

Town of Brunswick, Maine

**Finance Committee Meeting
Thursday, July 21, 2016
3:30 – 5:00 PM
85 Union Street – Town Council Chambers**

Agenda

1. Acknowledgement that meeting was properly noticed
2. Adjustments to agenda / Public comment
3. Approval of meeting minutes from 6/16/16
4. Mere Point Wastewater District Fees – John Foster & JH
5. Organizational
 - a. Welcome Councilor Dan Harris
 - b. Select chair/vice chair
 - c. Review Finance Committee policy
 - d. Review regular meeting time/place
 - e. 2016-17 proposed calendar/schedule of work
6. Finance Report (JH)
 - a. June expenditure & revenue reports
 - b. Year-end outlook
 - c. Update on tax-acquired properties scheduled for sale
7. 2016-17 Budget process review
 - a. Look-back/post-mortem
 - b. Recommendations for 2017-18 Budget
8. Adjourn

Town of Brunswick, Maine

**Town Finance Committee
Thursday, June 16, 2016 ~ 3:30 PM
85 Union Street – Town Council Chambers**

Meeting Minutes (Draft)

Committee Members Steve Walker, Jane Millett, Alison Harris

Staff: John Eldridge, Julie Henze, Ken Brilliant

Others: Richard Fisco, Heather Osterfeld

1. Acknowledgement that Meeting was Properly Noticed

JH confirmed that the meeting was on the Town Calendar

2. Adjustments to agenda / Public Comment

No adjustments to agenda.

Public comment:

Richard Fisco – Town organizational chart should be re-designed to indicate that the Town Council is over the school department. The budget process did not allow time/opportunity for public analysis of requests for tax dollars. Feels decisions were made prior to the public presentations. In the future please provide a clear/detailed presentation of school department salaries and benefits.

Heather Osterfeld – Asked if the Committee will be discussing 946 Mere Point Road. Recommends that the Town review the 15 properties with water access, and improve the facilities the Town already owns. Perhaps use funds from the sale of 946 MP Rd. for this purpose. Will send the Committee the list of properties.

3. Approval of meeting minutes from 4/11/16

Alison Harris moved, Jane Millett seconded, to approve the 4/11/16 Finance Committee Meeting minutes. Motion carried unanimously.

4. Ambulance Fees

JH presented item as part of ongoing review/update of the Town's fees. Ambulance fees were last updated in 2009, and based on a comparison with 5 other municipalities with similar billing structures, staff is recommending an increase of fees as follows:

BLS: from \$380 to \$525, an increase of \$145

ALS1: from \$530 to \$750, an increase of \$220

ALS2: from \$690 to \$1,000, an increase of \$310

Mileage: from \$11 to \$12, an increase of \$1

Non-transport: no change

Paramedic intercept: from \$265 to \$300, an increase of \$35

Chief Brilliant described the data collection process, and the reasons for the recommendation. Responding to questions, he explained the billing categories and the different medical procedures which distinguish BLS, ALS1 and ALS2.

Discussion/explanation of Medicare reimbursement rates and ratio of write-off amounts. Currently the Town writes off approximately 25%-30% of total billings, mostly due to amounts 'not allowed' by Medicare, and sequestration. The write-off amounts by billing category are as follows:

BLS: billed \$380, allowed \$365.56, sequestration \$5.85, write-off \$20.29

ALS1: billed \$530, allowed \$434.10, sequestration \$6.95, write-off \$102.85

ALS2: billed \$690, allowed \$628.31, sequestration \$10.05, write-off \$71.74

Mileage: \$11, allowed \$10.97, sequestration \$0.18, write-off \$.21

Discussion of costs associated with providing ambulance service. Because Brunswick has a full service Fire Department, and all firefighters may staff the ambulances, it is not straightforward to isolate the ambulance service costs. JH described the work done on this, and the different ways of looking at the calculation. The Committee decided that this was not a useful exercise for the purpose of determining fees.

Committee was supportive of staff recommendation, with request for more detailed analysis/comparison with other nearby and comparable municipalities.

5. Finance Report

a. May expenditure & revenue reports

JH presented the monthly budget reports. Total expenditures are expected to be within budget, with the exception of a few lines. JH noted a few lines: Worker's Comp within Risk Management, R&M Facilities (an HVAC repair) at Emerson Station, disposal costs within Refuse Collection (this represents tipping fees on curbside-collected refuse), and R&M Vehicles in PW Central Garage. Others include the grant to Family Focus within Social Services, Growstown School and the Town Commons within Promotion and Development, Riverside Cemetery within Cemetery Care. AH noted PW General Maintenance line is under budget – due to light winter. In the revenues, excise tax is trending higher than budgeted, anticipating \$100K over at year end. JH also noted that Passports revenue is up, with 494 passport applications to date compared with 380 budgeted.

b. Year end

JH described the process of anticipating remaining expenditures in preparation for the June 23rd Town Council meeting. At that time the Council will review and authorize budget transfers as needed to cover unanticipated overages in specific budget lines.

6. Tax Acquired Properties

JE provided the Committee with a memo and the list of properties currently determined to be sold, with the final re-acquisition date set for June 30, 2016 and the sale date set for August 1, 2016. JE directed attention to the last paragraph of the memo, which referred to the tax acquired property at 946 Mere Point Road. Based on the Council meeting on 6/6/16, he is requesting a recommendation from the Committee regarding this property. For more information, he described the "quiet title" process (and expense) which the Town would need to pursue if the Council decides to retain the property.

JE also pointed out the Town policy and past practice which allows the Town Manager to accept full payment from the previous owner at any time before the Council makes a determination on whether to retain or sell a property. Upon receipt of all outstanding obligations, the Town releases the property back to the original owner by means of a quit claim deed. At this time JE is also requesting direction on whether to suspend this option for a period of time.

Committee discussed the possible outcomes for the property, with input from Ms. Osterfeld. Concerns include: water access, opportunity for low impact recreational use, topography not suitable for mooring field or sailing school, not ideal for swimming, additional property maintenance/monitoring burden on Town staff, valuable property for tax purposes, potential for land trust involvement.

The Committee agreed to recommend to the Council that the property be retained temporarily (60 days), to allow time for Town committee and departmental review. During this time, the original owner will not have the option to redeem the property by paying all outstanding obligations.

7. Finance Committee meeting calendar 2016-17

JH presented a draft meeting calendar for the 2016-17 fiscal year. The meetings are at 3:30 PM on the third Thursday of the month. Also included are three additional workshops for CIP review. There are no budget workshops included. It is anticipated that the Committee will discuss the budget process in their July meeting, and when planning the schedule will discuss the role of the Finance Committee.

8. Adjourn

DRAFT

MEMORANDUM

TO: Finance Committee
Town of Brunswick

FROM: Julie Henze, Finance Director
John Foster, Public Works Director

DATE: July 14, 2016

SUBJECT: Update of Mere Point Wastewater District Fees

The Mere Point Wastewater District was built by the Town in 1992-1993. The user fees have not been updated since that time. The Town of Brunswick Code of Ordinances, Chapter 16, Article III. - Sewer Use; In-Ground Sewage Treatment Systems was adopted by the Town Council in July 1993. The fees were referred to, but no rates were specified in the Ordinance.

Beginning in the fall of 2015, staff has undertaken an analysis of the Town of Brunswick's user fees for the District. It is clear that the existing fees are no longer sufficient to cover the costs associated with operating the system, and a failure of one of the leach fields in August 2015 also make it clear that the Town should build up a capital reserve to maintain the aging infrastructure. Through the spring and early summer, we have been in communication with the users of the system, and have notified them that a rate increase is necessary.

At this time, we are proposing that the rates be increased, and that the ordinance be amended to list the Sewage Treatment rates within Appendix B, Master Schedule of Revenues, Charges, Fees and Fines.

Attached, for your information and discussion, are a number of documents:

1. History and description of the Mere Point Wastewater Facility, plus site plan
2. Summary of annual operating costs
3. Estimated annual operating expenses
4. Fee structure established in 1992
5. Proposed rate increase
6. Proposed Ordinance amendment and fee schedule

Ideally, this item will be addressed during the summer months while the majority of the affected residents are in town. If the Finance Committee agrees, we would bring this item to the August 1, 2016 Town Council meeting and request that a public hearing be set for August 15, 2016.

Memorandum

TO: Finance Committee
FROM: John A. Foster, Town Engineer/Dir. PWD
DATE: 13 July, 2016
SUBJECT: Brief History & Description of the Mere Point Waster Water Facility

The site history for the Town owned waste water facility at Mere Point is as follows:

Site History:

The community disposal system was designed in 1991-92 by Kimball-Chase Engineering, Bath, Maine. The project was approved by DEP and was eligible for a DEP (25% share) and EPA (55% share) project reimbursement grant (if the system was owned by the town). The project was bid in late 1992 and Ray Labbe & Sons, Inc. was awarded the contract and started work over the winter and completed the project by approximately June 1993. The construction cost was \$587,642.74. Other Finance Department information indicates that EPA/DEP paid \$616,000 of the total cost and the 33 users paid \$94,500 of the total contract cost (construction, engineering, legal, etc.). All unreimbursed project costs were covered by the 33 residential lots being served by the system. We do have record drawings for the project as well as a detailed Operation & Maintenance Manual. The system operates under a Waste Discharge License issued by DEP and is inspected annually by DEP. The Brunswick Sewer District (BSD), under a separate agreement with the Town of Brunswick, operates and maintains the system for the town and bills the town for all costs they incur in doing the O&M. The town in turn then sends out quarterly bills to the residents being served to cover all the operating and maintenance costs. The quarterly rates being charged today are the same rates developed back in 1992 and they have never been increased.

