

**BRUNSWICK TOWN COUNCIL**

**Agenda**

**October 17, 2011**

**6:00 P.M. – Executive Session**

**7:00 P.M. – Regular Meeting**

**Municipal Meeting Room**

**Brunswick Station**

**16 Station Avenue**

**Executive session – Personnel Matter to discuss the Town Manager’s evaluation per 1 M.R.S.A. §405(6)(A)**

Roll Call

Pledge of Allegiance

Public Comment:

Correspondence:

Adjustments to the Agenda:

**MANAGER’S REPORT:**

- (a) Financial Update
- (b) Council Committee Updates
- (c) Permission to apply for an Alfred M. Senter’s Fund Grant (*Action Required*):
- (d) Reminder for the upcoming election and absentee ballots
- (e) Report on repairing damaged surface on the Mall

**PUBLIC HEARINGS**

119. The Town Council will hear public comments on Chapter 4 “Animals” ordinance amendments to allow domestic farm animals in the growth area, and will take any appropriate action. (Councilor Favreau)

**HEARING/ACTION**

120. The Town Council will hear public comments on Zoning Ordinance amendments to expand the Telecommunications 2 Overlay Zone, and will take any appropriate action. (Manager)

**HEARING/ACTION**

121. The Town Council will hear public comments on Chapter 14 “Streets, Sidewalks and Other Public Places” ordinance amendments regarding street acceptance and standards to add two more previously approved projects to those exempt from the standards, and will take any appropriate action. (Manager)

**HEARING/ACTION**

122. The Town Council will hear public comments to close out a CDBG award in the amount of \$40,000 for a Public Service Grant for Coastal Counties Workforce, Inc, and will take any appropriate action. (Manager)

**HEARING/ACTION**

123. The Town Council will hear public comments to close out a CDBG award in the amount of \$200,000 for an Economic Development Program award for Maine Tool & Machine, and will take any appropriate action. (Manager)

**HEARING/ACTION**

### **NEW BUSINESS**

124. The Town Council will hear a report from the RAB (Restoration Advisory Board) NASB, and will take any appropriate action. (Councilor Atwood)

**ACTION**

125. The Town Council will consider adopting “A Resolution Authorizing an Emergency Appropriation and Expenditure of up to \$47,000 from Available Unassigned General Fund Revenues to Fund the Cost of a Tractor for the Parks and Recreation Department,” and will take any appropriate action. (Manager)

**ACTION**

126. The Town Council will discuss a draft multi-family unit inspection ordinance, and will take any appropriate action. (Councilor Knight and Councilor Pols)

**ACTION**

127. The Town Council will consider setting a public hearing for November 7, 2011, to amend the General Assistance Ordinance Maximums, and will take any appropriate action. (Manager)

**ACTION**

### **CONSENT AGENDA**

- (a) Approval of the minutes of October 3, 2011

**INDIVIDUALS NEEDING AUXILIARY AIDS FOR EFFECTIVE  
COMMUNICATION SHOULD CONTACT  
THE TOWN MANAGER’S OFFICE AT 725-6659  
(TDD 725-5521)**

**Brunswick Town Council**  
**Agenda**  
**October 17, 2011**  
**Council Notes and Suggested Motions**

**Executive session – Personnel Matter to discuss the Town Manager’s evaluation per 1 M.R.S.A. §405(6)(A)**

Suggested Motion:

Motion to go into executive session to discuss a Personnel Matter regarding the Town Manager’s evaluation per 1 M.R.S.A. §405(6)(A)

**MANAGER’S REPORT:**

- (a) Financial Update: Manager Brown will update the Council on the Town’s financial picture. The reports are available on-line, but are not included in your packet.

Suggested Motion: No motion is required.

- (b) Council Committee Updates: Councilors will share information on their committees with the Council and the public.

Suggested Motion: No motion is required.

- (c) Permission to apply for an Alfred M. Senter’s Fund Grant (Action Required): This item for the Fire Department to apply for this grant in order to replace ten sets of turnout gear that is used in fighting fires. This is a non-matching grant, with a request being made for \$17,000. Copies of information on the Fund and the grant application are included in your packet.

Suggested Motion:

Motion to allow the Fire Department to apply for an Alfred M. Senter’s Fund Grant in the amount of \$17,000.

- (d) Reminder for the upcoming election and absentee ballots: This item is to remind the public that absentee ballots are available for the November 8<sup>th</sup> Election. The Clerk’s office will be open for voter registration and absentee ballots on Saturday, October 29<sup>th</sup> from 8:30 a.m. to 12:00 noon. There will also be extended hours until 7:00 p.m. from November 1<sup>st</sup> to November 3<sup>rd</sup>. Beginning November 1<sup>st</sup>, all absentee voting will be at the Recreation Center. Due to a state law change, absentee ballots will not be issued after Thursday, November 3<sup>rd</sup>; with very limited exceptions. Ballots can still be returned to the Clerk’s office up to and including Election Day. All voting on Election Day is at the Junior High School, with the polls open from 7:00 a.m. to 8:00 p.m.

Suggested Motion: No motion is required.

- (e) Report on repairing damaged surface on the Mall: This item is to discuss the need to re-sod the surface of the Lower Mall that has deteriorated over the summer from heavy use. A copy of a memo from Manager Brown is included in your packet.

*Suggested Motion:* No motion is required.

## **PUBLIC HEARINGS**

119. This item, sponsored by Councilor Favreau, is the required public hearing on ordinance amendments to allow domestic farm animals in the growth area. These amendments set a limit within the growth zone of two farm animals on parcels that are two acres or larger. At the request of the owners of the horses, Councilor Favreau has requested two amendments to the originally proposed language that allow the existing fences to be grandfathered and for the requirement for waste removal to be once every 30 days versus once every 7 days. There will be a permitting process under Chapter 4 “Animals” of the Municipal Code that is very similar to what was developed in 2009 to allow chickens in the growth area. A copy of the amended draft language is included in your packet.

*Suggested Motion:*

Motion to adopt amendments to Chapter 4 “Animals” ordinance to allow domestic farm animals in the growth area.

120. This item is the required public hearing on Zoning amendments to expand the Telecommunications 2 Overlay Zone. At their September 27, 2011 meeting, the Planning Board voted to forward a recommendation to Council to expand the physical area of this zone and make text amendments to Section 214 of the Zoning Ordinance that regulate the placement of telecommunications towers. This comes at the request of First Wave Media in order to construct a 199 foot radio tower to re-launch the former WCME radio station. Copies of a memo from the Planning Department, the proposed language, and a map are included in your packet.

*Suggested Motion:*

Motion to adopt amendments to the Zoning Ordinance to expand the Telecommunications 2 Overlay Zone.

121. This item is the required public hearing on amendments to Chapter 14 of the Codes of Ordinances regarding the street acceptance and standards ordinance. It would add two additional approved projects (Botany Place and Sandelin Subdivision) to the list of projects exempt from the standards, since they were left out in error when the ordinance was adopted in 2009. Copies of a memo from Manager Brown and the draft language are included in your packet.

*Suggested Motion:*

Motion to adopt amendments to Chapter 14 “Streets, Sidewalks and Other Public Places” ordinance regarding the street acceptance and standards to add two more previously approved projects to those exempt from the standards.

122. This public hearing is required as part of the closeout for a CDBG award for Public Service Grant for Coastal Counties Workforce, Inc. Brian Dancause will be at your meeting to answer any questions on this item. Copies of his memo, which also covers the next item, along with information on the grant's use, are included in your packet.

Suggested Motion: No motion is required.

123. This public hearing is required as part of the closeout for a CDBG award for an Economic Development Program award for Maine Tool & Machine. Brian Dancause will be at your meeting to answer any questions on this item. Copies of his memo and a table summarizing sources and uses of matching funds are included in your packet.

Suggested Motion: No motion is required.

### **NEW BUSINESS**

124. This item is sponsored by Councilor Atwood. Suzanne Johnson from RAB will give the Council a report on the board's activities.

Suggested Motion: There is no proposed motion.

125. The item is for the Council to consider a request from the Parks and Recreation Director to authorize the purchase of a replacement 1998 tractor/loader at a proposed cost of \$47,000. This equipment is used throughout the year, with the heaviest use during snow removal. This was discussed as part of the CIP process and was included in year one of the CIP. It now comes to you for approval. Copies of a memo from Tom Farrell and the funding resolution are included in your packet.

Suggested Motion:

Motion to adopt "A Resolution Authorizing an Emergency Appropriation and Expenditure of up to \$47,000 from Available Unassigned General Fund Revenues to Fund the Cost of a Tractor for the Parks and Recreation Department."

126. This item, sponsored by Councilor Knight and Councilor Pols, is to have the Council discuss a draft multi-family unit inspection ordinance. This is an ordinance that they have been working on with staff assistance. The purpose of this ordinance would be to require the inspections of apartment buildings with three or more units to determine life-safety compliance. The Manager has presented the need to start this program with the former Navy housing and has been negotiating a grant from the Office of Economic Adjustment to provide start-up funding. This is a discussion item and there is no proposed motion. A copy of the draft ordinance is included in your packet.

Suggested Motion: No motion is being proposed.

127. This item is to set a public hearing for November 7, 2011, to change the current General Assistance maximums, and we are requesting that the Council advertise this hearing on an emergency and regular basis in order to be enacted immediately after the public hearing. There are very few changes in amounts from the current year's maximums, but we are still required to adopt them on an annual basis. Copies of a memo and supporting materials are included in your packet.

*Suggested motion:*

Motion to set a public hearing for November 7, 2011, to amend the General Assistance Ordinance Maximums, to be enacted on an emergency and regular basis.

**CONSENT AGENDA**

- (a) Approval of the minutes of October 3, 2011: A copy of the minutes is included in your packet.

*Suggested Motion:*

Motion to approve the Consent Agenda.

*Suggested Motion:*

Motion to adjourn the meeting.

MANAGER'S REPORT - A  
NO BACK UP MATERIALS  
IN COUNCIL PACKETS  
BUT ON LINE

FOR 2012 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>10 General Government</u>							
11000 Administration	392,515	392,515.00	72,634.11	27,191.85	.00	319,880.89	18.5%
11100 Finance Department	650,894	650,894.00	152,368.56	58,649.73	1,493.00	497,032.44	23.6%
11150 Technology Services Dept	255,238	255,238.00	84,428.96	17,134.39	23,292.75	147,516.29	42.2%
11200 Municipal Officers	115,415	115,415.00	8,532.17	3,605.81	.00	106,882.83	7.4%
11220 Municipal Building	177,939	177,939.00	39,077.75	20,540.14	-3,374.04	142,235.29	20.1%
11230 Risk Management	428,550	428,550.00	119,098.63	842.48	29,250.90	280,200.47	34.6%
11240 Employee benefits	0	.00	.00	.00	.00	.00	.0%
11250 Cable TV	85,655	85,655.00	20,019.58	9,021.87	.00	65,635.42	23.4%
11300 Assessing	247,033	247,033.00	57,919.14	21,529.92	2,116.24	186,997.62	24.3%
11400 Codes Enforcement	0	.00	153.64	153.64	.00	-153.64	100.0%
11600 Town Clerk & Elections	329,488	329,488.00	64,997.78	24,958.86	.00	264,490.22	19.7%
11900 Planning Department	427,944	427,944.00	100,530.21	40,168.05	-2,265.15	329,678.94	23.0%
11950 Economic Development Dept	162,775	162,775.00	56,194.43	14,030.85	-21,000.00	127,580.57	21.6%
TOTAL General Government	3,273,446	3,273,446.00	775,954.96	237,827.59	29,513.70	2,467,977.34	24.6%
<u>20 Public Safety</u>							
12100 Fire Department	2,796,745	2,796,745.00	635,258.20	258,554.00	38,537.22	2,122,949.58	24.1%
12200 Police Department	3,574,510	3,574,510.00	893,176.28	313,820.08	6,090.19	2,675,243.53	25.2%
12210 Police Special Detail	0	.00	9,514.05	4,166.06	.00	-9,514.05	100.0%
12220 Emergency Services Dispatc	687,442	687,442.00	150,249.33	58,843.30	.00	537,192.67	21.9%
12310 Streetlights	190,000	190,000.00	27,181.55	13,669.14	.00	162,818.45	14.3%
12320 Traffic Signals	27,600	27,600.00	5,756.43	5,264.98	.00	21,843.57	20.9%
12330 Hydrants	365,885	365,885.00	4,200.95	.00	.00	361,684.05	1.1%
12340 Civil Emergency Preparedne	2,000	2,000.00	99.98	99.98	.00	1,900.02	5.0%
TOTAL Public Safety	7,644,182	7,644,182.00	1,725,436.77	654,417.54	44,627.41	5,874,117.82	23.2%
<u>30 Public Works</u>							
13100 Public Works Administratio	389,222	389,222.00	88,034.77	35,482.97	2,000.00	299,187.23	23.1%
13110 PW General Maintenance	735,295	735,295.00	230,864.87	91,566.37	1,047.00	503,383.13	31.5%
13120 PW Winter Maintenance	821,853	821,853.00	.00	.00	21,500.00	800,353.00	2.6%
13130 Refuse Collection	587,353	587,353.00	96,616.50	49,230.25	262,015.50	228,721.00	61.1%
13140 Recycling	261,148	261,148.00	41,681.34	20,820.67	216,676.70	2,789.96	98.9%

FOR 2012 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13150 PW Central Garage	621,748	621,748.00	105,699.82	56,767.36	4,950.00	511,098.18	17.8%
TOTAL Public Works	3,416,619	3,416,619.00	562,897.30	253,867.62	508,189.20	2,345,532.50	31.3%
<hr/> 40 Human Services <hr/>							
14100 General Assistance	148,848	148,848.00	36,582.69	14,160.95	145.00	112,120.31	24.7%
14120 Health & Social Services	2,701	2,701.00	.00	.00	.00	2,701.00	.0%
TOTAL Human Services	151,549	151,549.00	36,582.69	14,160.95	145.00	114,821.31	24.2%
<hr/> 45 Education <hr/>							
14500 School Department	33,301,672	33,301,672.00	3,861,920.10	2,431,584.17	.00	29,439,751.90	11.6%
TOTAL Education	33,301,672	33,301,672.00	3,861,920.10	2,431,584.17	.00	29,439,751.90	11.6%
<hr/> 50 Recreation and Culture <hr/>							
15000 Recreation Administration	408,643	408,643.00	89,564.77	35,206.81	95.03	318,983.20	21.9%
15050 Rec Buildings and Grounds	620,335	620,335.00	131,935.06	57,616.38	5,640.47	482,759.47	22.2%
15310 People Plus	75,000	75,000.00	75,000.00	37,500.00	.00	.00	100.0%
15400 Curtis Memorial Library	1,087,355	1,087,355.00	269,963.72	90,093.27	.00	817,391.28	24.8%
TOTAL Recreation and Culture	2,191,333	2,191,333.00	566,463.55	220,416.46	5,735.50	1,619,133.95	26.1%
<hr/> 60 Intergovernmental <hr/>							
16000 County tax	1,187,020	1,187,020.00	.00	.00	.00	1,187,020.00	.0%
TOTAL Intergovernmental	1,187,020	1,187,020.00	.00	.00	.00	1,187,020.00	.0%
<hr/> 70 Unclassified <hr/>							

FOR 2012 03

70	Unclassified	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
17000	Promotion and Development	141,758	141,758.00	113,439.42	8,011.15	.00	28,318.58	80.0%
17010	Additional School Assistan	10,000	10,000.00	.00	.00	.00	10,000.00	.0%
17020	Cemetery Care	3,000	3,000.00	750.00	500.00	.00	2,250.00	25.0%
17030	Wage Adjustment Account	40,000	40,000.00	.00	.00	.00	40,000.00	.0%
17051	Longfellow School Building	0	.00	8,880.58	4,269.92	.00	-8,880.58	100.0%
17052	School Master Plan	0	.00	606.80	.00	.00	-606.80	100.0%
	TOTAL Unclassified	194,758	194,758.00	123,676.80	12,781.07	.00	71,081.20	63.5%
80 Debt Service								
18020	2006 CIP G/O Bonds	276,000	276,000.00	.00	.00	.00	276,000.00	.0%
18030	2011 GO CIP Bonds	282,643	282,643.00	.00	.00	.00	282,643.00	.0%
	TOTAL Debt Service	558,643	558,643.00	.00	.00	.00	558,643.00	.0%
	GRAND TOTAL	51,919,222	51,919,222.00	7,652,932.17	3,825,055.40	588,210.81	43,678,079.02	15.9%

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

REPORT OPTIONS

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Sequence	Field #	Total	Page Break	Year/Period: 2012/ 3
Sequence 1	2	Y	N	Print revenue as credit: Y
Sequence 2	9	Y	N	Print totals only: Y
Sequence 3	0	N	N	Suppress zero bal accts: Y
Sequence 4	0	N	N	Print full GL account: N

Double space: N  
Report title: SEPTEMBER 2011 EXPENDITURE REPORT  
Roll projects to object: N  
Incl inception to soy: N  
Carry forward code: 1  
Print journal detail: N  
From Yr/Per: 2011/ 1  
To Yr/Per: 2011/12  
Print Full or Short description: F  
Print MTD Version: Y  
Print Revenues-Version headings: N  
Format type: 2  
Include budget entries: N  
Incl encumb/liq entries: N  
Print revenue budgets as zero: N  
Sort by JE # or PO #: J  
Include Fund Balance: N  
Detail format option: 1  
Include requisition amount: N

