

BRUNSWICK TOWN COUNCIL

Agenda

September 6, 2011

7:00 P.M.

Municipal Meeting Room

Brunswick Station

16 Station Avenue

Pledge of Allegiance

Roll Call

Public Comment:

Correspondence:

Adjustments to the Agenda:

MANAGER'S REPORT:

- (a) Council Committee Updates
- (b) Introduction of Kristine Schuman, DECD Account Executive/MRRA liaison
- (c) Nominations to the MRRA Board (*Action Required*)
- (d) Safety Enhancement Grant for Fire Department (*Action Required*)
- (e) Review of open meeting law and what constitutes a public meeting by the Council
- (f) Update on damaged building on Oak Street
- (g) Update on nomination papers

PUBLIC HEARINGS

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

Special Amusement Licenses:

Raven's Roost

D/B/A Raven's Roost (The)

103 Pleasant Street

Raven O'Brien/Ronald Wing Sr. & II

HEARING/ACTION

NEW BUSINESS

101. The Town Council will consider a request from the BDA for the 2011 Brunswick Fall Festival on October 1, 2011, and to waive the event's fee, and will take any appropriate action. (Manager)

ACTION

CONSENT AGENDA

- (a) Minutes of August 8, 2011 meeting

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

Brunswick Town Council Agenda
September 6, 2011
Council Notes and Suggested Motions

MANAGER'S REPORT:

- (a) Council Committee Updates: Councilors with information on the Committees they are involved with will share information with the Council and public.

Suggested Motion: No motion is required.

- (b) Introduction of Kristine Schuman, DECD Account Executive/MRRA liaison: This item is to introduce Ms. Schuman to the Council and the public. Manager Brown has prepared a memo to provide information on her position with the Maine Department of Economic and Community Development. A copy of his memo will be included in your packet.

Suggested Motion: No motion is required.

- (c) Nominations to the MRRA Board (Action Required): Manager Brown has prepared a memo explaining this item that comes in response to a request from the Governor's Office to have the Council make nominations to this board. Copies of a memo from Manager Brown and the candidates' resumes will be included in your packet.

Suggested Motion:

Motion to forward the following person(s) _____ to the Governor's Office for consideration to be appointed to the MRRA Board.

- (d) Safety Enhancement Grant for Fire Department (Action Required) This item is a request to allow the Fire Department to apply for a Maine Municipal Association Safety Enhancement Grant in an amount up to \$2,000, with the Town's match of 1/3 to come from assessment fees. The funds will be used to purchase equipment for the confined space team. A copy of an email from Deputy Chief Koslosky will be included in your packet.

Suggested Motion:

Motion to allow the Fire Department to apply for, and, if received, to expend, a Maine Municipal Association Safety Enhancement Grant to be used to purchase equipment for the confined space team.

- (e) Review of open meeting law and what constitutes a public meeting by the Council: Pat Scully will be at the meeting to review this law and answer questions from the Council.

Suggested Motion: No motion is required.

- (f) Update on damaged building on Oak Street: Councilor Pols requested this update, which Manager Brown will provide.

Suggested Motion: No motion is required.

- (g) Update on nomination papers: This is the last Council meeting prior to the close of nomination papers on Friday, September 9. Districts 5, 7 and one At-Large seat will be up for election in November.

Suggested Motion: No motion is required.

PUBLIC HEARINGS

100. This item is the required public hearing for a new Special Amusement License for the Raven's Roost, located at 103 Pleasant Street. They are looking to have live bands and D.J.s for dancing on the weekends. A copy of their application is included in your packet.

Suggested Motion:

Motion to approve a special amusement for the Raven's Roost located at 103 Pleasant Street.

NEW BUSINESS

101. This item is to consider approval of the request from the Brunswick Downtown Association to hold their first Brunswick Fall Festival to be held on October 1st. They are requesting to use sections of the mall as well as the sidewalks of Maine Street between the intersections of Pleasant, and Mason and Mill Streets. The proposed Festival will include an arts and crafts fair, many children's activities, and other activities that are explained in their request letter. The event requires Council approval under Chapter 10 Section 26(b)(14) of the Municipal Code. This ordinance also allows the Council to waive the \$500 fee (except for the \$25 application fee), which the BDA is asking the Council to do. Representatives of the BDA will be at the meeting to answer any questions. A copy of their letter is included in your packet.

Suggested Motions:

- 1) Motion to approve the request from Brunswick Downtown Association to hold the 2011 Brunswick Fall Festival on October 1, 2011.
- 2) Motion to waive the \$500 fee, except the \$25 application fee to hold this event, as allowed under Chapter 10 Section 26(b)(14).

CONSENT AGENDA

- (a) Minutes of August 8, 2011 meeting: A copy of the minutes are 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

MANAGER'S REPORT - B BACK UP MATERIALS

TOWN OF BRUNSWICK
TOWN MANAGERS OFFICE
MEMORANDUM

TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: August 31, 2011

RE: Ms. Kristine Schuman

There is an item on the agenda (Manager's Report {b}) to introduce Kristine Schuman to the Council and the community. Kristine's works for the Maine Department of Economic and Community Development, her job title is **Account Executive-MidCoast Region**. A significant part of her job is to serve as the liaison to the Governor's Office on issues related to the redevelopment of Brunswick Landing, but the primary focus of business development will be in the region, not on the base.