Infrastructure:

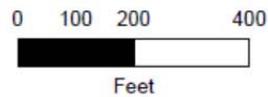
The system includes the following:

1. 35 residences on 33 tax lots (22 seasonal and 13 year round per the billings) are served (two lots have two separate residence buildings on each lot). The town system serves 35 of the 57 residential units in the Sea Point Land Company community. See the attached aerial site plan.
2. 9 individual leach fields. One leach field serves only 1 home and the other 8 serve 30 homes and 4 homes have no leach field and discharge to a holding tank that has to be emptied 3 to 4 times per month.
3. 15 pumping stations located in 12 wet wells and three pumps are located within a septic tank (combo). 11 wet wells have 2 pumps each and one wet well has one pump and three pumps are located in septic tanks for a total of 26 pumps. Nine separate electric services/control panels are on site to power and operate the pumps.
4. 29 septic tanks with a total capacity of 33,500 gallons.
5. One 8,000 gallon holding tank that serves 4 units has to be pumped out approximately 3 to 4 times per month with the contents brought to the BSD treatment plant for disposal.
6. The piping serving the system totals about 1,300 feet of 4" and 6" ductile iron sewer for gravity drainage, 5,500 feet of 2" diameter force main piping per the DEP permit.
7. The BSD maintains all the above facilities for the town including the piping back to within 5 feet of each home served.

TOWN OF BRUNSWICK MERE POINT SUBSURFACE WASTEWATER DISPOSAL SYSTEM



Map created by Brunswick Sewer District
Aerial photo April 2006
Data collected by GPS technology
Date: January 2007



Legend

- | | | | |
|---------------------------|----------------------------|---------------------------------|----------------------------------|
| ■ Webb Field holding tank | ● Duplex Pump station | ■ Field 3 \ Lots connected | ■ Peat Field 6A \ Lots connected |
| ● Septic tanks | ● Combo pump station | ■ Field 4 \ Lots connected | ■ Field 7 \ Lots connected |
| ◆ Electrical panels | ■ Field 1 \ Lots connected | ■ Field 5 \ Lots connected | ■ Field 8 \ Lots connected |
| ● Simplex pump station | ■ Field 2 \ Lots connected | ■ Peat Field 6 \ Lots connected | |

Table 1
Mere Point Wastewater Account
Fund No. 6100

Summary of Annual Operating Costs, Revenues and Year End Balance for Prior 7 Fiscal Years
July 1 thru June 30

By John Foster, Town Engineer

Print Date: July 13, 2016

Item	Fiscal Year						
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Operating Costs							
Electricity	\$ 1,232	\$ 1,037	\$ 946	\$ 1,167	\$ 1,252	\$ 1,222	\$ 1,324
Brunswick Sewer District Contract	\$ 26,647	\$ 16,362	\$ 15,132	\$ 17,390	\$ 32,515	\$ 26,198	\$ 20,862
Emergency Replace Field #6		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,811
Annual Operating Cost	\$ 27,879	\$ 17,399	\$ 16,079	\$ 18,556	\$ 33,767	\$ 27,420	\$ 68,997
Revenue							
Interest Income	\$ 1		\$ 1	\$ 4	\$ 4	\$ 3	
Annual Revenue from User Fees	\$ 21,533	\$ 21,367	\$ 21,533	\$ 21,670	\$ 21,533	\$ 21,035	\$ 21,913
Annual Operating Revenue	\$ 21,534	\$ 21,367	\$ 21,534	\$ 21,674	\$ 21,537	\$ 21,038	\$ 21,913
Net Revenue/Expenses Balance	\$ (6,345)	\$ 3,968	\$ 5,455	\$ 3,117	\$ (12,230)	\$ (6,382)	\$ (47,084)
Net Operating Balance							
Prior FY Year Balance: \$ 38,643	\$ 32,298	\$ 36,266	\$ 41,721	\$ 44,838	\$ 32,608	\$ 26,226	\$ (20,857)

**Estimated Annual Operating Expenses
Mere Point Waste Water System**

By John Foster, Town Engineer

Print Date: May 3, 2016

Task / Description	Quantity Unit	Unit Price	Total Cost for One	Annual Task Cost	1992 Budget for Task
Septage Pumping and Disposal					
Inspection of Septic Tank Volumes & Pumps (4/year)					
Employee (2)	7 hrs	\$ 55.64	\$ 389.48		
Transportation - Utility Truck	3.5 hrs	\$ 50.00	\$ 175.00		
Sub-Total			\$ 564.48	\$ 2,257.92	
Annual Contract to Empty Septic Tanks (5 yr rotating schedule for 29 Septic Tanks)					
Contract for Septic Tank Emptying	4,725 gals	\$ 0.12	\$ 567.00		
Septage Charge by BSD for Disposal at Plant	4,725 gals.	\$ 0.00795	\$ 37.59		
			\$ 604.59	\$ 604.59	
Total Annual Septage Pumping and Disposal Cost				\$ 2,862.51	\$ 1,950.00
Holding Tank Pumping & Disposal					
Pumping of 8,000 gal. Holding Tank (3 to 4 times per	150,000 gals.	\$ 0.055	\$ 8,250.00		
Septage Charge by BSD for Disposal at Plant	150,000 gals.	\$ 0.00795	\$ 1,193.18		
Total Annual Holding Tank Pumping & Disposal Cost				\$ 9,443.18	\$ 8,319.00
Pump Station Electricity					
Average Monthly CMP Cost for 9 Metered Services	12 mo.	\$ 120.00	\$ 1,440.00		
Total Annual Pump Station Electricity Cost				\$ 1,440.00	\$ 300.00
Pumping Station Maintenance					
Labor Allowance for Replacement of 3 Pumps/Year (26 total pumps in system)					
Employee (2)	4 hrs	\$ 55.64	\$ 222.56		
Transportation - Utility Truck	2 hrs	\$ 50.00	\$ 100.00		
Transportation - Jet/Vac	1.5 hrs	\$ 150.00	\$ 225.00		
Sub-Total			\$ 547.56	\$ 1,642.68	
Winterize/Restore Seasonal Pump Operation (2/year)					
Employee	6 hrs	\$ 55.64	\$ 333.84		
Transportation - Utility Truck	6 hrs	\$ 50.00	\$ 300.00		
Sub-Total			\$ 633.84	\$ 1,267.68	
Allowance for Emergency Response for Power Outages/Emergency Pumping (2/year)					
Employee (2)	6 hrs	\$ 55.64	\$ 333.84		
Transportation - Utility Truck	3 hrs	\$ 50.00	\$ 150.00		
Sub-Total			\$ 483.84	\$ 967.68	
Total Annual Pumping Station Maintenance Cost				\$ 3,878.04	\$ 1,300.00
Pumping Station Supplies					
Pipe and Fittings for Pump Replacement	L.S.		\$ 300.00		
Pump	3 ea.	\$ 895.00	\$ 2,685.00		
Miscellaneous	L.S.		\$ 200.00		
Total Annual Pumping Station Maintenance Cost				\$ 3,185.00	\$ 960.00
Sewer Cleaning					
Inspection of Septic Tank Volumes & Pumps (4/year)					
Employee (2)	7 hrs	\$ 55.64	\$ 389.48		
Transportation - Utility Truck	3.5 hrs	\$ 50.00	\$ 175.00		
Total Annual Sewer Cleaning Cost				\$ 564.48	\$ 3,010.00
Inspections					
Annual Sampling of Drinking Water Wells (Req'd by DEP Permit)					
Employee (2)	6 hrs	\$ 55.64	\$ 333.84		
Transportation - Utility Truck	3 hrs	\$ 50.00	\$ 150.00		
Lab Analysis (Maine Env. Lab.)	L.S.		\$ 1,270.00		
Total Annual Inspections Cost				\$ 1,753.84	\$ 1,800.00
Annual Report (Admin)					
Employee to Accompany DEP Inspector (1/year)	3.5 hrs	\$ 55.64	\$ 194.74		
Transportation - Utility Truck	3.5 hrs	\$ 50.00	\$ 175.00		
DEP Annual Wastewater Discharge Fee			\$ 435.40		
DEP MSGP Annual Fee for Permit #MER05B577			\$ 300.00		
Total Annual Inspections Cost				\$ 1,105.14	\$ 1,300.00
Sinking Fund					
Proposed Annual Sinking Fund Set Aside				\$ 9,400.00	\$ 2,300.00
Miscellaneous					
Miscellaneous costs/materials included in above line items				\$ -	\$ 300.00
Proposed Annual Operating Budget				\$ 35,325.63	\$ 21,539.00

USER CHARGE CALCULATIONS

A. Annual Costs

	<u>Total</u>	<u>Fixed</u>	<u>Variable</u>
Septage Pumping and Disposal	\$ 1,950	\$ 975	\$ 975
Holding Tank Pumping & Disposal	8,319	5,319	3,000
Pump Station Electricity	300	-0-	300
Pump Station Maintenance	1,300	580	720
Pump Station Supplies	960	460	500
Sewer Cleaning	3,010	3,010	-0-
Inspections	1,800	1,125	675
Annual Report (Admin.)	1,300	1,300	-0-
Sinking Fund	2,300	2,300	-0-
Misc.	<u>300</u>	<u>-0-</u>	<u>300</u>

TOTAL: \$21,539 \$15,069 \$6,470

B. User Categories

Number of Customers -	35
Seasonal -	21
Year Round -	14
Number of Bedrooms -	127
Seasonal -	81
Year Round -	46

Equivalent Bedrooms

Seasonal 81 x 1 = 81
 Year Round 46 x 2 = 92

TOTAL 173

C. User Charge Calculation

Fixed Charges:

$$\$15,069/35 = \$431/\text{user}$$

Variable Charges:

$$\$6,470/173 = \$37/\text{Equivalent Bedroom}$$

Average User Charge:

$$\text{Year Round} = 431 + [37 \cdot \frac{92}{14}] = \$674$$

$$\text{Seasonal} = 431 + [37 \cdot \frac{81}{21}] = \$574$$

D. User Charge Formula

U.C. = Fixed charge + (variable charge x equiv. bedrooms)

User Charge Calculations
(for Comparison with 1992 Calculations)
Mere Point Waste Water System