FOR 2012 03

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<u>10 Taxes</u>						
111190 41101 Property Taxes	30,052,142	30,052,142.00	30,704,468.55	30,702,326.91	-652,326.55	102.2%
111190 41103 Deferred Property Tax	-200,000	-200,000.00	.00	.00	-200,000.00	.0%
111190 41104 Tax Abatements	-75,000	-75,000.00	-12,216.46	-12,202.74	-62,783.54	16.3%
111190 41105 Interest on Taxes	65,000	65,000.00	15,133.54	738.73	49,866.46	23.3%
111190 41106 Tax Lien Costs Revenue	10,000	10,000.00	12,391.41	17.18	-2,391.41	123.9%
111190 41107 Tax Lien Interest Reve	0	.00	16,169.38	.00	-16,169.38	100.0%
111190 41109 Payment in Lieu of Tax	205,000	205,000.00	.00	.00	205,000.00	.0%
111190 41197 BETE reimbursement	113,257	113,257.00	.00	.00	113,257.00	.0%
111190 41198 Homestead exemption re	319,697	319,697.00	255,182.00	.00	64,515.00	79.8%
111191 41110 Excise Tax - Auto	2,475,000	2,475,000.00	726,997.37	238,811.86	1,748,002.63	29.4%
111191 41111 Excise Tax Boat/ATV/Sn	24,000	24,000.00	3,730.00	206.60	20,270.00	15.5%
TOTAL Taxes	32,989,096	32,989,096.00	31,721,855.79	30,929,898.54	1,267,240.21	96.2%
TOTAL REVENUES	32,989,096	32,989,096.00	31,721,855.79	30,929,898.54	1,267,240.21	
<u>20 Licenses &amp; Fees</u>						
121111 42207 Passport Fees	8,000	8,000.00	1,475.00	375.00	6,525.00	18.4%
121111 42208 Postage Fees	0	.00	128.10	54.90	-128.10	100.0%
121111 42209 Passport Picture Reven	1,700	1,700.00	456.00	108.00	1,244.00	26.8%
121411 42100 Building Permits	150,000	150,000.00	16,752.16	5,876.50	133,247.84	11.2%
121411 42101 Electrical Permits	23,000	23,000.00	6,675.64	1,672.74	16,324.36	29.0%
121411 42102 Plumbing Permits	11,000	11,000.00	5,452.50	2,355.00	5,547.50	49.6%
121411 42103 Zoning Board Fees	0	.00	75.00	.00	-75.00	100.0%
121611 42200 Hunting & Fishing Lice	1,430	1,430.00	312.35	114.10	1,117.65	21.8%
121611 42201 Dog License Fee	2,402	2,402.00	115.00	38.00	2,287.00	4.8%
121611 42202 Vital Statistics	48,000	48,000.00	15,493.40	4,400.40	32,506.60	32.3%
121611 42203 General Licenses	22,635	22,635.00	2,635.00	990.00	20,000.00	11.6%
121611 42204 Victulars Licenses	20,775	20,775.00	1,300.00	275.00	19,475.00	6.3%
121611 42205 Shellfish Licenses	19,200	19,200.00	350.00	100.00	18,850.00	1.8%
121611 42206 Neutered/Spayed Dog Li	4,210	4,210.00	164.00	54.00	4,046.00	3.9%
121611 42208 Postage Fees	0	.00	4.95	.00	-4.95	100.0%
121911 42300 Planning Board Appl Fe	15,000	15,000.00	1,662.40	1,087.40	13,337.60	11.1%
122121 42400 Fire Permits	900	900.00	120.00	120.00	780.00	13.3%
122221 42500 Conc Weapons Permits R	600	600.00	90.00	.00	510.00	15.0%
123131 42600 Public Works Opening F	500	500.00	40.00	8.00	460.00	8.0%
TOTAL Licenses & Fees	329,352	329,352.00	53,301.50	17,629.04	276,050.50	16.2%
TOTAL REVENUES	329,352	329,352.00	53,301.50	17,629.04	276,050.50	

FOR 2012 03

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<u>30 Intergovernmental</u>						
131122 43505 FD EMPG grant	0	.00	-.06	.00	.06	100.0%
131122 43506 FD SAFER grant	20,000	20,000.00	.00	.00	20,000.00	.0%
131132 43103 Highway Grant Fund	200,000	200,000.00	53,770.00	.00	146,230.00	26.9%
131142 43104 State General Assistan	20,000	20,000.00	5,106.91	3,530.05	14,893.09	25.5%
131190 43102 State Tax Exemption Re	25,000	25,000.00	1,161.47	1,161.47	23,838.53	4.6%
131192 43101 State Revenue Sharing	1,450,000	1,450,000.00	388,908.38	50,623.73	1,061,091.62	26.8%
131192 43106 Snowmobile Receipts	1,500	1,500.00	.00	.00	1,500.00	.0%
134546 43120 State Education Subsid	12,406,261	12,406,261.00	2,368,503.05	789,501.02	10,037,757.95	19.1%
134546 43121 State Adult Educ. Subs	31,000	31,000.00	.00	.00	31,000.00	.0%
134546 43150 Federal Education Subs	97,500	97,500.00	.00	.00	97,500.00	.0%
TOTAL Intergovernmental	14,251,261	14,251,261.00	2,817,449.75	844,816.27	11,433,811.25	19.8%
TOTAL REVENUES	14,251,261	14,251,261.00	2,817,449.75	844,816.27	11,433,811.25	
<u>40 Charges for services</u>						
141111 44110 Agent Fee Auto Reg	37,500	37,500.00	11,938.00	3,849.00	25,562.00	31.8%
141111 44111 Agent Fee Boat/ATV/Sno	1,500	1,500.00	336.00	58.00	1,164.00	22.4%
141611 44131 Advertising Fees	0	.00	464.51	201.81	-464.51	100.0%
142121 44155 Ambulance Service Fees	700,000	700,000.00	249,436.50	109,014.20	450,563.50	35.6%
142121 44166 Special Detail - Fire	500	500.00	.00	.00	500.00	.0%
142221 44161 Witness Fees	3,500	3,500.00	170.00	150.00	3,330.00	4.9%
142221 44162 Police Reports	3,600	3,600.00	613.00	128.00	2,987.00	17.0%
142221 44163 School Resource Office	73,987	73,987.00	.00	.00	73,987.00	.0%
142221 44165 Special Detail - Polic	11,000	11,000.00	10,265.75	3,052.50	734.25	93.3%
142221 44167 Dispatch Services fees	131,274	131,274.00	30,000.00	.00	101,274.00	22.9%
143431 44175 Recycling Revenue	18,000	18,000.00	10,224.00	2,648.00	7,776.00	56.8%
144545 44100 School Tuition, etc	433,600	433,600.00	.00	.00	433,600.00	.0%
TOTAL Charges for services	1,414,461	1,414,461.00	313,447.76	119,101.51	1,101,013.24	22.2%
TOTAL REVENUES	1,414,461	1,414,461.00	313,447.76	119,101.51	1,101,013.24	
<u>50 Fines &amp; Penalties</u>						
151621 45103 Unlicensed Dog Fines	10,000	10,000.00	625.00	.00	9,375.00	6.3%
152121 45104 False Alarm Fire	2,000	2,000.00	.00	.00	2,000.00	.0%

FOR 2012 03

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
152221 45100 Ordinance Fines	600	600.00	.00	.00	600.00	.0%
152221 45101 Parking Tickets	9,000	9,000.00	1,505.00	375.00	7,495.00	16.7%
152221 45102 Leash Law Fines	500	500.00	250.00	150.00	250.00	50.0%
152221 45105 False Alarm Police	700	700.00	.00	.00	700.00	.0%
TOTAL Fines & Penalties	22,800	22,800.00	2,380.00	525.00	20,420.00	10.4%
TOTAL REVENUES	22,800	22,800.00	2,380.00	525.00	20,420.00	
60 Interest earned						
161193 46100 Interest Earned	100,000	100,000.00	273.55	136.57	99,726.45	.3%
TOTAL Interest earned	100,000	100,000.00	273.55	136.57	99,726.45	.3%
TOTAL REVENUES	100,000	100,000.00	273.55	136.57	99,726.45	
70 Donations						
171952 47000 BDC Contrib to Econ De	75,000	75,000.00	.00	.00	75,000.00	.0%
171952 47001 MRRRA grant	65,000	65,000.00	23,332.00	.00	41,668.00	35.9%
TOTAL Donations	140,000	140,000.00	23,332.00	.00	116,668.00	16.7%
TOTAL REVENUES	140,000	140,000.00	23,332.00	.00	116,668.00	
90 Other						
191011 49000 Administration Miscell	0	.00	10.00	.00	-10.00	100.0%
191111 49000 Finance Miscellaneous	2,500	2,500.00	382.31	7.31	2,117.69	15.3%
191111 49105 Postage & Handling	2,500	2,500.00	729.00	272.00	1,771.00	29.2%
191111 49106 W/C Proceeds	0	.00	809.27	537.50	-809.27	100.0%
191111 49210 Insurance Proceeds	0	.00	1,591.10	1,591.10	-1,591.10	100.0%
191192 49100 Cable Television	205,000	205,000.00	.00	.00	205,000.00	.0%
191411 49000 Codes Miscellaneous	0	.00	55.03	.75	-55.03	100.0%
191611 49000 Town Clerk Miscellaneous	1,300	1,300.00	303.75	173.75	996.25	23.4%
191911 49000 Planning Miscellaneous	300	300.00	60.25	10.25	239.75	20.1%
192121 49000 Fire Miscellaneous	10,500	10,500.00	10,056.72	10,015.00	443.28	95.8%
192221 49000 Police Miscellaneous	11,800	11,800.00	10,025.00	10,025.00	1,775.00	85.0%
192294 49153 Police Vehicle Sales	18,500	18,500.00	.00	.00	18,500.00	.0%
194141 49103 General Assistance Rec	0	.00	642.38	.00	-642.38	100.0%

FOR 2012 03

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
194545 49000 School Miscellaneous R	74,500	74,500.00	13,133.22	9,113.87	61,366.78	17.6%
195051 49000 Recreation Miscellaneo	0	.00	28.75	.00	-28.75	100.0%
199980 48100 General Fund Transfer	200,000	200,000.00	200,000.00	200,000.00	.00	100.0%
TOTAL Other	526,900	526,900.00	237,826.78	231,746.53	289,073.22	45.1%
TOTAL REVENUES	526,900	526,900.00	237,826.78	231,746.53	289,073.22	
GRAND TOTAL	49,773,870	49,773,870.00	35,169,867.13	32,143,853.46	14,604,002.87	70.7%

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

REPORT OPTIONS

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Sequence	Field #	Total	Page Break	
Sequence 1	5	Y	N	Year/Period: 2012/ 3
Sequence 2	0	N	N	Print revenue as credit: N
Sequence 3	0	N	N	Print totals only: N
Sequence 4	0	N	N	Suppress zero bal accts: Y

Report title:  
SEPTEMBER 2011 REVENUE REPORT

Print Full or Short description: F  
Print MTD Version: Y  
Print Revenues-Version headings: Y  
Format type: 2  
Print revenue budgets as zero: N  
Include Fund Balance: N  
Include requisition amount: N

Double space: N  
Roll projects to object: N  
Incl inception to soy: N  
Carry forward code: 1  
Print journal detail: N  
From Yr/Per: 2011/ 1  
To Yr/Per: 2011/12  
Include budget entries: N  
Incl encumb/liq entries: N  
Sort by JE # or PO #: J  
Detail format option: 1

**MANAGER'S REPORT - B  
NO BACK UP MATERIALS**

# MANAGER'S REPORT - C BACK UP MATERIALS

## THE ALFRED M. SENTER FUND

The Alfred M. Senter Fund is a private charitable trust established by Alfred M. Senter. Mr. Senter was the owner of Senter's Department Store in downtown Brunswick, located within the buildings which are now Senter Place. The Fund is authorized by the trust document to make grants to public charities (as defined by federal Internal Revenue Code) providing services in the State of Maine.

The public charities to which the Fund will make grants are those described in IRS Code Section 170 (c), in Sections 170(b) (1) (A) ii, iii, iv, v, vi, and in Sections 2055 (a) and 2522 (a) or corresponding provisions of any subsequent federal tax laws. Documentation of this must be provided at the time of application to the Fund by providing a copy of the most recent IRS tax determination letter issued to the applicant.

It was the wish of Alfred M. Senter, but not his direction, that public charities benefiting from this Fund be involved in promoting the cultural, educational, environmental well being and general health and welfare of the inhabitants of the Towns of Brunswick, Topsham, Durham, Harpswell, West Bath and Lisbon and the City of Bath, all in the State of Maine.

The Fund especially seeks to support charities for which small grants will make a significant difference. The Fund does not normally award grants to finance regular operating budgets or to add to the endowment of other non-profit organizations. In most instances, individual grants will not exceed \$20,000. No grant shall inure or be payable to or for the benefit of any individual, partnership, corporation, private shareholder or contributor, or be made to attempt to influence legislation or any political campaign.

The Fund Committee meets in November of each year to consider requests for grants. The Fund will consider grant applications received no later than October 31 for that calendar year. Applicants will receive notification regarding the status of their request by the end of November for the current year. Grant requests must be submitted by mail or by hand with an original and six copies.

The Fund Committee requires that a short application form be completed. Additional materials may also be provided such that the Committee may adequately weigh the merits of the request. Subjects which should be addressed include the history, purpose, objectives or rationale of the project, benefit, method of accomplishment and continuation, budget and timelines, method of evaluation of the results, persons or groups involved, and other sources of funding. Instructions regarding the application are attached.

The Committee does not normally meet with applicants. If a grant is provided by the Fund, it is requested that the receiving organization send a brief final report to the Fund no later than October 31 of the following year describing the actual use of the grant funds and the results achieved. The Fund Committee members include: George Gilmore and Anne Brooks.

Mail, including grant requests and submissions, should be addressed to the following:

The Alfred M. Senter Fund  
c/o Senter Place Management Office  
114 Maine St., Suite 5  
Brunswick, ME 04011

Inquiries including requests for application forms may be made through Mrs. Deirdra Perry by telephone: 207-725-6610; by facsimile: 207-725-6612; or by e-mail: [senterplace@gmail.com](mailto:senterplace@gmail.com)

Revised 2010

**THE ALFRED M. SENTER FUND**  
c/o Senter Place Management Office  
114 Maine Street, Suite 5, Brunswick, Maine 04011  
(207) 725-6610 telephone . (207) 725-6612 facsimile . e-mail: [senterplace@gmail.com](mailto:senterplace@gmail.com)

a private foundation  
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08/31/10

Page 1 of 2

Grant Application by a Public Charity\* providing services in the State of Maine  
(\*as described in Section 170(c), Sections 170(b)(1)(A) ii, iii, iv, v, vi,  
and in Sections 2055(a) and 2522(a) of the Internal Revenue Code)

ORGANIZATION BACKGROUND:

Legal Name of Organization: Town of Brunswick Fire Department

Address: 21 Townhall Pl. Brunswick, ME 04011

Phone No. (207) 725-5541 Fax No. (207) 725-6638 e-mail: dkoslosky@brunswickme.org

Year Organized 1810 Contact Name and Title: Donald Koslosky Deputy Chief

Organization Mission and Service Area: To protect lives, property and the environment through excellence in fire suppression, EMS, all hazards response, public safety education and code enforcement. Our service area is to the Town of Brunswick and all surrounding communities.

Sources of Funding: Municipal budget Tax based Web Site: www.brunswickme.org

PROJECT INFORMATION:

Specific Purpose \_\_\_\_\_

Geographic Area and Population Benefiting \_\_\_\_\_

Initial Project Schedule, and any Continuation \_\_\_\_\_

Total Project Budget \_\_\_\_\_ Grant Amount Requested \_\_\_\_\_

Method of Evaluating Project Success \_\_\_\_\_

(Note: Brief additional material may be appended to this application.)

Signature Donald R. Koslosky Jr. Date 10/11/2011

Printed Name Donald R. Koslosky Jr. Title Deputy chief

The Applicant hereby certifies the following:

1- The requesting organization is recognized by the Internal Revenue Service as a Public Charity as described in Internal Revenue Code Sections 170(c), 170(b)(1)(A) ii, iii, iv, v and vi, and 2055(a) and 2522(a).

PROVIDE A COPY OF THE MOST RECENT IRS TAX DETERMINATION LETTER

2- Any grant received as a result of this application will be used only for activities, operations or purposes within the State of Maine.

3- Any grant received as a result of this application will be used only for the specific project described in the application.

4- Any grant received as a result of this application will not be used to attempt to influence legislation or any political campaign.

5- The Applicant will administer and supervise the expenditure of all funds received as a result of this grant application, and no funds will be transferred to another organization.

6- If a grant is received, the Applicant will provide a brief final report to the Alfred M. Senter Fund describing the results achieved as a result of the grant.

7- The submission of this application for a grant has been authorized by the Board of Directors of the Applicant.

Applicant \_\_\_\_\_

By: (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Please provide a current financial report (the most recently completed fiscal year) of the Organization and a list of the Officers and Directors of the organization.

