

**BRUNSWICK TOWN COUNCIL**

**Agenda**

**November 21, 2011**

**7:00 P.M.**

**Municipal Meeting Room**

**Brunswick Station**

**16 Station Avenue**

**Council Photo will be taken at 6:30 P.M.**

Pledge of Allegiance

Roll Call

Public Comment:

Correspondence:

Adjustments to the Agenda:

**MANAGER'S REPORT:**

- (a) Financial Update
- (b) Council Committee Updates
- (c) Permission to apply for an assistance grant from the EPA Building Blocks for Sustainable Communities Program (*Action Required*)

**PUBLIC HEARINGS**

- 133. The Town Council will hear public comments on Alcoholic Beverage license applications, and will take any appropriate action. (Manager)

**Full-Time Spirituous, Vinous & Malt**

1827 LLC.

D/B/A: Captain Daniel Stone Inn

10 Water Street

Kevin Savage

**Full-Time Vinous & Malt**

Len's Fish and Chips

D/B/A: Len's Fish and Chips

17 Bow Street

Leonard Brancato III

**HEARING/ACTION**

134. The Town Council will hear public comments on Special Amusement license applications, and will take any appropriate action. (Manager)

**Special Amusement**

AKI, Inc

D/B/A: AKI, Inc

94 Maine Street

Tina Cigri, Laura Cigri

Valami Ly, and Bihouy Liu

Bowl New England, Inc.

D/B/A: Spare Time

276 Bath Road

David Frye

**HEARING/ACTION**

**NEW BUSINESS**

135. The Town Council will consider setting a public hearing for December 5, 2011, on the proposed Fireworks Ordinance that prohibits the sale and use of fireworks in Brunswick, to be enacted on an emergency and regular basis, and will take any appropriate action. (Councilor Tucker)

**ACTION**

136. The Town Council will consider amending the budget, per the Town Charter Section 504, to fund the cost of a tractor for the Parks and Recreation Department in an amount of approximately \$47,000, and will take any appropriate action. (Manager)

**ACTION**

137. The Town Council will consider endorsing the Affordable Midcoast Housing Plan, and will take any appropriate action. (Manager)

**ACTION**

138. The Town Council will consider requesting the Planning Board to review the sign ordinance to increase the allowable number of MDOT official business directional signs, and will take any appropriate action. (Councilor Perreault)

**ACTION**

139. The Town Council will consider accepting a fire hydrant located on the grounds of Harriet Beecher Stowe School, and will take any appropriate action. (Manager)

**ACTION**

**CONSENT AGENDA**

(a) Approval of the Minutes of November 7, 2011

(b) Approval of games of chance for the Brunswick Lodge of Elks #2043, 179 Park Row

**Executive session – Economic Development to discuss the MRRRA TIF per 1 M.R.S.A. §405(6)(C)**

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

**Brunswick Town Council**  
**Agenda**  
**November 21, 2011**  
**Council Notes and Suggested Motions**

**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 assistance grant for the EPA Building Blocks for Sustainable Communities Program (Action Required): Staff requests the Council's approval to submit an application for free technical assistance by the Project for Public Spaces, funded through the EPA Building Blocks for Sustainable Communities Program. The brief application is due by November 22, 2011, with selection being made by December 22, 2011. Six to 12 communities will be chosen nationally to receive assistance to hold a one-two day workshop. Staff proposes the technical assistance workshop and follow-up report continue to implement Downtown and Outer Pleasant Street Master Plan recommendations, focusing on walkability and better connectivity of the Outer Pleasant Street Corridor with the Downtown business district and neighborhoods. No financial match is required. A copy of the draft application is included in the packet.

Suggested Motion:

Motion to allow the Town to apply for an assistance grant to provide free technical assistance by the Project for Public Spaces funded through EPA Building Blocks for Sustainable Communities Program.

**PUBLIC HEARINGS**

133. This item is the public hearing required prior to approving two Alcoholic Beverage license applications for 1827 LLC (Captain Daniel Stone Inn' new owners), and Len's Fish and Chips (former location for Murphy's Seafood). Copies of the public hearing notice and applications are included in your packets.

Suggested Motion:

Motion to approve Alcoholic Beverage license applications for the Captain Daniel Stone Inn at 10 Water Street, and Len's Fish and Chips at 17 Bow Street.

134. This item is the public hearing required prior to approving two Special Amusement license applications. Bowl New England is a renewal license to have DJs and

Karaoke. AKI is a new application at the former location of O'Shea's Restaurant and they are proposing live music and DJs in the lounge area in the basement. They continue to finish work on their facility, but Jeff Emerson believes they will be completed prior to the next Council meeting so if the license is conditionally approved tonight, it would allow them to have music and DJs once the inspection is passed. Copies of the public hearing, the applications, and Chief Emerson's memo are included in your packet.

*Suggested Motion:*

Motion to approve Special Amusement Licenses for Spare Time, at 276 Bath Road and AKI, pending their favorable inspection by the Town.

**NEW BUSINESS**

135. This item is to consider setting a public hearing for December 5, 2011, on the proposed Fireworks Ordinance that prohibits their sale and use in Brunswick. Councilor Tucker is requesting the Council enact this on an emergency and regular basis so there is no lapse from January 1, 2012, when the state law becomes effective, and January 5, 2012, which would be the normal thirty days after an ordinance is adopted. A copy of the draft ordinance, as revised by the Town Attorney, is included in your packet.

*Suggested Motion:*

Motion to set a public hearing for December 5, 2011, on a draft Fireworks Ordinance that prohibits their sale and use in Brunswick to be enacted on an emergency and regular basis.

136. This item is for the Council to consider amending the budget in the amount of \$47,000 to fund the cost of a tractor for the Parks and Recreation Department. We are recommending purchasing from Chad Little Equipment, since they are only \$70 from the low bidder, can deliver the equipment in 30 days versus 60 to 90 days, and is a local vendor. Staff is also recommending holding on to the old tractor because the relatively small amount that the Town would receive in a trade-in, it would be more beneficial as an emergency back-up piece of equipment. Copies of the bid summary and Mr. Farrell's memo from last meeting are included in your packet.

*Suggested Motion:*

Motion to amend the 2011-2012 fiscal year budget in the amount of \$47,000 to authorize the purchase of a replacement tractor for the Department of Parks and Recreation and to appropriate the funds for the purchase from current unappropriated available revenues.

137. This item is at the request of MRRA, who would like the Council to endorse this housing plan as a condition of the property sale between MRRA and AMH. The Council discussed this at your last meeting. Manager Brown has prepared a memo that explains this item in much more detail. Copies of the memo and the Plan are included in your packet.

Suggested Motion:

Motion to endorse the Affordable Midcoast Housing Plan.

138. This item is sponsored by Councilor Perreault at a request of a business owner, who would like to be able to add additional MDOT directional signs near his business. Currently, the ordinance allows two signs (as a result of a zoning change in October 2008) and the business owner would like see an increase to three or four. The Council action would be to send this request to the Planning Board for their review and recommendation.

Suggested Motion:

Motion to request the Planning Board review the sign ordinance to increase the allowable number of MDOT official business directional signs from two to either three or four.

139. This item is a request from the School Department to have the Council accept the new fire hydrant at the Harriet Beecher Stowe Elementary School. This action will save the School Department from paying a hydrant fee for this hydrant and would be consistent with how other hydrants are treated on School properties, which are included the Town's hydrant's contract. A copy of the letter of request is included in your packet.

Suggested Motion:

Motion for the Town to accept a fire hydrant located on the grounds of Harriet Beecher Stowe School.

