methods, construction equipment operation, and the ability to supervise crews for extended hours during winter storms as well as emergency call-ins throughout the year. The salary range for this position is \$60,422 to \$68,006 in addition to a competitive benefits package. The schedule for this position is a 4-day work week, Monday through Thursday, but will require long hours of overnight, roadway or other service at times.

Applicants must possess a Class B Commercial Driver's License required, Class A preferred, a High School Diploma or equivalent (GED), supervisory experience and/or training, experience with both public works and sewer system operations, and skilled in operating backhoes, loaders, excavators, single/tandem axle dumps and trench boxes.

All applications are to be submitted in confidence and should include a letter of introduction, a completed Belfast Employment Application form (found on web site under Job Openings) and a resume which must be received by the Human Resource Administrator, Nancy Driscoll, at 131 Church Street no later than 6:00 PM on Tuesday, November 12, 2024. Applications should be in a sealed envelope and may be delivered by mail or in person to:

City of Belfast  
Public Works Foreman 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  
Foreman**

**Nature of work:**

The Foreman position is a salaried management position overseeing public works operations and maintenance activities including roadwork, storm drainage systems, sewer systems, heavy equipment maintenance and other related tasks as required of a municipal Public Works Department.

The Foreman must be highly responsible, reliable, and able to exercise independent judgment. The Foreman determines work schedules and supervises a crew of skilled, semi-skilled, and unskilled workers engaged in a variety of municipal construction, maintenance and repair operations, approximately ten full-time employees (and seasonal part-time employees) who are often divided into separate working teams.

This position involves supervision of plow crews for extended hours during winter storms as well as emergency call-ins throughout the year. The Foreman will interact regularly with the public and various contractors and therefore must possess strong communication skills. The Foreman, acting as a manager of the department, must be capable of maintaining calmness and patience.

The Foreman must work cooperatively with, and under the direction of, the Director of Public Works. The employee is subject to evaluation by the Director of Public Works based on performance and results achieved.

**Duties and responsibilities:**

\*Supervises crews engaged in construction and maintenance of streets, storm drain systems, sewer systems, sidewalks, equipment maintenance, snow plowing and icing treatments, building maintenance and similar tasks.

\*Inspects work to ensure conformance with quality standards. Makes necessary adjustments to correct deficiencies.

- \*Maintains harmonious working relationships with and amongst employees.
- \*Commits to working extended hours, as required, for emergency call-ins on a regular basis including evenings, nights, and weekends for maintenance needs such as snow plowing, ice treatments, accident clean ups, sewer system interruptions, etc. Calls in public works employees to service emergency needs.
- \*Aids in inspection and evaluation of equipment to ensure safe operation.
- \*Receives written or oral assignments. Manages and prioritizes workload and assigns duties to crews based on volume of work. Provides instruction as necessary to ensure work is completed safely and to quality standards.
- \*Maintains timely records of materials, equipment, labor use and service to systems.
- \*Investigates complaints concerning public works' activities or projects.
- \*Communicate promptly with the Director regarding operational difficulties.
- \*Compares and assesses project and equipment costs for benefit of City.
- \*Keeps the latest safety practices and regulations and ensures completion of required annual safety training for crew.
- \*Interact with the public and contractors in courteous and professional manner.
- \*Advances own knowledge of operations and technology through reviewing trade literature and obtaining training if available.
- \*Conducts preventative maintenance activities on roadways, sewer lines (must be familiar with sewer vacuum/rodding equipment) and related manholes and pump stations, storm drainpipes and basins as well as on buildings and related operating yards, maintenance activities.
- \*Conducts regular structural inspection of manholes and catch basins.
- \*Assists with obtaining qualified contract services when necessary.
- \*Advises on the purchase of materials and capital equipment.
- \*Aids in oversight of construction completed by contractors and supervises cooperative Public Works/contractor construction activities.

- \*Communicates with the Director regarding any personnel disciplinary matters that arise.
- \*Trains employees in public work on proper use of equipment as necessary.
- \*Commits to being available for emergency call-ins on regular basis including evenings, nights and weekends. Calls in public works employees to service emergency needs.
- \*Must familiarize self with details of Public Works union contract provisions.
- \*Ensure strict compliance with any City, State or Federal regulations applicable to public works employees or operations.
- \*Operates equipment and works on projects as necessary.
- \*Prioritize projects and ensure completion in a quality and timely manner avoiding unnecessary delays or undue mishaps.
- \*Assists contractors/others with locating municipal utilities whenever necessary.
- \*Assists with maintaining accurate maps of public infrastructure and other utilities at the Public Works facility.

**Education and Experience:**

High School Diploma or equivalent (GED) required.

Associate's degree in construction or Building Trades preferred.

Supervisory experience and/or training preferred.

Experience with both public works and sewer system operations preferred.

Class B Commercial Driver's License required; Class A preferred.

Experience required operating backhoes, loaders, excavators, single/tandem axle dumps and trench boxes.

Additional technical training is preferred (i.e. mechanical, electrical, computer)

**Working Conditions:**

This is supervisory work but often requires physical labor when working with crew members.

Occasionally requires bending and stooping, work on uneven ground, lifting and carrying of objects up to **50 pounds**, use of both feet for repetitive movements such as operating foot controls, use of hands for repetitive movements such as grasping of hand controls, handles, tools, etc., exposure to moving equipment and machinery, marked changes in climate conditions, exposure to dust, fumes and gases.

Exposure to chemicals, bacteria and other hazards associated with wastewater and storm water collection and pumping systems.

Requires climbing of stairs.

Occasionally it requires squatting, crawling, ladder use, reaching above shoulder level, crouching, kneeling, balancing and helping to carry or lift objects **up to 100 pounds**.

Occasional use of computer terminal and digital equipment.

DECEIVED

SW

*Steve Warman*

October 25, 2024

City of Belfast Highway Department

RE: Foreman

Dear Hiring Manager,

Please accept this letter as an expression of my interest in the Foreman position. I am a highly motivated and progress-focused Highway Maintenance Worker/laborer with a long-standing background in this industry. With a track record of initiative and dependability, I have devised strategic initiatives which I believe will prove valuable to City of Belfast Highway Department.

Throughout the course of my career, I have perfected my monitoring operations and team supervision abilities. I am a capable and consistent problem-solver skilled at prioritizing and managing projects with proficiency.

In my previous role, I contributed communication, leadership, and preventive and reparative maintenance toward team efforts and business improvements. I am progressive minded and in tune with new developments in my field. I have proven to be effective and collaborative with strong problem-solving talents. I enjoy collective brainstorming sessions which all me to coordinate activities to achieve a common goal.

