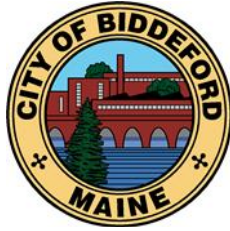




**City of Biddeford**  
**Personnel Committee**  
October 15, 2024 at 4:00 PM  
City Hall Council Chambers

1. Call to Order
2. Approval of Minutes
  - 2.a September 17 2024 Personnel Committee Meeting Minutes
3. Discussion
  - 3.a Sustainability Coordinator Position
4. Other Business
5. Adjourn



## PERSONNEL COMMITTEE MEETING

*Tuesday, September 17<sup>th</sup>, 2024*  
**Human Resources Department**

**4 PM**

**Minutes**

---

### **ITEM 1                      Call to Order**

Chair Councilor William Emheiser called the meeting to order at 4:06PM with Councilors Scott Whiting and Doris Ortiz present via zoom. Also present were Jim Bennett (City Manager), Diana DePaolo (Director of Human Resources), Daniel Hammond (Safety & Training Coordinator), and Shelly Gibson (Deputy Director of Human Resources).

### **ITEM 2                      Acceptance of Minutes**

Councilor Whiting made a motion to approve the minutes from June 18<sup>th</sup>, 2024. Councilor Ortiz seconded the motion. The motion was approved unanimously.

### **ITEM 3                      Discussion**

#### **3.a Director of Codes/Emergency Management Brief // Pay Scale (with edits)**

The HR Director assessed and evaluated the Director of Codes position, given his work with FEMA and overall emergencies within the City of Biddeford over the past 6-8+ months. The Director is currently at level 20 and it is recommended that he be moved to level 22.

Councilor Ortiz agreed with this change and increase, given the role that Roby fills and the amount of work he has done for the City. Councilors Whiting and Emheiser also agreed. Councilor Ortiz made a motion to approve this change; Councilor Whiting seconded the motion, the motion passes unanimously.

The City Manager clarified that previously the position was at level 19 which was in alignment with our comparable cities and towns. The recent responsibilities and additions to this position under Roby's leadership is what prompted a multiple level increase.

#### **3.b Student Loan – Update**

Previous language had the City directly paying employees student loan bills and when this policy was created the City only had a few staff that took advantage of it. Over time, this has become very staff intensive on the administrative side, given how companies have required additional information and/or won't communicate with the City as an employer. As such, the

HR Director is proposing the City continue with offering this benefit as part of our retention policy but in the form of a non-taxable reimbursement.

Councilor Ortiz inquired about offering a lump sum for the year. The City Manager shared that with this policy, there is a 10 year sliding scale and tracking it monthly makes it easier based on the retention piece and how long someone has been working for the City. It is also a separate line item within payroll to keep track of how much has been reimbursed.

Councilor Ortiz made a motion to approve this update, Councilor Whiting seconded the motion; the motion passes unanimously.

**ITEM 4                      Other Business**

The City Manager mentioned that there was meant to be an agenda item for Brad Favreau, and his being promoted as the Sustainability Coordinator. The HR team doesn't yet have adequate comparables to make a recommendation that would be in alignment with other cities and towns. Once that information is acquired, he recommended that the committee come back to together to retroactively make that adjustment. Brad's position (Economic Development Coordinator) is currently at a level 15 but could move to a 16 or 17.

Councilor Emheiser suggested having a quick meeting on October 1<sup>st</sup> before the next City Council meeting to approve the above change.

**ITEM 5                      Adjourn**

Councilor Ortiz made a motion to adjourn at 4:20 PM, seconded by Councilor Whiting.

**Personnel Committee Members:**

- Councilor William Emhiser, Chair
- Councilor Norman Belanger
- Councilor Doris Ortiz
- Councilor Scott Whiting



## Personnel Committee

---

**Meeting Date:** October 15, 2024  
**Meeting Time:** 4pm  
**Agenda Item No:** 3.1  
**Item Description** Development and Sustainability Coordinator  
**Submitted by:** Diana DePaolo, Human Resources Director

### Supporting Information/Documentation:

#### Executive Summary:

The Economic Development Coordinator role has shifted in light of recent efforts towards sustainability; therefore, the position has been re-evaluated and a reclassification is being suggested.

#### Detailed Review:

The current position titled Economic Development Coordinator manages items related to economic development and historic preservation. Society has made strides related to climate action and sustainability. This position has pivoted to coordinate items related to these matters.

Similar positions in comparable communities were reviewed. This includes Brunswick, South Portland, Windham, Falmouth and York. The positions vary greatly in actual duties and responsibilities. Additionally, the range of wages for these roles varied from \$57,057 to \$103,490. The three highest paid communities (Brunswick, Windham and York) all had skilled variations to the jobs. For example, the Brunswick job preferred a Master's degree in a field such as Environmental Science and an AICP is preferred. This job title is "Environmental Planner." More examples of this, such as grant writing, stormwater management, or GIS work, are on the attached spreadsheet.

The current coordinator's role is listed as a Level 15, with a range of \$69,281 to \$91,425. The duties of the City's coordinator as related to the sustainability piece are:

- Work to implement the climate action plan (48 actions, 5 sectors)
  - Municipal Level
  - Community Level
- Work toward 2022 Council Resolution goal of 62% reduced carbon emission by 2030
  - Energy Efficiency Initiatives
  - Municipal operations assessments

- Clean energy initiatives
  - Transportation plans and initiatives
- Act as Staff Liaison for the Sustainability Commission
- Monitor and report progress (greenhouse gas emission inventory)
- Produce reports and assessments for policy considerations
- Recommend best practices and policies
- Maintain public engagement and outreach
  - Residents
  - Local businesses
  - Institutions
  - Biddeford Schools and University of New England
- Seek funding for sustainability initiatives (grants, rebates etc.)

**Staff Recommendation:**

Given that this current role also has the Economic Development and Historic Preservation responsibilities, I recommend adding the position “Development and Sustainability Coordinator” at a level 16, with a range of \$72,927 to \$96,237.

<b>City/Town</b>	<b>Title</b>	<b>Minimum Wage</b>
Brunswick	Environmental Planner	\$79,678
South Portland	Sustainability Program Manager	\$57,057
Windham	Environmental and Sustainability Coordinator	\$64,033
Falmouth	Sustainability Coordinator	n/a
York	Environmental Planner	n/a

Maximum Wage	Education
\$103,490	Generally possesses a Master's in Env Science, Planning, or close field; AICP preferred
\$82,719	Bachelor's in Env or Sustainability Sciences, public policy, planning, etc.
\$98,576	Degree in Engineering or Env Science; GIS preferred
\$77,900	Bachelor's in Env Science, Env Policy or Management
\$91,000	Master's and AICP desired

<b>Responsibilities of note</b>
Technical development review, modify town policy and the town's zoning ordinance and map, create maps via ArcGIS
Prepares grant applications, coordinates watershed planning and implementation efforts, development review such as erosion and sedimentation control plans
Monitor town emissions; offers life cycle assessments and payback analysis
Develops zoning, subdivision and related development and land use ordinances; prepares maps using GIS; reviews development proposals