**CONSENT AGENDA**

- (a) Approval of the Minutes of November 7, 2011: A copy of the minutes is included in your packet.
- (b) Approval of games of chance for the Brunswick Lodge of Elks #2043, 179 Park Row: This is the semi-annual approval of games of chance for the Elks. A copy of their letter of request is included in the packet.

Suggested Motion:

Motion to approve the Consent Agenda.

**Executive session – Economic Development to discuss the MRRRA TIF per 1 M.R.S.A. §405(6)(C)**

Suggested Motion:

Motion to go into Executive session to discuss Economic Development relative to the MRRRA TIF per 1 M.R.S.A. §405(6)(C)

Suggested Motion:

Motion to adjourn the meeting.

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

FOR 2012 04

	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	112,117.92	39,483.81	.00	280,397.08	28.6%
11100 Finance Department	650,894	650,894.00	199,728.63	47,360.07	425.98	450,739.39	30.8%
11150 Technology Services Dept	255,238	255,238.00	108,208.46	23,779.50	6,013.50	141,016.04	44.8%
11200 Municipal Officers	115,415	115,415.00	9,920.92	1,388.75	.00	105,494.08	8.6%
11220 Municipal Building	177,939	177,939.00	51,284.18	12,206.43	-5,555.03	132,209.85	25.7%
11230 Risk Management	428,550	428,550.00	149,188.09	30,089.46	.00	279,361.91	34.8%
11240 Employee benefits	0	.00	.00	.00	.00	.00	.0%
11250 Cable TV	85,655	85,655.00	25,880.04	5,860.46	93.75	59,681.21	30.3%
11300 Assessing	247,033	247,033.00	74,671.67	16,752.53	2,107.36	170,253.97	31.1%
11400 Codes Enforcement	0	.00	.00	-153.64	.00	.00	.0%
11600 Town Clerk & Elections	329,488	329,488.00	87,500.00	22,502.22	4,333.00	237,655.00	27.9%
11900 Planning Department	427,944	427,944.00	130,452.90	29,922.69	-2,265.15	299,756.25	30.0%
11950 Economic Development Dept	162,775	162,775.00	67,846.48	11,652.05	-21,000.00	115,928.52	28.8%
TOTAL General Government	3,273,446	3,273,446.00	1,016,799.29	240,844.33	-15,846.59	2,272,493.30	30.6%
<u>20 Public Safety</u>							
12100 Fire Department	2,796,745	2,796,745.00	851,813.67	216,555.47	41,678.58	1,903,252.75	31.9%
12200 Police Department	3,574,510	3,574,510.00	1,176,292.30	283,116.02	1,378.24	2,396,839.46	32.9%
12210 Police Special Detail	0	.00	10,003.26	489.21	.00	-10,003.26	100.0%
12220 Emergency Services Dispatc	687,442	687,442.00	199,102.39	48,853.06	.00	488,339.61	29.0%
12310 Streetlights	190,000	190,000.00	42,193.41	15,011.86	600.00	147,206.59	22.5%
12320 Traffic Signals	27,600	27,600.00	6,921.20	1,164.77	.00	20,678.80	25.1%
12330 Hydrants	365,885	365,885.00	95,671.90	91,470.95	.00	270,213.10	26.1%
12340 Civil Emergency Preparedne	2,000	2,000.00	99.98	.00	.00	1,900.02	5.0%
TOTAL Public Safety	7,644,182	7,644,182.00	2,382,098.11	656,661.34	43,656.82	5,218,427.07	31.7%
<u>30 Public Works</u>							
13100 Public Works Administratio	389,222	389,222.00	116,829.54	28,794.77	2,000.00	270,392.46	30.5%
13110 PW General Maintenance	735,295	735,295.00	297,235.89	66,371.02	45.82	438,013.29	40.4%
13120 PW Winter Maintenance	821,853	821,853.00	136.56	136.56	212,890.00	608,826.44	25.9%
13130 Refuse Collection	587,353	587,353.00	140,628.55	44,012.05	235,719.45	211,005.00	64.1%
13140 Recycling	261,148	261,148.00	63,025.01	21,343.67	195,386.03	2,736.96	99.0%

FOR 2012 04

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13150 PW Central Garage	621,748	621,748.00	135,132.88	29,433.06	19,570.00	467,045.12	24.9%
TOTAL Public Works	3,416,619	3,416,619.00	752,988.43	190,091.13	665,611.30	1,998,019.27	41.5%
<hr/> 40 Human Services <hr/>							
14100 General Assistance	148,848	148,848.00	47,240.26	10,657.57	1,060.05	100,547.69	32.4%
14120 Health & Social Services	2,701	2,701.00	678.55	678.55	.00	2,022.45	25.1%
TOTAL Human Services	151,549	151,549.00	47,918.81	11,336.12	1,060.05	102,570.14	32.3%
<hr/> 45 Education <hr/>							
14500 School Department	33,301,672	33,301,672.00	6,117,470.95	2,255,550.85	.00	27,184,201.05	18.4%
TOTAL Education	33,301,672	33,301,672.00	6,117,470.95	2,255,550.85	.00	27,184,201.05	18.4%
<hr/> 50 Recreation and Culture <hr/>							
15000 Recreation Administration	408,643	408,643.00	118,734.13	29,169.36	218.83	289,690.04	29.1%
15050 Rec Buildings and Grounds	620,335	620,335.00	193,529.19	61,594.13	-4,518.00	431,323.81	30.5%
15310 People Plus	75,000	75,000.00	75,000.00	.00	.00	.00	100.0%
15400 Curtis Memorial Library	1,087,355	1,087,355.00	359,951.64	89,987.92	.00	727,403.36	33.1%
TOTAL Recreation and Culture	2,191,333	2,191,333.00	747,214.96	180,751.41	-4,299.17	1,448,417.21	33.9%
<hr/> 60 Intergovernmental <hr/>							
16000 County tax	1,187,020	1,187,020.00	1,187,020.00	1,187,020.00	.00	.00	100.0%
TOTAL Intergovernmental	1,187,020	1,187,020.00	1,187,020.00	1,187,020.00	.00	.00	100.0%
<hr/> 70 Unclassified <hr/>							

FOR 2012 04

70	Unclassified	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
17000	Promotion and Development	141,758	141,758.00	113,600.57	161.15	.00	28,157.43	80.1%
17010	Additional School Assistan	10,000	10,000.00	.00	.00	.00	10,000.00	.0%
17020	Cemetery Care	3,000	3,000.00	1,250.00	500.00	.00	1,750.00	41.7%
17030	Wage Adjustment Account	40,000	40,000.00	.00	.00	.00	40,000.00	.0%
17051	Longfellow School Building	0	.00	10,084.75	1,204.17	.00	-10,084.75	100.0%
17052	School Master Plan	0	.00	606.80	.00	.00	-606.80	100.0%
	TOTAL Unclassified	194,758	194,758.00	125,542.12	1,865.32	.00	69,215.88	64.5%
80 Debt Service								
18010	2003 High School Refunding	0	.00	962,212.50	962,212.50	.00	-962,212.50	100.0%
18020	2006 CIP G/O Bonds	276,000	276,000.00	240,000.00	240,000.00	.00	36,000.00	87.0%
18030	2011 GO CIP Bonds	282,643	282,643.00	618,933.33	618,933.33	.00	-336,290.33	219.0%
18050	2010 Elementary School Bon	0	.00	1,364,180.85	1,364,180.85	.00	-1,364,180.85	100.0%
	TOTAL Debt Service	558,643	558,643.00	3,185,326.68	3,185,326.68	.00	-2,626,683.68	570.2%
	GRAND TOTAL	51,919,222	51,919,222.00	15,562,379.35	7,909,447.18	690,182.41	35,666,660.24	31.3%