Kristine is a resident of the area (Topsham) and has extensive experience in the area of workforce redevelopment. Prior to assuming her current position, she was the Manager of the Base realignment and Closure Transition Center.

I have met with Kristine and I am confident that she has an appreciation for the role that Brunswick has to play in the redevelopment of Brunswick Landing and also has a strong commitment to assist Brunswick on economic development and job creation projects throughout the Town.

MANAGER'S REPORT - C BACK UP MATERIALS

TOWN OF BRUNSWICK
TOWN MANAGERS OFFICE
MEMORANDUM

TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: August 31, 2011

RE: MRRA Board nominations

There is presently one vacancy on the MRRA Board, due to the resignation of Charlie Spies last November. In addition, there are three current members whose terms are set to expire in the next couple of months. The three current members whose terms are set to expire are Art Mayo, Adam Cote and Dana Totman. We have been informed that the Governor intends to post appointments to the MRRA Board within the next couple of weeks, prior to the September 19 Council meeting.

As a result of community outreach by the LePage Administration, there have been two Brunswick residents that have expressed an interest in being nominated by the Council. In addition to these two, a third resident has also expressed an interest.

This is the second occasion since 2007 that the Governor's Office has formally requested nominations. The Administrations have changed and the process has also changed. Previously interested residents were asked to complete a Legislative Boards and Committee application to be submitted to the Governor's Office. The current practice is limited to the submission of resumes for their review. The Council in the past forwarded all interested applications to the Governor's Office.



Arthur L. Boulay, MBA, CMC
CEO
Strategic Talent Management, Inc.

Brunswick Business Center
18 Pleasant Street • Suite 205
Brunswick, ME 04011-2201 • USA

207.373.9301 x104

SKYPE: art.boulay
linkedin.com/in/artboulay

www.StrategicTalentManagement.com
ABoulay@StrategicTalentManagement.com

Business Coaching and Consulting Skills: An experienced management and organizational consultant who has the skills and confidence to take on challenging situations and focus people's attention to make fundamental changes to effect meaningful results.

Leadership and Business Skills: An intuitive and pragmatic leader with proven people skills and diverse business skills. A talent for cutting to the bottom line, and turning innovative ideas into accomplishments.

Staff Development Skills: An experienced developer and deliverer of effective systems to build people's skills and energy to be successful in their business and organizational roles.

Strategic Talent Management, Inc. (2005 - date), Brunswick, Maine
CEO

Work with business leaders on their journey to improve and grow their organizations primarily through improving human performance or Talent, and focusing on the long-term to generate the organizational Energy that drives performance. The result is system wide cultural change supported by learning and development.

Brunswick Business Center (2004 - date), Brunswick, Maine
President/Owner

Create the first shared office facility in Maine north of Portland. This innovative model provides high quality service and physical space to local small businesses and national companies establishing a presence in southern midcoast Maine. Profitable in its second year of operation.

Organizational Productivity Institute, Inc. (1994 - 2006), Portland, Maine
President and Senior Consultant

Work with executives to develop change within themselves and their organizations. Primary functions include recruitment, assessment, selection, development, coaching and retention of top talent.

Quality Improvement Services, Inc. (1991 - 1994), Bath, Maine
President and Senior TQM Consultant

Working with senior management and senior training personnel to introduce, develop and implement change in the organization.

L. L. Bean, Inc. (1981 - 1991), Freeport, Maine
Systems Administrator/Systems Manager (1988 - 1991)
Various systems positions (1981 - 1988)

New Hampshire College (1992 - 1999), Brunswick, Maine
Adjunct Professor

Teach in the graduate business program for HR Management and Organizational Development.

Education/Certifications

Masters in Business, New Hampshire College
Bachelor of Arts, *Cum Laude* Philosophy, Middlebury College

Certified Master Coach—Behavioral Coaching Institute, 2011
Odyssey—Odyssey Transformational Strategies, 2010
Chairman's Club recognition for sales excellence, TTI Performance Systems, 2004 to date
Target Training International, 1998 to date: Certified Behavioral Analyst, Certified Values Analyst, Trimetrix Certified, Acumen Index Certified

**Proven, versatile leader and research administrator.
Nationally respected authority on workforce development.
Noted researcher, analyst, and lecturer in workforce economics.**

KEY ASSIGNMENTS

- + **Director, Labor Market Analysis and Workforce Research, Jobs for the Future, Boston, MA, March 2011-Present**
- + **Acting Commissioner, Maine Department of Labor, Augusta, Maine
Jan 2011-March 2011**
- + **Director, Center for Workforce Research and Information, Maine Department of Labor, Augusta, Maine, 2004-Present**
- + **Deputy Director, Workforce Programs, National Center on Education and the Economy (NCEE), Washington, DC, 1997 – 2004.**
- + **Senior Vice President, Training & Development Corporation (TDC), Bangor, ME, 1981 – 97.**