Please take a moment to review my attached resume and credentials. I would greatly appreciate the opportunity to speak with you regarding my candidacy.

Thank you for your consideration.

Sincerely,

Steve Warman

*Steve Warman*



# Steve Warman

📍 Swanville, ME 04915

## PROFESSIONAL SUMMARY

Dedicated Highway Maintenance Worker with a proven track record at City of Belfast Highway, enhancing road safety and conditions. Skilled in heavy equipment operation and drainage system maintenance, with a strong emphasis on work zone safety. Excelled in team collaboration and communication, significantly improving project efficiency and safety protocols.

## SKILLS

- Drainage system maintenance
- Safe machinery operation
- Heavy Equipment Operation
- Manual labor
- Work Zone Safety
- Safe equipment handling
- Snow Removal

## WORK HISTORY

**HIGHWAY MAINTENANCE WORKER/LABORER** *11/2002 to CURRENT*

### City of Belfast Highway | Belfast, ME

- Enhanced road conditions through efficient pothole repair, guardrail installation, and pavement maintenance.
- Performed routine maintenance on equipment to ensure optimal performance levels throughout the project lifecycle.
- Repaired signs and fences quickly to avoid accidents and mishaps.
- Removed snow, ice and debris from roadways after storms to clear major transportation routes.
- Promoted a safe working environment by adhering to established safety protocols and procedures during daily tasks.
- Demonstrated strong communication skills while collaborating with colleagues, supervisors, and external contractors on various projects.
- Filled potholes and smoothed out rough surfaces.

## EDUCATION

**High School Diploma**

*06/1998*

**Belfast Area High School, Belfast, ME**

## CERTIFICATIONS

Overhead Pendant Hoist  
Lockout Tagout  
Hazard Communication: Safety Data Sheets  
Backhoe Loader Operations  
Front End Loader  
Excavation And Trenching

Aerial Lifts  
Flagger Safety  
Chainsaw Safety  
PPE - Its Not Your Call  
Aerial & Scissor Lifts: Safe Use  
Advanced Portable Ladder Safety  
Advanced Fire Extinguisher Training  
Work Zone Safety  
Advanced HAnd & Power Tool Safety  
How To Prevent Slips and Falls  
Blood Born Pathogen Training

# 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: 10-28-2024

Position(s) applied for: Foreman

Referral Source:  Advertisement  Friend  Relative  
 Job Service  Other

Name: Warman Steven G.  
Last First Middle

Residence Address: \_\_\_\_\_  
Street / City State Zip Code Mailing

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

If so, what name: Steve

Have you filed an application or been employed here before? 22 years ago

If yes, date(s): \_\_\_\_\_

(2)

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

Bob Richards \_\_\_\_\_  
Steven Roberts \_\_\_\_\_  
Scott Larue \_\_\_\_\_

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 \_\_\_\_\_  
From 2002 to now From \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_  
Type of Work Truck driver/laborer Type of Work \_\_\_\_\_  
Reason for Leaving Moving up 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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Education:

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

(3)

Diploma: Academic Vocational

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

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: 10-28-2024

  
Signature of Applicant

10.B

Date: 12-9-2024

To: Mayor, City Council,  
City Manager, Erin Herbig

From: Kip Faulkner  
Public Works Director

Re: Fisher Tempest Spreader

I would like permission to purchase a fisher sander for \$ 6,930.00 from Allied Equipment . The money will come from Capital Reserve account # 410-537. I will be at the council meeting to explain further of this purchase

Thank you,  
Kip Faulkner

10.C

**From:** Plastic Pollution Solutions Committee, Belfast Bay Watershed Coalition (BBWC-PPS)

**To:** The Belfast City Council

**Date:** December 10, 2024

**RE: Reduction of Single-Use Plastics in Our Community**

Communities nation-wide are seeking ways to reduce their waste stream, especially the use of unsustainable, polluting, and potentially toxic single-use plastics. Single-use plastics, including cutlery and straws, account for 40% of all plastic produced globally. Approximately 100 million plastic utensils are used daily in the U.S., and most are discarded after a single use (or some are never even used, having been put in a takeout order when not needed). Most single-use plastic cannot be recycled as different items are created from different chemical resins that cannot be mixed. Plastics are derived from fossil fuels and contain toxic chemicals. Once discarded, they last for eternity littering our environment and breaking down into microplastics, which are now prevalent in our oceans as well as in human tissue.

Inspired by Belfast's 2018 leadership in banning plastic shopping bags, and current efforts in other Maine communities, U.S. states and Europe to ban and seek alternatives to single-use plastics, we propose the attached suggestions to protect our community's health and environment. (Attachment A) These ideas not only call for restrictions on food service distribution and use of single-use plastics, but also encourage efforts to raise community awareness about individual responsibilities and behavioral changes needed to reduce these items, including the use of reusable water bottles and beverage containers, keeping washable cutlery in our workplaces, and simply saying no to plastic when possible.

The *BBWC-PPS* committee formed in June 2023. After researching and defining initial goals to reduce single-use plastics, we undertook the following actions:

1. We created a community handout (Attachment B), which we shared when meeting with various restaurant owners, farmer's market organizers and vendors, community organizations, BAHS science clubs and many Belfast citizens, to discuss these goals and actions. Modifications were made to the handout based on feedback.
2. We made educational presentations to local climate action groups including the Unitarian Universalist Church and Penobscot Bay Stewards, along with presentations open to the public during the 2024 Earth Day week at the Belfast Free Library.
3. In May 2024, we sent a letter and follow-up emails to 40 local food establishments including the hospital and RSU 71. (Attachment C) The mailing list for the letter and emails is Attachment D.
4. We asked letter recipients to respond to a short survey; a summary of the questions and responses to the survey is Attachment E.

We considered all stakeholder feedback in developing our suggestions to reduce single-use plastic in Belfast.

Thank you for giving us the opportunity to present at the City Council meeting. We look forward to collaborating with the Council and any Belfast stakeholders to develop a responsible and realistic plan for Belfast to reduce single-use plastic in our community.

**Plastic Pollution Solutions (PPS) Committee  
Suggestions for the Reduction of Single-Use Plastic Foodware and Products**

The PPS committee submits the following considerations to the Belfast City Council with the goal of crafting an ordinance to help businesses and consumers to shift away from single-use plastic toward reusable and fully compostable foodware.