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

REPORT OPTIONS

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Sequence	Field #	Total	Page Break	Year/Period: 2012/ 4
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: OCTOBER 2011 EXPENDITURE REPORT  
Roll projects to object: N  
Incl inception to soy: N  
Carry forward code: 1  
Print journal detail: N  
From Yr/Per: 2012/ 1  
To Yr/Per: 2012/ 4  
Include budget entries: N  
Incl encumb/liq entries: N  
Sort by JE # or PO #: J  
Detail format option: 1

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

FOR 2012 04

	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	30,711,847.48	7,378.93	-659,705.48	102.2%
111190 41103 Deferred Property Taxe	-200,000	-200,000.00	.00	.00	-200,000.00	.0%
111190 41104 Tax Abatements	-75,000	-75,000.00	-19,707.85	-7,491.39	-55,292.15	26.3%
111190 41105 Interest on Taxes	65,000	65,000.00	16,371.53	1,237.99	48,628.47	25.2%
111190 41106 Tax Lien Costs Revenue	10,000	10,000.00	12,436.00	44.59	-2,436.00	124.4%
111190 41107 Tax Lien Interest Reve	0	.00	16,194.04	24.66	-16,194.04	100.0%
111190 41109 Payment in Lieu of Tax	205,000	205,000.00	113,678.21	113,678.21	91,321.79	55.5%
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	939,616.69	212,619.32	1,535,383.31	38.0%
111191 41111 Excise Tax Boat/ATV/Sn	24,000	24,000.00	3,803.95	73.95	20,196.05	15.8%
TOTAL Taxes	32,989,096	32,989,096.00	32,049,422.05	327,566.26	939,673.95	97.2%
TOTAL REVENUES	32,989,096	32,989,096.00	32,049,422.05	327,566.26	939,673.95	
<u>20 Licenses &amp; Fees</u>						
121111 42207 Passport Fees	8,000	8,000.00	1,850.00	375.00	6,150.00	23.1%
121111 42208 Postage Fees	0	.00	146.40	18.30	-146.40	100.0%
121111 42209 Passport Picture Reven	1,700	1,700.00	504.00	48.00	1,196.00	29.6%
121411 42100 Building Permits	150,000	150,000.00	26,578.00	9,825.84	123,422.00	17.7%
121411 42101 Electrical Permits	23,000	23,000.00	9,190.02	2,514.38	13,809.98	40.0%
121411 42102 Plumbing Permits	11,000	11,000.00	6,587.50	1,135.00	4,412.50	59.9%
121411 42103 Zoning Board Fees	0	.00	150.00	75.00	-150.00	100.0%
121611 42200 Hunting & Fishing Lice	1,430	1,430.00	351.75	39.40	1,078.25	24.6%
121611 42201 Dog License Fee	2,402	2,402.00	164.00	49.00	2,238.00	6.8%
121611 42202 Vital Statistics	48,000	48,000.00	19,394.80	3,901.40	28,605.20	40.4%
121611 42203 General Licenses	22,635	22,635.00	2,805.00	170.00	19,830.00	12.4%
121611 42204 Victulars Licenses	20,775	20,775.00	1,300.00	.00	19,475.00	6.3%
121611 42205 Shellfish Licenses	19,200	19,200.00	400.00	50.00	18,800.00	2.1%
121611 42206 Neutered/Spayed Dog Li	4,210	4,210.00	246.00	82.00	3,964.00	5.8%
121611 42208 Postage Fees	0	.00	4.95	.00	-4.95	100.0%
121911 42300 Planning Board Appl Fe	15,000	15,000.00	2,407.40	745.00	12,592.60	16.0%
122121 42400 Fire Permits	900	900.00	120.00	.00	780.00	13.3%
122221 42500 Conc Weapons Permits R	600	600.00	230.00	140.00	370.00	38.3%
123131 42600 Public Works Opening F	500	500.00	64.00	24.00	436.00	12.8%
TOTAL Licenses & Fees	329,352	329,352.00	72,493.82	19,192.32	256,858.18	22.0%
TOTAL REVENUES	329,352	329,352.00	72,493.82	19,192.32	256,858.18	

FOR 2012 04

	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	3,715.43	3,715.49	-3,715.43	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	7,088.06	1,981.15	12,911.94	35.4%
131190 43102 State Tax Exemption Re	25,000	25,000.00	1,161.47	.00	23,838.53	4.6%
131192 43101 State Revenue Sharing	1,450,000	1,450,000.00	559,286.38	170,378.00	890,713.62	38.6%
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	5,099,560.44	2,731,057.39	7,306,700.56	41.1%
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	5,724,581.78	2,907,132.03	8,526,679.22	40.2%
TOTAL REVENUES	14,251,261	14,251,261.00	5,724,581.78	2,907,132.03	8,526,679.22	
<u>40 Charges for services</u>						
141111 44110 Agent Fee Auto Reg	37,500	37,500.00	15,231.00	3,293.00	22,269.00	40.6%
141111 44111 Agent Fee Boat/ATV/Sno	1,500	1,500.00	355.00	19.00	1,145.00	23.7%
141611 44131 Advertising Fees	0	.00	658.62	194.11	-658.62	100.0%
142121 44155 Ambulance Service Fees	700,000	700,000.00	312,398.40	62,961.90	387,601.60	44.6%
142121 44166 Special Detail - Fire	500	500.00	677.04	677.04	-177.04	135.4%
142221 44161 Witness Fees	3,500	3,500.00	820.00	650.00	2,680.00	23.4%
142221 44162 Police Reports	3,600	3,600.00	993.00	380.00	2,607.00	27.6%
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	11,330.00	1,064.25	-330.00	103.0%
142221 44167 Dispatch Services fees	131,274	131,274.00	40,000.00	10,000.00	91,274.00	30.5%
143431 44175 Recycling Revenue	18,000	18,000.00	12,920.90	2,696.90	5,079.10	71.8%
144545 44100 School Tuition, etc	433,600	433,600.00	6,999.20	6,999.20	426,600.80	1.6%
TOTAL Charges for services	1,414,461	1,414,461.00	402,383.16	88,935.40	1,012,077.84	28.4%
TOTAL REVENUES	1,414,461	1,414,461.00	402,383.16	88,935.40	1,012,077.84	
<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	100.00	100.00	1,900.00	5.0%