By John Foster, Town Engineer

Print Date: May 9, 2016

A. <u>Annual Costs</u>	Total	Fixed	Variable
Septage Pumping and Disposal	\$ 2,863	\$ 1,431	\$ 1,431
Holding Tank Pumping & Disposal	\$ 9,443	\$ 6,443	\$ 3,000
Pump Station Electricity	\$ 1,440	\$ -	\$ 1,440
Pumping Station Maintenance	\$ 3,878	\$ 1,730	\$ 2,148
Pumping Station Supplies	\$ 3,185	\$ 1,593	\$ 1,593
Sewer Cleaning	\$ 2,258	\$ 2,258	\$ -
Inspections	\$ 1,754	\$ 1,096	\$ 658
Annual Report (Admin)	\$ 1,105	\$ 1,105	\$ -
Sinking Fund	\$ 9,400	\$ 9,400	\$ -
Miscellaneous	\$ -	\$ -	\$ -
Total:	\$ 35,326	\$ 25,056	\$ 10,269

B. <u>User Categories</u>	
<i>Number of Customers</i>	35 ea.
Seasonal	22 ea.
Year Round	13 ea.
<i>Number of Bedrooms</i>	125 bedrooms
Seasonal	75 bedrooms
Year Round	50 bedrooms
<i>Equivalent Bedrooms</i>	
Seasonal (75 x 1)	75 equiv. bedrooms
Year Round (50*2)	100 equiv. bedrooms
Total	175 equiv. bedrooms

C. <u>User Charge Calculation</u>	
Fixed Charges \$25,056 / 35	\$ 716 / User
Variable Charges: \$10,269/175	\$ 58 / Equivalent Bedroom
Average User Charge	
Year Round = \$716 + (\$58 x 100) / 13	\$ 1,163
Seasonal = \$716 + (\$58 x 75) / 22	\$ 914

D. User Charge Formula
 U.C. = Fixed Charge + (variable charge x equiv. bedrooms)

Projected Annual Revenue Based on Draft Budget

Year Round Properties	13 ea.	\$ 716	\$ 9,308
Year Round Number of Bedrooms	50 ea.	\$ 116	\$ 5,800
Seasonal Properties	22 ea.	\$ 716	\$ 15,752
Seasonal Number of Bedrooms	75 ea.	\$ 58	\$ 4,350
Total Revenue			\$ 35,210

Current Annual Revenue

Year Round Properties	13 ea.	\$ 435	\$ 5,655
Year Round Number of Bedrooms	50 ea.	\$ 76	\$ 3,800
Seasonal Properties	22 ea.	\$ 435	\$ 9,570
Seasonal Number of Bedrooms	75 ea.	\$ 38	\$ 2,850
Total Revenue			\$ 21,875

Budget Increase	\$ 13,335
Percent Budget Increase	61%

Mere Point Waste Water System
Existing and Proposed Rate Structure Costs Per Customer
Town of Brunswick

By John Foster, Town Engineer

Print Date: July 12, 2016

No.	MAP/LOT	TYPE	Existing Quarterly Amt Billed	Existing Annual Amt. Billed	Proposed Quarterly Amt Billed	Proposed Annual Amt Billed
1	MP1-006	Year Rnd 3	\$ 165.75	\$ 663.00	\$ 266.00	\$ 1,064.00
2	MP1-007	Seasonal 3	\$ 137.25	\$ 549.00	\$ 222.50	\$ 890.00
3	MP1-008	Seasonal 4	\$ 146.75	\$ 587.00	\$ 237.00	\$ 948.00
4	MP1-009	Seasonal 4	\$ 146.75	\$ 587.00	\$ 237.00	\$ 948.00
5	MP1-010	Year Rnd 6	\$ 222.75	\$ 891.00	\$ 353.00	\$ 1,412.00
6		Year Rnd 1	\$ 127.75	\$ 511.00	\$ 208.00	\$ 832.00
7	MP1-020	Year Rnd 4	\$ 184.75	\$ 739.00	\$ 295.00	\$ 1,180.00
8	MP1-020-A	Year Rnd 3	\$ 165.75	\$ 663.00	\$ 266.00	\$ 1,064.00
9	MP1-022	Seasonal 3	\$ 137.25	\$ 549.00	\$ 222.50	\$ 890.00
10	MP1-025	Seasonal 4	\$ 146.75	\$ 587.00	\$ 237.00	\$ 948.00
11	MP1-026	Seasonal 4	\$ 146.75	\$ 587.00	\$ 237.00	\$ 948.00
12	MP1-027	Year Rnd 3	\$ 165.75	\$ 663.00	\$ 266.00	\$ 1,064.00
13	MP1-028	Year Rnd 5	\$ 203.75	\$ 815.00	\$ 324.00	\$ 1,296.00
14	MP1-036	Seasonal 1	\$ 118.25	\$ 473.00	\$ 193.50	\$ 774.00
15	MP1-075	Seasonal 4	\$ 146.75	\$ 587.00	\$ 237.00	\$ 948.00
16	MP1-076	Year Rnd 4	\$ 184.75	\$ 739.00	\$ 295.00	\$ 1,180.00
17	MP1-077	Seasonal 4	\$ 146.75	\$ 587.00	\$ 237.00	\$ 948.00
18	MP1-078	Seasonal 3	\$ 137.25	\$ 549.00	\$ 222.50	\$ 890.00
19		Seasonal 1	\$ 118.25	\$ 473.00	\$ 193.50	\$ 774.00
20	MP1-080	Seasonal 3	\$ 137.25	\$ 549.00	\$ 222.50	\$ 890.00
21	MP1-088	Year Rnd 8	\$ 260.75	\$ 1,043.00	\$ 411.00	\$ 1,644.00
22	MP1-090	Seasonal 4	\$ 146.75	\$ 587.00	\$ 237.00	\$ 948.00
23	MP1-091	Seasonal 3	\$ 137.25	\$ 549.00	\$ 222.50	\$ 890.00
24	MP1-092	Seasonal 4	\$ 146.75	\$ 587.00	\$ 237.00	\$ 948.00
25	MP1-093	Seasonal 3	\$ 137.25	\$ 549.00	\$ 222.50	\$ 890.00
26	MP1-096	Seasonal 4	\$ 146.75	\$ 587.00	\$ 237.00	\$ 948.00
27	MP1-097	Seasonal 4	\$ 146.75	\$ 587.00	\$ 237.00	\$ 948.00
28	MP1-107	Seasonal 5	\$ 156.25	\$ 625.00	\$ 251.50	\$ 1,006.00
29	MP1-108	Seasonal 5	\$ 156.25	\$ 625.00	\$ 251.50	\$ 1,006.00
30	MP1-098	Seasonal 3	\$ 137.25	\$ 549.00	\$ 222.50	\$ 890.00
31	MP1-099	Year Rnd 6	\$ 222.75	\$ 891.00	\$ 353.00	\$ 1,412.00
32	MP1-117	Year Rnd 3	\$ 165.75	\$ 663.00	\$ 266.00	\$ 1,064.00
33	MP1-118	Year Rnd 2	\$ 146.75	\$ 587.00	\$ 237.00	\$ 948.00
34	MP1-119	Year Rnd 2	\$ 146.75	\$ 587.00	\$ 237.00	\$ 948.00
35	MP1-120	Seasonal 2	\$ 127.75	\$ 511.00	\$ 208.00	\$ 832.00
Totals:			\$ 5,468.75	\$ 21,875.00	\$ 8,802.50	\$ 35,210.00

Existing Annual Rate Structure: \$435 Fixed Charge per Customer, \$38 per bedroom for seasonal property and \$76 for year round property.

Proposed Annual Rate Structure: \$716 Fixed Charge per Customer, \$58 per bedroom for seasonal property and \$116 for year round property.

There are 13 year round properties with 50 bedrooms and 22 seasonal properties with 75 bedrooms.

Existing Budget Rates

Type Unit	Existing Per Bd Rm Cost	2016 Br Total	Existing 2016 Fixed Charge	Existing 2016 Total Revenue
Seasonal	\$ 38.00	75 ea.	\$ 435.00	\$ 12,420.00
Year Round	\$ 76.00	50 ea.	\$ 435.00	\$ 9,455.00
		125 ea.		\$ 21,875.00

Proposed Budget Rates

Type Unit	Proposed Per Bd Rm Cost	2016 Br Total	Proposed 2016 Fixed Charge	Proposed 2016 Total Revenue
Seasonal	\$ 58.00	75 ea.	\$ 716.00	\$ 20,102.00
Year Round	\$ 116.00	50 ea.	\$ 716.00	\$ 15,108.00
		125 ea.		\$ 35,210.00

Year Round Properties	13 ea.
Seasonal Properties	22 ea.
	35 ea.

ARTICLE III. – SEWER USE; IN-GROUND SEWAGE TREATMENT SYSTEMS

DIVISION 1. - GENERALLY

Sec. 16-51. - Scope of article.

The following provisions of this article are hereby established, which provisions shall be considered a part of the contract between the town and every person who uses in-ground sewage treatment systems of the town, and every such person by connecting or maintaining a connection of any premises with such systems shall be considered to express assent to be bound thereby.

This article has been modelled after the Ordinance of the Brunswick Sewer District, as adopted on June 13, 1983 and amended on February 18, 1988.

(Ord. of 7-6-93)

Sec. 16-52. - Definitions.

Unless the context specifically indicates otherwise, the meaning of terms used in these rules and regulations shall be as follows:

Applicant shall mean any person requesting approval to discharge residential domestic sanitary wastewaters into facilities of the town.

BOD (Biochemical Oxygen Demand) shall mean the quantity of oxygen utilized in the biochemical oxidation of the wastewater under standard laboratory procedure in five (5) days at twenty (20) degrees C, expressed in milligram per liter (mg/l).

Building sewer shall mean the pipe which receives the wastewater from a building, beginning at the walls of a building and extending eight (8) feet to the beginning of the public sewer.

Charter shall mean the Charter of the Town of Brunswick and all amending acts.

Codes enforcement officer shall mean the Codes Enforcement Officer of the Town of Brunswick or his duly authorized representative.

Director of public works shall mean the Director of Public Works of the Town of Brunswick or his duly authorized representative.

Domestic sanitary wastewater shall mean residential domestic sanitary wastewater, that is, wastewater derived exclusively from sanitary conveniences in residential dwellings. It does not contain groundwater, surface water, or stormwater. It does not include any type of discharge from commercial or industrial buildings, sites or facilities, no matter whether the discharge is process, sanitary or unpolluted discharge. Discharges from buildings, sites, or facilities with a mixed residential and industrial/commercial use shall be considered industrial or commercial wastewater.