(Note: Brief additional material may be appended to this application.)

PLEASE REVIEW THE COVER SHEET WHICH ACCOMPANIES THIS FORM FOR FURTHER INFORMATION AS TO THE INTENT AND OBJECTIVES OF THE ALFRED M. SENTER FUND AND AS TO THE SUBJECTS WHICH SHOULD BE ADDRESSED IN CONNECTION WITH THIS GRANT APPLICATION.

This original Grant Application and six (6) copies should be MAILED OR HAND DELIVERED to the following address:

The Alfred M. Senter Fund  
c/o Senter Place Management Office  
114 Maine Street, Suite 5  
Brunswick, ME 04011

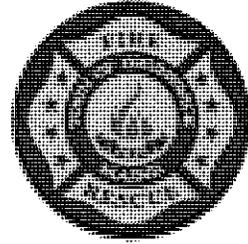
# Town of Brunswick, Maine

Incorporated 1739

Brunswick Fire Department



"Working Today for a Safer Tomorrow"



KEN BRILLANT, CHIEF  
JEFF EMERSON, DEPUTY CHIEF  
DONALD KOSLOSKY, DEPUTY CHIEF

21 TOWN HALL PLACE  
BRUNSWICK, ME 04011  
TELEPHONE 207-725-5541  
FAX # 207-725-6638  
[WWW.BRUNSWICKME.ORG](http://WWW.BRUNSWICKME.ORG)

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The Alfred M. Senter Fund  
C/o Senter Place Management Office  
114 Maine St., Suite 5  
Brunswick, ME 04011

October 11, 2011

Dear Fund Committee Members,

The Brunswick Fire Department is requesting your assistance to replace old outdated gear that is currently being used. This is normally supported by the operating budget. The rising costs in manufacturing and along with budget cuts maintaining this program has been difficult.

The goal is to purchase ten (10) sets of new gear that is used daily for emergent and non-emergent responses. This includes structure fires, fire alarms, car accidents, and all types of training. The cost is \$1,700.00 per set of gear and the total cost of the project would be \$17,000.00.

This grant will serve not only Brunswick but our surrounding Towns as well. Brunswick Fire responds to many mutual aid calls for building fires and other emergencies due to lack of volunteers being available.

Once awarded the grant we would place an order with the manufacture and expect the gear in 120 days. We would measure success once the gear is in service.

If you have any questions please don't hesitate to contact me (207) 319-9028.

Respectfully,

Donald R. Koslosky Jr.  
Deputy Chief

**MANAGER'S REPORT - D  
NO BACK UP MATERIALS**

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# MANAGER'S REPORT - E BACK UP MATERIALS

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**TOWN OF BRUNSWICK**  
TOWN MANAGERS OFFICE  
MEMORANDUM

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TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: October 12, 2011

RE: re-sodding of the Mall

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I have placed this item on the Manager's Report to begin the public discussion of the need for the Town to begin restoring the area on the Mall that has suffered significant deterioration.

Tom Farrell is scheduled to meet with representatives of the Farmer's Market to develop a plan that will involve re-locating the Farmer's Market for a period of time while the Mall is being restored.

We will return to the Council later with additional information as this project gets closer to taking place.

ITEM 119

BACK UP MATERIALS



**Proposed Ordinance Amendments  
Relative To Domesticated Farm Animals in Growth Zone  
Public Hearing –  
Adopted –  
Effective –**

Be it ordained by the Town Council of the Town of Brunswick, Maine, that Chapter 4, Article IV, the Municipal Code of Ordinances, Town of Brunswick, Maine, is amended by adding the underlined language:

**ARTICLE IV.  
DOMESTICATED FARM ANIMALS\***

**Sec. 4-91. Purpose.**

The purpose of this article is to provide standards for the keeping of domesticated farm animals within the designated growth area. The article is intended to enable residents of single-family homes to keep a small number of domesticated farm animals on appropriately sized lots while limiting the potential adverse impacts on the surrounding neighborhood.

**Sec. 4-92. Definitions.**

*Domesticated Farm Animals:* Domesticated farm animals are defined as bovine, horses, donkeys, mules, sheep, goats, swine, llamas and alpacas.

**Sec. 4-93. Keeping of domesticated farm animals on lots located in the growth area, unless as otherwise permitted within a specific zoning district.**

- (a) A single-family residence having a minimum lot area of 2 acres is required for the keeping of domesticated farm animals.
- (b) No more than two (2) domesticated farm animals shall be kept on a lot with a single-family dwelling.
- (c) Domesticated farm animals shall only be kept for personal use.
- (d) Outside slaughtering and processing is prohibited.

**Sec. 4-94. Barns, stables and other enclosures.**

- (a) Minimum setback: Any structure used to house domesticated farm animals must be at least 35 feet from a property line and at least 45 feet from any residential dwelling unit located on a neighboring lot. Securely enclosed roaming or grazing areas must be at least 20 feet from any property line, at least 30 feet from any residential dwelling unit located on a neighboring lot. Existing enclosures in place as of the date of ordinance enactment shall be exempt.

- (b) Any new structure or an existing structure proposed for conversion to house domesticated farm animals shall be located in the rear yard of the lot. In the case of a corner lot, a side yard may be used in accordance with applicable zoning district setbacks if more stringent than the minimum setback stated in Sec. 4-94 (a) above.
- (c) The structure shall be provided and designed to provide safe and healthy living conditions for the domesticated farm animals while minimizing adverse impacts to neighboring lot owners.
- (d) The structure shall be well maintained. The use of scrap, waste board, sheet metal or similar materials as construction material is prohibited.
- (e) Domesticated farm animals shall be securely enclosed in a roaming or grazing area sufficient to keep them contained.

#### **Sec. 4-95. Odor, noise and lighting.**

- (a) Excessive odors from domesticated farm animals, manure, or other related substances shall not be perceptible at the property boundaries as determined by the Codes Enforcement Officer.
- (b) Perceptible noise, as determined by the Codes Enforcement Officer, from domesticated farm animals shall not be a disturbance to neighboring lot owners.
- (c) Only motion-activated cut-off luminaire lighting may be used to light the exterior of the structure.

#### **Sec. 4-96. Waste storage and removal.**

Provision must be made for the storage and removal of domesticated farm animal manure and other waste material. All stored manure and other waste material shall be covered by a fully enclosed structure with a roof line or lid over the entire structure. Manure and other waste material shall not be permitted to accumulate on the premises for a period exceeding thirty (30) days.

#### **Sec. 4-97. Licensing requirements.**

A person who keeps domesticated farm animals shall obtain an initial license for a fee of one hundred dollars (\$100.00). The license shall expire annually on the last day of April. Renewal licenses will be at a fee of fifty dollars (\$50.00). The license shall be issued by the town clerk after favorable inspection by the Brunswick Animal Control Officer or designee. The license fee is nonrefundable if the license is not approved. There will be a late fee assessed to licenses that have expired, in the amount of twenty five dollars (\$25.00). The fine will double after the license has been expired for more than thirty (30) days.

#### **Sec. 4-98. Complaints.**

When any person files a complaint with the Codes Enforcement Officer that this Article is being violated, the Codes Enforcement Officer shall examine the subject of the complaint and take appropriate action within a reasonable amount of time not to exceed five (5) working days. The Codes Enforcement Officer shall keep a record of these complaints and his action on them, and report to the complainant, upon request. If the Codes Enforcement Officer declines to take action on a complaint, neither that non-action nor any written record or report on the complaint constitutes an order, requirement, decision or determination which can be appealed to the Codes Appeal Board. Whether or not to take action on a complaint is committed to the sole and exclusive discretion of the Codes Enforcement Officer.

**Sec. 4-99. Penalty.**

In addition to any other enforcement action which the town may take, violation of any provision of this article shall be a civil violation and a fine not exceeding one hundred dollars (\$100.00) may be imposed. Each day that a violation continues will be treated as a separate offense.

**Sec. 4-100. Removal of domesticated farm animals.**

- (a) If one of the existing 2 domesticated farm animals has one or more offspring the following would apply. At which time the offspring reaches the age of 6 months, either the offspring or one of the existing domesticated farm animals must be permanently removed from the property so as not to exceed the maximum number of domesticated farm animals per Sec. 4-93. If a veterinarian determines that the offspring cannot be removed by the age of 6 months, the owner shall submit a written request for time extension to the Code Enforcement Office stating the specific medical reason(s) for the delay and the time period necessary to resolve the matter.
- (b) Any violation of the provisions of this article or of the license shall be grounds for an order from the Codes Enforcement Officer to remove the domesticated farm animals. The animal control officer may also order the removal of the domesticated farm animals upon a determination that the domesticated farm animals pose a health risk. If a domesticated farm animal dies, it must be disposed of promptly in a sanitary manner.

Adopted by the Brunswick Town Council at their Regular Meeting held on \_\_\_\_\_, 2011.

It will become effective thirty days after adoption.

Attest: \_\_\_\_\_

Town Clerk

ITEM 120

BACK UP MATERIALS



# TOWN OF BRUNSWICK, MAINE

INCORPORATED 1739

DEPARTMENT OF PLANNING AND DEVELOPMENT  
28 FEDERAL STREET  
BRUNSWICK, ME 04011

ANNA M. BREINICH, AICP  
DIRECTOR OF PLANNING & DEVELOPMENT

PHONE: 207-725-6660  
FAX: 207-725-6663

October 11, 2011

Memo to: Town Council,  
Gary Brown, Town Manager  
From: Kris Hultgren, Town Planner  
Subject: Expansion of the Telecommunications Overlay 2 Zone

At its meeting on September 27, 2011, the Planning Board voted unanimously (6-0) to forward a recommendation to the Town Council to expand the physical area of the Telecommunications Overlay 2 Zone (TCZ2) and make text amendments to Section 214 of the Zoning Ordinance that regulates the placement of telecommunication towers.

First Wave Media, Inc. proposes the zoning change to accommodate a 199' AM radio tower it plans to use to resurrect and re-launch the former WCME radio station that operated in Brunswick from the 1950s to 1972. The location of the tower would be on Lot 5 of the Brunswick Commerce Center located off of the Old Portland Road. A location map is attached to this memo.

The Zoning Ordinance amendment is needed for two main reasons. First, the existing telecommunication zones located off of Hillside Road and in Cooks Corner cannot serve the needs of the new AM tower because of physical constraints on the property and the inability to collocate on existing towers. Second, only monopole telecommunication towers are currently allowed in the TCZ2 Zone and a guy wired tower is necessary to support the AM radio tower proposed by First Wave Media. Other changes proposed include a change in the maximum height of a tower in the TCZ2 Zone from 190' to 199' to improve the tower's performance and language added to Section 214 of the Zoning Ordinance requiring techniques to mitigate bird and bat injuries.

This is the third site proposed by First Wave Media to construct its AM tower. The first location was also on Old Portland Road at the "Old Drive-In Movie Theater" lot but lease negotiations with the owner broke down. The second proposal was for a lot at the intersection of Pleasant Hill Road and Church Road (400 Pleasant Hill Road) but the location was withdrawn after a Planning Board workshop with significant public opposition to the site. First Wave Media's current proposal has not received any public comment as of October 11. Planning staff will forward to the Council any public comment it receives on the proposal in advance of the public hearing on October 17.

Attached to this memo is a letter from the applicant with information about previous attempts to locate an AM tower in Brunswick and its plans if this location is approved. Also attached are maps showing the physical location of the new TCZ2 Overlay Zone and the text amendments to Section 214 of the Zoning Ordinance.

I will be available at the Town Council meeting on October 17 to answer any questions.

September 6, 2011

**VIA US MAIL AND E-MAIL**

Charles Frizzle, Planning Board Chair  
Town of Brunswick Municipal Building  
28 Federal Street  
Brunswick, Maine 04011

**RE: First Wave Media, Inc.'s Revised Zoning Map Amendment Proposal**

Dear Planning Board Members:

First Wave Media, Inc. ("FW") is pleased to present a revised request for an additional telecommunications overlay (TCZ2) zone to an approximately 7.04 acre parcel of land on Old Portland Road located on Brunswick Tax Map 13, Lot 65.

As you know, on two previous occasions, FW has requested an identical amendment to a lot on Pleasant Hill Road, and, another lot on Old Portland Road. This revised request is necessary because of the Planning Board's decision not to endorse our request for the Pleasant Hill Road lot, and due to failed lease negotiations for the previous Old Portland Road lot. When we last appeared before you, members of the Board suggested that we make our best effort to identify a viable site on Old Portland Road and, in particular, at the Brunswick Commerce Center. I am pleased to say that, after nearly two months, we have identified a site at the Brunswick Commerce Center and reached a lease agreement with Bill Moore, the owner of the Brunswick Commerce Center.

In consideration of the time passed between our last meeting and present, a brief review of the history and details of FW's request may be of some assistance.

History

FW plans to resurrect and re-launch the former WCME, an AM radio station that enjoyed great success in Brunswick from the 1950s through approximately 1972. The station will provide locally-oriented, community-based, family-friendly programming to the greater Brunswick area. WCME plans to air a variety of programming, including a full-service morning show, hourly local news, and play-by-play broadcasts of Brunswick High School sports. The station's broadcasting headquarters will be located in Ft. Andross. In order to construct the station's transmission facility, FW must locate the tower within approximately 3 miles of

**Preti Flaherty Beliveau & Pachios LLP** Attorneys at Law

45 Memorial Circle | Augusta, ME 04330 | TEL 207.623.5300 | FAX 207.623.2914

[www.preti.com](http://www.preti.com)

Augusta  
2483279.3

Boston

Concord

DC

Portland

PRETI FLAHERTY

Charles Frizzle, Planning Board Chair

September 6, 2011

Page 2

downtown Brunswick. Currently, it is impossible to do so because no existing Telecommunications Zone overlay (TCZ) can accommodate an AM tower.

On November 9, 2010, First Wave Media submitted a request for a small additional Telecommunications Zone overlay (TCZ2) to an approximately 8.25 acre parcel of land on Old Portland Road located on Brunswick Tax Map 13, Lot 12 and commonly known as the "old drive-in movie theater" parcel. On November 15, 2010, the Town Council voted to send the Planning Board the proposed change to the Zoning map so the Board could review and make recommendations. In response to the Council's request, the Planning Board held a workshop on November 30, 2010. At that meeting, the Board requested additional information regarding alternative locations as well as potential wildlife and technical impacts from the proposed tower. First Wave Media responded with a December 10, 2010 letter to the Board addressing concerns regarding bird and bat injuries with guyed towers, why collocation on an existing tower or existing TCZ parcel is not possible, clarification on the ability to collocate other antennae and equipment, and concerns regarding interference with residential electronic uses. On December 14, 2010, the Planning Board heard from FW's engineer and voted to schedule a public hearing and final Board recommendation to the Council regarding the proposed amendments. A public hearing was scheduled for January 4, 2011 and delayed at the request of First Wave Media.

Subsequent to the Board's meeting on December 14, 2010, FW and the owner of the "old drive-in movie theater" parcel were, despite FW's best efforts, unable to execute a lease or purchase agreement. FW spent several months searching for an alternative location. FW worked with a real estate agent and considered numerous locations including alternative sites on Old Portland Road, Bath Road, River Road, Route 1, Old Bath Road, and Brunswick Landing. These sites were unavailable for various technical, practical, and environmental reasons. Once a new site was located on Pleasant Hill Road, FW entered into a signed lease with the owner and conducted, at great expense, extensive technical and environmental due diligence.

On July 7, 2011, FW submitted a request for a small additional Telecommunications Zone overlay (TCZ2) to the approximately 8.5 acre parcel of land on Pleasant Hill Road located on Brunswick Tax Map 21, Lot 39. At the Board's meeting on July 12, 2011, the Board declined to move forward with FW's request. At that meeting, several Board members suggested that FW consider the Brunswick Commerce Center. Although FW had previously investigated the location, FW was able to locate a lot known as Lot 5 within the Brunswick Commerce Center which will meet the technical and geographical requirements of the project. First Wave has had extensive discussions with the lot's owner, Bill Moore, and has reached an agreement on lease terms.

#### New Site

The Brunswick Commerce Center site is located on Brunswick Tax Map 13, Lot 65, with a street address of 250-268 Durham Road. A map of the site is attached (Exhibit 1). The site is approximately a half mile northeast from the previous site on Old Portland Road, a mile and a

PRETI FLAHERTY

Charles Frizzle, Planning Board Chair

September 6, 2011

Page 3

half southeast from the site on Pleasant Hill Road, and three quarters of a mile from the existing TCZ-1 zone on Tower Lane. It is presently zoned MU5.

The tower itself will be located in the center of the circle depicted in the attached site sketch (Exhibit 2). The tower will be up to 199 feet high with ground radials spaced every 3 degrees extending approximately 130 feet straight from the base of the tower and buried 4-5 inches into the ground. In accordance with the Subdivision Approval, a minimum forested buffer of 50 feet will be maintained along the Route One Corridor with minimal interruption for road and/or driveway cuts. FW does not intend to light or paint the tower<sup>1</sup> unless required to do so by the FAA. The transmitter equipment will be located in a 10 X 16 wood structure on cement piers. There will be a 10 X 10 fence around 3 sides of the tower while the fourth side will be the building. This is required by FCC Law for safety. Utility poles for power and telecommunications will be erected. There will be three anchors with 9 guyed wires. The tower will be designed to collapse on itself and have the required 100 foot fall zone.

