

**Town of Brunswick, Maine**

**Finance Committee – CIP workshop Notes  
Thursday, November 5, 2015  
3:30 – 5:30 PM  
85 Union Street – Conference room #206**

**Committee Members:** Sarah Brayman, Jane Millett, John Richardson  
**Staff:** Julie Henze, John Eldridge, John Foster  
**Others:** Kathy Wilson, Jean Powers, Richard Fisco, Marc Theberge

**1. Acknowledgement that the workshop was Properly Noticed**

JH confirmed that the workshop was on the Town Calendar

**2. Adjustments to agenda**

JH suggested deferring item 3a as John Foster is present for item 3b. Committee agreed.

**Public comment**

Sarah Brayman opened the public comment with a thank you to the public attending the meeting, saying that she appreciates their participation and input.

*Public comments:*

Jean Powers: Feels that there should be a property tax break available for senior citizens to enable them to stay in their homes as long as possible. Committee discussed this, and both SB and JM felt that any 'tax breaks' should be income-based rather than solely age-based.

Richard Fisco: Called the Harford Steam Boiler Inspection Co and spoke with Kevin Smith, who said there were no code violations and that he never saw condensation.

Kathy Wilson: Feels that Finance Committee meetings should be recorded and/or televised. The committee stated that the plan is to start televising meetings in 2016 with the budget workshops. The consideration has been the trade-off between the formal setting on camera and more relaxed interactions. This committee, unlike many others, has relatively detailed minutes. TV3 resources is another issue to be considered. After discussion Kathy said she appreciated the value of the candid conversations possible in the committee setting.

**3. Capital Improvement Program**

**b. Manager's CIP**

JH provided an overview of the Manager's CIP document and described the process of developing it. Please note the Manager's transmittal memo.

At this point, the items included for the school department are based on the document that was created by Paul Caron and presented to the School Facilities Committee on October 20<sup>th</sup>. Paul developed his plan based on the PDT overview of repair and upgrade needs at Coffin and the Junior High Schools. He has used the same categories and spread the work over 5 years. This plan is likely to change as the school department works through its decision process, but absent any direction, this is the course that Paul Caron would take.

The committee expressed concern over putting any scenario 'in writing' at this stage of the school department's process. JE agreed, but said that as he needed to bring the Finance Committee something, he conferred with Paul Perzanoski and this is what the school wanted to put forward in the CIP at this time. JE is willing to pull this draft, and ***will not put the Manager's CIP online.***

The committee concurred that the CIP process needs to be in cooperation with the school department's planning process. After the November 12<sup>th</sup> school board meeting perhaps something can be brought to a CIP workshop.

**c. Public Works projects**

John Foster presented the detailed schedules supporting the requests for the PW Vehicle/Equip Reserve and Annual Work Program funding. He used the results from the November 2014 pavement condition study for the Street Resurfacing plan, balance with usage levels and other considerations. The committee asked questions about certain streets (McKeen – Spring St to playing fields) and JF will look into that. JM pointed out that more conversations are needed about how developments are taking responsibility for infrastructure. JR – for example, at Brunswick Landing, what is the impact of further development and how is developer going to address it?

For Sidewalks, JF tries to do a bit each year. Tentative sidewalk improvement schedule provided to the committee. He coordinates with utilities to schedule work together when possible. Committee discussed problem areas in town (Baribeau – McKeen to Hennessey; Maine St in front of Frosty's). Discussion about the Maine Street Sidewalks and Lighting project - intended to generate opportunity for partnership with the BDA and other organizations. **Ask BDA to come to a CIP workshop to discuss.**

Union Street Storm Sewer project. Sitelines is continuing development of the plan. Getting more details will refine the cost estimates. Even moderate rainfall events cause street flooding, climate trends mean more large storms. Goal is to get the project out to bid and begun in 2016-17.

Vehicle Wash Bay JF showed photos of rusted vehicles and the current washing system (outside with a hose). JH provided and Committee looked at the vehicle replacement schedules for Fire Dept and Parks & Rec as well. Committee asked questions about maintenance tracking and how to measure savings generated by better vehicle washing protocol. How much would useful life of vehicles be extended?

**d. Solar Project**

JH told committee that this project was in last year's CIP in the Non-town Projects section, and has not been moved from there at this point. JR suggested that discussion be deferred to the next CIP meeting. Tuesday 11/10 meeting with Revision Energy will provide numbers to look at. Steve Hinchman (Revision) has asked about ground-mounted solar – land hasn't been conveyed yet, and deed will have restrictions.

**e. Review CIP calendar**

Adjust meeting schedule to:

11/19/15	3:00 to 4:30	regular FC meeting plus CIP
12/2/15	3:30 to 5:00	CIP workshop
12/10/15	3:30 to 5:00	regular FC meeting plus CIP

Question: Jane Millett told the committee that MPIC wants to ask about inspections of multi-units. They have asked about scheduling a joint meeting with the Finance Committee. What is the appropriate process? Ordinance changes go through the Town Council – does the FC have a role?

**11. Adjourn**