E.P.A. shall mean the Environmental Protection Agency of the U.S. Government.

Excessive shall mean amounts or concentrations of a constituent of a wastewater which in the opinion of the director of public works or manager will cause damage to any facility of the town, including, but not limited to constituents which will be harmful to a wastewater treatment process, which cannot be removed at the wastewater treatment plant to the degree required to meet applicable environmental or health-related standards, which can constitute a nuisance, or which can otherwise endanger public health or the facilities of the town.

Facilities of the town shall mean all structures and sewers of the town used for collecting, pumping, treating or disposing of wastewater or wastes including all connected furnishings and appurtenances and any other machines and/or equipment used in carrying out its purposes.

Garbage shall mean the animal and vegetable wastes resulting from the handling, preparation, cooking, and serving of food. It is composed largely of putrescible organic matter and its natural moisture content.

Industrial or commercial wastewater shall mean the wastewater from industrial or commercial establishments, including but not limited to, sanitary and process wastewaters from commercial or industrial buildings, sites or facilities. Discharges from buildings, sites or facilities with a mixed residential and industrial/commercial use shall be considered industrial or commercial wastewater.

In-ground sewage treatment system shall mean all structures and equipment related to a subsurface treatment system owned by the town for treatment of domestic sanitary wastewaters, including, but not limited to, sewers, holding tanks, pumps, septic tanks, leach fields, and related equipment and machinery.

Manager shall mean the Brunswick Town Manager.

Owner shall mean any person which holds title to the property of a participating household.

Participating household shall mean a residential household with a domestic sanitary wastewater discharge which has permission from the Town of Brunswick and any other necessary party to connect and maintain a connection to an in-ground sewage treatment system owned by the town.

Person shall mean any individual, firm, company, corporation, association, society, group, trust, or governmental authority.

pH shall mean the reciprocal of the logarithm (to the base ten) of the hydrogen ion concentration in grams per liter of solution.

Properly shredded garbage shall mean garbage that has been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers with no particle greater than one-half inch (1.27 centimeters) in any dimension.

Public sewer shall mean a sewer controlled by the Town of Brunswick, used to convey domestic sanitary wastewater from participating households to an in-ground sewage treatment system.

Sea water shall mean water from tidal areas, regardless of its salinity, but shall not include waters from drilled or dug wells.

Sewer shall mean a pipe or conduit for carrying domestic sanitary wastewater, to which rainwaters, surface or ground waters are not intentionally admitted.

Shall is mandatory; May is permissive.

Slug shall mean any discharge of water or wastewater which includes a concentration of any given constituent or a quantity of flow which exceeds for any period longer than fifteen (15) minutes, more than five (5) times the average twenty-four-hour concentration or flow during normal operation.

Spill shall mean the release, accidental or otherwise, of any material not normally released to the facilities of the town, which by virtue of its volume, concentration or physical or chemical characteristics, creates a hazard to the facilities of the town, their operation or their personnel. Such characteristics shall include, but are not limited to materials or wastes listed in Division 2 of this article.

Storm drain shall mean a pipe or conduit for carrying rainwater, groundwater, surface water, condensate, cooling water, or unpolluted water from any source.

Superintendent shall mean the Superintendent of the Brunswick Sewer District or his duly authorized representative.

Suspended solids shall mean total suspended matter that either floats on the surface of, or is in suspension in water, wastewater, or other liquids, and that is removable by laboratory filtering as prescribed in "Standard Methods for the Examination of Water and Wastewater" latest edition, and is referred to as nonfilterable residue.

Town shall mean the Town of Brunswick, acting through its town council, town manager, or their duly authorized representatives.

Wastes shall mean substances in liquid, solid or gaseous form that can be carried in water.

Wastewater shall mean the spent water of a community and may be a combination of the liquid and water-carried wastes from residences, commercial buildings, industrial plants, and institutions, together with any groundwater, surface water, and rainwater that may be present.

Wastewater treatment plant shall mean the in-ground sewage treatment system and related facilities of the town serving the participating households, or the Brunswick Sewer District Wastewater Treatment Plant located on Pine Tree Drive, Brunswick.

(Ord. of 7-6-93, Art. I)

Secs. 16-53—16-60. - Reserved.

DIVISION 2. - USE OF PUBLIC SEWERS

Sec. 16-61. - Scope.

This division regulates the use of the facilities of the town, including but not limited to, in-ground sewage treatment systems, building sewers, and/or wastewater treatment systems, and the discharge of waters and wastes into such facilities, and provides for penalties for the violations of this division.

(Ord. of 7-6-93, Art. II, § 1)

Sec. 16-62. - Permitted discharges.

Only domestic sanitary wastewater, as defined in section 16-52, shall be discharged to in-ground sewage treatment facilities, building sewers or related facilities of the town.

(Ord. of 7-6-93, Art. II, § 2)

Sec. 16-63. - Prohibited discharges.

Industrial or commercial wastewaters, as defined in section 16-52, shall not be discharged to in-ground sewage treatment facilities, building sewers or related facilities of the town.

(Ord. of 7-6-93, Art. II, § 3)

Sec. 16-64. - Permit required.

- (a) There shall be no connection into a public sewer or any appurtenances thereof without a plumbing permit from the codes enforcement officer and approval of an entrance application from the Town of Brunswick.
- (b) Applications for permits to connect with or disconnect from any public sewer shall be made to the codes enforcement officer and the town on forms prescribed and furnished by them at their offices.
- (c) Applications for permits for sewer connections involving industrial or commercial wastewater will not be accepted.

(d) The permit applicant shall notify the codes enforcement officers when the building sewer is ready for inspection and connection to the public sewer. The connection shall be made under the direction of the town.

(Ord. of 7-6-93, Art. II, § 4)

Sec. 16-65. - Responsibility for connection costs.

All costs and expenses incident to the installation and connection of the building sewer shall be borne by the owner. The owner shall indemnify the town from any loss or damage to facilities of the town or surrounding property that may be caused, directly or indirectly, by the installation of the building sewer.

(Ord. of 7-6-93, Art. II, § 5)

Sec. 16-66. - Building sewer jurisdiction.

Building sewers connected to a public sewer are within the jurisdiction of the town and the provisions of this article apply to such building sewers.

(Ord. of 7-6-93, Art. II, § 6)

Sec. 16-67. - Construction methods and materials.

The size, slope, alignment, materials of construction of a building sewer, and the methods to be used in excavating, placing of the pipe, jointing, testing, and backfilling the trench, shall all conform to the requirements of the Maine State Plumbing Code or other ordinances of the town.

(Ord. of 7-6-93, Art. II, § 7)

Sec. 16-68. - Connection of old building sewers.

Old building sewers may be used in connection with new buildings only when they can be shown by the applicant to meet all requirements of this article.

(Ord. of 7-6-93, Art. II, § 8)

Sec. 16-69. - Lifting of wastewater required.

Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any plumbing fixtures are too low to permit gravity flow to the public sewer, wastewater originating from such fixtures shall be lifted by an approved means and discharged to the building sewer.

(Ord. of 7-6-93, Art. II, § 9)

Sec. 16-70. - Protection; restoration of property.

All excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. When it is necessary to disturb streets, sidewalks, parkways, and

other property in the course of the work, a permit is required by the town. The property shall be restored in a manner satisfactory to the town, after consulting with the owner of the property.

(Ord. of 7-6-93, Art. II, § 10)

Sec. 16-71. - Abandonment of service.

No person shall dismantle or move any building having a service entrance into a public sewer without first obtaining an appropriate permit from the codes enforcement officer and notifying the codes enforcement officer. Before the building is dismantled or moved, the entrance of the service into such building shall be sealed with a watertight masonry plug. The plug shall be installed under the supervision of the town. If the building sewer is determined to be unserviceable by the town, the owner shall at his own expense remove such service and seal the opening at the entrance to the public sewer.

(Ord. of 7-6-93, Art. II, § 11)

Sec. 16-72. - Responsibility for building sewer repairs and maintenance.

All costs and expenses incident to repairs and maintenance of the building sewer (from the wall of the building to a point five (5) feet from the building, at the beginning of the public sewer), shall be borne by the owner.

(Ord. of 7-6-93, Art. II, § 12)

Sec. 16-73. - Unpolluted water prohibited.

No person shall discharge or cause to be discharged any rain water, surface water, groundwater, roof runoff, subsurface drainage, cooling water, or any wastewater other than residential domestic sanitary wastewater to any public sewer. Any person discharging unpolluted water shall be required to remove the unpolluted water from the public sewer at owner's expense.

(Ord. of 7-6-93, Art. II, § 13)

Sec. 16-74. - Harmful wastes prohibited.

No person shall discharge or cause to be discharged into any public sewer, any of the below described substances, materials, wastes or wastewaters:

- (a) Wastewaters having a pH lower than 5.5 or higher than 9.5 or having any other corrosive property capable of causing damage or hazard to any facilities or personnel of the town.
- (b) Gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid, or gas.
- (c) Solid or viscous substances in such quantities or of such size to be capable of obstructing the flow in sewers, or interfering with the proper operation of the facilities of the town such as but not limited to: ashes, bones, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, underground garbage, whole blood, paunch manure, hair and fleshings, entrails and paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders.
- (d) Any waters containing toxic or poisonous solids, liquids or gases in sufficient quantity, either singly or by interaction with other wastes, to interfere with any waste treatment process, constitute a hazard to humans or animals, create a public nuisance, or create any hazard in the

receiving soils of the in-ground sewage treatment system or related facilities of the town, or in Casco Bay.

- (e) Any sea water, regardless of its salinity (salt content). Sea water shall not be used for toilet flushing, even during power outages.

(Ord. of 7-6-93, Art. II, § 14)

Sec. 16-75. - Harmful wastes limited.

The following described substances, materials, wastes or wastewaters shall be limited in discharges to public sewers to concentrations or quantities which are not excessive as defined in section 16-52. The town may set limitations lower than the limitations established below, if in its opinion such limitations are necessary to meet the objectives of this article.