PROFESSIONAL EXPERIENCE

- + **Leading labor market analysis and research efforts for major national not for profit organization funded through Lumina Foundation. Current efforts include applying real time labor market information and longitudinal student employment and earnings outcomes to assisting a national network of community colleges with alignment of strategies and programs with needs of regional economies.**
 - + **Appointed by Governor Paul LePage to serve as Acting Commissioner, Maine Department of Labor, a state agency with over 500 employees and a budget of 500 million dollars responsible for the administration of workforce development programs, unemployment insurance system, workplace safety and labor standards, vocational rehabilitation services and employment statistics and research functions. Spearheaded the passage of legislation to secure extended unemployment benefits for over 7000 Maine worker at risk of losing benefits.**
 - + **Managed a group of 30 economists, statisticians and economic research analysts responsible for generating official employment, unemployment and occupational statistics and analyzing labor markets for the State of Maine**
- ◆ Responsible for managing complex statistical programs for estimating employment, unemployment and labor force numbers for the State of Maine and publishing the results monthly to support public policy, business and individual decisions.
 - ◆ Oversee the development and publication of demographic, industry employment and occupational projections
 - ◆ Manage the work of research teams to assess labor market and economic conditions and to produce research studies to guide decision making
 - ◆ Advise senior state leaders including the governor on employment and economic development issues and

challenges for the State of Maine

- ◆ Active national consultant to the U.S. Department of Labor on innovations and consumer focus of workforce information systems

† **Established and directed consultation and research processes for the Workforce Development Program of a national non-profit organization. (NCEE)**

- ◆ Assisted state and local government agencies design, develop, and implement workforce initiatives, including career centers, information technology systems, and professional development systems. Form action teams, assess programs, identify problems, broker solutions, and prepare reports of findings.
- ◆ organized and facilitate high skills consortiums—peer networks of managers representing a dozen states and 14 of the largest U.S. cities—to develop workforce strategies and share lessons learned.

† **Managed business operations for a 400 employee, \$22 million company. (TDC)**

- ◆ As senior vice president, held responsibility for organizing and operating career and residential training centers in several Eastern states including.
 - Administered up to \$22 million in annual federal grants and in competitively awarded contracts. Coordinated preparation and submission of winning bids for grants and contracts.
 - Hired executives, managers, counselors, case managers, instructors, and administrative staff. Established and enforced human resource policies and procedures throughout the corporation.
 - Developed operating budgets and, as assistant treasurer, oversaw financial management functions.
 - Wrote grant requests, and negotiated financial agreements with foundations, public funding sources, and governmental organizations. Established solid business alliances with banking institutions.
- ◆ Prime mover during a twenty-fold growth in financial activity and expansion of services nationwide.
 - Spearheaded business development through expansion of management and consulting services nationwide to states, cities, and other business entities.
 - Co-founded the New England Institute for Resource Planning and Management, offering training in management competencies to front-line staffs of public and private organizations.
 - Conceptualized, implemented, marketed, and sold an IT product—the Automated Case Management System—to major customers such as the governments of Michigan, Indiana, and New York City.
 - Promoted and contracted consulting services with states, major cities, and other entities.

† **Recognized national authority on workforce development.**

- ◆ Perform special assignments for the U.S. Department of Labor, such as optimization of a \$110 million budget allocation to support labor market information systems.
- ◆ Noted author and presenter on workforce development issues.

† **Adjunct assistant professor of economics. (University of Maine, 1981 – 2001)**

- ◆ Taught a broad range of graduate and undergraduate courses in microeconomics and labor economics.

EDUCATION

- † **M.S. (cum laude) – Resource Economics, University of New Hampshire.**
- † **B.A. – Economics, University of New Hampshire.**

LOIS NAPIER SKILLINGS

EDUCATION / PROFESSIONAL LICENSE

Robert Wood Johnson <i>Executive Nurse Fellows Program</i>	2008-2011
University of Southern Maine <i>Master of Science, Nursing Administration and Adult Health</i>	1991
University of the State of New York, Albany NY <i>Baccalaureate of Science in Nursing</i>	1986
Northeastern University College of Nursing, Boston, MA Associate of Science in Nursing	1979
Registered Nurse, State of Maine	
Nursing Administration Board Certification, Advanced (NEA-BC)	

PROFESSIONAL EXPERIENCE

7/2011 – Present	Mid Coast Health Services	Brunswick, ME
<i>President and Chief Executive Officer</i>		
Responsibilities: Leadership, overall strategic direction and operational performance for independent integrated community not for profit healthcare system comprised of the following:		
<ul style="list-style-type: none">■ Mid Coast Hospital, 92-bed Joint Commission accredited, Magnet designated■ Mid Coast Medical Group, 55 provider multi-specialty medical group■ CHANS Home Health Care and Hospice■ Mid Coast Senior Health Center, 99 bed facility of skilled / long term care / assisted living and memory impairment■ Thornton Oaks Retirement community		
1/2010 – 7/2011	Mid Coast Health Services	Brunswick, ME
<i>Executive Vice President</i>		
2/1995 – 12/2009	Mid Coast Health Services	Brunswick, ME
Vice President Nursing and Patient Care Services / Chief Nursing Officer		

OTHER RELATED POSITIONS

5/1992 – 2/1995	Mid Coast Hospital	Bath-Brunswick, ME
<i>Coordinator Clinical Nursing Services</i>		
11/1988 – 5/1992		
<i>Educator / Consultant</i>		
<ul style="list-style-type: none">■ Provided education and consultation services to many hospitals and nursing organizations throughout Maine.		