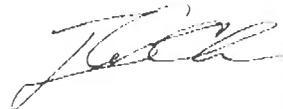
#### Requested Amendments

FW is requesting a zoning ordinance amendment to expand the TCZ2 Overlay Zone regulating the placement of wireless telecommunications installations. To complete the amendment, FW requests a physical expansion of the TCZ2 Overlay Zone and text amendments to Section 214.4K of the Zoning Ordinance. The text amendment would permit a guy wired tower in the TCZ2 Zone which currently only allows a monopole structure.

FW is also fully supportive of text amendments to Section 214.4 (new section 'N'), suggested earlier by Town Staff, that would require towers installed with guy wires to use mitigating technique to avoid bird and bat injuries. These mitigating techniques could include oversized insulators that make guy wires more visible or the use of a "scarecrow" on the tower to act as a deterrent for birds and bats.

FW is pleased to provide you with any additional information at your request, and please do not hesitate to contact me prior to the September 13<sup>th</sup> Planning Board meeting if you have any questions or concerns. Thank you, once again, for your time and efforts.

Sincerely,



J. Andrew Cashman  
Attorney

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<sup>1</sup> In compliance with Zoning Ordinance Section 214, the tower will be constructed with material and colors that match or blend with the surrounding environment, to the maximum extent practicable.  
2483279.3

PRETI FLAHERTY

Charles Frizzle, Planning Board Chair

September 6, 2011

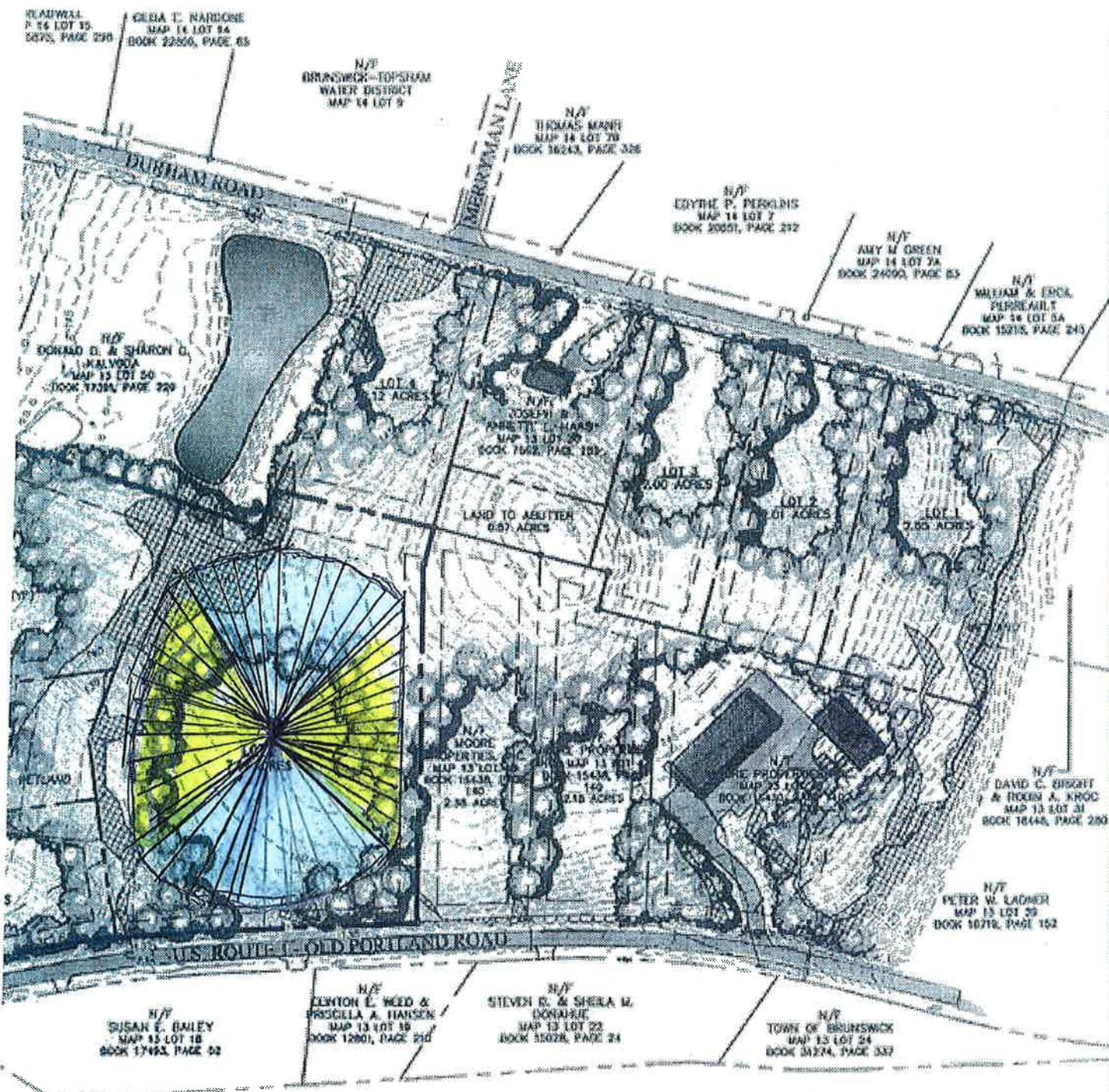
Page 4

JAC:s

Enclosure

cc: Anna Breinich  
Kris Hultgren





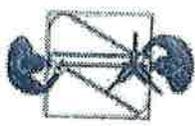
GRAPHIC SCALE



( IN FEET )  
1 inch = 150 ft.

**NTER**

Full length ground Mecher  
Truncator to 80% length



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**214 Telecommunications Zones (TCZ)**

**214.1 Permitted Uses.** All telecommunication towers are permitted within the Telecommunications Zones as a matter of right. Telecommunication includes, but is not limited to:

- VHF and UHF Television
- FM Radio and AM Radio
- Private radio transmission and reception facilities on all bands licensed by the FCC.
- Public radio communications services using bands licensed by the FCC.
- Fixed-Point Microwave transmission and reception

**214.2 DIMENSIONAL TABLE**

<u>Standard/District</u>	<u>TCZ1</u>	<u>TCZ2</u>
Minimum Lot Area	80,000 sf	30,000 sf
Minimum Lot Width	200'	60'
Minimum Front Yard	30'	30'
Minimum Rear Yard	30'	30'
Minimum Side Yard	30'	30'
Maximum Impervious Surface Coverage	50%	50%
Maximum Tower Height	400'	<del>190'</del> 199'

**Comment [KMH1]:** Change in maximum tower height from 190' to 199' in TCZ2 Zone. Change 1 of 3

Note: For the purposes of Section 214.2 leased land shall be treated as a lot.

**214.3 Permit from FAA.** In order to erect a telecommunication tower, the applicant must first obtain a permit from the Federal Aviation Administration. As part of the application for a building permit, the applicant shall file with the Codes Enforcement Officer a copy of the application to, and the permit issued by, the Federal Aviation Administration. Upon compliance with all the requirements of this section, the Codes Enforcement Officer shall issue a building permit to the applicant without the necessity of site plan review.

**214.4 Other Provisions.** The following additional standards shall be complied with:

- A. The installation and operation of all towers and equipment shall be in accordance with Federal Aviation Administration and Federal Communications Commission regulations.
- B. A new wireless telecommunications tower and related equipment must be screened with plants from view by abutting properties, to the maximum extent practicable. Existing plants and natural landforms on the site shall also be preserved to the maximum extent practicable. The cutting of trees or other vegetation within the "fall zone" stipulated in section 214.4.K, below, shall be limited to the minimum necessary for: 1) construction of the tower, accessory structures, fencing and vehicular access to the facility, 2) removal of trees that are dead, diseased and/or create a hazard, and 3) a footpath through the area not to exceed 6 (six) feet in width.
- C. The applicant shall provide at least one parking space for each tower along with circulation

and vehicle access.

- D. All towers must be constructed so as to meet or exceed the manufacturer's specifications and the current building code of the Town.
- E. The owner shall arrange for an annual inspection of each tower to determine that it meets the most current B.O.C.A. standards. One copy of the inspection results shall be submitted to the Code Enforcement Officer with a plan and schedule for correction of each deficiency noted. The owner shall have the deficiency corrected within 90 days of the receipt of the report.
- F. A wireless telecommunications tower that is not operated for a continuous period of twelve (12) months shall be considered abandoned. The Codes Enforcement Officer shall notify the owner of an abandoned tower in writing and order the removal of the tower within ninety (90) days of receipt of the written notice. The owner of the facility shall have thirty (30) days from the receipt of the notice to demonstrate to the Codes Enforcement Officer that the tower has not been abandoned. If the Owner fails to show that the tower is in active operation, the owner shall have sixty (60) days to remove the tower. If the tower is not removed within this time period, the municipality may remove the tower in accordance with the financial guarantee provided for this purpose at the time of issuance of the building permit in accordance with section 214.4.N.3.D, below. The owner may apply to the Codes Enforcement Officer for release of the financial guarantee when the tower is removed to the satisfaction of the Codes Enforcement Officer. By May 1 of each year, the tower owner shall submit a letter to the Codes Enforcement Officer stating the name and address of owners of equipment on the tower as of April 1 of that year.
- G. Provided there are no FAA color requirements to the contrary, a new wireless telecommunications tower and related equipment must be constructed with material and colors that match or blend with the surrounding natural or built environment, to the maximum practical extent. Galvanized metal shall be considered to satisfy this provision.
- H. A new wireless telecommunications tower and related equipment must be designed and constructed to accommodate the collocation of at least three independent arrays of antennae and related equipment.
- I. In any case where a tower is determined by the FAA to need obstruction marking or lighting, the applicant must demonstrate that it has or will request the least visually obtrusive marking and/or lighting scheme in FAA applications. Security lighting must comply with the lighting provisions of section 109.3.
- J. A new wireless telecommunications tower and related equipment must be fenced to discourage trespass on the facility and to discourage climbing on any structure by trespassers. Fencing shall be a minimum of six (6) feet in height and be topped with barbed wire.
- K. In the TC22 zone, only AM radio towers/antennas or similar installations may be installed with guy wire support and transmission wiring. All other a new wireless telecommunications towers must be a freestanding monopole structure with a round base and section throughout its length. Any tower constructed in the TC22 shall be designed to collapse upon itself and no habitable structure shall be located within 100' of the tower. The tower owner shall own or otherwise have control of the land within this 100' "fall zone" in order to assure compliance with this requirement.
- L. In the TC21 zone, if guy wires and anchors are to be located on adjoining property, permanent easements must be obtained by the applicant and presented to the Codes Enforcement Officer as part of the application for a building permit.

**Comment [KMH2]:** Change to allow AM radio towers that need guy wires as an operational necessity to use them. Change 2 of 3

M. Accessory facilities may not include offices, long-term vehicle storage, other outdoor storage, or broadcasting studios, except for emergency purposes, or other uses that are not needed to send or receive transmission signals.

N. Guy wired towers/antennas shall include techniques to mitigate bird and bat injuries.

**Comment [KMH3]:** Change to require techniques on the tower or guy wires that reduce the risk of harm to birds and bats. Change 3 of 3

~~Q~~N: The following standard conditions of approval shall be part of any building permit issued by the Codes Enforcement Officer. Where necessary to ensure that a permitted project meets the criteria of this ordinance, the Codes Enforcement Officer can impose additional conditions of approval. If the Codes Enforcement Officer determines that the tower owner is in non-compliance with any of these conditions of approval, the Codes Enforcement Officer shall order operation of the tower to cease. Reference to the conditions of approval shall be clearly noted on the building permit and shall include:

- 1) The owners of the wireless telecommunications tower and his or her successors and assigns agree to:
  - a. respond in a timely, comprehensive manner to a request for information from a potential collocation applicant, in exchange for a reasonable fee not in excess of the actual cost of preparing a response;
  - b. negotiate in good faith for shared use of the wireless telecommunications tower by third parties;
  - c. allow shared use of the wireless telecommunications tower if an applicant agrees in writing to pay reasonable charges for collocations;
  - d. require no more than a reasonable charge for shared use of the wireless telecommunications tower, based on prevailing market rates within a 20-mile radius and generally accepted accounting principles. This charge may include, but is not limited to, a pro rata share of the cost of site selection, planning project administration, land costs, site design, construction and maintenance, financing, return on equity, depreciation, and all of the costs of adapting the tower or equipment to accommodate a shared user without causing electromagnetic interference. The amortization of the above costs by the facility owner shall be accomplished at a reasonable rate, over the life span of the useful life of the wireless telecommunications tower.
- 2) Upon request by the municipality, the applicant shall certify compliance with all applicable FCC radio frequency exposure guidelines.
- 3) That, prior to issuance of a building permit for a new tower, the applicant shall provide:
  - a) a copy of an executed contract between the applicant and an FCC licensed carrier to provide space on the tower for a minimum of five years,
  - b) copies of all necessary permits and approvals from the FCC, FAA and any other agency having jurisdiction over the tower and the carrier's telecommunications facilities,
  - c) evidence, satisfactory to the Codes Enforcement Officer, that no existing tower can serve the purpose and accommodate the equipment proposed for deployment on the proposed tower. (This evidence may include the contract stipulated in item a, above, drive test data and other correspondence from prospective users of the tower. The Codes Enforcement Officer may require an independent analysis of this evidence prior to issuance of a building permit. If an independent analysis is required, the applicant shall deposit funds in a dedicated Town account to cover the cost of the independent analysis.),
  - d) a financial guarantee, satisfactory to the Codes Enforcement Officer, that shall cover the cost of removal of the tower and related equipment in accordance with section 214.4.F, above.

ITEM 121

BACK UP MATERIALS

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**TOWN OF BRUNSWICK**  
TOWN MANAGERS OFFICE  
MEMORANDUM

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TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: September 28, 2011

RE: Proposed amendment to the Road Acceptance Ordinance

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In 2010, the Council adopted the Road Acceptance Ordinance. Section 14-185(c) 1 identified specific roads that had been previously approved by the Planning Board to exempt those roads from the new standards. We became aware this week that Botany Place was not included in the list of exempt roads. This was an oversight on the part of staff. John Foster of Public Works and Anna Breinich support exempting Botany Place from the requirements of the ordinance as the project was approved by the Planning Board prior to the adoption of the Road Acceptance Ordinance.

Below is the current language.

Sec. 14-185. Applicability.

(a) This article shall apply to all streets within the town proposed to be accepted as town ways after the effective date of this article.

(b) Nothing in this article shall be construed to prevent the design and construction of streets which meet higher standards, use improved methods or use higher quality materials. The determination of the acceptability of other standards, methods or materials shall be made by the town council with advice of the planning board and the town engineer.

(c) The following planning board previously approved projects are exempt from this article and are subject to the standard practices of the public works department and the town council in effect on December 31, 2009:

- (1) Jones Farm, Lisbon Rd., thirty-six (36) lots;
  - (2) Wood Pond, Ledgewood Road Phase, nine (9) lots;
  - (3) Great Scott Subdivision, Hacker Rd., twelve (12) lots;
  - (4) Perreault Subdivision, Durham Rd., twelve (12) lots;
  - (5) Brunswick Commerce Center Subdivision, Old Portland Rd., fifteen (15) lots.
- (Ord. of 3-1-10(2))

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The recommendation from staff is to amend the ordinance as follows:

(c) The following planning board previously approved projects are exempt from this article and are subject to the standard practices of the public works department and the town council in effect on December 31, 2009:

- (1) Jones Farm, Lisbon Rd., thirty-six (36) lots;
- (2) Wood Pond, Ledgewood Road Phase, nine (9) lots;
- (3) ~~Great Scott Subdivision, Hacker Rd., twelve (12) lots;~~ **Botany Place, Condominiums, Section B and C to Baribeau Drive, sixty two (62) lots**
- (4) Perreault Subdivision, Durham Rd., twelve (12) lots;
- (5) Brunswick Commerce Center Subdivision, Old Portland Rd., fifteen (15) lots.
- (6) Sandelin Subdivision 1, Moody Rd, 8 lots.**



**Proposed Ordinance Amendments  
Relative Projects exempted  
from Street Acceptance and Standards Ordinance  
Drafted – 09/26/2011  
Public Hearing –  
Adopted –  
Effective –**

Be it ordained by the Town Council of the Town of Brunswick, Maine, that Chapter 14, Article VI (Street Acceptance and Standards Ordinance), the Municipal Code of Ordinances, Town of Brunswick, Maine, is amended by adding the underlined language and removing the struck-out language:

**ARTICLE VI.  
STREET ACCEPTANCE AND STANDARDS ORDINANCE**

**Sec. 14-181. Title.**

The ordinance from which this article was derived shall be known and may be cited as the "Street Acceptance and Standards Ordinance" of the Town of Brunswick, Maine. ...

**Sec. 14-185. Applicability.**

(a) This article shall apply to all streets within the town proposed to be accepted as town ways after the effective date of this article.

(b) Nothing in this article shall be construed to prevent the design and construction of streets which meet higher standards, use improved methods or use higher quality materials. The determination of the acceptability of other standards, methods or materials shall be made by the town council with advice of the planning board and the town engineer.