- (a) Wastewater, liquid, or vapor having a temperature higher than one hundred fifty (150) degrees Fahrenheit (sixty-five (65) degrees C).
- (b) Garbage that has not been "properly shredded" as defined in this article.
- (c) Radioactive wastes or isotopes in excessive amounts or such half-life or concentration as may exceed limits established in applicable state or federal regulations or by the town.
- (d) Water or wastes which by interaction with other waters or wastes in the public sewer, release obnoxious gases or form suspended solids which interfere with or are harmful to facilities of the town or the treatment process.
- (e) Wastewaters containing:
 - (1) An average concentration of suspended solids in excess of four hundred (400) mg/l or an average concentration of dissolved solids (such as, but not limited to, sodium chloride and sodium sulfate) in excess of six hundred (600) mg/l.
 - (2) Materials which cause excessive discoloration (such as, but not limited to, dye wastes and vegetable tanning solutions).
 - (3) An average concentration of BOD in excess of five hundred (500) mg/l or material which cause unusual chemical oxygen demand, or chlorine requirements.
 - (4) Caustic alkalinity, calculated as CaCO_3 (calcium carbonate) in excess of one hundred (100) mg/l.
 - (5) Fats, wax, grease, or oils, whether emulsified or not, in excess of one hundred (100) mg/l or containing substances which may solidify or become viscous at temperatures between thirty-two (32) degrees Fahrenheit and one hundred fifty (150) degrees Fahrenheit (sixty-five (65) degrees C).
 - (6) Excessive amounts of iron, chromium, cadmium, copper, zinc, mercury, nickel, mineral acid, or similar objectionable or toxic substances.
 - (7) Phenols or other taste or odor producing substances in excessive amounts.
 - (8) Materials in such concentrations as to constitute a "slug" as defined in this article.
 - (9) Materials which are not amenable to treatment or reduction by the wastewater treatment plant or are amenable to treatment only to such a limited degree that the wastewater treatment plant effluent can not meet the requirements of other agencies having jurisdiction over the town.

(Ord. of 7-6-93, Art. II, § 15)

Sec. 16-76. - Control of wastewater strength.

If any wastewaters or wastes are discharged, or are proposed to be discharged to the public sewers containing excessive substances or possessing characteristics included but not limited to those listed in Division 2 of this article, the town may do any or all of the following:

- (a) Reject the wastewaters or the wastes.
- (b) Require that pretreatment of wastewaters or wastes be provided to modify them to an acceptable condition for discharge to the public sewers.
- (c) Require control over the quantities and rates of discharge of the wastewaters or the wastes.
- (d) Require payment to cover the added costs of handling and treating the wastes under the provisions of Division 3 of this article.

(Ord. of 7-6-93, Art. II, § 16)

Sec. 16-77. - Waste characteristic change.

Any person proposing a substantial change in the volume or character of wastewater as described in the sewer connection permit application that is being discharged into a public sewer shall notify the codes enforcement officer at least forty-five (45) days prior to the proposed change.

(Ord. of 7-6-93, Art. II, § 17)

Sec. 16-78. - Interceptors required.

Grease, oil and sand interceptors shall be provided when, in the opinion of the town they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand, or other harmful ingredients. All interceptors shall be of a type and capacity approved by the town, and shall be located as to be easily accessible for cleaning and inspection. If required by the town, grease, oil, or sand interceptors shall be installed and maintained continuously in effective operating order by the owner at his expense. The town shall have the right to inspect such interceptors in accordance with Division 2 of this article.

(Ord. of 7-6-93, Art. II, § 18)

Sec. 16-79. - Control structure required.

When required by the town, the owner of property served by a public sewer carrying wastes shall install a suitable control structure and wastewater flow measuring and monitoring device to carry out the purpose of this article. Such structure and measuring devices shall be constructed in accordance with plans submitted to and approved by the town. If required by the town, the structure and flow measuring device shall be installed and maintained continuously in effective operating order by the owner at his expense.

(Ord. of 7-6-93, Art. II, § 19)

Sec. 16-80. - Preliminary treatment facilities required.

When required by the town, the owner of any property served by a public sewer shall provide preliminary treatment facilities to carry out the purpose of this article. Applications for pretreatment facilities are to be accompanied by plans, specifications and other pertinent information which must be

approved by the town prior to construction. When required by the town, all preliminary treatment facilities shall be installed and maintained continuously in effective operating order by the owner at his expense.

(Ord. of 7-6-93, Art. II, § 20)

Sec. 16-81. - Tampering prohibited.

No person other than an authorized representative of the town shall open, close, tamper or damage any of the facilities of the town or the in-ground sewage treatment system.

(Ord. of 7-6-93, Art. II, § 21)

Sec. 16-82. - Town access to sewered property.

The town shall have the right at all reasonable hours, after reasonable notice, to enter any property connected with the public sewer for the purpose of examining the property and sewer connections, to determine the purposes for which the sewer is used and the proper sewer use charges, and to enforce this article.

(Ord. of 7-6-93, Art. II, § 22)

Sec. 16-83. - Liability for violations.

Any person violating any of the provisions of this article shall be liable to the town for any expense, loss or damage incurred, directly or indirectly, by the town due to such violation.

(Ord. of 7-6-93, Art. II, § 20)

Sec. 16-84. - Notice of violation required.

Any person found to be in violation of any provision of this article shall be served by the town with a written notice stating the nature of the violation and providing a reasonable time limit, as determined by the town, for the satisfactory correction thereof. The offender shall, within the period of time stated in the notice, permanently cease all such violations. Alternatively, the town may correct such violation and charge all expenses thereof to the violator.

(Ord. of 7-6-93, Art. II, § 24)

Sec. 16-85. - Fine.

Any person who continues any violation beyond the time limit provided for in Division 2 of this article may be liable to the town in an amount of up to one hundred dollars (\$100.00) per day until such violation is corrected or abated.

(Ord. of 7-6-93, Art. II, § 25)

Secs. 16-86—16-100. - Reserved.

DIVISION 3. - SEWER USE CHARGES

Sec. 16-101. - User charges established.

The owner of a participating household discharging wastewater to a public sewer shall be subject to a sewer user charge. The user charge shall be based on the quantity and characteristics of the wastewater discharged to a public sewer.

The town council shall, after public notice and hearing, establish reasonable user charges reflecting the actual costs of the operation and maintenance of the in-ground sewage treatment system and facilities of the town benefitting the participating households. In establishing the charges, the council may take into account any recommended user charges submitted by the participating households. The participating households may submit a recommended user charge, with explanation, annually to the council for its consideration. ~~The current schedule of user charges, which is published separately, shall be considered an integral part of this article. Sewer user charges will be billed in accordance with the Master Schedule of Revenues, Charges, Fees and Fines, Appendix B to this Municipal Code of Ordinances.~~

(Ord. of 7-6-93, Art. III, § 1)

Sec. 16-102. - Unmetered sewer users.

Charges for participating households which discharge domestic wastewater into the public sewer, where water is supplied from sources other than the Brunswick-Topsham Water District, ~~shall be~~ established by accounting for both fixed and variable charges. The fixed charges are those common to all participating households and are divided equally among all participating households. The variable charges shall be based on an estimated amount of wastewater from each bedroom of a participating household connected to the public sewer. ~~The current charges for unmetered participating households shall be listed in a rate schedule. Sewer user charges will be billed in accordance with the Master Schedule of Revenues, Charges, Fees and Fines, Appendix B to this Municipal Code of Ordinances.~~

(Ord. of 7-6-93, Art. III, § 2)

Sec. 16-103. - Rates due from owner.

All user charges are due from the owner of the participating household served by the public sewer and such owner shall be held responsible.

(Ord. of 7-6-93, Art. III, § 3)

Sec. 16-104. - Rates due quarterly.

All user charges shall be due and payable at the office of the town quarterly. Failure of the owner of the participating household to receive his bill does not relieve him of the obligation of its payment.

(Ord. of 7-6-93, Art. III, § 4)

Sec. 16-105. - Late payment or nonpayment of rates.

A late payment charge may be applied to user charge bills which remain unpaid for longer than thirty (30) days after the billing date. The late charge shall be one and one-half (1½) percent per month of the unpaid balance but not less than two dollars (\$2.00) per bill. The town may also record a lien against the

property at the Cumberland County Registry of Deeds to secure payment of rates in accordance with the Charter. Such a lien constitutes a mortgage having priority over all other mortgages except those of taxes, and said mortgage automatically forecloses after eighteen (18) months after date of recording if not paid.

(Ord. of 7-6-93, Art. III, § 5)

Secs. 16-106—16-110. - Reserved.

DIVISION 4. - NEW CONNECTIONS OR ENLARGEMENT OF USE

Sec. 16-111. - Application of division.

This division shall apply to all new construction of in-ground sewage treatment systems or extensions, expansions or additions of participating households to existing in-ground sewage treatment systems.

(Ord. of 7-6-93, Art. IV)

Sec. 16-112. - New connections or enlargement of use.

Pending evaluation of the systems and their operation, there shall be no new connections of additional households to the in-ground sewerage treatment systems, and no participating household may add additional bedrooms. This provision is intended to allow for an orderly assessment of the quality of the system as constructed and its operations, and to assure that the system is fully functional before determining whether there may be any new or increased discharges. The capacity of the in-ground sewage treatment systems are designed on the basis of the number of bedrooms in each participating household and, therefore, the addition of new bedrooms within participating households during this assessment period must be prohibited.

(Ord. of 7-6-93, Art. IV, § 1)

APPENDIX B MASTER SCHEDULE OF REVENUES, CHARGES, FEES AND FINES

Reference	Date	Description	Amount
Chapter 16—Utilities			
Sec. 16-29	2/6/1989	Violation of this article first offense/second and subsequent offenses within a 12-month period of time, maximum fines	\$100.00/\$250.00
Sec. 16-85	7/6/1993	Violation beyond time limit in division 2 of this article, maximum fine	\$100.00 per day
<u>Sec. 16-101</u> <u>Sec. 16-102</u>	<u>10/1/2016</u>	<u>Annual fixed rate per property (billed quarterly)</u> <u>Annual variable rates per bedroom (billed quarterly):</u> <u>Seasonal property</u> <u>Year Round property</u>	<u>\$716</u> <u>\$58</u> <u>\$116</u>

(Ord. of 11-16-15(3); Ord. of 11-16-15(4); Ord. of 2-1-16(1); Ord. of 2-1-16(2); Ord. of 3-21-16(2))

Town of Brunswick, Maine
Finance Committee

Purpose. The purpose of this policy is to establish the composition and responsibilities of the Town's Finance Committee.