11/1988 – 5/1992	Regional Memorial Hospital	Brunswick, ME
	<i>Clinical Nurse IV Emergency Department</i>	
9/1986 – 8/1988	Central Maine Medical Center	Lewiston, ME
	<i>Staff Resource Coordinator</i>	
11/1979 – 9/1986	Regional Memorial Hospital	Brunswick, ME
	<i>Nursing Supervisor</i>	
	<i>Nurse Manager: Managed 33 bed Med/Surg/Telemetry/ICU</i>	
	<i>Staff Nurse / Charge Nurse</i>	
6/1979 – 11/1979	Maine Medial Center	Portland, ME
	<i>Staff Nurse Surgical Unit</i>	

COMMUNITY ACTIVITIES

Southern Midcoast Maine Chamber, Board of Directors, Executive Committee

American Red Cross, Mid Coast Chapter, Board of Directors. Chairperson
Nominating Committee

Rotary Club of Bath, Maine

United Way of Mid Coast Maine: Board of Directors (1998-2005); Chairperson,
Board of Directors; Community Campaign Chairperson; Health Care Campaign
Division Chairperson; Safe and Healthy Community Council Chairperson;
Community Compass Strategic Planning Project Chairperson; Overview Committee
(present)

Bath Savings Institution, Corporator

Sweetser, Corporator

Sexual Assault Support Services of Mid Coast Maine, Board of Directors, President-
Elect, Committee Volunteer (1993-2001)

State of Maine Attorney General Sexual Assault Examiner Advisory Council (2004-
2007)

Oasis Health Clinic, Brunswick, Maine, Nurse Volunteer (1996-2000)

PROFESSIONAL MEMBERSHIPS/ORGANIZATIONS/AWARDS

Maine Aligning Forces for Quality, Executive Leadership Team

Maine Hospital Association, Government Relations Committee

Nursing Administration Quarterly, Editorial Board

OMNE: Nursing Leaders of Maine
Leadership Achievement Award 1999
President 1999-2000

Chair Professional Practice Committee 1994-1999
Maine Nursing Summit Planning Committee Chairperson 2005-2007

Sigma Theta Tau International Nursing Honor Society
Excellence in Nursing Leadership Award 2002

American Organization of Nurse Executives

Maine EMS Trauma Advisory Council, (2002-2007)

ANA-Maine, Nominating Committee Chairperson (elected 2008-2010)

PUBLICATIONS & RESEARCH

Skillsings, L. (1990). *Perceptions and Feelings of Nurses About Horizontal Violence as an Expression of Oppressed Group Behavior*. Master's Thesis. University of Southern Maine, Portland, Maine.

Skillsings, L. (1992). *Perceptions and Feelings of Nurses About Horizontal Violence as an Expression of Oppressed Group Behavior* in Thompson, J. & Allen, D. (Eds). *Critique, Resistance and Action: Working Papers in the Politics of Nursing*. NLN Press.

Skillsings, L. *The Reproductive System*. In, Healy, P. & Mourad, L. *American Nursing Review for Medical-Surgical Certification*. (1998) Springhouse. 2nd. ed.

Skillsings, L. *Shining a Spotlight on Patient Safety and Quality: Part I, Monitoring Nursing Sensitive Indicators*. ANA-Maine Newsletter, Summer 2005

Skillsings, L. *Shining a Spotlight on Patient Safety and Quality: Part II, The Patient Safety Movement Launches New Approaches to Errors in Healthcare*. ANA-Maine Newsletter, Fall 2005

Skillsings, L. *Leadership in Caring*. Guest Editor, *Nursing Administration Quarterly*. (2008) Vol. 32 No. 1 and No. 2

Skillsings, L. & MacLeod, D. *The Patient Care Coordinator Role: An Innovative Delivery Model for Transforming Acute Care and Improving Outcomes*. *Nursing Administration Quarterly* (2009) Vol. 33

Author of \$2000 grant awarded by the Maine Health Access Foundation, September 2007, to establish the *Maine Magnet Networking Collaborative*

SELECTED PRESENTATIONS

Reinforcing the Importance of Patient and Family Centered Care: Transparency and a Patient's Experience. MaineHealth Boards on Board, June 2008, November 2008, June 2009, November 2009, June 2010, June 2011.

Hospital Operations Management – Then and Now. Healthcare Financial Management Association New England Conference, Mohegan Sun, CT, May 2010.

Effective Communication and Relationships: Principles and Practices for Nursing Leaders. University of Southern Maine School of Nursing, March 2010.

Transforming Patient Care Delivery Models: The Patient Care Coordinator Role. VHA New England Chief Nurse Executive Council, November 2009. MaineHealth Chief Nurse Executives, January 2010.