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- (2) Wood Pond, Ledgewood Road Phase, nine (9) lots;
- ~~(3) Great Scott Subdivision, Hacker Rd., twelve (12) lots;~~
- (3) Botany Place, Condominiums, Section B and C to Baribeau Drive, sixty two (62) lots;
- (4) Perreault Subdivision, Durham Rd., twelve (12) lots;
- (5) Brunswick Commerce Center Subdivision, Old Portland Rd., fifteen (15) lots;--
- (6) Sandelin Subdivision 1, Moody Road, eight (8) lots.

Adopted by the Brunswick Town Council at their Regular Meeting held on \_\_\_\_\_, 2011.  
It will become effective thirty days after adoption.

Attest: \_\_\_\_\_  
Town Clerk

ITEM 122

BACK UP MATERIALS



## TOWN OF BRUNSWICK, MAINE

INCORPORATED 1739

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

28 FEDERAL STREET

BRUNSWICK, ME 04011

### MEMORANDUM

TO: Town Council  
Gary Brown, Town Manager

FROM: Brian K. Dancause *Brian*

DATE: September 27, 2011

SUBJ: Scheduling October 17, 2011 CDBG Public Hearings for Coastal Counties Workforce, Inc. and Maine Tool & Machine, LLC Projects

As part of the Community Development Block Grant closeout process, the Town of Brunswick is required to hold public hearings on the status of the following CDBG projects:

#### **Coastal Counties Workforce, Inc.**

- **Project Description:** \$40,000 CDBG Public Services Grant for delivery of six WorkReady Credential training courses to individuals in the Brunswick area. The 60-hour WorkReady curriculum trains participants in foundational employment-related "soft skills." The objective of WorkReady training is to equip individuals, who have barriers to employment and/or little work experience, with the skills necessary to obtain entry-level employment and to achieve self-sufficiency.
- **Project Status:** Five WorkReady Credential training courses, serving 52 participants, were delivered via Merrymeeting Adult Education. The sixth and final training course was not offered, due to under-enrollment. \$32,421 in CDBG funds were drawn down, and required matching funds were expended. This project has been fiscally closed out. Final grant closeout will occur upon project monitoring by CDBG program staff.

#### **Maine Tool & Machine, LLC**

- **Project Description:** \$200,000 CDBG Economic Development Program award for leasehold improvements to Building #553 at Brunswick Landing. CDBG and matching funds supported the relocation and expansion of a local business, allowing it to fit-up a 16,000 square foot building, formerly used for heavy snow removal equipment storage, for the company's precision manufacturing operations.
- **Project Status:** Leasehold improvements have been completed and company has commenced operations in new facility. New equipment has been installed, and company is recruiting machinists to operate new equipment. \$200,000 in CDBG funds have been drawn down, and matching funds have been expended. CDBG award has been fiscally closed out. Final grant closeout will occur upon hiring of seven new employees, four of whom must come from low or moderate income households.

BRIAN K. DANCAUSE • BUSINESS DEVELOPMENT & SUPPORT SPECIALIST

PHONE: 207-721-0292 x 2 • FAX: 207-725-6663

BDANCAUSE@BRUNSWICKME.ORG • WWW.BRUNSWICKME.ORG/ECDEV



July 30, 2011

Brian Dancause  
Town of Brunswick  
Department of Economic & Community Development  
28 Federal Street  
Brunswick, ME 04011

Dear Mr. Dancause:

Please accept the following as CCWI's final CDBG Public Service Grant final program report; both a financial closeout for this grant and some additional supplemental materials (i.e. newspaper clippings, etc.) will be sent under separate cover. We believe that the funds from this grant served their purpose in providing meaningful training to job seekers and displaced workers in the Greater Brunswick area.

Throughout the course of this grant, 52 individuals participated in WorkReady Credential trainings offered at Merrymeeting Adult Education and additional courses – ranging from CNA to Microsoft Office Professional Development Certificate training were funded for those who successfully completed WorkReady courses.

The following pages further delineate the accomplishments and successes of this project. Please let me know if you require any additional information. It has been a pleasure working with you on this endeavor.

Sincerely,

Jade H. Arn

**SUMMARY OF GRANT-FUNDED ACTIVITIES**

A total of five WorkReady Credential trainings, serving 52 participants, were delivered through Merrymeeting Adult Education in Topsham through this grant. We were not able to complete the sixth and final WorkReady Credential training under this grant; we attribute this to the condensed timeframe in which we attempted to offer the six training sessions. All training session that did take place were well-attended and engaged multiple local business partners.

WorkReady is a 60-hour “soft skills” based training program designed to address articulated needs of the business community; the curriculum is centered on essential skills for success in today’s workplace. Course content includes: identifying personal motivations and challenges to employment, developing personal employment plan, effective workplace communication, teamwork and problem-solving, conflict resolution, basic principles of getting and keeping a job, job searching, effective résumé and cover letter writing, and interviewing skills. Participants developed employment portfolios and were able to interview with representatives from local businesses and community organizations.

Due to the economic climate and timing of this grant award, we found that the majority of training participants served were unemployed individuals with at least some employment history that were struggling to find a job. We encountered numerous individuals who had been recently laid off and still others who had been unemployed for several months.

Because we recognized that there is often a gap between the skill sets that unemployed individuals possess and the current demand for workers in the labor market, CDBG funds were set aside to provide training “scholarships” to individuals who successfully completed WorkReady and felt that they needed some additional technical or vocational skills training/credential to increase their chances of successfully reentering the workforce. A total of 31 scholarships were awarded to a total of 18 training participants.

<b>WorkReady Training Number</b>	<b>WorkReady Training Dates</b>	<b>WorkReady Participants</b>	<b>Scholarships Paid</b>
WRC-09-10	2/22/10 - 3/12/10	13	1
WRC-09-11	4/26/10 - 5/13/10	11	4
WRC-09-12	7/12/10 - 7/29/10	6	5
WRC-09-13	9/20/10 - 10/8/10	11	18
WRC-09-14	11/29/10 - 12/17/10	11	3
<b>Totals</b>		<b>52</b>	<b>31</b>

<b>CDBG-Funded Scholarships</b>	
Number of Courses Taken	28
Number of Textbook Requests	3
<b>Total Number of Scholarships Awarded</b>	<b>31</b>
<b>Courses Included:</b>	<ul style="list-style-type: none"> <li>• Computer Literacy</li> <li>• QuickBooks 2007</li> <li>• Microsoft Professional Development Certificate</li> <li>• Medical Terminology &amp; Coding</li> <li>• CAD Graphics (SMCC)</li> </ul>
<ul style="list-style-type: none"> <li>• CNA Training</li> <li>• Anatomy &amp; Physiology (SMCC)</li> <li>• Intro to Computers (SMCC)</li> <li>• College Algebra (SMCC)</li> <li>• Microsoft Word</li> </ul>	

### **Target Population:**

As indicated in our grant proposal, we initially intended to primarily serve unemployed individuals with little work history and with barriers to employment – i.e. referrals from Tedford Housing, Mid-Coast Hunger Prevention Program, TANF, etc. However, after recruitment efforts with Tedford staff, it became evident that on a whole their clientele was not generally in a good position to enter an intensive training of this nature, because they had other basic needs – issues with substance use, mental health, housing, etc. – that needed to be addressed first in order to stabilize them and ensure their success in training and job searching.

What we found was that the majority of training participants served through this grant were individuals who had lost their jobs in the economic downtown and were ill-equipped to compete in the current job market. Many training participants came from the manufacturing industry, 8-10 from Cooper Wiring which shut its doors during the grant period, and had been in those jobs for 10, 15, 25 years. Few participants had ever written a resume or been on a job interview, despite having held a job for many years. Based on training evaluations and participant feedback, it appears that WorkReady is a very valuable tool for dislocated workers seeking to re-enter the workforce.

### **Successes:**

- Trainee feedback/evaluations from each training session were overwhelmingly positive.
- We had an amazing group of local businesses and organizations involved with mock interviews and other aspects of the trainings.
- Four participants from the second WorkReady training session gained employment within weeks of the course ending.
- A participant without a home computer was referred to PC's for Maine and was able to purchase their first computer ever for a total of \$280.
- In the third training: one participant was offered a job on the last day of class, two trainees had second interviews scheduled during the training, and one other had job interviews at two different companies.

### **Community & Business Partners Included:**

- BONNEY Staffing
- Bath Iron Works
- Tedford Housing
- Spurwink
- Goodwill Industries of NNE
- Pine State Beverage Co.
- Wal-Mart
- CareerCenter
- TJ Maxx
- LL Bean
- Southern Midcoast Maine Chamber
- Coastal Enterprises
- Joanne King, Brunswick Town Council
- Pura Vida Day Spa
- Brunswick Taxi Co.
- MSAD #75 – Human Resources Dept.
- BMAC Associaes

### **Challenges & Lessons Learned:**

- Length of course – Offering the course in three weeks might be too condensed of a timeframe. Participant feedback indicated that it was a lot of work and material in three weeks; they suggested a four week training schedule, with perhaps more than 60 hours of instruction instead.

- Lack of computer/technology skills – The lack of computer literacy was far greater than anticipated. Overall, training participants’ need for computer/technical support inhibited their success in the course. As a result, Merrymeeting Adult Education allowed participants to access the computer lab for support and assistance on Fridays, when they were on break from WorkReady. In the future, better assessment of computer literacy up front is recommended as well as front loading WorkReady with a basic computer class for those who need it.
- Increased emphasis on transferrable skills – Because most all trainees had work histories, often in occupations that are declining in Maine, it became evident that there needed to be more of a focus on identifying and highlighting skills that are readily transferrable to other occupations.

**Program Evaluation:**

CCWI has been working with the Council for Adult and Experiential Learning (CAEL), based in Chicago, over the last year to create WorkReady 55+, a curriculum addendum to WorkReady that is tailored specifically to mature workers. In the fall of 2010 we worked with CAEL and Merrymeeting Adult Education to pilot WorkReady 55+ in a CDBG-funded training with a cohort of older workers, 8 of whom had recently been laid off from Cooper Wiring.

In addition to the standard training evaluation, CAEL staff came from Chicago to conduct a focus group session with the training participants and a feedback session with the instructor. The results are summarized at the end of this report and were utilized to help inform delivery of the remaining trainings – particularly the areas of concern.

**WorkReady 55+ Pilot Program Participant Feedback Session  
Merrymeeting Adult Education  
October 6, 2010**

Ten female WorkReady training participants were part of the feedback session, which took place the second-to-last day of the three week training. Eight of these women were recently laid off from the same manufacturing company where the majority had been employed for over a decade, most 15-20 years, and are TAA eligible.

Question	YES	No	Out of 10 Participants
Was the program helpful?	10	0	
In what ways?			Number in agreement
<i>Because things have changed, résumés, cover letters, etc. since last looking for work</i>			3
<i>Because of computer inexperience prior</i>			3
<i>Identifying transferrable skills</i>			10
<i>Computer skill enhancement</i>			7
<i>Feeling better about self</i>			1
<i>Mock interviews w/ business community</i>			10
<i>Willingness of staff at Merrymeeting to help, no shut doors, not closed faces</i>			9

<b>Do you feel that mature workers face extra challenges?</b>
<i>My age and health problems are against me, despite my experience</i>

<i>I feel undervalued</i>			
<b>If there were networking events geared toward older workers would you go?</b>			
<i>Most say yes.</i>			
<b>Do you focus on the negatives or the positives?</b>			
<i>I don't know what direction to go in</i>			
<i>Yes, but it's hard to get over the negatives and focus on the positives</i>			
<i>I feel pressured, I don't know what to do</i>	2		
<i>I have to look for 10 jobs per week and/or take classes to stay qualified for unemployment and workers comp.</i>	9		
<b>Is the program helping with these challenges?</b>	<b>Yes</b>	<b>No</b>	
	10	0	
<b>What content is helpful?</b>			
<i>Résumé writing - combo of chronological and functional is more effective/stronger</i>			
<i>Mock Interviews</i>			
<i>Role playing</i>			
<i>Computer experience</i>			
<i>Peer support</i>			
<i>Networking (including creating LinkedIn accounts)</i>			
<i>Learned how to:</i>			
<i>1. Email &amp; attach documents</i>			
<i>2. Print business cards</i>			
<i>3. Complete online applications</i>			
<i>4. Write a good résumé</i>			

<b>What are the most challenging aspects of job searching?</b>
<i>Haven't found a job yet</i>
<i>Matching your qualifications to what they are looking for AND selling it</i>
<i>Identifying what you want to do and where to start</i>
<b>What was helpful with this in the class?</b>
<i>There were pamphlets given out about skill transferability</i>
<i>Info on pay scales (managing expectations &amp; living on less pay)</i>
<i>Learning about ways to gain more skills</i>

<b>Challenges/Problems/Lowlights of the Training</b>
<i>Too much information in too little time, ALL agreed that the training was too short. Need two more weeks with computer training first.</i>
<i>Too large of a class</i>
<i>Should have a helper to teach the class, especially to help with computer issues</i>
<i>Going over things like attendance and how to get to work on-time – some parts of this would be more helpful for younger workers, but some parts were a little helpful even to experienced workers.</i>
<b>Could this part of the training be tweaked to be more helpful?</b>
<i>Triage, eliminate some based on needs of the training participants, emphasize that part for younger workers</i>

<b>Suggestions for Improving the Training</b>
<i>Provide a paper outline w/ instructions on using the computer</i>

<i>Have an advisor in the class to help individuals one-on-one re. their specific circumstances</i>
<i>More customization to the individual</i>
<i>Have all materials put in binders beforehand instead of as handouts; too much to lug and keep track of</i>
<i>Have table of contents for materials in the binder and a more organized way of handing out materials</i>
<i>Need more training and time – especially around TECHNOLOGY (all agree)</i>
<i>Technology = issue more for mature workers, they are pigeon-holed into jobs, don't have credentials, went into work before the technology wave started</i>
<b>If you could change one thing about the course...</b>
<i>1. Longer course with a pre-computer component</i>
<i>2. Computer boot camp first and more tech support – it would go smoother w/out technical issues</i>
<i>3. If you can't get a second instructor to help teach it, make the class smaller (5 participants per facilitator)</i>
<i>4. Computer class first</i>
<i>5. Computer class first</i>
<i>6. Computer class first and more info on transferability of skills</i>
<i>7. Longer course</i>
<i>8. Transferable skills, how do you take what you have to the next career? Where do your core skills transfer?</i>
<i>9. Transferrable skills, where can I use my skills?</i>
<i>10. Computer, using a computer instruction template/cheat sheet and more time on résumés</i>
<b>Re. Technology:</b> <i>All agree additional basic computer training is needed either prior to or as part of the course; 5 say 1 extra week of it, 4 say more than 1 week.</i>

<b>Feedback on the Facilitator:</b>
<i>Patient, interacted with all</i>
<i>Thorough</i>
<i>Didn't make you feel stupid</i>
<i>Motivating</i>
<i>Provided adequate breaks</i>
<i>Easy to relate to/comfortable</i>
<b>Feedback on Physical Location:</b>
<i>Comfortable &amp; convenient</i>

**Summary of Participant Feedback:**

Feedback regarding the facilitator and Merrymeeting Adult Education staff and facility as a whole was overwhelmingly positive. Résumé writing and mock interviewing components of the program were beneficial to all. It was clear that the participants were overwhelmed by the amount of information and work in the three week training and felt that they would benefit if there were an additional week or two added, especially if that time were dedicated to basic computer skills. The need for additional computer training was repeatedly articulated; lack of basic computer skills made the training more challenging.

Several training participants still felt unsure of what their next steps and longer-term goals around employment and training were, even the day before the WorkReady training was to end. Most felt they would benefit from additional assistance with identifying their transferable skills, particularly as they pertain to new careers.

**Areas of concern from CCWI/CAEL:**

1. The lack of professional dress and presentation – overall training participants did NOT present themselves in a professional manner for this feedback session. It is expected that professional attire, grooming, and behavior be exhibited throughout the 60-hour WorkReady training.
2. There was not enough significant work done around skill assessment and transferability, basing this instruction matching one's skills to a particular job description the last week of the training is not sufficient.
3. The rushed pace may affect the quality of instruction and amount of time devoted to significant components of this training.