Members. The Finance Committee shall be a standing committee of the Town Council. The Committee shall be comprised of three members of the Town Council appointed by the Council Chair. Members shall be appointed annually after the adoption of the annual budget and prior to July 1st. Members shall each serve terms of one year, concurrent with the July 1st to June 30th fiscal year. At its first meeting, the Committee shall select its chair and vice chair. Should, in the opinion of the Council Chair, circumstances require the extension of the Committee's term beyond the end of the fiscal year, the Chair shall announce his/her determination to the Town Council and the terms shall be temporarily extended. The succeeding Committee shall serve the remainder of the term until June 30, unless subsequently extended.

Meetings. The Committee shall meet at least once per month. The meeting dates shall be established at the Committee's first meeting. The Committee chair shall call additional meetings as the chair deems necessary, as voted by a majority of the Committee's members, or as directed by the Town Council. The Committee shall give public notice of its meetings in accordance with Maine's Freedom of Access Act (FOAA) and rules established by the Town Council. A majority of the members appointed to the Committee shall constitute a quorum. A majority of concurring votes shall be necessary to constitute an action on any matter.

Responsibilities. The Finance Committee shall perform the following tasks and functions:

1. Encourage and participate in long-range financial planning.
2. Review the annual budget as recommended by the Town Manager and provide commentary to the Town Council.
3. Review monthly budget to actual statements as prepared by the Finance Department.
4. Review ordinances, official statements and other documents connected with the issuance of debt.
5. Review the Town's risk management activities and insurance coverage.
6. Review, as requested by the Town Manager, bid specifications and requests for proposals for the purchase of goods or services.
7. In consultation the Town's administration, assist or prepare policies and/or procedures relating to the financial affairs of the Town.
8. The Finance Committee shall assume the duties of the Capital Improvement Plan Committee.
9. The Finance Committee shall assume the duties of the Audit Committee.
10. Review and report on the Town's investments.

11. Receive and review the reports and recommendations of the Town's Trust Fund Advisory Committee.
12. Perform such other tasks and functions as may be delegated to it by the Town Council from time to time.

The Finance Committee may adopt rules of procedure, consistent with this policy, to enable it to perform its functions.

Conflict of Interest. Members of the Finance Committee shall adhere to the conflict of interest policy was established by the Town Council in its Rules and Procedures.

Administration. The Finance Director shall be responsible to provide for the administration of the affairs of the Finance Committee, including preparing agendas and minutes, posting public hearings, handling correspondence, and maintaining all official records.

Proposed to Town Council: July 21, 2014
Adopted by Town Council: August 4, 2014
Amended by Town Council: February 16, 2016

**Town of Brunswick
2016-17 Meeting Calendar**

RESPONSIBLE	DATE	DAY	TIME	*	ACTION	COMMENTS
Fin Committee	7/21/2016	Thu	3:30 PM		Finance Committee meeting	First meeting of FY - Select chair/vice chair; Review Committee policy; Budget process review; review schedule for fiscal year
Fin Committee	8/18/2016	Thu	3:30 PM		Finance Committee meeting	Debt & Investments
Fin Committee	9/15/2016	Thu	3:30 PM		Finance Committee meeting	Tax commitment; TIFs; preliminary CIP
Fin Committee	10/20/2016	Thu	3:30 PM	CIP	Finance Committee meeting	Joint meeting?? Auditors; Receive Manager's CIP
Fin Committee	11/10/2016	Thu	3:30 PM	CIP	Finance Committee workshop	CIP Workshop - department pr
Fin Committee	11/17/2016	Thu	3:00 PM	CIP	Finance Committee meeting	CIP
Fin Committee	12/1/2016	Thu	3:30 PM	CIP	Finance Committee workshop	CIP Workshop
Fin Committee	12/15/2016	Thu	3:30 PM	CIP	Finance Committee meeting	CIP
Fin Committee	1/19/2017	Thu	3:30 PM		Finance Committee meeting	Joint meeting?? Auditors; presentation
Fin Committee	2/2/2017	Thu	3:30 PM	CIP	Finance Committee workshop	CIP Workshop
Fin Committee	2/16/2017	Thu	3:30 PM	CIP	Finance Committee meeting	Finalize CIP
Fin Committee	3/16/2017	Thu	3:30 PM	Budg	Finance Committee meeting	Budget, review Tax-acquired properties
Fin Committee	4/20/2017	Thu	3:30 PM	Budg	Finance Committee meeting	Joint meeting?? Budget workshop??
Fin Committee	5/18/2017	Thu	3:30 PM	Budg	Finance Committee meeting	Budget
Fin Committee	6/15/2017	Thu	3:30 PM		Finance Committee meeting	

FOR 2016 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>00 Fill</u>							
19000 General Fund Transfers Out	1,368,236	1,559,217	1,559,217.00	.00	.00	.00	100.0%
TOTAL Fill	1,368,236	1,559,217	1,559,217.00	.00	.00	.00	100.0%
<u>10 General Government</u>							
11000 Administration	583,769	593,769	538,782.82	55,354.69	.00	54,986.18	90.7%
11100 Finance Department	710,161	710,161	689,627.48	71,986.35	.00	20,533.52	97.1%
11150 Technology Services Dept	363,164	363,164	315,493.83	21,376.36	31,531.60	16,138.57	95.6%
11200 Municipal Officers	85,665	85,665	80,691.07	17,384.21	.00	4,973.93	94.2%
11210 Munic Bldg - 85 Union	214,863	225,063	210,722.73	18,564.29	5,635.96	8,704.22	96.1%
11230 Risk Management	479,057	494,057	484,576.51	114.08	.00	9,480.49	98.1%
11240 Employee benefits	0	0	-151,713.51	-6,096.68	.00	151,713.51	100.0%
11250 Cable TV	61,298	61,298	54,686.94	5,356.86	2,279.11	4,331.95	92.9%
11300 Assessing	295,863	295,863	280,958.64	29,691.51	2,015.00	12,889.36	95.6%
11600 Town Clerk & Elections	363,719	364,119	311,600.82	41,169.76	537.90	51,980.28	85.7%
11900 Planning Department	480,995	483,088	452,027.33	50,569.21	6,493.02	24,567.68	94.9%
11950 Economic Development Dept	115,106	116,726	109,650.08	12,024.16	.00	7,075.92	93.9%
TOTAL General Government	3,753,660	3,792,973	3,377,104.74	317,494.80	48,492.59	367,375.61	90.3%
<u>20 Public Safety</u>							
12100 Fire Department	3,154,491	3,167,016	3,122,542.52	334,847.04	9,336.00	35,137.48	98.9%
12150 Central Fire Station	59,158	59,158	39,919.48	3,010.38	8,414.60	10,823.92	81.7%
12160 Emerson Fire Station	49,328	64,328	53,540.02	2,861.84	970.00	9,817.98	84.7%
12200 Police Department	3,836,175	3,776,175	3,609,674.69	372,511.63	9,947.00	156,553.31	95.9%
12210 Police Special Detail	0	0	37,450.34	3,867.51	.00	-37,450.34	100.0%
12220 Emergency Services Dispatch	812,214	812,214	762,208.56	82,905.71	699.58	49,305.86	93.9%
12250 Police Station Building	101,431	101,431	81,218.94	9,116.16	353.88	19,858.18	80.4%
12280 Marine Resources	0	0	4,759.85	4,759.85	.00	-4,759.85	100.0%
12310 Streetlights	211,000	221,000	210,025.76	16,116.02	.00	10,974.24	95.0%
12320 Traffic Signals	31,600	31,600	15,955.12	538.16	.00	15,644.88	50.5%
12330 Hydrants	465,000	465,000	446,918.87	106,548.00	.00	18,081.13	96.1%
12340 Civil Emergency Preparedness	2,000	2,000	1,280.00	.00	.00	720.00	64.0%
TOTAL Public Safety	8,722,397	8,699,922	8,385,494.15	937,082.30	29,721.06	284,706.79	96.7%

FOR 2016 12

30	Public Works	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>								
30	Public Works							
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13100	Public Works Administration	446,577	446,577	427,380.00	44,919.51	2,483.60	16,713.40	96.3%
13110	PW General Maintenance	1,713,865	1,702,351	1,437,066.55	113,463.05	80,510.57	184,773.80	89.1%
13130	Refuse Collection	611,556	681,556	607,027.33	52,194.83	35,446.47	39,082.20	94.3%
13140	Recycling	298,631	298,631	271,634.68	23,418.19	24,761.77	2,234.55	99.3%
13150	PW Central Garage	724,112	774,112	680,717.17	5,358.86	46,839.77	46,555.06	94.0%
	TOTAL Public Works	3,794,741	3,903,227	3,423,825.73	239,354.44	190,042.18	289,359.01	92.6%
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40	Human Services							
<hr/>								
14100	General Assistance	169,994	169,994	145,686.56	12,450.76	305.00	24,002.44	85.9%
14120	Health & Social Services	12,766	32,766	30,492.14	.00	.00	2,273.86	93.1%
	TOTAL Human Services	182,760	202,760	176,178.70	12,450.76	305.00	26,276.30	87.0%
<hr/>								
45	Education							
<hr/>								
14500	School Department	36,525,855	36,525,855	33,524,126.19	5,318,245.76	.00	3,001,728.81	91.8%
	TOTAL Education	36,525,855	36,525,855	33,524,126.19	5,318,245.76	.00	3,001,728.81	91.8%
<hr/>								
50	Recreation and Culture							
<hr/>								
15000	Recreation Administration	439,700	450,780	435,507.98	48,742.91	2,630.87	12,641.15	97.2%
15050	Rec Buildings and Grounds	699,391	707,371	634,016.17	62,224.22	14,919.00	58,435.83	91.7%
15250	Rec Building 211	173,982	173,982	96,196.09	30,435.25	44,340.96	33,444.95	80.8%
15300	Teen Center	15,000	15,000	15,000.00	.00	.00	.00	100.0%
15310	People Plus	118,300	124,300	119,300.00	.00	.00	5,000.00	96.0%
15400	Curtis Memorial Library	1,325,000	1,325,000	1,316,149.50	115,316.17	.00	8,850.50	99.3%
	TOTAL Recreation and Culture	2,771,373	2,796,433	2,616,169.74	256,718.55	61,890.83	118,372.43	95.8%
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60	Intergovernmental							
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FOR 2016 12