FOR 2012 04

	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	1,960.00	455.00	7,040.00	21.8%
152221 45102 Leash Law Fines	500	500.00	325.00	75.00	175.00	65.0%
152221 45105 False Alarm Police	700	700.00	.00	.00	700.00	.0%
TOTAL Fines & Penalties	22,800	22,800.00	3,010.00	630.00	19,790.00	13.2%
TOTAL REVENUES	22,800	22,800.00	3,010.00	630.00	19,790.00	
<hr/> 60 Interest earned						
161193 46100 Interest Earned	100,000	100,000.00	273.55	.00	99,726.45	.3%
TOTAL Interest earned	100,000	100,000.00	273.55	.00	99,726.45	.3%
TOTAL REVENUES	100,000	100,000.00	273.55	.00	99,726.45	
<hr/> 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	27,498.00	4,166.00	37,502.00	42.3%
TOTAL Donations	140,000	140,000.00	27,498.00	4,166.00	112,502.00	19.6%
TOTAL REVENUES	140,000	140,000.00	27,498.00	4,166.00	112,502.00	
<hr/> 90 Other						
191011 49000 Administration Miscell	0	.00	10.00	.00	-10.00	100.0%
191111 49000 Finance Miscellaneous	2,500	2,500.00	3,932.57	3,550.26	-1,432.57	157.3%
191111 49105 Postage & Handling	2,500	2,500.00	965.00	236.00	1,535.00	38.6%
191111 49106 W/C Proceeds	0	.00	2,358.31	1,549.04	-2,358.31	100.0%
191111 49210 Insurance Proceeds	0	.00	1,591.10	.00	-1,591.10	100.0%
191192 49100 Cable Television	205,000	205,000.00	.00	.00	205,000.00	.0%
191194 49150 Gen Govt Asset Sales	0	.00	150,000.00	150,000.00	-150,000.00	100.0%
191411 49000 Codes Miscellaneous	0	.00	55.03	.00	-55.03	100.0%
191611 49000 Town Clerk Miscellaneous	1,300	1,300.00	420.75	117.00	879.25	32.4%
191911 49000 Planning Miscellaneous	300	300.00	95.50	35.25	204.50	31.8%
192121 49000 Fire Miscellaneous	10,500	10,500.00	10,056.72	.00	443.28	95.8%
192221 49000 Police Miscellaneous	11,800	11,800.00	10,025.00	.00	1,775.00	85.0%
192294 49153 Police Vehicle Sales	18,500	18,500.00	2,900.70	2,900.70	15,599.30	15.7%

FOR 2012 04

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
193131 49000 Public Works Miscellan	0	.00	450.55	450.55	-450.55	100.0%
194141 49103 General Assistance Rec	0	.00	1,029.88	387.50	-1,029.88	100.0%
194545 49000 School Miscellaneous R	74,500	74,500.00	12,377.03	-756.19	62,122.97	16.6%
195051 49000 Recreation Miscellaneo	0	.00	199.75	171.00	-199.75	100.0%
199980 48100 General Fund Transfer	200,000	200,000.00	200,000.00	.00	.00	100.0%
TOTAL Other	526,900	526,900.00	396,467.89	158,641.11	130,432.11	75.2%
TOTAL REVENUES	526,900	526,900.00	396,467.89	158,641.11	130,432.11	
GRAND TOTAL	49,773,870	49,773,870.00	38,676,130.25	3,506,263.12	11,097,739.75	77.7%

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

REPORT OPTIONS

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

Report title:  
OCTOBER 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: 2012/ 1  
To Yr/Per: 2012/ 4  
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

## **EPA Building Blocks for Sustainable Communities Grant Application - DRAFT**

**Please indicate how any of the 5 characteristics (recent economic disruption, food security, combined housing and transportation costs, high unemployment and poverty level) describes your community.**

The May 2011 BNAS closure led to 5000 jobs lost regionally; military/families relocated changing population makeup of Brunswick (reduction in school-age children/younger adults resulting in a 17% increase in median age and 7% reduction in persons per household); loss of federal subsidies and 12% housing vacancy.

Based upon northern Cumberland County/Portland estimates, Brunswick residents pay 51-58% of household income on combined housing and transportation costs.

Midcoast Hunger Prevention Program is experiencing a significant rise (~50%) in meals served/food pantry use by young families.

### **Brief Community Profile**

Brunswick is a mid-coast Maine service center, the gateway to US 1-Coastal Route. Bowdoin College is an integrated part of the community, physically and socially, at the southern edge of the Downtown business district. With the recently closed Naval Air Station, the town is transitioning from a military-influenced economy to one more private sector based. Population mix has significantly changed as noted, in addition to an overall 4% decline (21172 to 20278, US Census). A high vacancy rate is due to loss of military (Brunswick is the first BRAC community with privatized military housing, 573 units, on federally owned lands). Brunswick is a leader in innovative community planning, balancing development and conservation, accomplished through a strong growth boundary surrounding Downtown and Cooks Corner business districts, and coastal conservation areas to protect habitat and shellfish industries. Downtown's built character is protected by design guidelines and includes 2 National Register Historic Districts.

### **Community Commitment to Livability, Smart Growth and Sustainability through Past and Present Activities, Programs, and Policies.**

- Established Rural Brunswick Smart Growth Zoning (2006) requiring conservation subdivision, critical habitat and environmentally sensitive areas protection
- Bronze Bicycle-Friendly Community since 2003
- BNAS Reuse Plan/smart growth zoning (2008)
- Comprehensive Plan adoption (2008) w/focus on smart growth principles and growth/sewer service boundary
- Established train station for Downeaster (2012) w/brownfield in-fill TOD (Brunswick Station) w/Town/grant funded public infrastructure, 4 of 6 commercial buildings privately built and fully occupied since 2009

- Council-adopted policy to build to LEED standards/opened new LEED-eligible elementary school in established neighborhood (2011)
- Implementing 2011 adopted Downtown Brunswick/Outer Pleasant Street Corridor (Rt. 1) Master Plan (PPS as consultant) w/focus on neighborhoods, pedestrian and vehicular movement, and visual quality
- 2011 CSS Champion– completed Downtown-based walkability workshop w/PPS Team
- In-kind commitments to Gateway 1 Corridor Steering Committee (2010 EPA Rural Smart Growth awardee) and the Southern ME Partnership for Sustainable Development (2010 HUD SCRPG)
- Financial support of fixed route bus service

### **Current Project Request Scope and Physical Extent of Effort**

Brunswick is requesting technical assistance to identify ways to improve the livability and walkability of the Outer Pleasant Street Corridor, a one-mile segment of US Route 1 between I-295 exit 28 and Mill/Stanwood St. intersection. The heavily traveled 4-lane strip commercial corridor is the gateway to the Route 1 Coastal Route from I-295, unattractive in design and unwelcoming to pedestrians and bicyclists. There is a noted lack of business clustering, safe crosswalks and bike lanes, safe vehicular turning areas, and outdoor gathering areas. As envisioned by the Downtown Brunswick/Outer Pleasant Street Corridor Master Plan (Master Plan), our success will have the Corridor serving as a welcome and attractive gateway to Brunswick and providing more accessibility for local trips taken by car, bike, and on foot. Land use and street type will be correlated to provide balance for all users. Outer Pleasant Street will become a desired business location frequented not only by those traveling “up the Coast” but, more importantly, Town residents.

Having recently experienced Brunswick’s CSS Champion-supported Downtown area walkability workshop conducted by PPS/WALC, the Town residents and officials were impressed with the Team’s ability to see and hear local concerns then generate realistic ideas for improvements. Our request is to continue to build on our adopted plans and successful workshops by holding a similar workshop with Livability Solutions for the Outer Pleasant Street Corridor. Consistent with the Master Plan recommendations, the workshop should address:

- Visual and social linkages of Outer Pleasant Street with the Downtown
- Corridor design guidelines basics, including retrofitting of existing strip development into more livable/walkable areas and potential developer incentives for such
- Zoning ordinance recommendations to promote livability, including form-based codes
- Locate potential outdoor gathering areas, contributing to the public realm and opportunity to socialize
- Gateway and streetscape enhancements
- Street typology recommendations contained in Master Plan (Outer Pleasant Street to serve as a commercial arterial to commercial avenue as one approaches the Downtown core w/improved ingress and egress to corridor businesses)
- Safe walkable/bikeable access to/from corridor businesses and adjacent residential neighborhoods

- Potential for parallel service roads
- Best practices and potential funding opportunities

The hurdle to achieve a more livable corridor is primarily funding related. The Town has resident support to improve the existing condition of Outer Pleasant Street. With a realistic implementation plan, the Town will be ready as funding opportunities arise. Implementation of workshop recommendations will be led by the Master Plan Implementation Committee, a Town Council appointed Committee consisting of business owners, creative economy, neighborhood leaders and Councilors, staffed by Planning and Development Director.