**Restrictions**

- Prohibit the sale and distribution of single-use plastic cutlery, straws, and stir sticks by Food Vendors, stores, public school events, or City sponsored events.
- Food Vendors will only provide single-use foodware and other packaged items such as condiments for take-out upon request by a customer.
- Where washing facilities exist, only reusable foodware will be used for dining-in.

**Allowances**

- Home compostable foodware certified by a third-party — such as MOFGA or the Biodegradable Products Institute (BPI) — is allowed when reusables are not available or when they are impractical for take-out purposes.
- Food vendors may consider charging a fee to customers for single-use items provided in take-out purchases.
- Recyclable aluminum foil and foil containers with foil lids are encouraged for take-out or leftover food.

**Requirements**

- Food Vendors will provide on-site sorting containers for waste generated by products they sell, including compostable, landfill, and recyclable items.
- Wherever possible, food vendors will provide customers the ability to fill reusable water bottles to reduce the use and sale of plastic disposable water bottles.
  - Water refilling stations will be made available at City sponsored events.
  - The City of Belfast will install additional water filling stations at more locations convenient to residents and visitors.
- Consumers are encouraged to carry reusable cutlery, mugs, water bottles, etc., and to keep these reusable items in their workplace, purse, or backpack to do their part in reducing single-use plastics.

**Definitions:**

- **Food Vendors** means food and beverage providers, including full or limited-service restaurants, bakeries, cafeterias, caterers, coffee and tea shops, convenience stores, grocery stores, farmers markets, food delivery services, food trucks, ice cream shops, juice bars, pubs, and theaters.
- **Foodware** means cutlery, straws, stir sticks, cups, lids, plates, bowls, and takeout containers.
- **Single-Use Plastic** means disposable items that are designed to be used once and then disposed of and may include other plastics or coated materials that are readily discarded and unable to sustain long-term or multiple uses.

## **Plastic Pollution Solutions**

### *An Initiative to reduce single-use plastics in Belfast*

Communities nation-wide are seeking ways to reduce their waste stream, especially the use of unsustainable single-use plastics. Throwaway packaging is harmful to human health, marine wildlife and our climate. Less than 10% of plastic produced worldwide is ever recycled and this has seriously impacted our land and oceans and is depleting our natural resources. Many local restaurants, schools and food service vendors are choosing alternatives to plastics. We want to collaborate with those that are interested in finding petroleum-free, PFAS-free, yet functional and cost effective alternatives and strategies to reduce single-use plastic products and waste.

We are volunteers affiliated with the *Belfast Bay Watershed Coalition* and are networking with local stakeholders in coming up with solutions to help preserve the Penobscot Bay for wildlife and future generations. If you'd like to join the effort and have your suggestions heard, please contact Jacquie Gage ([jacquie.gage@gmail.com](mailto:jacquie.gage@gmail.com)) or Kris Shula ([shulafamily@gmail.com](mailto:shulafamily@gmail.com)).

#### **We propose:**

- Restaurants and food vendors (including grocery/convenience stores) no longer automatically add utensils, straws, condiments (salt/pepper, ketchup, sugar, etc), and napkins in take out order unless requested by patrons.
- Eliminate plastic straws and plastic beverage stirrers in Belfast (There are many good alternatives and many local restaurants have implemented this change.).
- Eliminate single-use plastics in indoor dining venues if a dishwasher is available.
- Work towards eliminating all single-use plastic food service items in Belfast as sustainable, safe, functional and cost effective alternatives are found.
- Hotels seek refillable alternatives to single-use plastic toiletry items (shampoo, etc)

#### **As community members, we can do our part to reduce plastic waste and energy**

- Say no to plastic options wherever possible.
- Bring your own reusable produce and grocery bags when you shop.
- Use refillable water bottles and coffee mugs instead of single use plastic.
- Keep cutlery in your office, car, backpack, etc. so you don't need to ask for single-use plastic. Refuse a plastic lid or straw.
- Bring your own reusable container to restaurants if you anticipate leftovers.

**Maine Initiatives: Maine could be a leader in sustainable products** "University of Maine engineers have created a grease-proof, water-resistant container from recyclable cellulose nanocomposites that could be the next big thing in takeout technology. A wood-based nanocomposite container could be an alternative for restaurants throughout the state." *UMaine News June 2022*



**Belfast Bay  
Watershed  
Coalition**

**BELFAST BAY WATERSHED COALITION**

**PO Box 152**

**Belfast, Maine 04915-0152**

belfastbaywatershed.org

info@belfastbaywatershed.org

May 24, 2024

Dear Restaurant Owner and Staff,

We are the Plastic Pollution Solution committee working under the auspices of the Belfast Bay Watershed Coalition here in Belfast. Our mission is to protect the Belfast Bay watershed from the harmful effects of single-use plastics by reducing their use and supporting local businesses and the greater Belfast community in this endeavor. We need your support to do this.

Plastic litter is unsightly and terrible for our environment in countless ways. It's made from petroleum. We produce 440,000,000 tons each year globally, with 50% of this as single use. Currently about 100 million plastic utensils are used daily in the United States. When these single-use items are thrown into our local environment they break down into microplastics affecting our own Belfast Bay and all that live there. Plastic is very difficult to recycle responsibly, and less than 9% of plastics are ever recycled.

Belfast can be a model for a pivot from disposable plastics, and restaurants are an important partner in this goal. These include the following strategies:

1. Reduce the amount of plastic given away. Serve the straw, cutlery, or container only upon a customer's request.
2. For in-house dining, replace plastic disposables with reusable items (glass, ceramic, wood, stainless steel).
3. Charge a fee for any disposable take-out items. Fees are more effective at changing consumer behavior.
4. Switch to items that are made of materials that won't persist in the environment. Choose plant products (wooden cutlery) over bioplastics which are pricey and break down only in industrial composting conditions that aren't available in Maine.

Ultimately, our goal is to pass a city ordinance to ban the use of single-use plastics – i.e., straws, cutlery, and take-out containers – in Belfast, and substitute realistically compostable or recyclable items like paper, wood or aluminum.

You will soon receive an online survey from us asking you to identify what you are currently doing to reduce single-use plastics, to share your ideas on how to proceed, and to gauge your opinions on this effort. Would you take a few minutes to respond? We welcome your input and your partnership.

Sincerely,

Jacque Gage, Kris Shula, Dianne Torresen  
*Belfast Bay Watershed Coalition, Plastic Pollution Solutions Committee*  
plasticpollutionsolutionsBBWC@gmail.com

The Belfast Bay Watershed Coalition works to support conservation and stewardship of natural, scenic, and public access resources of the Belfast Bay watershed through research, community-building, and education.