Leading Performance Improvement of Patient Safety, Quality and Patient and Family Centered Care. University of Southern Maine School of Nursing, June 2009.

Problem Solving and Critical Thinking Skills: Strategies for Effective Change. University of Southern Maine School of Nursing, June 2009.

Quality and Patient Safety in the Hospital Setting. Quality Counts! Part 6, April 2009.

Patient Safety and Quality: The Ultimate Expression of Patient Advocacy for Emergency Nurses. Maine Emergency Nurses Association Annual Meeting, January 2008.

Developing a Plan for a Maine Magnet Collaborative: Maine Nursing Excellence. ANA-Maine and OMNE Conference, October 2007.

Preventing Medical Errors: A Shift in the Culture of Healthcare. Rotary Club of Topsham, Maine, March 2007.

Key Note Speaker: Nursing Graduation and Pinning Ceremony. University of Southern Maine, Portland, Maine, August 2006 and Southern Maine Community College, May 2006

Case Study: Health Care Quality and Performance....Everyone's Watching. Muskie School of Public Service 1st Annual Forum for Health Care Leaders. University of Southern Maine. October 2005

Beginning Nursing Leadership and Management Concepts: Tools and Practical Strategies for Every Day Success. University of Southern Maine Center for Continuing Education, Two day course, December 2003, June 2004, June 2005, June 2006, June 2007, June 2008, June 2009

Strengthening Relationships and Building Bridges: Power, Influence and Leadership Style. University of Southern Maine School of Nursing, June 2009. Southern Maine Medical Center, November 2007. The Aroostook Medical Center, June 2004. St Andrews Hospital, April 2004.

Effective Communication Techniques: Collaboration and Conflict Resolution. University of Southern Maine School of Nursing, June 2009. Mid Coast Hospital, December 2005, February 2004. The Aroostook Medical Center, June 2004. St Andrews Hospital, April 2004.

Supporting Clinical Nursing Colleagues: Creating Exceptional Professional Practice Environments. University of Southern Maine School of Nursing, June 2009. The Aroostook Medical Center, June 2004. St Andrews Hospital, April 2004.

CareMap Project Management. Center for Case Management. Natick Massachusetts, March 1999 & June 1998.

CareMaps Across the Continuum. American Heart Association Scientific Session, ME, NH, VT Affiliate, April, 1997.

Critical Thinking: Thriving in a Changing Health Care Environment. Maine Emergency Nurses Association, January 1995.

Caring in a Crisis: Connections for Emergency Nurses. New England Regional Symposium of Emergency Nurses, Rockland, Maine, April 1994.

Lois Napier Skillings, RN, MS, is the President and Chief Executive Officer for Mid Coast Health Services in Brunswick, Maine. Mid Coast Health Services is an independent, non-profit health care system governed by a volunteer community board of directors, which includes Mid Coast Hospital, a 92 bed Joint Commission accredited Magnet designated community hospital, Mid Coast Medical Group, a 55 provider primary care and specialty medical practice, Mid Coast Senior Health Center, a continuum of geriatric services including sub-acute care, long-term care, assisted living and memory impairment, and CHANS Home Health Care, a Joint Commission accredited home health and Medicare certified hospice agency. She leads the senior executive team and is responsible for the strategic and operational performance of the system. For 15 years she was the Vice President for Nursing and Patient Care Services for Mid Coast Health Services and was the senior leader responsible for patient safety and quality in the organization. Her clinical background is in Emergency and Medical Surgical nursing, and she has held staff development, nurse manager and supervisor positions prior to her executive roles.

Lois serves on the board of directors for the Mid Coast Chapter of the American Red Cross and the Southern Mid Coast Chamber. She has served as a board member for the United Way of Mid Coast Maine; serving as chairperson of the board of directors, the community campaign and the strategic planning committee for this organization. She is past president of OMNE: Nursing Leaders of Maine. She is on the editorial board for Nursing Administration Quarterly; a national peer-reviewed journal. Awards include OMNE: Nursing Leaders of Maine Leadership Achievement Award (1999) and Sigma Theta Tau, Kappa Zeta Chapter, Excellence in Nursing Leadership Award (2002).

In 2008, Lois was selected as a Robert Wood Johnson Executive Nurse Fellow. She is a graduate of Northeastern University College of Nursing, the University of the State of New York, and received her master's degree in science (nursing) from the University of Southern Maine.

Lois grew up in Pownal, Maine and graduated from Freeport High School. She lives in Brunswick with her husband Jim.

MANAGER'S REPORT - D BACK UP MATERIALS

Fran Smith

From: Don Koslosky
Sent: Thursday, August 18, 2011 10:57 AM
To: Gary Brown
Cc: Fran Smith; Ken Brilliant
Subject: Safety Enhancement Grant

Mr. Brown,

I would like to submit this Maine Municipal Association Safety Enhancement Grant for the next council meeting. The due date is September 30th and is equipment that the Confined space team is in need of. The grant is a 2/3 from MMA up to \$2,000.00 and the Town is responsible for 1/3 or the remainder of the balance. The funds will be coming from assessment fee's to three companies we provide coverage to. Any other questions let me know.