# CDBG Town of Brunswick & CCWI Project Leveraged Resources

Recipient: Coastal Counties Workforce, Inc.  
 Project: Work Ready Credential  
 Project Dates: 12/1/09 - 6/30/11

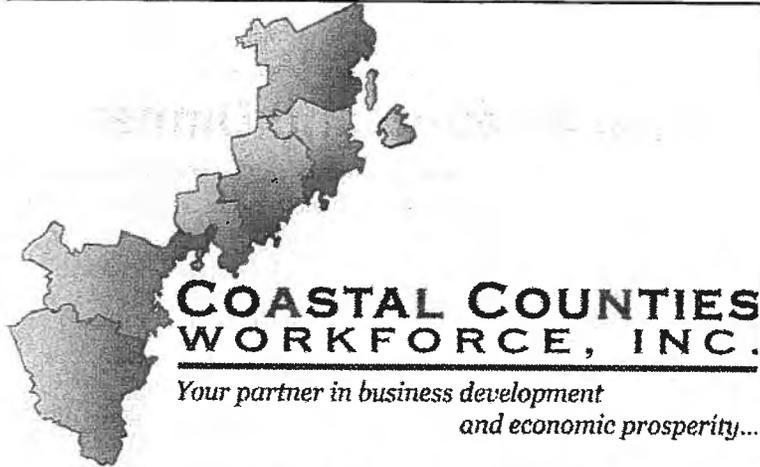
	Column 2	Column 3	
Cost Category	LEVERAGED	LEVERAGED	LEVERAGED
	RESOURCES	FEDERAL	NON-FEDERAL
	ACTUAL		
Land Acquisition	\$ -	\$ -	\$ -
Legal Expenses	\$ -	\$ -	\$ -
Appraisals	\$ -	\$ -	\$ -
Relocation	\$ -	\$ -	\$ -
Demolition	\$ -	\$ -	\$ -
Site Work	\$ -	\$ -	\$ -
Architectural	\$ -	\$ -	\$ -
Engineering	\$ -	\$ -	\$ -
Administration	\$ -	\$ -	\$ -
Program Delivery	\$ -	\$ -	\$ -
Salaries	\$ 5,355.39	\$ 5,355.39	\$ -
Fringe	\$ 1,356.94	\$ 1,356.94	\$ -
Grants	\$ -	\$ -	\$ -
Transportation	\$ -	\$ -	\$ -
Operational	\$ 7,500.00	\$ -	\$ 7,500.00
Consultants	\$ -	\$ -	\$ -
Materials	\$ 2,445.75	\$ 1,085.75	\$ 1,360.00
Equipment	\$ -	\$ -	\$ -
Inspection	\$ -	\$ -	\$ -
Other (List)	\$ -	\$ -	\$ -
1.Training Scholarships	\$ -	\$ -	\$ -
2. Outreach	\$ 624.38	\$ 624.38	\$ -
3. WorkReady Facilitator	\$ -	\$ -	\$ -
<b>TOTAL COSTS</b>	<b>\$ 17,282.46</b>	<b>\$ 8,422.46</b>	<b>\$ 8,860.00</b>

## CDBG Town of Brunswick & CCWI Project Project Costs

Recipient: Coastal Counties Workforce, Inc.  
 Project: Work Ready Credential  
 Project Dates: 12/1/09 - 6/30/11

	Column 1	Column 2	Column 3				
Cost Category	CDBG	LOCAL	STATE	UTILITY	TOTAL	PROJECT	UNSPENT
	BUDGET				BUDGET	ACTUALS	BALANCE
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legal Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Appraisals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Relocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Demolition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Site Work	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Architectural	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 3,940.12	\$ 59.88
Program Delivery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation	\$ 2,400.00	\$ -	\$ -	\$ -	\$ 2,400.00	\$ 1,123.00	\$ 1,277.00
Operational	\$ 7,050.00	\$ -	\$ -	\$ -	\$ 7,050.00	\$ 6,049.93	\$ 1,000.07
Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,457.07	\$ (457.07)
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Inspection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (List)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1.Training Scholarships	\$ 9,350.00	\$ -	\$ -	\$ -	\$ 9,350.00	\$ 6,350.90	\$ 2,999.10
2. Outreach	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3. WorkReady Facilitator	\$ 16,200.00	\$ -	\$ -	\$ -	\$ 16,200.00	\$ 13,500.00	\$ 2,700.00
<b>TOTAL COSTS</b>	<b>\$ 40,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000.00</b>	<b>\$ 32,421.02</b>	<b>\$ 7,578.98</b>

Jan. 2011



## Local Business Contributes Services to WorkReady Training Participants



(l-r) Faye Morton, Bob Deady-Schulz, WorkReady Training Facilitator, Robin McGuire & Theodore Sorrentino, of Pura Vida. Courtesy Merrymeeting Adult Education

Most of us have been jobseekers at least once in our lives and can recall the tremendous effort that goes into the process. The current job market presents additional challenges to those seeking employment. Participants of the WorkReady Credential training held at Merrymeeting Adult Education in December not only had the opportunity to revamp their résumés, hone their interviewing skills and get a firsthand account of what employers in this area are looking for, but some also got to polish their look as well. Thanks to the contribution from business owner Lana French (of newly opened Pura Vida Day Spa in Brunswick), two WorkReady participants were selected by lottery to receive makeovers

designed to give them an updated professional appearance to complement their upgraded skills.

Involvement from the local business community and employers are integral to the success of this training initiative. Individuals and organizations can participate in a variety of ways, whether it's contributing their expertise in mock interviews or workshop sessions, guaranteeing interviews to WorkReady Credential graduates for open positions within their organizations, providing basic computer tutoring, or donating goods and other services.

To learn more about how you can get involved contact Jade Arn, WorkReady Project Manager at Coastal Counties Workforce, Inc. at 725-5472 x 108.

**What Does Coastal Counties Workforce, Inc. Do?**  
Coastal Counties Workforce, Inc. (CCWI) oversees workforce

## Workforce Solutions Sites Soon

Workforce Solutions Sites are locations where job-seek services. They augment the larger Workforce Solution: region. These locations offer the convenience of reduce and are user-friendly. A total of 10 are planned thro currently 8 in development.

Just beyond the Bath/Brunswick area, new sites will be open now in Topsham and Damariscotta. Their address

- Topsham – Spectrum Generations, 12 Main Street 7
- Damariscotta – Spectrum Generations, 521 Main St

There are also sites open in Biddeford and Casco. Bey will be locatcd in Camden and Thorndike. If you woul Solutions Sites, contact Morgan Jameson, at 838-6084 o

## Unemployment Rate, Labor Force Numbers by News for Area 4 - Coastal Counties Workforce,

Data and Information Sources: Maine Department of Labor Information <http://www.maine.gov/labor/lmis/> , shaded areas

Data Period: September 2010

County	Labor Force	Employed	Unempk
Sagadahoc	18,790	17,720	1,060
Cumberland	155,700	147,260	8,440
Lincoln	18,350	17,400	950
Knox	20,500	19,350	1,160
Waldo	19,080	17,810	1,270
York	112,490	105,690	6,800
Area Total	344,910	325,230	19,680

Data Period: October 2010

County	Labor Force	Employed	Unempk
Sagadahoc	18,880	17,800	1,080
Cumberland	156,560	147,980	8,580
Lincoln	18,080	17,060	1,020
Knox	20,490	19,280	1,210
Waldo	19,260	17,930	1,330
York	112,920	105,860	7,060
Area Total	346,190	325,910	20,280

## Comparative Data: Statewide to the Coastal Counties Re

Date	Statewide		Coastal Counties	
	Labor Force	Unemployed	Labor Force	Unemployed
Sept 10	695,400	45,200	344,910	19,680
Oct 10	698,700	46,500	346,190	20,280

## Demographic Facts across the Coastal Counties Region:

**Sagadahoc** - Population growth in Sagadahoc County has grown near the same age as the statewide average. Educational attainment is higher than the higher and poverty is lower than the statewide average.

**Cumberland** - Population growth in Cumberland County has been greater than the same average age as the state. Educational attainment is significantly higher measures are higher than average and poverty is lower.

**Lincoln** - Population growth in Lincoln County has been close to the statewide the statewide average. Educational attainment is higher than the statewide a is lower than statewide averages.

**Knox** - Population growth in Knox County has been declining in recent years

# Get the Competitive Edge in the Maine Job Market with WorkReady

Endorsed by business, WorkReady is a statewide, portable credential that provides the foundational skills that employers are looking for today. This training is not about just finding a first job, but finding a better job.

Through the WorkReady training you will:

- Develop effective cover letters, resumes, and interview skills
- Evaluate your skills, experience, and workplace preferences
- Learn how to find and keep a better job
- Network with area businesses & participate in mock interviews
- Develop basic computer skills
- Enhance your problem-solving and communication skills
- Develop a personal plan for employment or further training/education
- Create an employment portfolio
- Explore job possibilities in your area
- Learn about what employers are looking for in today's tight job market

***This 60-hour training is being offered at NO COST to you!***

#### Informational Meetings

Friday, February 5 or Tuesday Feb 9, 9:30 - 10:15 a.m.

*Allow additional time to complete the reading and math assessments*

#### Participation Requirements\*

Completion of a math and reading assessment, commitment to complete the entire program, and attendance at all classes. Income guidelines may apply.

#### Program Dates

Monday - Friday  
February 22 - March 12  
9:00 a.m. - 2:00 p.m.

**Location - Merrymeeting Adult Education, 35 Republic Avenue, Topsham**



**To reserve your seat or for more information, call 729-7323 today!**

**WorkReady**

"This WorkReady program is being offered through Town of Brunswick Community Development Block Grant Funds in partnership with Coastal Counties Workforce, Inc., Merrymeeting Adult Education, Coastal Enterprises, Inc., Bath CareerCenter, Tedford Housing, and Goodwill Industries of NNE. Auxiliary aides are available upon request with reasonable notification. \*Due to CDBG funding, this training is open to Brunswick, Harpswell, and Sagadahoc County residents only."

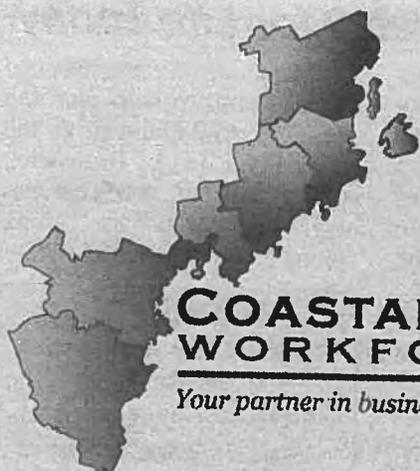
## COUNTIES RCE, INC.

development  
and economic prosperity...

### Staff Member



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arding changing business



## COASTAL COUNTIES WORKFORCE, INC.

Your partner in business development  
and economic prosperity...

### Additional Retraining Funds for Naval Air Station Brunswick Affected Workers

BRUNSWICK - A few months ago the Maine Department of Labor working with the Coastal Counties Workforce, Inc. submitted a request to the U.S. Department of Labor to modify the existing BRAC Implementation Grant (BIG), currently supporting workers secondarily impacted by the impending closure of Naval Air Station Brunswick Naval Air Station (NASB).

The request of an additional \$2,497,927 was approved on March 1, 2010 by the U.S. Department of Labor. "We needed the additional funds in

— compared to the Maine per-capita income of \$33,722. When asked to rank their major concerns related to finding new employment, the number one concern of survey respondents was wage replacement.

The Bath CareerCenter and the BRAC Transition Center are the one-stop centers where grant funds will provide resources to NASB's civilian workforce. The BRAC Transition Center, established in February 2006, is the on-base, 'mini-CareerCenter.' It has the mission of helping civilian workers prepare for new

### WorkReady Class at Merrymeeting Adult Ed is a Hit!

By Scott Jacqmin, CCWI, BRAC Community Relations Coordinator

On March 11th, Merrymeeting Adult Education graduated its first class of WorkReady participants. This event responded to the needs of people seeking work with meaningful training that will aid them in seeking new employment. WorkReady also benefits employers by making available a workforce more aware of employer expectations. Trainings included sessions on problem solving, communications skills, teamwork, and interviewing skills. Mock interviews were conducted by several Maine businesses, including L.L. Bean, Bonney Staffing Center, and Tedford Housing. Part of a growing trend towards credentialing, WorkReady ensures basic competency around a pre-determined set of skills.

Several participants spoke of their experiences. Among them was Aaron Jones. When asked what his thoughts were about the program, his response was "The knowledge and encouragement received while in this program has given



me the inspiration to go further in my education and has re-energized me in my quest for employment. It is my hope that this program will continue to be funded, enabling others to receive the career changing help that I did." Another participant, Joline Connolly-Allen, reflected that "It was a wonderful experience in that being unemployed, and coming into a group setting like this, we were able to share... We all had a chance to explore past and present experiences and to grow with one another." Chris Harris commented "The WorkReady program has helped me significantly... The

staff was very helpful in every aspect of the course... The next class is April 26. I suggest people make time to come to this program. You won't be disappointed."

This WorkReady Certificate training was the first of 6 to be offered in this area through Town of Brunswick Community Development Block Grants public service grant funding. Other partners in this project included Coastal Counties Workforce, Inc., Coastal Enterprises, Inc., Bath CareerCenter, and Goodwill Industries of Northern New England.

A New Staff Member at the BRAC Transition Center

Cover April 2010

BKAC Transition Center (BTC). His current role is to work with NASB civilian employees and assist them in their reemployment efforts.

Prior to this position, Kennedy was a Career Counselor for the Maine Department of Labor (MDOL) assisting dislocated workers under the Trade Adjustment Act. As a Career Counselor, he worked with the Competitive Skills Scholarship Program and the Maine Online Learning Initiative. Kennedy's MDOL home office was in the Bath CareerCenter.

Kennedy's experience includes administration of both the Business Enterprise Program for the MDOL, and a period as the Local Coordinator for the Maine Enterprise Option Program, which supports small business start-ups. In addition, Kennedy was employed by the Maine Department of Transportation (MDOT), in the Civil Rights Office, working in Labor Compliance, Civil Rights Compliance, and

collection of experiences to the benefit of NASB workers affected by the pending closure. CCWI welcomes Lonnie Kennedy aboard the BTC at NASB.



## Get the Competitive Edge in the Maine Job Market with WorkReady

Endorsed by business, WorkReady is a statewide, portable credential that provides the foundational skills that employers are looking for today. This training is not about just finding a first job, but finding a better job.

Through the WorkReady training you will:

- Develop effective cover letters, resumes, and interview skills
- Evaluate your skills, experience, and workplace preferences
- Learn how to find and keep a better job
- Network with area businesses & participate in mock interviews
- Develop basic computer skills
- Enhance your problem-solving and communication skills

This 60-hour training is being offered at **NO COST** to you!

Informational Meetings	Participation Requirements*	Program Dates
<ul style="list-style-type: none"> <li>• Wed. April 7, 9:30—11:30am</li> <li>• Tues. April 15, 9:30—11:30am</li> <li>• Thurs. April 15, 3:30—5:30pm</li> </ul> <small>Allow additional time to complete the online and mock assessments</small>	Completion of a math and reading assessment, commitment to complete the entire program, and attendance at all classes. Income guidelines may apply.	Monday - Thursday April 26 - May 13 9:00 a.m. - 2:00 p.m.

Location - Merrymeeting Adult Education, 35 Republic Avenue, Topsham

To reserve your seat or for more information, call 729-7323 today!



WorkReady

This WorkReady program is being offered through Town of Brunswick Community Development Block Grant Funds in partnership with Central Coastline Workforce, Inc., Merrymeeting Adult Education, Central Enterprises, Inc., Bath CareerCenter, Technical Housing, and Goodwill Industries of MNE. Auxiliary aides are available upon request with reasonable notification.

\*Due to CDBG funding, this training is open to Brunswick, Harpswell, and Sagadahoc County residents only.

### Board Membership?

Board is business-led, interested private sector join our board.

For more information

25 Years in Midcoast Maine • 1985 - 2010



**COASTAL COUNTIES  
WORKFORCE, INC.**

*Your partner in business development  
and economic prosperity...*

**Coastal Counties Workforce  
Board Member  
on National Advisory Board**

Joanne Miller, LSW, CMC, CSA, Administrator of ASK... for Home Care and Homeshare, Inc., and a member of the Coastal Counties Workforce Board (CCWB) was invited to sit on the National Advisory Board for Tapping Mature Talent (TMT), a partnership between the Council for Adult and Experiential Learning and the Council on Competitiveness. TMT met on May 20th, 2010. That Board addresses issues specific to aging workers, also

Education, The Center on Aging and Work, AARP, National Governors Association, U.S. Administration on Aging, and, as a voice for employers, ASK...for Home Care. Topics for the meeting included: Accomplishments, Progress and Lessons Learned, Mature Worker Job Placement, Mapping Policy and Shaping the National Debate, Accelerating Private Sector Employment of Mature Workers. This appointment to TMT

**July Session of WorkReady to be Offered at  
Merrymeeting Adult Education**

A WorkReady Credential Training will begin on July 12th in Topsham. This is a 60-hour, three week training offered at no cost to participants. To register, attend one of the informational meetings, scheduled on Thursday July 1st and Wednesday July 7th, from 9:30 -11:30 a.m., at Merrymeeting Adult Education, 35 Republic Avenue, Topsham. The training will run from 9:00 a.m. - 2:00 p.m., Monday through Friday. The class will conclude on July 30th.

Through WorkReady training you will:

- Develop effective cover letters, resumes, and interview skills
- Evaluate your skills, experience, and workplace preferences
- Learn how to find and keep a better job
- Develop basic computer

skills

- Enhance your problem-solving and communications skills
- Develop a personal plan for employment or further training/education
- Create an employment portfolio
- Participate in mock interviews and network with area businesses
- Explore job possibilities in your area
- Learn about labor market information and growing industries

WorkReady is endorsed by business, and is a statewide credential that provides foundational skills that employers are looking for today. This training is about increasing confidence and skills to help you find a better job.

This program is offered by a Town of Brunswick Community



**Jade Arn, WorkReady Coordinator** [Courtesy of CCWI, Inc.]

Development Block Grant, in partnership with Coastal Counties Workforce, Inc., Merrymeeting Adult Education, Coastal Enterprises, Inc., Bath CareerCenter, Tedford Housing, and Goodwill Industries of Northern New England. The training is open to residents of Brunswick, Harpswell, and Sagadahoc County; income guidelines may apply.