## Recipients of May 2024 letter and May & July emails from PPS

### Restaurants

Alexia's Pizza  
Belfast Community Co-op  
Belfast Dairy Queen  
Bell the Cat  
Chase's Daily  
Crumbs Provisions  
Daily Soup  
Darby's Restaurant  
Delvino's Grill & Pasta House  
Dockside Family Restaurant  
Dos Gatos Gastro Pub  
Downshift Coffee  
Fon's Kitchen  
Front Street Pub  
Harborwalk Restaurant  
Laan Xang Cafe  
Marshall Wharf Brewing Co.  
McDonald's  
Must Be Nice Lobster  
Nautilus Seafood & Grill  
Rice & Noodle Thai Restaurant  
Rollie's Bar and Grill  
Satori  
Subway  
The Bay Wrap  
The Only Donut  
Traci's Diner  
Young's Lobster Pound & Seafood  
Restaurant

### Grocery/Convenience Stores

Circle K  
Hannaford  
Jack's Grocery  
Perry's Quick Stop

### Ice Cream/Candy

The Chocolate Drop Candy Shop  
Wild Cow Creamery

### Cafeterias

RSU 71  
Waldo County General Hospital - Best Café

### Farmers' Markets

Belfast Farmers' Market  
United Farmers Market of Maine  
Ararat Farm

### Other

Our Town Belfast

## 2024 Survey of Belfast Food Service Businesses Results Summary

**Instructions to respondents:** You can complete this survey anonymously, or if you're willing, please tell us the name of your business. --Only one of four respondents identified themselves

**1. The town of York, Maine recently passed an ordinance that requires restaurants to provide non-plastic food ware to customers. Would you support a similar measure in Belfast?**

- No
- Why are you doing this now at the start of the busy season, rather than during the quieter time of the year?
- Yes
- No

**2. Do you have a dishwasher on your premises?**

- No
- n/a
- Yes
- Yes

**3. What kind of utensils do you provide for in-house dining?**

- plastic, but only a couple menu items require utensils.
- Start by asking people during their planning time, leading up to summer, when they start making purchases for the season ahead. I suspect many people will have already made all their purchases for the summer by this time.
- other compostable
- metal

**4. Do you give customers any of the following items with take-out orders?**

- plastic cutlery and containers for salads only.
- n/a
- plastic cutlery
- plastic cutlery

**5. If you use compostable cutlery, straws or take-out containers, please describe what you use. Where and from whom do you purchase them?**

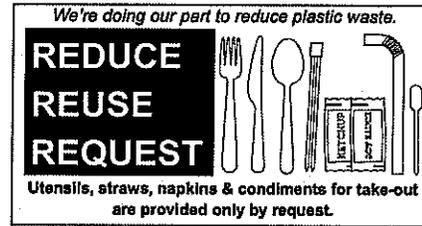
- paper straws and wrap/bags for all items but salad bowls.
- n/a
- n/a
- n/a

**6. Would you consider handing out cutlery, straws, condiments, etc., only when your customers request them?**

- we do now.
- are you going to talk to the fast food franchises? They are the greatest source of food litter, not your 'local' businesses.
- No
- We do

7. Would you consider posting signs like this one, for example, on your premises advising customers that they must request take-out cutlery, straws, condiments, etc.?

- No
- n/a
- Yes
- Yes



8. Would you consider selling takeout containers to customers (mug, lidded food box, etc.) that they can return and you wash and reuse?

- No
- can you tell people about the logistics that this will take and present that as an option?
- Yes
- Only if they come back to the store clean

9. Would you consider charging a fee to customers for disposable single-use items? This would save you money and reduce pollution.

- No
- would it though?
- No
- Yes

10. What hurdles do you see in transitioning away from single-use plastic items?

- Quality, I've personally tried a number of non plastic single use cutlery and they inevitably immediately break on use.
- Not having a unified front
- n/a
- I feel that we already minimize single use plastic items.

11. Do you have questions, comments or suggestions?

Are you working directly with a local business owner or few to get first hand experience from the business community? OR are you just imposing your own views and expectations here as eaters and customers? does anyone in your group have commerical or industry experience or has run a food service operation to best inform choices? I agree with your ultimate mission but not your timing and tactics here.

10.D



# Memo

**To:** Erin Herbig  
**From:** Chief Cormier  
**cc:** City Council  
**Date:** 12/09/24  
**Re:** Maine Bureau of Highway Safety Speed Enforcement Grant FFY2025

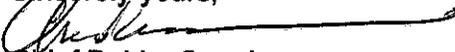
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Dear Erin

We recently became eligible for the FFY2025 Maine Bureau of Highway Safety Speed Enforcement Grant. This NHSTA grant is dedicated to crash reduction overtime patrols for law enforcement agencies using both speed enforcement and education as a tool to reduce crashes. High-visibility speed enforcement reduces both speeding and aggressive driving, ultimately reducing crashes. Sustained traffic enforcement, together with education, is a proven method of changing driver behavior. As part of the application, we had to analyze Maine crash data for Belfast and give examples of what times and where the speed enforcement patrols would occur. By using these dedicated speed enforcement patrols, we are better able to address problem areas identified in the crash data reports, focusing on certain days of the week, times, and locations.

The Bureau of Highway Safety grant provides 100% percent reimbursement for up to two speed enforcement radar devices, and personnel hours needed for the speed reduction patrols using those devices. The total award of this grant is \$12,524.24 dollars which includes \$10,274.24 for personnel services and \$ 2250.00 for equipment. I respectfully request authorization for the City of Belfast to apply for the FFY 2025 Highway Safety Radar Grant and authorization for the City Manager to sign any and all grant documents associated with the request. Thank you for your consideration.

Sincerely yours,

  
Chief Bobby Cormier



## CITY OF BELFAST

City Hall  
131 Church Street  
Belfast, Maine 04915

Thomas Kittredge  
Economic Development Director

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

**From:** Thomas Kittredge, Economic Development Director

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

**For:** Belfast City Council Meeting of Tuesday, December 17<sup>th</sup>, 2024

**Regarding:** Request for authorization to accept a grant award agreement from the Bureau of Justice Assistance Fiscal Year 2024 Comprehensive Opioid, Stimulant, and Substance Use Site-Based Program.