60	Intergovernmental	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16000	County tax	1,360,042	1,360,042	1,360,042.00	.00	.00	.00	100.0%
	TOTAL Intergovernmental	1,360,042	1,360,042	1,360,042.00	.00	.00	.00	100.0%
70 Unclassified								
17000	Promotion and Development	161,917	167,417	162,545.09	16.30	.00	4,871.91	97.1%
17010	Additional School Assistance	10,000	10,000	10,000.00	.00	.00	.00	100.0%
17020	Cemetery Care	3,000	13,000	8,250.00	2,000.00	.00	4,750.00	63.5%
17030	Wage Adjustment Account	43,000	-27,000	.00	.00	.00	-27,000.00	.0%
	TOTAL Unclassified	217,917	163,417	180,795.09	2,016.30	.00	-17,378.09	110.6%
80 Debt Service								
18020	2006 CIP G/O Bonds	244,000	244,000	244,000.00	.00	.00	.00	100.0%
18030	2011 GO CIP Bonds	255,380	255,380	255,380.00	.00	.00	.00	100.0%
18040	Police Station Bond	400,125	400,125	400,125.02	.00	.00	-.02	100.0%
18050	2010 Elementary School Bond	0	0	-1,144.48	.00	.00	1,144.48	100.0%
	TOTAL Debt Service	899,505	899,505	898,360.54	.00	.00	1,144.46	99.9%
	GRAND TOTAL	59,596,486	59,903,351	55,501,313.88	7,083,362.91	330,451.66	4,071,585.32	93.2%

** END OF REPORT - Generated by Julie Henze **

FOR 2016 12

			ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
10 Taxes								
111190	41101	Property Taxes	38,824,828	37,878,170	38,048,728.59	41,417.19	-170,558.59	100.5%*
111190	41103	Deferred Property Tax	-200,000	-200,000	.00	.00	-200,000.00	.0%
111190	41104	Tax Abatements	-75,000	-75,000	-59,917.82	-10,858.10	-15,082.18	79.9%
111190	41105	Interest on Taxes	65,000	65,000	75,624.79	16,291.50	-10,624.79	116.3%*
111190	41106	Tax Lien Costs Revenu	13,000	13,000	17,203.92	.00	-4,203.92	132.3%*
111190	41107	Tax Lien Interest Rev	13,000	13,000	19,091.21	.00	-6,091.21	146.9%*
111190	41109	Payment in Lieu of Ta	175,000	175,000	213,886.42	105,100.00	-38,886.42	122.2%*
111190	41197	BETE reimbursement	0	504,808	565,974.00	.00	-61,166.00	112.1%*
111190	41198	Homestead exemption r	0	441,850	332,248.00	.00	109,602.00	75.2%*
111190	41199	Miscellaneous tax adj	4	4	.00	.00	4.00	.0%*
111191	41110	Excise Tax - Auto	2,865,000	2,865,000	3,141,600.39	315,257.78	-276,600.39	109.7%*
111191	41111	Excise Tax Boat/ATV/S	25,000	25,000	26,614.70	7,869.90	-1,614.70	106.5%*
111191	41112	Excise Tax - Airplane	3,500	3,500	2,835.04	.00	664.96	81.0%*
		TOTAL Taxes	41,709,332	41,709,332	42,383,889.24	475,078.27	-674,557.24	101.6%
		TOTAL REVENUES	41,709,332	41,709,332	42,383,889.24	475,078.27	-674,557.24	
20 Licenses & Fees								
121111	42207	Passport Fees	9,500	9,500	13,775.00	1,425.00	-4,275.00	145.0%*
121111	42208	Postage Fees	0	0	131.78	.00	-131.78	100.0%*
121111	42209	Passport Picture Reve	3,000	3,000	5,415.00	435.00	-2,415.00	180.5%*
121411	42100	Building Permits	145,000	145,000	159,366.84	23,110.55	-14,366.84	109.9%*
121411	42101	Electrical Permits	34,000	34,000	47,776.88	7,502.42	-13,776.88	140.5%*
121411	42102	Plumbing Permits	22,000	22,000	29,617.50	4,245.00	-7,617.50	134.6%*
121411	42103	Zoning Board Fees	0	0	300.00	75.00	-300.00	100.0%*
121611	42200	Hunting & Fishing Lic	1,100	1,100	1,046.25	110.00	53.75	95.1%*
121611	42201	Dog License Fee	2,500	2,500	2,765.00	37.00	-265.00	110.6%*
121611	42202	Vital Statistics	50,000	50,000	51,564.00	5,505.60	-1,564.00	103.1%*
121611	42203	General Licenses	21,270	21,270	25,916.00	3,080.00	-4,646.00	121.8%*
121611	42204	Victulars/Innkeepers	18,250	18,250	16,143.75	2,250.00	2,106.25	88.5%*
121611	42205	Shellfish Licenses	17,400	17,400	18,400.00	225.00	-1,000.00	105.7%*
121611	42206	Neutered/Spayed Dog L	4,730	4,730	4,940.00	52.00	-210.00	104.4%*
121611	42208	Postage Fees	0	0	119.94	.00	-119.94	100.0%*
121611	42210	Mooring fees	0	0	17,400.00	150.00	-17,400.00	100.0%*
121911	42300	Planning Board Appl F	22,500	22,500	22,268.00	2,244.60	232.00	99.0%*
122121	42400	Fire Permits	500	500	1,125.00	455.00	-625.00	225.0%*
122221	42500	Conc Weapons Permits	600	600	470.00	35.00	130.00	78.3%*

FOR 2016 12

			ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
122221	42501	Parking Permit fee	0	0	250.00	.00	-250.00	100.0%*
123131	42600	Public Works Opening	8,000	8,000	20,018.00	8,059.00	-12,018.00	250.2%*
TOTAL Licenses & Fees			360,350	360,350	438,808.94	58,996.17	-78,458.94	121.8%
TOTAL REVENUES			360,350	360,350	438,808.94	58,996.17	-78,458.94	

30 Intergovernmental

131122	43505	FD EMPG grant	15,000	15,000	9,854.19	.00	5,145.81	65.7%*
131132	43103	Highway Grant Fund	195,000	195,000	199,148.00	.00	-4,148.00	102.1%*
131142	43104	State General Assista	24,000	24,000	31,640.27	6,435.53	-7,640.27	131.8%*
131190	43102	State Tax Exemption R	40,000	40,000	11,346.86	.00	28,653.14	28.4%*
131192	43101	State Revenue Sharing	1,088,154	1,088,154	1,163,162.22	146,392.61	-75,008.22	106.9%*
131192	43106	Snowmobile Receipts	1,400	1,400	1,542.46	.00	-142.46	110.2%*
134546	43120	State Education Subsi	9,826,081	9,826,081	10,162,560.72	1,432,595.63	-336,479.72	103.4%*
TOTAL Intergovernmental			11,189,635	11,189,635	11,579,254.72	1,585,423.77	-389,619.72	103.5%
TOTAL REVENUES			11,189,635	11,189,635	11,579,254.72	1,585,423.77	-389,619.72	

40 Charges for services

141111	44110	Agent Fee Auto Reg	47,000	47,000	51,464.00	5,518.00	-4,464.00	109.5%*
141111	44111	Agent Fee Boat/ATV/Sn	1,500	1,500	1,676.00	336.00	-176.00	111.7%*
141211	44121	Rental of Property	1,200	1,200	1,200.00	100.00	.00	100.0%*
141611	44131	Advertising Fees	0	0	1,237.97	130.72	-1,237.97	100.0%*
142121	44155	Ambulance Service Fee	845,000	845,000	972,671.36	167,512.90	-127,671.36	115.1%*
142121	44166	Special Detail - Fire	1,000	1,000	3,827.12	269.28	-2,827.12	382.7%*
142221	44161	Witness Fees	3,000	3,000	3,183.92	.00	-183.92	106.1%*
142221	44162	Police Reports	4,500	4,500	4,094.50	439.00	405.50	91.0%*
142221	44163	School Resource Offic	86,000	86,000	86,000.00	.00	.00	100.0%*
142221	44165	Special Detail - Poli	3,000	3,000	28,839.50	4,408.00	-25,839.50	961.3%*
142221	44167	Dispatch Services fee	143,760	143,760	143,760.21	11,170.18	-.21	100.0%*
143131	44174	PW Labor & Materials	0	0	-86.66	-86.66	86.66	100.0%
143431	44175	Recycling Revenue	25,000	25,000	15,743.80	3,862.70	9,256.20	63.0%*
144545	44100	School Tuition, etc	102,000	102,000	173,073.78	87,592.53	-71,073.78	169.7%*
145051	44121	Rental of Property	0	0	1,390.00	.00	-1,390.00	100.0%*
TOTAL Charges for services			1,262,960	1,262,960	1,488,075.50	281,252.65	-225,115.50	117.8%
TOTAL REVENUES			1,262,960	1,262,960	1,488,075.50	281,252.65	-225,115.50	