For more information, contact Diana McCain at 729-7323.

**Coastal Counties Workforce Board Marks 10th  
Anniversary**

BRUNSWICK - On June 10th, at the Coastal Counties Work-

meaningful job training opportunities for its citizens.





### ***What is Coastal Counties Workforce?***

*Coastal Counties Workforce, Inc. (CCWI) oversees the implementation of workforce training programs and a variety of other services to benefit both businesses and job seekers. Addressing projected workforce needs of business, we craft programming to engage job seekers in high-growth occupations. In addition, CCWI responds to events of mass dislocation by obtaining National Emergency Grant (NEG) funding. We partner with the economic development community, promoting the region's economic prosperity, assessing regional business needs and aligning programs and services to meet those needs.*

#### **Coastal Counties Commissioners**

Commissioner Sallie Chandler, *York County*

Coastal Counties Workforce, Inc., President

Commissioner Donald P. Berry, *Waldo County*

Coastal Counties Workforce, Inc., Vice President

## ***WorkReady Graduates July 29, 2010***



*Merrymeeting Adult Education Students that graduated from the WorkReady Program: Pauline Brown, Sally Jo Burnette, Mark Emery, Barbara Kozlowski, Chris Nobles, Heather Nobles, Pam Weeks [Michael Myers Photo]*

### **Unemployment Rate, Labor Force Numbers by County and Region, and Regional news for Area 4 - Coastal Counties Workforce, Inc. (CCWI)**

**Data Sources:** Maine Department of Labor, Center for Workforce Research and Information  
<http://www.maine.gov/labor/lmis/>, shaded areas provided by CCWI.

**Data Period:** May 2010



## COASTAL COUNTIES WORKFORCE, INC.

Your partner in business development  
and economic prosperity...

### Town of Brunswick Receives Nod for Block Grant Funding

By Doreen Fournier Merrill, Program Manager

The Town of Brunswick received approval of its Community Development Block Grant Public Service Grant from the Maine Office of Community Development, Department of Economic and Community Development. The grant allows CCWI to expand WorkReady Credential training to the Brunswick area.

Generous partners are matching grant contributions which nearly doubles the \$40,000 grant. These partners are Goodwill Industries of Northern New England, Southern Maine Community College's Maine Advanced Technology Center, Merrymeeting Adult Education, Tedford Housing and CCWI.

WorkReady Credential is a 60-hour training program that simulates the work environment with professional facilitators from the business community teaching the foundations of employment-related soft skills. The grant covers the cost of running the programs and transportation for participants as well as evaluating the programs and providing stipends to participants to receive additional vocational training.

The funds allow lower income

Brunswick residents an opportunity to gain the skills and self-esteem necessary to move toward economic self sufficiency, to be more successful in seeking and maintaining employment and to compete for jobs on a more level playing field. The community benefits by empowering individuals with barriers to employment the chance to gain skills to help them obtain jobs and reduce their dependence on local aid. Area employers gain by having a more capable workforce which is more dependable and better functioning.

An Advisory Committee has been formed by CCWI to oversee the work. Partners include the Town of Brunswick, Merrymeeting Adult Education, Tedford Housing, Mid Coast Hunger Prevention Program, Coastal Trans and Goodwill Industries.

WorkReady Credential training programs will begin mid-winter at the Merrymeeting Adult Education in Topsham and at the Maine Advanced Technology Center in Brunswick. Plans are in the works to offer additional trainings in and around Brunswick. FMI call Jade Arn at (207) 347-3229.

### SMCC Sim Lab

By Doreen Fournier Merrill



(l-r) Doreen Fournier Merrill and Patrick Underwood listen to a Sim Man [CCWI]

"We put tubes in their lungs and we can do cardiac rhythm and we can actually do vital signs, blood pressure, and check pulses. Each of the mannequins is fully wireless." No, that's not science fiction. That's Patrick Underwood, Simulation Coordinator at the College of Health and Sciences Center Southern Maine Community College (SMCC) explaining the high tech equipment acquired to advance the college's capacity to provide hands on, advanced health care training.

SMCC is a sub-grantee of the Maine Health and Education Collaborative grant administered by CCWI. Underwood was hired this past summer to run the SMCC sim lab in South Portland. Recently he gave CCWI a tour of the facility and explained how some of the high tech training work.

SMCC purchased two mannequins called Sim Men, one for the nursing program at the Bath campus at the Mid Coast Center for Higher Education and four for the Allied Health programs at the campus in South Portland. Because the mannequins breathe, talk, move, replicate a number of physical actions, trainers simulate life situations faced in many health care arenas. This tests the skills and abilities of students without the worry of harming actual patients. All student interactions with the mannequins are monitored by teachers and

ITEM 123

BACK UP MATERIALS

**PART V: REPORT ON EXPECTED SOURCES AND USES OF FUNDS**

**DOUBLE CLICK JUST BELOW HERE FOR THE EXCEL SPREADSHEET FOR THE MATCHING FUNDS CHART TO APPEAR.**

FEDERAL	STATE/LOCAL	PRIVATE	OTHER	SOURCE OF MATCH FUND	DESIGNATED USE	AMOUNT EXPENDED
		141,145.00		Connext Financial, Ltd	equipment lease	141,145.00
		38,091.31		Maine Tool & Machine	leasehold improvements	38,091.31
		20,973.86		Maine Tool & Machine	furniture & fixtures	20,973.86
0.00	0.00	200,210.17	0.00			

**FINAL CERTIFICATION**

**Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosure of information, including intentional nondisclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.**

*I certify that all information is true and complete.*

\_\_\_\_\_  
**Authorized Password**

\_\_\_\_\_  
**Date**

**Privacy Act Statement.** Except for Social Security Numbers (SSNs) and Employer Identification Numbers (EINs), the Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under Section 102 of the Department of Housing and Urban Development Reform Act of 1989, 42 U.S.C. 3531. Disclosure of SSNs and EINs is optional. The information you provide will enable HUD and the Office of Community Development (OCD) to carry out their responsibilities under Sections 102(b), (c), and (d) of the Department of Housing and Urban Development Reform Act of 1989, Pub. L. 101-235, approved December 15, 1989. These provisions will help ensure greater accountability and integrity in the provision of certain types of funding administered by OCD for HUD. They will also help ensure that HUD funding for a specific housing project under Section 102 (d) is not more than is necessary to make the project feasible after taking account of other government assistance. OCD and/or HUD will make available to the public all applicant disclosure reports for five years. Update reports will be made available along with the disclosure reports, but in no case for a period generally less than three years. All reports, both initial reports and update reports, will be made available in accordance with the Freedom of Information Act (5 U.S.C. §552) and HUD's implementing regulations at 24 CFR Part 15. **Failure to provide any required information may result in sanctions and penalties, including imposition of the administrative and civil money penalties specified under 24 CFR §1234.**

ITEM 124

NO BACK UP MATERIALS

ITEM 125

BACK UP MATERIALS

# Memo

**To:** Gary Brown, Town Manager  
**From:** Thomas M. Farrell, Director   
**CC:** Jeffrey Ward, Chair, Brunswick Recreation Commission  
Peter Baecher, Parks and Facilities Manager  
**Date:** October 12, 2011  
**Re:** *Capital Improvement Plan Funding Request for Replacement of a Tractor/Front End Loader with Attachments*

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I am writing to request Town Council consideration for the authorization to expend up to \$47,000 to fund the replacement of a 1998 John Deere 4600 Tractor/Loader that the parks and recreation department uses throughout the year in the performance of a variety of maintenance functions. The request for replacement of this piece of equipment has appeared in subsequent departmental capital improvement program requests dating back to FY 2007 /2008. Over this period of years it has progressed along the continuum of out years to the most current fiscal year.

The department proposes to replace the current John Deere 4600 Tractor/Loader with a comparable model of slightly more horsepower. The current 4600 model is 43 horsepower in size the new proposed model would be 48 horsepower.

The current tractor/loader has undergone 5,020 hours of operation and is the primary snow removal tractor used in the snow blowing of the bike path ramps and fence lines. In addition, it is used in the clearing of snow along one of the two sidewalk routes assigned to the department. This winter the tractor would be used to remove snow on sidewalks around both the new Harriet Beecher Stowe Elementary School as well as sidewalks leading from adjoining neighborhoods to the Brunswick Junior High School.

During and immediately after a typical measureable snowfall this tractor/loader runs between 12 and 16 hours per snow event. The tractor/loader is also used during summer months for loading of materials, grading, fertilizer application, flail mowing, etc.

The 1998 tractor/loader is in need of a new transmission at an approximate cost of \$8,000. In addition, the cab frame and floor is corroded with rust and needs replacement. The cost to affect these repairs given the age of the equipment would not be a prudent expenditure of funds.

I will be in attendance at the upcoming Town Council meeting to answer any questions that members may have regarding this request.

**TOWN OF BRUNSWICK, MAINE  
TOWN COUNCIL**

**A Resolution Authorizing an Emergency Appropriation and Expenditure of up to \$47,000 from Available Unassigned General Fund Revenues to Fund the Cost of a Tractor for the Parks and Recreation Department**

**WHEREAS**, the Town of Brunswick (the “Town”) and its Parks and Recreation Department (the “Department”) have identified the need for a new tractor with attachments (the “Acquisition”); and

**WHEREAS**, the Acquisition will replace an existing 1998 tractor with attachments (the “1998 Tractor”); and

**WHEREAS**, the 1998 Tractor is used extensively by the Department; and

**WHEREAS**, the 1998 Tractor is one of the pieces of equipment used to clear snow from the Androscoggin Bike and Pedestrian Path and to clear several sidewalks around certain Brunswick schools; and

**WHEREAS**, the Department has had the 1998 Tractor evaluated and has determined that the need to repair or replace the 1998 Tractor is immediate; and

**WHEREAS**, the 1998 Tractor needs significant repairs and the Department has been advised that the cost of repairing the 1998 Tractor is greater than the value of the Tractor; and

**WHEREAS**, given the age and condition of the 1998 Tractor, the Department is recommending replacement; and

**WHEREAS**, the 1998 Tractor needs to be replaced in time for the 2011-12 winter season; and

**WHEREAS**, the Town has adopted the first year, 2011-12, of a capital improvement program for the fiscal years ending June 30, 2012 – 2016 (the “CIP”); and

**WHEREAS**, the CIP identifies the Acquisition at an estimated cost of \$45,000; and

**WHEREAS**, the Department has recently obtained a revised estimate of \$47,000 for the Acquisition; and

**WHEREAS**, the Town Manager has determined that the need to fund the Acquisition is an emergency within the meaning of section 510 of the Charter; and

**WHEREAS**, the Town Manager has recommended that up to \$47,000 be appropriated from available unassigned General Fund revenues in order to fund the Acquisition; and

**WHEREAS**, the Town Council concurs that the need to appropriate up to \$47,000 for Acquisition is an emergency within the meaning of section 510 of the Charter;

**NOW THEREFORE BE IT RESOLVED:**

1. Appropriation and Expenditure Authorization. The Town appropriates and authorizes the expenditure of up to \$47,000 from available unassigned General Fund revenues for the Acquisition.
2. Authorization to Acquire Capital Asset. The Town Manager is authorized to negotiate, execute, and deliver, in the name of and on behalf of the Town, such contracts, agreements, and other documents as the Town Manager may determine to be necessary or appropriate in connection with the Acquisition. The aforementioned items shall be in such form and contain such terms and conditions as may be approved by the Town Manager. Such approval shall be conclusively evidenced by the Town Manager's execution thereof, provided however, that the Town Manager may delegate the authority granted hereunder as the Town Manager deems appropriate.
3. Cost of the Acquisition. The cost of the acquisition includes:
  - a. the purchase price or acquisition cost of all or any portion of the Acquisition, including all costs of equipping and outfitting the Acquisition, and all costs relating to preparing Acquisition to be ready for its intended use and placed in service; and
  - b. the cost of any other item or service deemed to be a cost under generally accepted accounting principles ("GAAP") as determined by the Treasurer.
4. Additional Actions Authorized. Any actions taken to date by the Town Manager in connection with the Acquisition, are hereby ratified, confirmed, and approved.

Proposed to Town Council – October 17, 2011

Adopted by Town Council –

ITEM 126

BACK UP MATERIALS



**Proposed Ordinance Amendments  
Relative To Inspections of Multi-Unit Residential Buildings  
Drafted – October 1, 2011  
Public Hearing –  
Adopted –  
Effective –**

Be it ordained by the Town Council of the Town of Brunswick, Maine, that Chapter 7, Article II, the Municipal Code of Ordinances, Town of Brunswick, Maine, is amended by adding the underlined language:

Sec. 7-30. Inspections of Multi-Unit Residential Buildings

1. The intent of this Section is to prevent fire and to protect life and property against fire by requiring annual fire inspections of multi-unit residential buildings in Brunswick.
2. For purposes of this Section, the following terms have the following meanings:
  - (a) “Multi-unit residential building” means is a building or portion thereof containing three or more dwelling units.
  - (b) “Dwelling unit” means one or more rooms arranged for independent housekeeping purposes with space for eating, living and sleeping facilities, facilities for cooking and provisions for sanitation.
3. The Brunswick Fire Department shall conduct an annual fire safety inspection of each multi-unit residential building in Brunswick. Fire safety inspections shall be conducted to determine compliance of each multi-unit residential building and each unit within such buildings with the fire safety requirements of Maine law and Brunswick ordinances, including NFPA 1, Uniform Fire Code and NFBA 101, Life Safety Code as adopted and amended by the Town of Brunswick.
4. The Brunswick Fire Department shall conduct annual fire safety inspections required by this Section during normal business hours at a date and time established by the Brunswick Fire Department. In addition to the right of entry otherwise provided by law and Brunswick ordinances, the Brunswick Fire Department has the right to enter multi-unit residential buildings and each dwelling unit within such buildings in order to conduct annual fire safety inspections. The Brunswick Fire Department shall make reasonable efforts to provide written notice to the owner of the multi-unit residential building at least seven (7) days in advance of the planned date of an annual fire safety inspection.
5. In the event the owner of a multi-unit residential building or the occupant of a dwelling unit in a multi-unit residential building refuses to provide access for the scheduled annual fire safety inspection, the Brunswick Fire Department is authorized to obtain an administrative inspection warrant to obtain access to the premises.

6. The Brunswick Fire Department shall issue a statement of deficiencies to notify the owner of a multi-unit residential building of any violation of any applicable fire safety laws or ordinances. The statement of deficiencies shall require the owner to submit to the Brunswick Fire Department, by a date certain, a plan of correction to achieve conformance with the applicable fire safety laws or ordinances. Upon review and approval of the plan of correction by the Brunswick Fire Department, the owner shall complete the required work as detailed in the plan of correction within a date established by the Brunswick Fire Department.
7. The Brunswick Fire Department shall conduct a compliance inspection of multi-unit residential buildings whenever necessary to assure the correction of any violation of applicable fire safety laws or ordinances.
8. In the event of a failure by the building owner to cure a violation of applicable fire safety laws or ordinances within the time required by the Brunswick Fire Department, the Town of Brunswick may bring enforcement proceedings in accordance with Maine law and Brunswick ordinances, including 30-A M.R.S.A. and may seek a Court order to correct the violation, civil penalties and recovery of the Town's attorneys fees.
9. The owner of each multi-unit residential building shall pay a fee annually to the Town of Brunswick to defray the costs of the annual fire safety inspection program. The annual fire safety inspection fee shall be \$???.00 for the first three dwelling units in each multi-unit residential building and \$???.00 for each additional dwelling unit in the building, and shall be due no later than thirty days after the date of invoice. In the event the building owner fails to pay the annual fire safety inspection fee on a timely basis, the Town may bring enforcement proceedings as set forth in sub-section 8 above. If the Fire Department is required to conduct more than two re-inspections of any multi-unit residential building in order to assure the correction of any violation of applicable fire safety laws or ordinances, the owner shall be required to pay a re-inspection fee of \$50.00 for each unit requiring such additional re-inspections.
10. Nothing in this Section is intended or shall be construed to hold the Town of Brunswick, its Fire Department or any of its employees or agents responsible for damage to persons or property by reason of the inspection or re-inspection authorized by this Section, any failure to inspect or re-inspect or to discover or report any condition or violation, or for any action in any other way associated with the inspection of multi-unit residential buildings in accordance with this Section.

Adopted by the Brunswick Town Council at their Regular Meeting held on \_\_\_\_\_, 2011.

It will become effective thirty days after adoption.

Attest: \_\_\_\_\_  
Town Clerk

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**TOWN OF BRUNSWICK**  
TOWN MANAGERS OFFICE  
MEMORANDUM

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TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: October 13, 2011

RE: Additional backup information regarding multi-family inspection ordinance

This memo is to provide Council and the public with additional information relative to the DRAFT multi-family inspection ordinance.

It is estimated that there are 194 buildings in Brunswick that would fall under the jurisdiction of the proposed ordinance. These 194 building contain a total of 1,176 individual living units. The buildings are located in different areas of town, mostly in the downtown area but also some concentration of units at the former Navy housing in Cooks Corner as well as some student housing at Bowdoin.