In July of 2024, the City of Belfast authorized the submission of a grant application on behalf of Volunteers of America for \$1,000,000, from the Bureau of Justice Assistance Fiscal Year 2024 Comprehensive Opioid, Stimulant, and Substance Use Site-Based Program.

Volunteers of America proposed to use this \$1,000,000 in funding, if awarded, to develop and implement the *Belfast Law Enforcement Assisted Diversion Expansion Project*. This project would expand upon current diversion and deflection efforts in Waldo County and Knox County. This project would advance equity and remove barriers to accessing services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence and victimization who encounter law enforcement, and would improve overall public safety using the Sequential Intercept Model to drive the efforts, develop, implement, or expand comprehensive programs in response to the overdose crisis and impacts of illicit opioids, stimulants, or other substances. This project would target 150 men and women who have encountered the criminal justice system, with presumed substance use disorder (SUD) and/or co-occurring disorders. The City of Belfast Police Department and Volunteers of America would evaluate the effectiveness of current efforts by using the Sequential Intercept Model to identify gaps and execute interventions, by routinely meeting with a collaborative team to implement best practices across counties to help people experiencing SUD and co-occurring disorders to avoid direct interactions with law enforcement, deescalate crisis situations, and resolve conflicts through referrals to community-based resources. This project would include co-response of substance use counselors with law enforcement, utilization of Law Enforcement Assisted Diversion to increase focus on engagement with case managers for connection to community-based resources, increasing public safety and diversion and deflection for the target population in order to reduce the burden on law enforcement by reducing the number of times they come in contact with law enforcement. This grant program did not have any cost sharing or matching funds requirement.

The City of Belfast learned in November 2024 that it had been selected for a grant award of \$1,000,000 from this program. The City of Belfast must now perform a number of administrative steps in order to access and use these awarded funds, with the first step being to accept the award agreement in JustGrants (the program's grant management platform) within 45 days of award notification (which was around November 15, 2024).

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

**1) Authorize the Economic Development Director to accept the award agreement for the City of Belfast's Bureau of Justice Assistance Fiscal Year 2024 Comprehensive Opioid, Stimulant, and Substance Use Site-Based Program grant award.**

10.F



## CITY OF BELFAST

City Hall  
131 Church Street  
Belfast, Maine 04915

Thomas Kittredge  
Economic Development Director

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

**From:** Thomas Kittredge, Economic Development Director

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

**For:** Belfast City Council Meeting of Tuesday, December 17<sup>th</sup>, 2024

**Regarding:** Request by the Economic Development Director to have the City Council authorize the submission of an application to the Assistance to Firefighters Grant Program and to commit matching funds.

The Assistance to Firefighters Grant Program is one of three grant programs that constitute the Department of Homeland Security, Federal Emergency Management Agency's focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. This program provides financial assistance directly to eligible fire departments, nonaffiliated emergency medical service organizations, and State Fire Training Academies for critical training and equipment. This program has awarded approximately \$8.7 billion in grant funding to provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience. \$291,600,000 in funding is available under this program in their current grant competition, with 2,000 awards expected to be made. The City of Belfast was awarded a grant from this program's most recent cycle (for \$310,952.38, for 3 power lift systems, 1 rapid intervention team pack, and 22 self-contained breathing apparatus (SCBA) units).

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

The Assistance to Firefighters Grant Program has three separate activity categories: 1) Operations and Safety; 2) Vehicle Acquisition; and 3) Regional Projects. The Belfast Fire and Ambulance Department wishes to have the City of Belfast submit one application to this program, under the Operations and Safety activity category, for three LUCAS 3, version 3.1 Chest Compression Systems (including related items and a service plan).

The maximum amount of grant funding that an individual fire department serving 100,000 or fewer people can receive under this program is \$1,000,000. There is a required cash match for these grants. For fire departments serving a jurisdiction of 20,000 residents or fewer, the required cash match is equal to not less than 5% of the grant award amount; for a total project cost of \$96,756.88, there would be a request for \$92,149.41 in grant funding, and a required cash match in the amount of \$4,607.47. A potential source of these required matching funds could be the Fire Equipment Capital Reserve Account, which has a current balance of \$392,421.19.

The application deadline for this grant program is December 20<sup>th</sup>, 2024. Grant awards would be awarded no earlier than April 30<sup>th</sup>, 2025 and no later than September 30<sup>th</sup>, 2025. The period of performance for this grant program is 24 months.

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

- 1) Authorize the submission of a grant application to the Assistance to Firefighters Grant Program;
- 2) Authorize matching funds in the amount of \$4,607.47, moving them from the Fire Equipment Capital Reserve Account to the Fire Purchase of Equipment Account (210-535); and
- 3) Authorize the City Manager to sign any and all documents necessary for the submission of this grant application.

10.G



## CITY OF BELFAST

City Hall  
131 Church Street  
Belfast, Maine 04915

Thomas Kittredge  
Economic Development Director

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

**From:** Thomas Kittredge, Economic Development Director

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

**For:** Belfast City Council Meeting of Tuesday, December 17<sup>th</sup>, 2024

**Regarding:** Presentation from the Economic Development Director regarding a Community Development Block Grant Public Infrastructure Grant.

In late April of 2024, the City of Belfast received notification that it had been awarded a \$990,000 Community Development Block Grant (CDBG) Public Infrastructure Grant. The funds from this grant will be used to pay for a portion of the costs of an infrastructure improvement project that will take place in the City's Congress Street Right-of-Way between Grove Street and US Route 1 and in the City's Salmond Street Right-of-Way between Congress Street and Northport Avenue (which is the entirety of Salmond Street).

The primary project construction activities currently anticipated for the Congress Street Right-of-Way include: 1) reconstruction and repaving of the existing roadway and driveways (approximately 2,800 linear feet); 2) installation of a closed storm drainage system (consisting of approximately 3,400 linear feet of 12" to 24" storm drainage and 28 4'Ø precast catch basins); 3) installation of sanitary sewer line where none currently exists (approximately 1,000 linear feet); 4) installation of a multi-use path (for pedestrians and bicyclists) or installation of a pedestrian sidewalk and bicycle lanes (approximately 2,800 linear feet); 5) installation of concrete curbing (approximately 4,320 linear feet); 6) replacement/extension of an existing culvert located near Priscilla Lane; and 7) installation of pedestrian crossings (approximately 2, with speed tables and signage). The primary project construction activities currently anticipated for the Salmond Street Right-of-Way include: 1) installation of a multi-use path (for pedestrians and bicyclists) or installation of a pedestrian sidewalk and bicycle lanes (approximately 1,700 linear feet); 2) installation of concrete curbing (approximately 1,300 linear feet); 3) adjustments/modifications of the existing storm drainage system to accommodate the multi-use path/pedestrian sidewalk and bicycle lanes, and concrete curbing; and 4) limited reconstruction and repaving of the existing roadway and driveways to accommodate the multi-use path/pedestrian sidewalk and bicycle lanes, and concrete curbing. The total cost for this project is currently estimated to be \$4,143,669.