Thanks,

Donald R. Koslosky, Jr.
Deputy Chief, Operations
Brunswick Fire Department
21 Townhall Pl.
Brunswick, Maine 04011-2003
(207)725-5541 x13
www.brunswickme.org/fire

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

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

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

ITEM 100

BACK UP MATERIAL



Town Clerk's Office
28 Federal Street
Brunswick, ME 04011

PUBLIC HEARING

The Municipal Officers of the Town of Brunswick will hold a Public Hearing at the Municipal Meeting Room, Maine Street Station, 16 Station Avenue, Brunswick, at 7:00 P.M. on 9/6/2011 on the following Special Amusement license applications:

Special Amusement

Pending Inc.

D/B/A: Ravens' Roost (The)
103 Pleasant Street

Raven O'Brien/ Ronald Wing Sr. & II

All persons may appear to show cause, if any they may have, why such applications should or should not be approved.

**INDIVIDUALS NEEDING AUXILIARY AIDS FOR EFFECTIVE COMMUNICATION
PLEASE CONTACT THE TOWN MANAGER'S OFFICE AT 725-6653 (TDD 725-5521).**

Fran Smith
Town Clerk

TOWN OF BRUNSWICK

28 Federal Street Brunswick, Maine 04011 TEL: (207) 725-6658 FAX: (207) 725-6663

APPLICATION FOR LICENSE OR PERMIT

Please complete:

Type of Business: Sole Proprietor-Owner's Name: _____

Partnership-Partner's Names: _____

Corporation-Corporation Name: pending INC

Incorporation Date: _____ Incorporation State: Me

New License: Opening Date 7/19/2011 Renewal License: Expiration Date: _____

Business Name: The Ravens' Nest Roost E-Mail: ravens.tavern@yahoo.com

Business Address: 103 Pleasant St Brunswick Business Phone Number: 449-9829

Name of Contact Person: Raven O'Brien or Ron Wing Contact's Phone Number: 837-6304 or 449-9829

Mailing Address for Correspondence: 368 Old Bath Rd Brunswick, Me 04011

Signature of Applicant: Raven O'Brien Date: 5/19/2011

There will be a late fee for any expired licenses (\$25) w/ fees higher than (\$50) and (\$10) for licenses w/ fees (\$50) or less. The fine will double after the license has been expired for more than 30 days. New licenses are prorated by the half-year.

Select Type of License you are applying for on back of this page

Corporations Please Complete:

Address of Incorporation: 368 Old Bath Rd, Brunswick Me Phone #: 837-6304

Name of Corp. Officer, Owner, or Partners:	Title	Address	% of Stock or ownership
<u>Ronald C. Wing Jr</u>	<u>President</u>	<u>368 Old Bath Rd, Brunswick Me</u>	<u>33.33%</u>
<u>Ronald C. Wing Sr</u>	<u>Treasurer, Secretary</u>	<u>3 Brookview Dr. Brunswick Me</u>	<u>33.33%</u>
<u>Raven C. O'Brien</u>	<u>VP, Manager</u>	<u>368 Old Bath Rd Brunswick Me</u>	<u>33.33%</u>

Town Clerk Use Only

Approvals: Finance Codes Health Officer Council Police

Codes Officer Signature _____

Health Officer Signature _____

Temp Food Service: Maine Dept of Human Services Valid License Maine Dept of Agriculture License

Seller of Prepared Food on Public Way: Insurance Binder Picture of Cart (also will need FSE License)

Waiting on: _____ Mailed or Issued Date: _____ PH Date: 9-6-11

Type of License: Special Amusement Paid Fee: \$ 100- Cash / Check Date: 6/8/11

Advertising Fee: \$ _____ Paid

OK per Jeff E -8-15-11

License Fees & Schedule: Please check the type of license you are applying for.

Bazaar or Flea Market-Exp. June 30th

_____ 1-3 Days (\$50) Date and Location of Event: _____
_____ Annually (\$225)

Bowling Alleys, Pool Halls and Billiards-Exp. June 30th

_____ Number of Lanes (\$20 each) _____ Number of Tables (\$20 each)

Carnival or Circus

_____ Number of Days (\$150/day) Date and Location of Event: _____

Commercial Vehicle-Exp. December 31st _____ Number of Vehicles (\$75/vehicle) (New licenses issued between 7/1 and 12/31 is \$38 per vehicle) (New Vehicles - one time \$25 inspection fee)

Food Service Establishment (Victualer)-Exp. May 31st

FSE with Malt, Vinous & Spirituous Liquor (\$250)

FSE with Malt and Vinous (\$200)

FSE with Malt or Vinous (\$175)

FSE with Sit Down, no Alcohol (\$100)

FSE Mobile Carts, Take Out, Coffee, Popcorn, Catering,

B&B's, Bakeries, or Prepared Seafood Vender, ETC (\$75)

FSE: Description of Food to be sold: _____

Going Out of Business (\$50)

60 Day License (Must also Complete an Application for Going out of Business Sale, and include a list of inventory)

Innkeeper-Exp. May 31st 1-15 Rooms (\$100) 16+ Rooms (\$175)