The anticipated cost to staff this position totals \$77,000. This would result in a new staff position at the same level as current building inspector in the Codes Enforcement Office. In addition to the wage and benefits, there is an allowance for vehicle use (a former cruiser would be assigned to this position) and miscellaneous supplies and costs.

A funding model that would result in inspection fees covering the cost of the position could be something along the following lines:

A \$100.00 per building flat inspection fee (194x\$100 = \$19,400) plus

A \$ 50.00 per unit inspection fee (1,176 x \$50= \$58,800)

TOTAL: \$78,200

I have had discussions with the Office of Economic Adjustment requesting that \$25,000 be provided for start-up funding for this program. The justification for the grant request is that we would start with the base housing as those units have never had any codes inspections.

ITEM 127

BACK UP MATERIALS

Date: October 12, 2011

To: Gary Brown, Town Manager  
Fran Smith, Town Clerk

From: Judy Hardy-Goddard, GA Administrator  
Rodney Moody, GA Administrator

Re: Adoption of GA Maximums

### The Adoption Process

The municipal officers adopt the local General Assistance Ordinance and yearly Appendices. The law requires that the municipal officers adopt the ordinance and/or Appendices *after notice and hearing*. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance either in its posted form or as amended in light of public discussion.

### Filing of GA Ordinance and/or Appendices

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted. In addition, any changes or Amendments, such as new Appendices, must also be submitted to DHHS.

### Appendix A

Appendix A is a listing of the overall maximum levels of assistance pertaining to all municipalities in Maine. These new overall maximum levels of assistance have been calculated on the basis of the 2011-2012 HUD Fair Market Rent (FMR) values that will become effective on October 1, 2011. These maximum levels of assistance are

established by Maine General Assistance law (22 MRSA (4305(3-B)) and cannot be altered by action of the municipal officers.

	2010/11	20011/12
1 person household	667	676
2 person household	798	808
3 person household	1030	1043
4 person household	1305	1322
5 person household	1565	1585

### Appendix B

Appendix B is a listing of the maximum levels of assistance for food. These maximum levels are the same as the USDA 2009-2010 Thrifty Food Plan, which are presumed to be reasonable by regulation of the Department of Health and Human Services (DHHS). There was no increase in Appendix B.

1 person household	\$200.00
2 person household	\$367.00
3 person household	\$526.00
4 person household	\$668.00
5 person household	\$793.00

### Appendix C

Appendix C is a listing of the maximum levels of assistance for housing (both heated and unheated). These maximum levels were developed by MMA using 2009-2010 HUD Fair Market Rent values that include utility costs. Because the FMR numbers include utility and heating costs, the applicable average utility and heating allowances, as developed by the Maine State Housing Authority (MSHA), are subtracted from the FMR to obtain a pure "housing" cost. There was no increase in Appendix C

	Unheated	Heated
Bedrooms		
1	563.00	626.00
2	720.00	821.00
3	850.00	977.00
4	1073.00	1260.00

### Appendix D

There was no change or increase in the electric service amounts.

### Appendix E

Fuel is calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon.

October 100 gallons  
January 225 gallons  
April 125 gallons

November 200 gallons  
February 225 gallons  
May 50 gallons

December 200 gallons  
March 125 gallons

### **Appendix F**

Appendix F, which lists maximums for personal care and household supplies, is not one of the appendices for which new values must be calculated each year.

If you have further question, please feel free to contact me at 725-6661 or by email [jhardygoddard@brunswickme.org](mailto:jhardygoddard@brunswickme.org).

Thank-you

# GENERAL ASSISTANCE ORDINANCE APPENDICES A-C 2011-2012

The Municipality of \_\_\_\_\_ adopts the MMA Model Ordinance GA Appendices (A-C) for the period of Oct. 1, 2011—Oct. 1, 2012. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) \_\_\_\_\_ (year)  
by the municipal officers:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

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# CONSENT AGENDA - A BACK UP MATERIALS

**Draft**  
**BRUNSWICK TOWN COUNCIL**  
**Minutes**  
**October 3, 2011**  
**Executive Session - 6:00 P.M.**  
**Regular Meeting - 7:00 P.M.**  
**Municipal Meeting Room**  
**Brunswick Station**  
**16 Station Avenue**

**Councilors Present:** Chair Joanne T. King, W. David Watson, Benjamin J. Tucker, Suzan Wilson, John M. Perreault, Gerald E. Favreau, Margo H. Knight, and E. Benet Pols

**Councilors Absent:** Deborah R. Atwood

**Town Staff Present:** Gary Brown, Town Manager; Fran Smith, Town Clerk/Assistant to Town Manager; Richard Rizzo, Police Chief; Ken Brilliant, Fire Chief; Marc Hagan, Deputy Police Chief; Anna Breinich, Director of Planning and Development; Kris Hultgren, Town Planner; Brian Dancause, Economic Development Specialist; Don Koslosky, Deputy Fire Chief; Jeff Hutchinson, Codes Enforcement Officer; Heidi Nelson, Animal Control Officer; John Foster, Public Works Director; and TV video crew.

Chair King called the meeting to order and asked for roll call.

**Executive session – Property Acquisition and Disposition per 1 M.R.S.A. §405(6)(C) and a Personnel Matter to discuss the Town Manager’s evaluation per 1 M.R.S.A. §405(6)(A)**

**Councilor Tucker moved, Councilor Watson seconded, to go into executive session to discuss Property Acquisition and Disposition per 1 M.R.S.A. §405(6)(C) and a Personnel Matter for the Town Manager’s evaluation per 1 M.R.S.A. §405(6)(A). The motion carried with eight (8) yeas.**

**Meeting resumes at 7:00 p.m.**

Chair King resumed the meeting and asked for the Pledge of Allegiance.

**Public Comment:** None

**Correspondence:**

Councilor Tucker asked the Council if they were interested in exploring an ordinance to prohibit the use and sale of fireworks in Brunswick. The Council supported it.

Councilor Perreault spoke on the Oak Street fire and how residents thought the damaged building has hurt their ability to sell their properties.

Adjustments to the Agenda: None

**MANAGER'S REPORT:**

**(a) Council Committee Updates**

No reports were given.

**(b) Presentation of flag to Town by American Legion**

Joe Donahue and William Ciciotte, American Legion, presented the Town with a Blue Star Flag and read a resolution. They also presented a certificate of appreciation to Councilor Wilson, Chief Brilliant and Manager Brown for their assistance at the September 11th anniversary ceremony.

**(c) Permission to apply for an Emergency Management Planning Grant (*Action Required*)**

Manager Brown spoke on this item.

**Councilor Watson moved, Councilor Tucker seconded, to allow the Fire Department to apply for an Emergency Management Planning Grant in the amount of \$15,000. The motion carried with eight (8) yeas.**

*(A copy of Chief Brilliant's memo will be attached to the official minutes.)*

**(d) Acceptance of MMA Risk Management Services Scholarship Grant (*Action Required*)**

Manager Brown spoke on this item.

**Councilor Favreau moved, Councilor Knight seconded, to accept and expend an MMA Safety Scholarship Grant in an amount of \$2,000.00 to assist in the cost of a Rapid Intervention Class. The motion carried with eight (8) yeas.**

*(A copy of the grant application will be attached to the official minutes.)*

**(e) Mill Street Construction Update**

Manager Brown spoke on this item and responded to questions from Councilor Knight.

**PUBLIC HEARINGS**

**107. The Town Council will hear public comments on the following Alcoholic Beverage License applications, and will take any appropriate action. (Manager)**

AKI, Inc  
D/B/A: AKI, Inc  
94 Maine Street

Laura Cigri, Bihong Liu  
Valami Ly, Tina Cigri

Apple New England LLC  
D/B/A: Applebee's Neighborhood Grill & Bar  
11 Gurnet Road

Apple New England LLC

Chair King opened the public hearing; hearing no comments, she closed the public hearing.

Tina Cigri, owner, spoke on this item.

**Councilor Watson moved, Councilor Knight seconded, to approve Alcoholic Beverage License applications for AKI, Inc, 94 Maine Street, and Applebee's Neighborhood Grill & Bar, 11 Gurnet Road. The motion carried with eight (8) yeas.**

108. The Town Council will hear public comments on the following Special Amusement License application, and will take any appropriate action. (Manager)

Frontier Group  
D/B/A: Frontier  
14 Maine Street

Michael Gilroy

Chair King opened the public hearing; hearing no comments, she closed the public hearing.

**Councilor Favreau moved, Councilor Knight seconded, to approve a Special Amusement License application for Frontier, 14 Maine Street. The motion carried with eight (8) yeas.**

109. The Town Council will hear public comments on amendments to the Zoning Ordinance relative to creating a CU7 zoning district on the Longfellow School property, and will take any appropriate action. (Manager)

Manager Brown spoke on this item.

Chair King opened the public hearing; hearing no comments, she closed the public hearing.

Councilor Watson and Councilor Perreault asked a question to which Manager Brown responded.

Councilor Pols and Chair King spoke on this item.

**Councilor Pols moved, Councilor Tucker seconded, to adopt amendments to the Zoning Ordinance relative to creating a CU7 zoning district on the Longfellow School property. The motion carried with eight (8) yeas.**

*(A copy of the adopted language will be attached to the official minutes.)*

**NEW BUSINESS**

- 110. The Town Council will consider setting a public hearing for October 17, 2011, on Chapter 4 “Animals” ordinance amendments to allow domestic farm animals in the growth area, and will take any appropriate action. (Councilor Favreau)**

Councilor Favreau spoke on this item.

Councilor Knight asked a question to which Anna Breinich responded.

Councilor Pols spoke on this item.

**Councilor Perreault moved, Councilor Watson seconded, to set a public hearing for October 17, 2011, on ordinance amendments to allow domestic farm animals in the growth area. The motion carried with eight (8) yeas.**

- 111. The Town Council will consider authorizing the Town Manager to enter into an agreement with the firm of Donham & Sweeney for initial design services for a new police station to be located at the corners of Pleasant and Stanwood Street, and to authorize funding for the initial design services, and will take any appropriate action. (Chair King)**

Chair King spoke on this item.

Manager Brown spoke on this item.

Councilor Perreault asked questions, to which Manager Brown responded.

**Councilor Tucker moved, Councilor Watson seconded, to authorize the Town Manager to enter into an agreement with the firm of Donham & Sweeney for initial design services for a new police station to be located at the corner of Pleasant and Stanwood Street, and to adopt “A Resolution Authorizing an Emergency Appropriation and Expenditure of up to \$75,000 from Available Unassigned General Fund Revenues to Fund Costs Relating to Planning and Designing a New Police Station.” The motion carried with eight (8) yeas.**

*(A copy of a memo from Manager Brown outlining the agreement, the proposal, and the resolution to authorize the expenditure will be attached to the official minutes.)*

- 112. The Town Council will consider requesting the Planning Board to review the Zoning ordinance to eliminate dimensional restriction for municipal projects in the TR-1 District, and will take any appropriate action. (Manager)**

**Town Council Minutes**

**October 3, 2011**

**Page 5**

Manager Brown spoke on this item.

Councilor Pols and Councilor Tucker asked questions, to which Ms. Breinich responded.

Councilor Wilson spoke on this item.

**Councilor Watson moved, Councilor Tucker seconded, to request that the Planning Board review the Zoning ordinance to eliminate the dimensional restriction for municipal projects in all zoning districts and to make a recommendation to the Council on zoning amendments. The motion carried with eight (8) yeas.**

*(A copy of a memo from Manager Brown will be attached to the official minutes.)*

- 113. The Town Council will consider authorizing the Town Manager to execute a purchase and sales agreement with Bowdoin College to exchange the Longfellow School and the McLellan Building, and will take any appropriate action. (Manager)**

Manager Brown spoke on this item and responded to questions from Councilor Watson, Councilor Perreault, and Councilor Pols.

Councilor Favreau, Chair King, and Councilor Wilson spoke on this item.

**Councilor Favreau moved, Councilor Knight seconded, to authorize the Town Manager to execute a purchase and sale agreement between the Town of Brunswick and Bowdoin College subject to the terms generally described in the document presented to Council titled *Town of Brunswick-Bowdoin College Longfellow School McLellan Building Exchange Agreement*, and subject to such revisions as are approved by the Town Manager and the Town Attorney that do not materially alter the terms of such exchange agreement. The Manager is further authorized to act on behalf of the Town of Brunswick to negotiate, execute and deliver documents necessary or desirable for the closing of this transaction. The motion carried with seven (7) yeas. Councilor Pols was opposed.**

- 114. The Town Council will consider setting a public hearing for October 17, 2011, on amendments to Chapter 14 of the Codes of Ordinances regarding street acceptance and standards ordinance, adding two more previously approved projects to those exempt from the standards, and will take any appropriate action. (Manager)**

Manager Brown spoke on this item.

Councilor Perreault said his development was included in the ordinance, but the proposed changes did not affect his project so he felt there was no conflict of interest, to which Chair King agreed.

**Councilor Tucker moved, Councilor Watson seconded, to set a public hearing for October 17, 2011, on amendments to Chapter 14 of the Codes of Ordinances regarding the street acceptance and standards ordinance, adding two more previously approved projects to those exempt from the standards. The motion carried with eight (8) yeas.**

115. The Town Council will consider setting a public hearing for October 17, 2011, to close out a CDBG award in the amount of \$40,000 for a Public Service Grant for Coastal Counties Workforce, Inc, and will take any appropriate action. (Manager)

Manager Brown responded to a question from Councilor Favreau.

**Councilor Tucker moved, Councilor Perreault seconded, to set a public hearing for October 17, 2011, to close out a CDBG award in the amount of \$40,000 for a Public Service Grant for Coastal Counties Workforce, Inc. The motion carried with eight (8) yeas.**

116. The Town Council will consider setting a public hearing for October 17, 2011, to close out a CDBG award in the amount of \$200,000 for an Economic Development Program award for Maine Tool & Machine, and will take any appropriate action. (Manager)

Manager Brown spoke on this item.

**Councilor Tucker moved, Councilor Watson seconded, to set a public hearing for October 17, 2011, to close out a CDBG award in the amount of \$200,000 for an Economic Development Program award for Maine Tool & Machine. The motion carried with eight (8) yeas.**

117. The Town Council will consider setting a public hearing for October 17, 2011, on Zoning Amendments to expand the Telecommunications 2 Overlay Zone, and will take any appropriate action. (Manager)

Manager Brown spoke on this item

Councilor Favreau and Councilor Pols spoke on this item.

**Andy Cashman**, attorney representing First Wave, spoke on this item.

Councilor Perreault asked a question, to which Mr. Cashman responded.

**Councilor Favreau moved, Councilor Wilson seconded, to set a public hearing for October 17, 2011, on Zoning amendments to expand the Telecommunications 2 Overlay Zone. The motion carried with eight (8) yeas.**

**Town Council Minutes**

**October 3, 2011**

**Page 7**

**118. The Town Council will consider appointments to the Town's Boards and Committees, and will take any appropriate action. (Manager)**

Councilor Perreault made the following nominations:

Rita Worthing to serve on the Police Station Building Subcommittee

James Mason to serve on the Zoning Board of Appeals as an Associate member for a balance of a three year term.

Mary Anne Lawler to serve on the Water District Board of Trustees

Kristi Hatrick to serve on the Recreation Commission

The Council voted eight (8) yeas to appoint those nominated.

Councilor Perreault made the following nominations to the Downtown & Outer Pleasant Street Plan Implementation Committee:

Paul Dostie to serve as the downtown resident representative

Katherine Wilson to serve as the Pleasant Street resident representative

Toby Tarpinian to serve as the downtown business owner representative

Stephanie Slocum to serve as the BDA representative

Elizabeth Doucette to serve as the Creative Economy/Non profit representative

The Council voted eight (8) yeas to appoint those nominated.

Councilor Perreault made the following nominations to the Downtown & Outer Pleasant Street Plan Implementation Committee for the Citizen at Large openings:

Jacqueline Ellis

Newell Augur

Councilor Knight made the following nomination to the Downtown & Outer Pleasant Street Plan Implementation Committee for the Citizen at Large openings:

Emily Swan

The Council voted in order of nominations. Ms. Ellis received eight votes and Mr. Augur received five votes, from Councilor Watson, Councilor Wilson, Councilor Perreault, Chair King, and Councilor Favreau. Ms. Ellis and Mr. Augur were appointed to the committee.

**CONSENT AGENDA**

**(a) Approval of minutes of September 19, 2011**

**(b) Appointment of Wardens and Deputy Wardens for the Election on November 8, 2011**

**(c) Approval of the Election Warrant for November 8, 2011**

**Councilor Perreault moved, Councilor Watson seconded, to approve the Consent Agenda. The motion carried with eight (8) yeas.**

Town Council Minutes

October 3, 2011

Page 8

**Councilor Watson moved, Councilor Tucker seconded, to adjourn the meeting. The motion carried with eight (8) yeas.**

The meeting adjourned at 8:30 p.m.

**PLEASE NOTE: THESE MINUTES ARE ACTION MINUTES. THE ENTIRE MEETING CAN BE VIEWED AT WWW.BRUNSWICKME.ORG.**

*Frances M. Smith*

*Town Clerk*

*October 11, 2011*

October 17, 2011

*Date of Approval*

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*Council Chair*