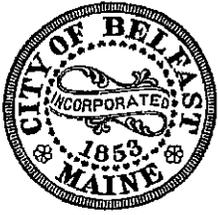
The project needed to meet a national objective of at least 51% of the persons living in the project area being low- to moderate-income (persons that are in households earning no more than 80% of the area's median family income as determined by the United States Department of Housing and Urban Development). A survey of project area residents was conducted in December 2023 and January 2024, which estimated that 68.5% of the persons residing in the project area were low- to moderate income.

The City will be required to provide matching funds in an amount equal to at least 25% of the grant award amount (\$247,500), which could be met by one or more other grants already secured or hoping to be secured for this project.

The required public hearing regarding the acceptance of this grant will immediately follow.

*No City Council actions need to be taken for this particular agenda item.*

10.H



**CITY OF BELFAST**

City Hall  
131 Church Street  
Belfast, Maine 04915

Thomas Kittredge  
Economic Development Director

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

**From:** Thomas Kittredge, Economic Development Director

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

**For:** Belfast City Council Meeting of Tuesday, December 17<sup>th</sup>, 2024

**Regarding:** Conducting of a Public Hearing regarding the City of Belfast's acceptance of a Community Development Block Grant Public Infrastructure Grant.

An advertised and documented public hearing to allow for comments must be held prior to acceptance of a Community Development Block Grant (CDBG) award, such as this CDBG Public Infrastructure Grant. The following public hearing notice (which was published in the Thursday, December 5<sup>th</sup>, 2024 print edition of the Midcoast Villager) will need to be read aloud for the record at this time:

-----[beginning of notice]-----

**PUBLIC HEARING NOTICE  
THE CITY OF BELFAST**

The City of Belfast will hold a Public Hearing on Tuesday, December 17<sup>th</sup>, 2024, as part of its regularly scheduled City Council meeting, which begins at 7:00pm on that date, in Council Chambers at Belfast City Hall, 131 Church Street, Belfast, Maine, to discuss the acceptance of a \$990,000 CDBG Public Infrastructure Grant. The purpose of this CDBG Public Infrastructure Grant is to make infrastructure improvements to the entirety of Salmond Street and to a section of Congress Street located between Grove Street and U.S. Route 1. Public comments will be solicited at this Hearing and will be submitted as part of the Project Development Phase. All persons wishing to make comments or ask questions about the acceptance of these funds are invited to attend this Public Hearing.

Comments may be submitted in writing to: Thomas Kittredge, Economic Development Director for the City of Belfast, Belfast City Hall, 131 Church Street, Belfast Maine, 04915; or via email to: [economicdevelopment@cityofbelfast.org](mailto:economicdevelopment@cityofbelfast.org) at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the City of Belfast's programs or services, please contact Thomas Kittredge at (207) 338-3370, extension 116, so that accommodations can be made.



City of Belfast, Maine  
131 Church Street

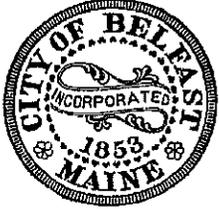
Belfast, Maine 04915-6503  
(207) 338-3370

-----[end of notice]-----

If any written or emailed comments have been submitted prior to the public hearing as referenced in the notice, the Economic Development Director will present them at this time.

*No City Council actions need to be taken for this particular agenda item.*

10.I



## CITY OF BELFAST

City Hall  
131 Church Street  
Belfast, Maine 04915

Thomas Kittredge  
Economic Development Director

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

**From:** Thomas Kittredge, Economic Development Director

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

**For:** Belfast City Council Meeting of Tuesday, December 17<sup>th</sup>, 2024

**Regarding:** Request by the Economic Development Director to have the City Council authorize the acceptance of a Community Development Block Grant Public Infrastructure Grant.

In late April of 2024, the City of Belfast was awarded a \$990,000 Community Development Block Grant (CDBG) Public Infrastructure Grant. Before these funds can be accessed and utilized by the City, the City must complete the project development phase (also known as phase 2) for this grant. One of this phase's requirements is to secure approval from the relevant legislative body (in this case, the Belfast City Council) through a resolution.

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

- 1) Authorize the acceptance of the \$990,000 in CDBG Public Infrastructure Grant funds;
- 2) Approve and sign the supplied resolution; and
- 3) Authorize the City Manager to sign all necessary paperwork associated with the acceptance of these grant funds.

# **BELFAST CITY COUNCIL RESOLUTION**

## **STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

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**WHEREAS**, the **City of Belfast** wishes to apply to the Department of Economic and Community Development for a Community Development Block Grant to carry out a community development program; and

**WHEREAS**, the planning process required by Maine Law and the CDBG Program have been complied with, including participation in the planning process by low- and moderate-income families and individuals and the community has conducted at least one duly advertised public hearing.

**NOW THEREFORE**, be it resolved by the Council of the City of Belfast that the City Manager:

- 1) Is authorized and directed to submit an application for the Public Infrastructure Grant Program in the amount of \$990,000 to the State of Maine's CDBG Program, to the Department of Economic and Community Development on behalf of the City of Belfast, substantially in the form presented to this council;
- 2) Is authorized to make assurances on behalf of the City of Belfast required as part of such applications, and
- 3) Is authorized and directed, upon acceptance of said funds to carry out the duties and responsibilities for implementing and said program, consistent with the Charter of the City of Belfast and the laws and regulations governing planning and implementation of community development programs in the State of Maine.