### **Describe Public Involvement**

Brunswick has a long tradition of strong civic engagement. During development and adoption of the Master Plan, two weeks of “district-based input sessions were held, an online survey conducted, and televised meetings broadcast on a regular basis. As done with the Downtown Walkability Workshop, community stakeholders will be invited to participate in the actual all day workshop. Public forums held as part of the workshop event will be advertised through our many email distribution lists and meeting announcements, Brunswick TV3 broadcasts and newspaper articles. Forums will be broadcast live and taped for rebroadcast/on-demand access with additional opportunity for later commenting. We will also meet with corridor business owners.

### **List Partners**

A key partner in the Town’s Downtown/Outer Pleasant Street Corridor efforts is the Brunswick Downtown Association, letter attached. The Master Plan Implementation Committee and Town staff will oversee workshop details and report preparation. As provided during the recent Walkability Workshop, we will again request MEDOT participation and guidance. The NW Brunswick Neighborhood Association and other neighborhood groups will be asked to disseminate information to their residents. Bowdoin College and Coastal Trans (fixed route bus service coordinator) will also be asked to partner in the effort.

### **Tools of Interest**

Brunswick is interested in innovative tools to create a more walkable Outer Pleasant Street through active civic engagement and resulting in realistic solutions. We have found that to be the case in our workings with PPS and WALC. A session on the housing and transportation affordability index would be educational for Town residents and businesses and instructional for the Master Plan Implementation Committee as it moves forward.

### **Past Assistance**

Brunswick is a 2011 FHWA-awarded CSS Champion and received \$25,000 in technical assistance. The technical assistance provided by the team of PPS/WALC consists of the recently held 2.5 day walkability workshop, follow-up and final recommendations (text and designs) in report format (Winter 2012). Brunswick received a Gateway 1 Corridor community grant (2010) of \$29,000, matched locally and used

to hire PPS for “placemaking” process as part of the Master Plan development. This technical assistance request will build on the Master Plan recommendations and complete a walkability audit/site-specific recommendations for the Downtown and Outer Pleasant Street Corridor.

ITEM 133

BACK UP MATERIALS



**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 11/21/2011 on the following Alcoholic Beverage license applications:

**Full-Time Spirituous, Vinous & Malt**

1827 LLC  
D/B/A: Captain Daniel Stone Inn  
10 Water Street

Kevin Savage  
President

**Full-Time Vinous & Malt**

D/B/A: Len's Fish and Chips  
17 Bow Street

Leonard Brancato III

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

**Department of Public Safety  
Division**



**Liquor Licensing & Inspection**

Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded. To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

<u>BUREAU USE ONLY</u>	
License No. Assigned:	
Class:	
Deposit Date:	
Amt. Deposited:	

**PRESENT LICENSE EXPIRES** \_\_\_\_\_

INDICATE TYPE OF PRIVILEGE:  MALT  SPIRITUOUS  VINOUS

INDICATE TYPE OF LICENSE:

<input checked="" type="checkbox"/> RESTAURANT (Class I,II,III,IV)	<input type="checkbox"/> RESTAURANT/LOUNGE (Class XI)
<input type="checkbox"/> HOTEL-OPTINONAL FOOD (Class I-A)	<input type="checkbox"/> HOTEL (Class I,II,III,IV)
<input type="checkbox"/> CLASS A LOUNGE (Class X)	<input type="checkbox"/> CLUB-ON PREMISE CATERING (Class I)
<input type="checkbox"/> CLUB (Class V)	<input type="checkbox"/> GOLF CLUB (Class I,II,III,IV)
<input type="checkbox"/> TAVERN (Class IV)	<input type="checkbox"/> OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

**ALL QUESTIONS MUST BE ANSWERED IN FULL**

1. APPLICANT(S) (Sole Proprietor, Corporation, Limited Liability Co., etc.)		2. Business Name (D/B/A)	
LEONARD BRANCATO III DOB: 9-2-75		Len's Fish + Chips	
DOB:		17 Bow St	
DOB:		Location (Street Address)	
Address		BRUNSWICK Me 04011	
9 BARBARA ST		City/Town	State Zip Code
Topsham Me 04086		Mailing Address	
City/Town	State Zip Code	17 Bow St	
207-841-9623		City/Town	State Zip Code
Telephone Number	Fax Number	BRUNSWICK Me 04011	
		Business Telephone Number	Fax Number
Federal I.D. #		Seller Certificate #	

3. If premises are a hotel, indicate number of rooms available for transient guests: \_\_\_\_\_
4. State amount of gross income from period of last license: ROOMS \$ \_\_\_\_\_ FOOD \$ \_\_\_\_\_ LIQUOR \$ \_\_\_\_\_
5. Is applicant a corporation, limited liability company or limited partnership? YES  NO

complete Supplementary Questionnaire ,if YES

6. Do you permit dancing or entertainment on the licensed premises? YES  NO
7. If manager is to be employed, give name: LEONARD BRANCATO III
8. If business is NEW or under new ownership, indicate starting date: 12-5-11  
Requested inspection date: \_\_\_\_\_ Business hours: 11AM - 8PM
9. Business records are located at: \_\_\_\_\_
10. Is/are applicants(s) citizens of the United States? YES  NO

11. Is/are applicant(s) residents of the State of Maine? YES  NO

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:  
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
LEONARD BRANCATO III	9-2-1975	Cal.

Residence address on all of the above for previous 5 years (Limit answer to city & state)

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES  NO

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_  
Offense: \_\_\_\_\_ Location: \_\_\_\_\_  
Disposition: \_\_\_\_\_

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?  
Yes  No  If Yes, give name: \_\_\_\_\_

15. Has/have applicant(s) formerly held a Maine liquor license? YES  NO

16. Does/do applicant(s) own the premises? Yes  No  If No give name and address of owner: \_\_\_\_\_

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) Already established  
Business - I am purchasing business

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?  
YES  NO  Applied for: \_\_\_\_\_

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1/2 mile Which of the above is nearest? church

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES  NO   
If YES, give details: \_\_\_\_\_

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_  
Town/City, State Date

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)  
Leonard Brancato III

Signature of Applicant or Corporate Officer(s)

**Department of Public Safety  
Division**



**Liquor Licensing & Inspection**

Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded. To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

BUREAU USE ONLY	
License No. Assigned:	
Class:	
Deposit Date:	
Amt. Deposited:	

**PRESENT LICENSE EXPIRES** \_\_\_\_\_

INDICATE TYPE OF PRIVILEGE:  MALT  SPIRITUOUS  VINOUS

**INDICATE TYPE OF LICENSE:**

- |  |   |
|--|---|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV)  | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI)         |
| <input type="checkbox"/> HOTEL-OPTIONAL FOOD (Class I-A) | <input checked="" type="checkbox"/> HOTEL (Class I,II,III,IV) |
| <input type="checkbox"/> CLASS A LOUNGE (Class X)        | <input type="checkbox"/> CLUB-ON PREMISE CATERING (Class I)   |
| <input type="checkbox"/> CLUB (Class V)                  | <input type="checkbox"/> GOLF CLUB (Class I,II,III,IV)        |
| <input type="checkbox"/> TAVERN (Class IV)               | <input type="checkbox"/> OTHER: _____                         |