Junkyard Automobile Graveyard (\$50 each, both Exp. Oct. 1st) Auto Recycling (\$250-5 Yrs)
Plus \$25 application fee for each type _____

Pawnbroker (\$75) Exp. June 30th

Peddler:

_____ #Weeks/\$25/week _____ #Months (up to-3 mnths-\$50/ up to-6 mnths \$75) _____ 1 Year (up to 12 mnths \$100)

Pinball Mach. - Other Amuse Devices (\$35/each) Exp. June 30th _____ Number of Machines/Devices

Second Hand Dealer (\$75)-Exp. June 30th

Sellers of Prepared Food on Public Way (\$1500 Mall vendor/\$3,000 Farmers Market/\$25 other)
Location: _____ Exp. 1st PH in March
As part of the application you must submit a letter of intent from insurance carrier, picture of food service device (not needed for renewals) and a victualer's license. I certify that, to the best of my knowledge, I have complied with all laws and ordinances of the State of Maine and the Town of Brunswick. _____
(Signature of owner, officer, partner or agent)
(New applicants must talk to Recreation Dept/There is no proration on new licenses)

Special Amusements (\$100)-Exp. w/Alcohol License
Describe in detail kind and nature of entertainment- Bands for weekends or DJs
For Dancing
Describe in detail room or rooms to be used under this permit- Inside Front Door
To The Right Next to Dance Floor
Signature of Owner, officer, partner or agent: _____

Tattooing Establishment (\$75)-Exp. June 30th

Theater (\$150 per screen)-Exp. June 30th _____ Number of Screens

ITEM 101

BACK UP MATERIAL



August 25, 2011

Ms. Fran Smith, Town Clerk
Town of Brunswick
28 Federal Street
Brunswick, ME 04011

Re: 2011 Brunswick Fall Festival

Dear Fran,

On behalf of the Brunswick Downtown Association ("BDA") and the Brunswick Fall Festival Committee, I would like to make our formal application to the Brunswick Town Council for the first annual 2011 Brunswick Fall Festival.

This is the first year that the BDA working with a group of small business owners in Downtown is proposing to host the 2011 Brunswick Fall Festival on the first Saturday of October. The proposed date for the 2011 Festival is October 1. The Festival is anticipated to be held from 10 AM to 3 PM on the Mall as well as the sidewalks of Maine Street between the intersections of Pleasant, and Mason and Mill Streets. The proposed Festival will include an arts and crafts fair, many children's activities, an apple pie eating contest, music, Small Business Saturday, a sidewalk sale, a geo-caching activity as well as a restaurant activity throughout the Downtown, free flu shots, and dog activities in support of the potential Dog Park. The BDA will work in cooperation with the Brunswick Police, Public Works, and Parks and Recreation Departments to create this new event in our community to showcase Brunswick as a wonderful family-oriented destination. In the past, the Town Council has agreed to waive the \$500 event fee for similar BDA events in Downtown. If possible, we ask the Town Council to waive this event fee. There is minimal income tied to this first-year event, and most of that income will be invested in marketing Brunswick and the Festival.

Thank you for your consideration in this matter. Please contact me if you need any additional information regarding this application or the Brunswick Fall Festival. Please let us know as soon as possible if our request to hold the 2011 Brunswick Fall Festival has been approved.

Sincerely,

Stephanie Slocum, Executive Director

Brunswick Downtown Association
85 Maine Street PO Box 15 Brunswick, Maine 04011
207-729-4439
director@brunswickdowntown.org
www.brunswickdowntown.org

CONSENT AGENDA - A BACK UP MATERIALS

Draft
BRUNSWICK TOWN COUNCIL
Minutes
August 8, 2011
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, E. Benet Pols, and Deborah R. Atwood

Councilors Absent: None

Town Staff Present: Gary Brown, Town Manager; Fran Smith, Town Clerk/Assistant to Town Manager; John Eldridge, Finance Director; Anna Breinich, Director of Planning and Development; Tom Farrell, Parks and Recreation Director; John Foster, Public Works Director; Mark Waltz, Police Captain; Denise Clavette, Special Projects Assistant; and TV video crew.

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

Public Comment:

Mike Laskey, Bunganuc Road, spoke on banning the discharge of fireworks in the Town of Brunswick.

The following people expressed concerns with the proposed Amtrak layover facility:

Bridget Edmonds, 28 Bouchard Drive
Dan Sullivan, 24 Bouchard Drive
Amanda Swanberg, 80 Hennessey Avenue

Correspondence:

Councilor Atwood spoke on the upcoming Northern New England Passenger Rail Authority (NNEPRA) board meeting on August 22 and on the sidewalk on Stanwood Street and the need for crosswalks there.

Councilor Perreault added to that discussion and commented on the need for MDOT to have striping on the right hand turn lane onto River Road.

Adjustments to the Agenda: None

MANAGER'S REPORT:

(a) Council Committee Updates

Reports were given for the following committees: Elementary School Building and Marine Resource Committees.

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(b) Nomination Papers

Fran Smith, Town Clerk, spoke on this issue.