**DATE ENACTED: December 17<sup>th</sup>, 2024**

*Municipal Seal*

**AUTHORIZED SIGNATURES:**

<b>Signature</b>	<b>Name and Title</b>	<b>Date</b>
	Mary Mortier Ward 1 Councilor City of Belfast	December 17 <sup>th</sup> , 2024
	Neal Harkness Ward 2 Councilor City of Belfast	December 17 <sup>th</sup> , 2024
	Brenda Bonneville Ward 3 Councilor City of Belfast	December 17 <sup>th</sup> , 2024
	Christopher Bitely Ward 4 Councilor City of Belfast	December 17 <sup>th</sup> , 2024
	Paul Dean Ward 5 Councilor City of Belfast	December 17 <sup>th</sup> , 2024

10.K

City of Belfast  
 Wage & Salary Scale  
 FY 2025-2026

Range	Hourly Wage									
	Step 1	2	3	4	5	6	7	8	9	10
14	\$45.54	\$47.13	\$48.54	\$50.00	\$51.49	\$53.04	\$54.63	\$56.27	\$57.96	\$59.70
13	\$40.66	\$42.08	\$43.34	\$44.65	\$45.98	\$47.36	\$48.78	\$50.24	\$51.75	\$53.31
12	\$36.30	\$37.57	\$38.70	\$39.86	\$41.05	\$42.28	\$43.56	\$44.86	\$46.21	\$47.59
11	\$32.41	\$33.55	\$34.55	\$35.59	\$36.66	\$37.76	\$38.89	\$40.06	\$41.26	\$42.49
10	\$28.94	\$29.95	\$30.85	\$31.78	\$32.73	\$33.72	\$34.72	\$35.77	\$36.83	\$37.94
9	\$25.84	\$26.74	\$27.54	\$28.37	\$29.22	\$30.10	\$31.00	\$31.93	\$32.89	\$33.88
8	\$23.08	\$23.87	\$24.60	\$25.33	\$26.09	\$26.88	\$27.68	\$28.51	\$29.36	\$30.24
7	\$20.60	\$21.32	\$21.96	\$22.62	\$23.29	\$24.00	\$24.71	\$25.46	\$26.23	\$27.00
6	\$18.39	\$19.04	\$19.61	\$20.20	\$20.80	\$21.43	\$22.07	\$22.73	\$23.41	\$24.11
5	\$16.42	\$16.99	\$17.50	\$18.03	\$18.57	\$19.13	\$19.71	\$20.30	\$20.90	\$21.53
4	\$14.66	\$15.18	\$15.63	\$16.10	\$16.58	\$17.08	\$17.60	\$18.12	\$18.66	\$19.22

Range	Annual Salary									
	Step 1	2	3	4	5	6	7	8	9	10
14	\$94,723.20	\$98,030.40	\$100,963.20	\$104,000.00	\$107,099.20	\$110,323.20	\$113,630.40	\$117,041.60	\$120,556.80	\$124,176.00
13	\$84,572.80	\$87,526.40	\$90,147.20	\$92,872.00	\$95,638.40	\$98,508.80	\$101,462.40	\$104,499.20	\$107,640.00	\$110,884.80
12	\$75,504.00	\$78,145.60	\$80,496.00	\$82,908.80	\$85,384.00	\$87,942.40	\$90,604.80	\$93,308.80	\$96,116.80	\$98,987.20
11	\$67,412.80	\$69,784.00	\$71,864.00	\$74,027.20	\$76,252.80	\$78,540.80	\$80,891.20	\$83,324.80	\$85,820.80	\$88,379.20
10	\$60,195.20	\$62,296.00	\$64,168.00	\$66,102.40	\$68,078.40	\$70,137.60	\$72,217.60	\$74,401.60	\$76,606.40	\$78,915.20
9	\$53,747.20	\$55,619.20	\$57,283.20	\$59,009.60	\$60,777.60	\$62,608.00	\$64,480.00	\$66,414.40	\$68,411.20	\$70,470.40
8	\$48,006.40	\$49,649.60	\$51,168.00	\$52,686.40	\$54,267.20	\$55,910.40	\$57,574.40	\$59,300.80	\$61,068.80	\$62,899.20
7	\$42,848.00	\$44,345.60	\$45,676.80	\$47,049.60	\$48,443.20	\$49,920.00	\$51,396.80	\$52,956.80	\$54,558.40	\$56,160.00
6	\$38,251.20	\$39,603.20	\$40,788.80	\$42,016.00	\$43,264.00	\$44,574.40	\$45,905.60	\$47,278.40	\$48,692.80	\$50,148.80
5	\$34,153.60	\$35,339.20	\$364,000.00	\$37,502.40	\$38,625.60	\$39,790.40	\$40,996.80	\$42,224.00	\$43,472.00	\$44,782.40
4	\$30,492.80	\$31,574.40	\$32,510.40	\$33,488.00	\$34,486.40	\$35,526.40	\$36,608.00	\$37,689.60	\$38,812.80	\$39,977.60

**City of Belfast  
Wage & Salary Scale  
FY 2024-2025**

Range	Hourly Wage									
	Step 1	2	3	4	5	6	7	8	9	10
14	43.95	45.49	46.85	48.26	49.70	51.19	52.73	54.31	55.94	57.62
13	39.24	40.61	41.83	43.09	44.38	45.71	47.08	48.49	49.95	51.45
12	35.03	36.26	37.35	38.47	39.62	40.81	42.04	43.30	44.60	45.93
11	31.28	32.38	33.35	34.35	35.38	36.44	37.53	38.66	39.82	41.01
10	27.93	28.91	29.77	30.67	31.59	32.54	33.51	34.52	35.55	36.62
9	24.94	25.81	26.58	27.38	28.20	29.05	29.92	30.82	31.74	32.70
8	22.27	23.04	23.74	24.45	25.18	25.94	26.71	27.52	28.34	29.19
7	19.88	20.58	21.19	21.83	22.48	23.16	23.85	24.57	25.31	26.06
6	17.75	18.37	18.92	19.49	20.07	20.68	21.30	21.94	22.59	23.27
5	15.85	16.40	16.89	17.40	17.92	18.46	19.02	19.59	20.17	20.78
4	14.15	14.65	15.08	15.54	16.00	16.48	16.98	17.49	18.01	18.55