**REFER TO PAGE 3 FOR FEE SCHEDULE**

**ALL QUESTIONS MUST BE ANSWERED IN FULL**

1. APPLICANT(S) --(Sole Proprietor, Corporation, Limited Liability Co., etc.)			2. Business Name (D/B/A)		
1827 LLC			CAPTAIN DANIEL STONE INN		
DOB:			<del>10 WATER STREET</del>		
DOB:			Location (Street Address)		
DOB:			City/Town		
Address			State		Zip Code
252 MAIN STREET			BRUNSWICK		ME
			Mailing Address		
City/Town			State		Zip Code
SACO			ME		04072
Telephone Number		Fax Number	Business Telephone Number		Fax Number
207 284 4591			373 1824		
Federal I.D. #			Seller Certificate #		
45-3671061			Applied 7/NOV/11		

3. If premises are a hotel, indicate number of rooms available for transient guests: 30
4. State amount of gross income from period of last license: ROOMS \$ ~~50,000~~ FOOD \$ 9470<sup>34</sup> LIQUOR \$ 50,253<sup>16</sup>  
407,003<sup>88</sup>
5. Is applicant a corporation, limited liability company or limited partnership? YES  NO

complete Supplementary Questionnaire ,If YES

6. Do you permit dancing or entertainment on the licensed premises? YES  NO
7. If manager is to be employed, give name: BRAD BRADFORD
8. If business is NEW or under new ownership, indicate starting date: 7 NOV 11  
 Requested inspection date: REFUSE 2 NOV 11 Business hours: 24 HOURS HOTEL
9. Business records are located at: 252 MAIN STREET SACO ME 04072
10. Is/are applicants(s) citizens of the United States? YES  NO

11. Is/are applicant(s) residents of the State of Maine? YES  NO

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:  
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
KEVIN P SAVAGE SACO ME	3/26/52	
ROBERT QUENTIN SACO ME	4/9/58	
PHILIP D. FEVON SACO ME	4/15/52	ANNAPOLIS MD

Residence address on all of the above for previous 5 years (Limit answer to city & state)

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES  NO

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?  
Yes  No  If Yes, give name: \_\_\_\_\_

15. Has/have applicant(s) formerly held a Maine liquor license? YES  NO

16. Does/do applicant(s) own the premises? Yes  No  If No give name and address of owner: \_\_\_\_\_

LO

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) HOTEL, RESTAURANT, LOUNGE, BANQUET ROOMS, LOBBY, CONFERENCE CENTER

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?  
YES  NO  Applied for: 7 NOV 11

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1 Block Which of the above is nearest? CHURCH

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES  NO

If YES, give details: \_\_\_\_\_

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Brunswick, ME on 7th NOV, 20 11

Town/City, State

Date

Please sign in blue ink

Philip J Fevon  
Signature of Applicant or Corporate Officer(s)

Philip D. Fevon U.P.

Signature of Applicant or Corporate Officer(s)

ITEM 134

BACK UP MATERIALS



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 11/21/2011 on the following Special Amusement license applications:

### Special Amusement

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

Tina Cigri  
Laura Cigri  
Valami Ly  
Bihouy Liu

Bowl New England, Inc.  
D/B/A: Spare Time  
276 Bath Road

Spare Time-Attn:David Frye

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: Bowl New England, Inc.

Incorporation Date: 1978 Incorporation State: Vermont

New License: Opening Date \_\_\_\_\_  Renewal License: Expiration Date: 8/2011

Business Name: SpareTime-Brunswick E-Mail: jsullivan@bowlne.com

Business Address: 276 Bath Rd Business Phone Number: 207-725-2963

Name of Contact Person: David Frye Contact's Phone Number: Same

Mailing Address for Correspondence: 506 Hercules Dr., Colchester, VT 05446

Signature of Applicant: \_\_\_\_\_ Date: 6/20/11

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: 506 Hercules Dr.

Address of Incorporation: Colchester, VT 05446 Phone #: 802-655-3468

Name of Corp. Officer, Owner, or Partners:	Title	Address	% of Stock or ownership
<u>J. Richard Corley</u>	<u>CEO</u>	<u>Marco IS, FL</u>	<u>100</u>
<u>J. Michael Corley</u>	<u>Exec VP</u>	<u>Colchester, VT</u>	<u>Ø</u>
<u>Timothy Corley</u>	<u>Pres</u>	<u>S. Burlington, VT</u>	<u>Ø</u>
<u>Susan Belton</u>	<u>CFO</u>	<u>Underhill, VT</u>	<u>Ø</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: \_\_\_\_\_

Type of License: Special Amuse Paid Fee: \$100- Cash / Check  Date: 6/7/11

Advertising Fee: \$ \_\_\_\_\_  Paid

APPROVED 10-27 By Jeff Emerson

**Bazaar or Flea Market**-Exp. June 30<sup>th</sup>  
\_\_\_\_\_ 1-3 Days (\$50) Date and Location of Event: \_\_\_\_\_  
\_\_\_\_\_ Annually (\$225)

**Bowling Alleys, Pool Halls and Billiards**-Exp. June 30<sup>th</sup>  
\_\_\_\_\_ 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 31<sup>st</sup> \_\_\_\_\_ 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 31<sup>st</sup>  
 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 31<sup>st</sup>     1-15 Rooms (\$100)     16+ Rooms (\$175)

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

**Pawnbroker** (\$75) Exp. June 30<sup>th</sup>

**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 30<sup>th</sup> \_\_\_\_\_ Number of Machines/Devices

**Second Hand Dealer** (\$75)-Exp. June 30<sup>th</sup>

**Sellers of Prepared Food on Public Way** (\$1500 Mall vendor/\$3,000 Farmers Market/\$25 other)  
Location: \_\_\_\_\_ Exp. 1<sup>st</sup> 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 Amusement** (\$100)-Exp. w/Alcohol License  
Describe in detail kind and nature of entertainment- DJ, Karaoke,  
Describe in detail room or rooms to be used under this permit- Bowling Center w/lounge.  
Signature of Owner, officer, partner or agent: [Signature]

**Tattooing Establishment** (\$75)-Exp. June 30<sup>th</sup>

**Theater** (\$150 per screen)-Exp. June 30<sup>th</sup> \_\_\_\_\_ Number of Screens

**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: AKI, LLC

Incorporation Date: 9/6/11 Incorporation State: ME

New License: Opening Date \_\_\_\_\_  Renewal License: Expiration Date: \_\_\_\_\_

Business Name: AKI E-Mail: liu\_cigoi@yahoo.com

Business Address: 94 Maine Street, Brunswick Business Phone Number: 632-8660

Name of Contact Person: Tim Cigoi Contact's Phone Number: 632-8660

Mailing Address for Correspondence: 20 Curtis Rd Freeport, ME 04037

Signature of Applicant: [Signature] Date: \_\_\_\_\_

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: 94 Maine Street, Brunswick Phone #: 632-8660

Name of Corp. Officer, Owner, or Partners:	Title	Address	% of Stock or ownership
<u>Valami Ly</u>	<u>Partner</u>	<u>7 Rowe Court, Freeport, ME</u>	<u>30%</u>
<u>Laura Cigoi</u>	<u>Partner</u>	<u>13 Cottage Street Freeport,</u>	<u>30%</u>
<u>Tim Cigoi</u>	<u>Partner</u>	<u>20 Curtis Rd Freeport</u>	<u>10%</u>
<u>Bihouy Liu</u>	<u>Partner</u>	<u>7 Rowe Court, Freeport</u>	<u>30%</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: \_\_\_\_\_

Type of License: Special Amusement Paid Fee: \$ 100.00 Cash / Check Date: 9-13-11