50 Fines & Penalties

151611	45108	Gen License Late Pena	0	0	35.00	.00	-35.00	100.0%*
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FOR 2016 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
151611 45109 Mooring Fee Late Pena	0	0	350.00	150.00	-350.00	100.0%*
151611 45110 Victualers Lic Late P	0	0	250.00	250.00	-250.00	100.0%*
151621 45103 Unlicensed Dog Fines	10,000	10,000	6,700.00	125.00	3,300.00	67.0%*
152121 45104 False Alarm Fire	1,000	1,000	5.00	.00	995.00	.5%*
152121 45107 Fire Code Violation F	0	0	400.00	.00	-400.00	100.0%*
152221 45100 Ordinance Fines	600	600	1,204.00	.00	-604.00	200.7%*
152221 45101 Parking Tickets	30,000	30,000	33,639.00	1,790.00	-3,639.00	112.1%*
152221 45102 Leash Law Fines	100	100	200.00	.00	-100.00	200.0%*
152221 45105 False Alarm Police	100	100	15.00	.00	85.00	15.0%*
152221 45106 Restitution	0	0	336.57	21.31	-336.57	100.0%*
TOTAL Fines & Penalties	41,800	41,800	43,134.57	2,336.31	-1,334.57	103.2%
TOTAL REVENUES	41,800	41,800	43,134.57	2,336.31	-1,334.57	
60 Interest earned						
161193 46100 Interest Earned	20,000	20,000	33,589.64	17,647.56	-13,589.64	167.9%*
TOTAL Interest earned	20,000	20,000	33,589.64	17,647.56	-13,589.64	167.9%
TOTAL REVENUES	20,000	20,000	33,589.64	17,647.56	-13,589.64	
70 Donations						
171952 47000 BDC Contrib to Econ D	94,000	94,000	94,000.00	.00	.00	100.0%*
171952 47002 MRRA - MCOG DUES	15,000	15,000	15,208.50	.00	-208.50	101.4%*
TOTAL Donations	109,000	109,000	109,208.50	.00	-208.50	100.2%
TOTAL REVENUES	109,000	109,000	109,208.50	.00	-208.50	
80 Use of fund balance						
181100 48000 Unapprop General Fund	825,000	1,011,481	.00	.00	1,011,481.00	.0%*
181100 48001 Bal of State Revenue	50,000	50,000	.00	.00	50,000.00	.0%*
184500 48004 School Balance Forwar	3,067,309	3,067,309	.00	.00	3,067,309.00	.0%*
184500 48005 Restricted-Sch Bond P	119,800	119,800	.00	.00	119,800.00	.0%*
TOTAL Use of fund balance	4,062,109	4,248,590	.00	.00	4,248,590.00	.0%
TOTAL REVENUES	4,062,109	4,248,590	.00	.00	4,248,590.00	
90 Other						

FOR 2016 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
191011 49000 Administration Miscel	0	0	790.42	.00	-790.42	100.0%*
191111 49000 Finance Miscellaneous	4,000	4,000	23,433.87	2,499.98	-19,433.87	585.8%*
191111 49104 Property & Casualty D	0	0	10,052.00	.00	-10,052.00	100.0%*
191111 49105 Postage & Handling	0	0	53.00	.00	-53.00	100.0%*
191111 49106 W/C Proceeds	0	0	6,073.69	510.68	-6,073.69	100.0%*
191192 49100 Cable Television	225,000	225,000	197,136.28	.00	27,863.72	87.6%*
191611 49000 Town Clerk Miscellane	1,300	1,300	1,879.50	182.00	-579.50	144.6%*
191911 49000 Planning Miscellaneou	200	200	1,445.79	4.50	-1,245.79	722.9%*
192121 49000 Fire Miscellaneous	5,800	5,800	11,039.07	40.00	-5,239.07	190.3%*
192194 49151 Fire Vehicle Sales	0	0	5,700.00	.00	-5,700.00	100.0%*
192221 49000 Police Miscellaneous	10,000	10,000	15,588.88	1,038.52	-5,588.88	155.9%*
193131 49000 Public Works Miscella	2,000	2,000	12.28	.00	1,987.72	.6%*
194141 49103 General Assistance Re	0	0	4,672.78	.00	-4,672.78	100.0%*
194545 49000 School Miscellaneous	93,000	93,000	83,464.62	8,604.84	9,535.38	89.7%*
195051 49000 Recreation Miscellane	0	0	22.82	.00	-22.82	100.0%*
199980 48100 General Fund Transfer	500,000	500,000	620,941.86	.00	-120,941.86	124.2%*
TOTAL Other	841,300	841,300	982,306.86	12,880.52	-141,006.86	116.8%
TOTAL REVENUES	841,300	841,300	982,306.86	12,880.52	-141,006.86	
GRAND TOTAL	59,596,486	59,782,967	57,058,267.97	2,433,615.25	2,724,699.03	95.4%

** END OF REPORT - Generated by Julie Henze **

**Town of Brunswick
Tax Acquired Properties**

Owner	Parcel	Location	Property	Assessed Value	Total Due 6/30/2016	Foreclosure Date	Comments
Allen, Wilbur H	046012000000	403 Bath Rd	Single family home (vacant) - land value \$21,800	55,000	\$10,940.46	2/22/13	Per attorney estate is insolvent. Nephew is guardian and unable to pay outstanding taxes. Maine Care recovery is also looking for reimbursement. 5/6/16 certified mail signed. Nephew may be able to pay 6/30/16
Libby, Bruce B & Mary K	U08063000000	16 Jordan Ave	Single family home (rental property, appears occupied) - land value \$25,000	114,700	\$23,091.16	2/22/13	6/27/14 Tricia spoke w/ owner, 12/10/14 John spoke w/ owner, 3/5/15 LM, 3/9/15 is refinancing will know more in 4-6 weeks will keep in touch - No contact since, 3/22/16 LM, 4/22/16 certified mail signed
Coombs, Keith E Heirs of	03800400B000	Coombs Rd	Land .21 acres	2,100	\$363.82	2/22/16	Assessed owner deceased, 7/19/14 family signed Notice of Demand, 1/19/16 signed Impending Foreclosure Notice, Nephew spoke w/ Assessor & Finance Director, family doesn't want property, 3/3/16 Signed TAP cert mail letter, 4/22/16 signed certified mail.



TOWN OF BRUNSWICK NOTICE OF SALE OF TAX-ACQUIRED PROPERTY

The Town of Brunswick is accepting bids for the purchase of the municipality's interest in three tax-acquired properties.

The properties for sale are described on the Town Tax Maps as:

Parcel	Street address	Minimum bid
046-012-000-000	403 Bath Rd.	\$15,000
U08-063-000-000	16 Jordan Ave.	\$30,000
038-004-00B-000	Coombs Rd.	\$2,000

All bids must be received in the Town Manager's Office in the Brunswick Town Hall at 85 Union Street no later than **One o'clock (1:00) PM, on Monday, August 1, 2016**. Late bids will not be opened or considered.

Each bid must be received in writing on the attached form, and in a **sealed envelope marked "Tax-Acquired Property Bid"** on the outside. Each envelope may contain a bid for one property only; any person wishing to bid on several properties must submit a separate bid in a separate envelope for each property.

Each bid must be accompanied by a deposit in the form of a certified check or money order made payable to the Town of Brunswick, in an amount equal to or greater than 100% of the minimum bid price. Each successful bidder's deposit will be credited to the total purchase price for that parcel. Deposits will be returned to the unsuccessful bidders. Any bid which does not contain the proper deposit will be rejected.

The Town Manager shall review all bids and make recommendations to the Town Council. The Town Council shall determine which bids, if any, will be accepted. The Town Council does not require bidders to specify an intended use for the property.

All bid deposits shall be held until the Town Council makes its determination. No interest will be paid on the held bid deposits unless the deposits are held for more than seven (7) calendar days from the bid opening. If deposits are held beyond seven (7) calendar days, interest will be paid on all held bid deposits at the rate of 5% per annum. No interest will be paid on the accepted bid deposits.

Each successful bidder shall have 30 (thirty) days from the date the bids are opened in which to complete the purchase. In the event that a successful bidder fails, for any reason, to complete the purchase in the time stated, the bid acceptance is void and the bidder's deposit shall be forfeited to the Town of Brunswick. The Town Council may thereafter negotiate a sale of the property with any or all unsuccessful bidders.

The Town of Brunswick reserves the right to reject any and all bids, accept other than the highest bid, and waive any of the requirements of its policy on tax acquired property should the Town Council, in its sole determination, judge such actions to be in the best interest of the Town of Brunswick.

Title to tax-acquired property shall be transferred only by means of a quitclaim deed. Unless otherwise advised by the Town Attorney, neither the Town of Brunswick nor any of its employees shall make any representations regarding title to the property.

The Town of Brunswick makes no warranties or representations of any kind whatsoever concerning the nature, extent, validity, value or utility of any rights to be conveyed. Properties will be conveyed "as is, where is," with no warranties, express or implied, including but not limited to, warranties of title, habitability, merchantability, or fitness for any particular purpose or use. The successful bidder shall be responsible for the removal of all occupants and contents. Bidders are strongly advised to consult an attorney prior to filing a bid.

The tax maps and other public information concerning the properties may be reviewed at the Brunswick Town Hall during its normal business hours, which are 8:30 AM to 4:30 PM, Monday through Friday.

**TOWN OF BRUNSWICK
SALE OF TAX-ACQUIRED PROPERTY**

OFFER TO PURCHASE REAL PROPERTY

In accordance with the procedures, terms and conditions of the "Notice of Sale of Tax-Acquired Property" which is incorporated herein by reference, the undersigned bidder hereby offers to purchase the following:

Property: _____

Amount of Bid: _____ Bid Deposit Enclosed: _____

Intended use of property: N/A

The instrument of conveyance (quit-claim deed) should name the following Grantee(s):

Bidder is: Individual Partnership Trustee Corporation

Name(s): _____

Street: _____

City/State/ZIP: _____

Telephone: _____

Signature: _____

Signer's Name & Title: _____

CERTIFICATE OF CORPORATED BIDDER

To be completed by corporate official other than the person-signing bid above

I, _____, certify that I am _____ (title) of the Corporation named as bidder herein; that _____ (name) who signed this bid on behalf of the bidder, was then _____ (title) of the said Corporation: that said bid was duly signed for and on behalf of said corporation by authority of its governing body is within the scope of its corporate powers.

Signature of Certifying Corporate Officer

Date