Range	Annual Salary									
	Step 1	2	3	4	5	6	7	8	9	10
14	91,411.32	94,610.72	97,449.04	100,372.51	103,383.69	106,485.20	109,679.76	112,970.15	116,359.25	119,850.03
13	81,617.25	84,473.86	87,008.07	89,618.32	92,306.87	95,076.07	97,928.35	100,866.20	103,892.19	107,008.96
12	72,872.55	75,423.09	77,685.78	80,016.35	82,416.84	84,889.35	87,436.03	90,059.11	92,760.88	95,543.71
11	65,064.78	67,342.04	69,362.30	71,443.17	73,586.47	75,794.06	78,067.88	80,409.92	82,822.22	85,306.88
10	58,093.55	60,126.82	61,930.63	63,788.55	65,702.20	67,673.27	69,703.47	71,794.57	73,948.41	76,166.86
9	51,869.24	53,684.66	55,295.20	56,954.06	58,662.68	60,422.56	62,235.24	64,102.30	66,025.37	68,006.13
8	46,311.82	47,932.74	49,370.72	50,851.84	52,377.39	53,948.72	55,567.18	57,234.19	58,951.22	60,719.76
7	41,349.84	42,797.09	44,081.00	45,403.43	46,765.53	48,168.50	49,613.55	51,101.96	52,635.02	54,214.07
6	36,919.50	38,211.68	39,358.03	40,538.77	41,754.94	43,007.59	44,297.81	45,626.75	46,995.55	48,405.42
5	32,963.84	34,117.57	35,141.10	36,195.33	37,281.19	38,399.63	39,551.62	40,738.17	41,960.31	43,219.12
4	29,432.00	30,462.12	31,375.98	32,317.26	33,286.78	34,285.38	35,313.95	36,373.36	37,464.57	38,588.50

10.L



City of Belfast

2025 Holiday Observance Schedule

**CITY FACILITIES regularly open M-Th including CITY HALL**

New Year's Day	Wed, Jan 1, 2025
Martin Luther King Jr. Day	Mon, Jan 20, 2025
Presidents' Day	Mon, Feb 17, 2025
Patriots' Day	Mon, Apr 21, 2025
Memorial Day	Mon, May 26, 2025
Juneteenth	Thu, June 19, 2025
*Independence Day	(Thu, July 3, 2025)
Labor Day	Mon, Sep 1, 2025
Indigenous Peoples' Day	Mon, Oct 13, 2025
Veterans Day	Tue, Nov 11, 2025
Thanksgiving	Thu, Nov 27, 2025
*Thanksgiving Friday	(Wed, Nov 26, 2025)
Christmas Day	Thu, Dec 25, 2025
New Year's Day	Thu, Jan 1, 2026

\*Please Note: Holidays that fall on Sunday are observed on the following Monday. Holidays that fall on Friday or Saturday are observed on the preceding Thursday except when there is already a holiday observed on that Thursday then it will be observed on the preceding Wednesday (ie Thanksgiving and Thanksgiving Friday).



**City of Belfast**

**2025 Holiday Observance Schedule**

**EMERGENCY FACILITIES**

*New Year's Day	Wed, Jan 1, 2025
*Martin Luther King Jr. Day	Mon, Jan 20, 2025
*Presidents' Day	Mon, Feb 17, 2025
*Patriots' Day	Mon, Apr 21, 2025
*Memorial Day	Mon, May 26, 2025
*Juneteenth	Thu, June 19, 2025
*Independence Day	Fri, July 4, 2025
*Labor Day	Mon, Sep 1, 2025
*Indigenous Peoples' Day	Mon, Oct 13, 2025
*Veterans Day	Tue, Nov 11, 2025
*Thanksgiving	Thu, Nov 27, 2025
*Thanksgiving Friday	Fri, Nov 28, 2025
*Christmas Day	Thu, Dec 25, 2025
*New Year's Day	Thu, Jan 1, 2026

\*Please Note: All emergency facilities will remain open on these days. Staff providing coverage will be compensated at a holiday pay rate unless outlined otherwise in a union contract. All full-time staff will receive a paid holiday to be used another day of their choice as approved by their supervisor unless outlined otherwise in a union contract.



**City of Belfast**

**2025 Holiday Observance Schedule**

**BELFAST FREE LIBRARY**

New Year's Day	Wed, Jan 1, 2025
Martin Luther King Jr. Day	Mon, Jan 20, 2025
Presidents' Day	Mon, Feb 17, 2025
Patriots' Day	Mon, Apr 21, 2025
Memorial Day	Mon, May 26, 2025
Juneteenth	Thu, June 19, 2025
Independence Day	Fri, July 4, 2025
Labor Day	Mon, Sep 1, 2025
Indigenous Peoples' Day	Mon, Oct 13, 2025
Veterans Day	Tue, Nov 11, 2025
Thanksgiving	Thu, Nov 27, 2025
Thanksgiving Friday	Fri, Nov 28, 2025
Christmas Day	Thu, Dec 25, 2025
New Year's Day	Thu, Jan 1, 2026

\*Please Note: Holidays that fall on Sunday are observed on the following Monday.



City of Belfast

2025 Holiday Observance Schedule

**TRANSFER STATION**

*New Year's Day	Wed, Jan 1, 2025
*Martin Luther King Jr. Day	Mon, Jan 20, 2025
*Presidents' Day	Mon, Feb 17, 2025
*Patriots' Day	Mon, Apr 21, 2025
*Memorial Day	Mon, May 26, 2025
Juneteenth	Thu, June 19, 2025
Independence Day	Fri, July 4, 2025
*Labor Day	Mon, Sep 1, 2025
*Indigenous Peoples' Day	Mon, Oct 13, 2025
Veterans Day	Tue, Nov 11, 2025
Thanksgiving	Thu, Nov 27, 2025
Thanksgiving Friday	Fri, Nov 28, 2025
Christmas Day	Thu, Dec 25, 2025
New Year's Day	Thu, Jan 1, 2026

\*Please Note: Holidays that fall on Sunday are observed on the following Monday. The Transfer Station is not typically open on Mondays and Wednesdays, so full-time staff will receive a paid holiday to be used another day of their choice as approved by their supervisor.



**City of Belfast**

**2025 Holiday Observance Schedule**

**CITY WASTEWATER TREATMENT PLANT**

New Year's Day	Wed, Jan 1, 2025
Martin Luther King Jr. Day	Mon, Jan 20, 2025
Presidents' Day	Mon, Feb 17, 2025
Patriots' Day	Mon, Apr 21, 2025
Memorial Day	Mon, May 26, 2025
Juneteenth	Thu, June 19, 2025
Independence Day	Fri, July 4, 2025
Labor Day	Mon, Sep 1, 2025
Indigenous Peoples' Day	Mon, Oct 13, 2025
Veterans Day	Tue, Nov 11, 2025
Thanksgiving	Thu, Nov 27, 2025
Thanksgiving Friday	Fri, Nov 28, 2025
Christmas Day	Thu, Dec 25, 2025
New Year's Day	Thu, Jan 1, 2026

\*Please Note: Holidays that fall on Sunday are observed on the following Monday. Holidays that fall on Saturday are observed on the preceding Friday. The Wastewater Treatment Plant is open Monday – Friday, except for emergency situations, if an employee works any holiday listed above the rate of pay is outlined within the union contract.