Advertising Fee: \$ \_\_\_\_\_  Paid

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

**Bazaar or Flea Market-Exp. June 30<sup>th</sup>**

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

**Bowling Alleys, Pool Halls and Billiards-Exp. June 30<sup>th</sup>**

\_\_\_\_\_ 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 31<sup>st</sup>** \_\_\_\_\_ 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 31<sup>st</sup>**

- 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: JAPANESE FOOD

**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 31<sup>st</sup>**     1-15 Rooms (\$100)     16+ Rooms (\$175)

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

**Pawnbroker (\$75) Exp. June 30<sup>th</sup>**

**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 30<sup>th</sup> \_\_\_\_\_ Number of Machines/Devices

**Second Hand Dealer (\$75)-Exp. June 30<sup>th</sup>**

**Sellers of Prepared Food on Public Way** (\$1500 Mall vendor/\$3,000 Farmers Market/\$25 other)  
 Location: \_\_\_\_\_ Exp. 1<sup>st</sup> 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- Live music and/or DJ.  
Playing music  
 Describe in detail room or rooms to be used under this permit- Lounge Area in the  
basement level.  
 Signature of Owner, officer, partner or agent: [Signature]

**Tattooing Establishment (\$75)-Exp. June 30<sup>th</sup>**

**Theater (\$150 per screen)-Exp. June 30<sup>th</sup>** \_\_\_\_\_ Number of Screens

# 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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November 16, 2011

To: Fran Smith

From: Jeff Emerson

Re: Aki Japanese Cuisine, 94 Maine Street

Currently there is ongoing construction at 94 Maine Street, the future Aki Japanese Cuisine Restaurant. Despite great effort it is unlikely that the construction will be suitable for occupancy prior to Monday November 21, 2011. That stated; I believe it is a strong potential that they will be finished prior to the Town Council meeting on December 5th. In an effort to assist the new owners in opening their doors as soon as possible it is my recommendation that they receive temporary conditional approval on Monday November 21, 2011 subject to all relevant inspections required for occupancy and operation.

Respectfully Submitted,

Jeff Emerson  
Deputy Chief  
Fire Prevention Division

ITEM 135

BACK UP MATERIALS



**Proposed Ordinance Regarding  
Sale and Use of Consumer Fireworks Prohibited  
Public Hearing –  
Adopted –  
Effective –**

**Below is all new language.**

**TOWN OF BRUNSWICK  
Part II MUNICIPAL CODE OF ORDINANCES  
Chapter 18 CONSUMER FIREWORKS**

**Sec. 18-1. Purpose and Authority.**

(a) **Purpose.** This ordinance governs and prohibits the sale and use of consumer fireworks to ensure the safety of the residents and property owners of the Town of Brunswick and of the general public.

(b) **Title and authority.** This ordinance shall be known as the "Town of Brunswick Consumer Fireworks Ordinance." It is adopted pursuant to the enabling provisions of the Maine Constitution, the provisions of 30-A M.R.S.A § 3001, and the provisions of P.L. 2011, ch. 416, § 5 (effective Jan. 1, 2012), *to be codified at* 8 M.R.S.A § 223-A.

**Sec. 18-2. Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

**Consumer Fireworks** – "Consumer fireworks" has the same meaning as in 27 Code of Federal Regulations, Section 555.11 or subsequent provision, but includes only products that are tested and certified by a 3rd-party testing laboratory as conforming with United States Consumer Product Safety Commission standards, in accordance with 15 United States Code, Chapter 47. "Consumer fireworks" does not include the following products:

A. Missile-type rockets, as defined by the State Fire Marshal by rule;

B. Helicopters and aerial spinners, as defined by the State Fire Marshal by rule;  
and

C. Sky rockets and bottle rockets. For purposes of this definition, "sky rockets and bottle rockets" means cylindrical tubes containing not more than 20 grams of chemical composition, as defined by the State Fire Marshal by rule, with a wooden stick attached for guidance and stability that rise into the air upon ignition and that may produce a burst of color or sound at or near the height of flight.

**Sec. 18-3. Sale of Consumer Fireworks Prohibited.**

No person may sell, possess with the intent to sell, or offer for sale consumer fireworks within the Town of Brunswick.

**Sec. 18-4. Use of Consumer Fireworks Prohibited.**

No person shall use, possess with the intent to use, display, fire, or cause to be exploded consumer fireworks within the Town of Brunswick.

**Sec. 18-5. Violation and Enforcement.**

- (a) **Penalty for sale violation.** Any person who violates the provisions of Section 18-3 (Sale of Consumer Fireworks Prohibited) shall commit a civil violation punishable by a penalty of not less than three hundred dollars (\$300.00) and not more than five hundred dollars (\$500.00) plus attorney's fees and costs for the first offense, and a penalty of not less than six hundred dollars (\$600.00) and not more than one thousand dollars (\$1,000.00) plus attorney's fees and costs for subsequent offenses, to be recovered on complaint for the use of the Town of Brunswick. Each day such violation occurs or continues to occur shall constitute a separate violation.
- (b) **Penalty for use violation.** Any person who violates the provisions of Section 18-4 (Use of Consumer Fireworks Prohibited) shall commit a civil violation punishable by a penalty of not less than two hundred dollars (\$200.00) and not more than four hundred dollars (\$400.00) plus attorney's fees and costs for the first offense, and a penalty of not less than three hundred dollars (\$300.00) and not more than six hundred dollars (\$600.00) plus attorney's fees and costs for subsequent offenses, to be recovered on complaint for the use of the Town of Brunswick. Each day such violation occurs or continues to occur shall constitute a separate violation.
- (c) **Penalty for willful violation.** Any person who violates the provisions of this Ordinance after having been informed by any officer, employee or agent of the Town of Brunswick that a planned or anticipated detonation or discharge or sale of consumer fireworks would violate this Ordinance shall be fined ten thousand dollars (\$10,000.00) plus attorney's fees and costs, to be recovered on complaint for the use of the Town of Brunswick. Each day such violation occurs or continues to occur shall constitute a separate violation.
- (d) **Enforcement.** This Ordinance shall be enforced by the Town of Brunswick Police Department.

- (e) **Injunction.** In addition to any other remedies available at law or equity, the Town of Brunswick, acting through its Town Manager, may apply to any court of competent jurisdiction to enjoin any planned, anticipated or threatened violation of this Ordinance.
- (f) **Seizure & disposal of consumer fireworks.** The Town may seize consumer fireworks that the Town has probable cause to believe are used or sold in violation of this Ordinance and shall forfeit seized consumer fireworks to the State for disposal.

**Sec. 18-6. Exceptions.**

This section does not apply to a person issued a fireworks display permit by the Town of Brunswick and/or the State of Maine pursuant to 8 M.R.S.A. §227-A.

**SECTION 18-7. Severability.**

In the event that any section, subsection or portion of this Ordinance shall be declared by any court of competent jurisdiction to be invalid for any reason, such decision shall not be deemed to affect the validity of any other section, subsection or portion of this Ordinance.

**SECTION 18-8. Effective Date.**

This Ordinance takes effect on January 1, 2012.