(c) Federal Byrne Grant for Police Department (*Action Required*)

Captain Waltz spoke on this item and responded to questions from Councilors.

Councilor Watson moved, Councilor Perreault seconded, to allow the Police Department to apply for the Federal Byrne Grant to be used for enhanced crime detection and crime scene processing equipment. The motion carried with nine (9) yeas.

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

(d) Report on closure of Adams Road and other road projects

John Foster spoke on this item and responded to questions from Councilors.

(e) Update on Brunswick Landing activities

Denise Clavette and Manager Brown spoke on this item and responded to Council questions.

Michael Lachance, a Bowdoin intern, made a presentation on his work mapping trails.

(A copy of Ms. Clavette's memo will be attached to the official minutes.)

(f) Acceptance of grant from the Quality Community Program for Androscoggin Riverwalk (*Action Required*)

Manager Brown spoke on this item.

Councilor Knight moved, Councilor Favreau seconded, to accept and expend a Quality Community Program grant to be used to design pedestrian activated safety flashers located on Route 1 at the Cushing Street intersection to provide for a safer pedestrian crossing to the Androscoggin Swinging Bridge on Mill Street. The motion carried with nine (9) yeas.

(A copy of the letter from the State and an email from Tom Farrell will be attached to the official minutes.)

(g) (ADDED) Quiet zone request for train

Manager Brown spoke on this item.

PUBLIC HEARINGS

95. The Town Council will hear public comments on the following Special Amusement License, and will take any appropriate action.

Special Amusement Licenses:

1337 Beer LLC

D/B/A: Lion's Pride

110 Pleasant Street

Christopher and Jennifer Lively

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

Councilor Favreau moved, Councilor Perreault seconded, to approve a special amusement license for Lion's Pride at 110 Pleasant Street. The motion carried with nine (9) yeas.

NEW BUSINESS

96. The Town Council will discuss a policy for dealing with delinquent tax accounts, and will take any appropriate action.

The following Councilors spoke on this item: Chair King, Councilor Pols, Councilor Perreault, Councilor Tucker, Councilor Atwood, Councilor Watson, and Councilor Wilson.

Manager Brown also spoke on this issue.

97. The Town Council will consider setting a public hearing 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.

Councilor Watson moved, Councilor Perreault seconded, to set a public hearing for September 6, 2011, on amendments to the Zoning Ordinance relative to creating a CU7 zoning district for the Longfellow School property.

The following Councilors spoke on this item: Councilor Tucker, Councilor Atwood, Chair King, Councilor Favreau, Councilor Watson, Councilor Pols, Councilor Perreault, Councilor Wilson, and Councilor Knight.

Manager Brown and Ms Breinich spoke on this item and responded to questions.

Councilor Perreault withdrew his second and Councilor Favreau then seconded the motion.

Councilor Watson moved, Councilor Favreau seconded, to set a public hearing for September 6, 2011, on amendments to the Zoning Ordinance relative to creating a CU7 zoning district for the Longfellow School property. The motion failed with four (4) yeas.

Councilor Tucker, Councilor Perreault, Councilor Knight, Councilor Pols and Councilor Atwood were opposed.

Councilor Perreault moved, Councilor Tucker seconded, to send this item back to the Planning Board to provide a recommendation on the two outstanding issues. The motion carried with seven (7) yeas. Chair King and Councilor Favreau were opposed.

98. The Town Council will consider authorizing the City of Portland to act as the Town's agent in executing the documents necessary to complete an approved loan by the Cumberland County Home Consortium, and will take any appropriate action. (Manager)

Manager Brown spoke on this item.

Councilor Atwood moved, Councilor Pols seconded, for the Town of Brunswick, a member of the Cumberland County Home Consortium (CCHS), to hereby authorize the City of Portland to act as its agent in executing the documents necessary to complete an approved loan by the CCHC. The motion carried with seven (7) yeas. Councilor Watson and Councilor Pols were opposed.

(A copy of the request will be attached to the official minutes.)

99. The Town Council will consider discontinuing the appointment of members to the People Plus Board of Trustees, and will take any appropriate action. (Councilor Wilson and Councilor Favreau)

Councilor Wilson spoke on this item.

Councilor Wilson moved, Councilor Favreau seconded, to convey to the People Plus Board of Trustees that the Council will discontinue appointing members to this board. The motion carried with nine (9) yeas.

CONSENT AGENDA

- (a) Minutes of July 25, 2011
- (b) Approval of Utility Location Permits for Maine Natural Gas
- (c) Approval of drainage easement from the Town of Brunswick to AMS Title Company (Senter's)

Councilor Atwood spoke on this item.

Councilor Watson moved, Councilor Favreau seconded, to approve the Consent Agenda. The motion carried with eight (8) yeas. Councilor Pols was opposed.

(A copy of the utility permits and easements will be attached to the official minutes.)

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Councilor Perreault moved, Councilor Watson seconded, to adjourn the meeting. The motion carried with nine (9) yeas.

The meeting adjourned at 9:25 p.m.

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

Frances M. Smith

Town Clerk

August 20, 2011

September 6, 2011

Date of Approval

Council Chair