ITEM 136

BACK UP MATERIALS

**BID TABULATION  
BRUNSWICK PARKS AND RECREATION DEPARTMENT**

**48 Horsepower 4-Wheel Drive Tractor  
Contract#11-02PKS**

**Bid opening Monday, November 7, 2011 at 2:00pm**

<b>Company</b>	<b>Bid</b>	<b>Comments</b>
<b>Contact: Nate Curtis</b> <b>Business: Chad Little O.P.E.</b> <b>Address: 181 Pleasant Street</b> <b>Brunswick, ME 04011</b> <b>Tele:</b> <b>FAX:</b>	<b>Base bid: \$36,306.00</b> <b>Add Alt. #1: \$9,798.00</b> <b>Deduct Alt. #1: \$3,500.00</b>	<b>Del. Time: ~30 days</b>
<b>Contact: Bob Jackman</b> <b>Business: Hall Implement</b> <b>Co.</b> <b>Address: 1 John Deere Road</b> <b>Windham, ME 04062</b> <b>Tele:</b> <b>FAX:</b>	<b>Base bid: \$35,224.18</b> <b>Add Alt. #1: \$10,058.82</b> <b>Deduct Alt. #1: \$4,500.00</b>	<b>Del. Time: 60-90 days</b> <b>Did not include two-way radio. (Note: Approx. \$750)</b>
<b>Contact: Chuck Moninski</b> <b>Business: Hammond Tractor</b> <b>Address: 1110 Minot Ave.</b> <b>Auburn, ME 04210</b> <b>Tele:</b> <b>FAX:</b>	<b>Base bid: \$37,745.00</b> <b>Add Alt. #1: \$9,800.00</b> <b>Deduct Alt. #1: \$4,000.00</b>	<b>Del. Time: (blank)</b>

**Recommended Bid Award:**

We recommend awarding the bid to **Chad Little Outdoor Power Equipment** based on the Base Bid and including Add Alternate#1. Although Chad Little's total for these items is approximately \$71 more than the bid from Hall Implement Company, the time of delivery is 30 to 60 days shorter than Hall Implement Company. The time of delivery is very important to us, otherwise we might not receive the tractor until most of the winter has passed.

We do not propose to accept the Deduct Alternate for the trade-in of our current tractor. For the relatively small amount that we would receive in trade, we feel it is more beneficial to the Town that we retain our old tractor as an emergency back up piece of equipment.

Summary of bid amounts for items we propose to accept:

Chad Little Outdoor Power Equip. – Base Bid + Add Alternate #1 = **\$46,104.00**  
Hall Implement Company – Base Bid + Add Alternate #1 + \$750\*\* = **\$46,033.00**  
Hammond Tractor Company – Base Bid + Add Alternate #1 = **47,545.00**

\*\* \$750 is the approximate cost of adding the specified two way radio which the bidder did not include in their bid

# 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*

---

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.

ITEM 137

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: November 16, 2011

RE: Affordable Mid-Coast Housing/MRRA Housing plan

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### Summary

Affordable Mid-Coast Housing (AMH) has developed a housing plan that represents how the 573 former NASB family housing units will be integrated into the Town of Brunswick community. AMH and MRRA have reached a tentative agreement on the matter of joining the housing units with the underlying real estate. MRRA has stipulated that the Town of Brunswick needs to endorse the AMH plan as a condition of the sale of real estate to AMH. AMH is requesting that the Town of Brunswick endorse the plan.

### Background

The Navy privatized all of the family housing of NASB in 2004. In 2005 the BRAC commission decided to close NASB. There is no provision in the BRAC laws or the privatized housing agreement that deals with the privatized housing. The complicating matter is that the improvements (houses and associated structures) are effectively owned via a 50 year ground lease but the underlying real estate was retained by the Navy. BRAC laws required that the underlying real estate be disposed of in the same manner as the other assets at NASB.

An early strategy of MRRA was to acquire the ground lease. In 2009, Northeast Housing LLC announced that they were seeking proposals from interested parties to acquire the lease. MRRA responded but was not selected. AMH was selected by Northeast Housing LLC as the successful purchaser.

In early 2009 MRRA began to undertake a planning process to determine a strategy to manage the integration of homes into the community. Part way through the study process it was learned that Northeast Housing was soliciting proposals. The study shifted to include strategies in the event that the housing was not purchased by MRRA.

MRRA received the real estate under the homes as part of the **economic development conveyance** in September and has been negotiating a deal with AMH. The key elements of the deal that have been made public involve MRRA selling the

underlying real estate (214 acres) to AMH in most of the areas where the housing is located. MRRA would receive the housing known as Station Quarters (the housing units located on Admiral Fitch Drive, when entering the base) and there would be a sharing of revenues going forward as AMH sells housing units.

One of the key elements of the housing plan adopted by MRRA is the recommendation that a number of housing units be demolished. The primary reason for this recommendation is to reduce the number of units going onto the market. The demolition recommended for Brunswick would result in 48 fewer units at the McKeen Street neighborhood (a reduction of 21%) and a reduction of 62 units at Midway Terrace (a reduction of 100%)

The plan presented by AMH does not include any demolition. The plan includes some arguments that support the retention of all of the units. There is discussion in the plan that includes the proposal of establishing affordable housing TIF districts in one or more of the neighborhoods. The subject of the TIF programs is separate and distinct from the request to endorse the plan. Endorsing the plan does not commit the Council or AMH to a TIF at this time.

One of the factors that have impacted the impact of the former Navy housing going on the open market is that AMH secured a contract with SUPSHIP Bath. This has had the effect of taking approximately 100 of the units off-line. This is close to the number identified in the housing plan for demolition. While this may be temporary, it is likely that AMH will continue to pursue subsequent contracts with the Navy to continue to provide housing to SUPSHIP for the foreseeable future. The tentative deal between MRRA and AMH also includes the transfer of 12 of the 16 homes to MRRA which is assumed will also eventually be taken out of the market. The sum total of the SUPSHIP housing and Station Quarters exceeds the number of units recommended in the planning report for demolition.

The key difference between the number of units taken out of the market as described above and the recommendation in the planning report is that the AMH plan does not include reducing any of the housing units in the McKeen Street neighborhood.

I am including the following information for the Council to have in consideration of this matter:

1. Table 9 from the housing plan. This table identifies the current (2009) number of units by neighborhood and recommended reductions.
2. A census of occupancy in the neighborhoods in July of 2011. The census identifies where the occupants were residing prior to relocating to the former Navy housing. A relevant number in the census is that only 12% of the total renters relocated from within Brunswick

## Development

As further discussed within the body of this document, our recommended approach to the redevelopment of the former BNAS portfolio is guided and informed by the following development principles:

1. Target underserved markets (First time home buyers, commuters, price sensitive retirees, etc.) with housing quality, aggressive pricing & potential for capital appreciation.
2. Maintain real estate values through tiered pricing, shared appreciation.
3. Eliminate obsolescent buildings in portfolio (30+/-%) and Town (50-100 units) through TDR/cap&trade/demolition (incl Brunswick Housing Authority units)
4. Implement community-centric design standards.
5. Create unique sense of community/place; respond to submarket niches (live/work, co-housing, temporary corporate housing, etc.).
6. Link housing to BNAS workforce/business development plan.
7. Implement highest quality asset management systems; avoid perception of vacancy and decline.
8. Achieve longstanding affordable housing goals. Plan for social economic diversity; avoid concentrations poverty.
9. Avoid redundancies. Work in joint venture with local real estate industry.
10. Tie business plan to market; minimize dependence upon scarce public funding to ensure timely, consistent progress.

Consistent with these principles, and based largely upon the findings discussed within, we recommend the reconfiguration of the seven BNAS neighborhoods as follows:

**Table 9. Proposed Reuse by Neighborhood**

Neighborhood	# of Units		Proposed Use
	Current	Proposed	
Mckeen Street	231	183	Condo-FTHB/Retiree; Mixed use frontage
Brunswick Gardens	44	44	Apartment;workforce & affordable rental
Mariner's Landing	126	126	Condo-FTHB (20% affordable apts)
Woodland Village	94	94	Condo-FTHB (20% affordable apts)
Midway Terrace	62	0	Demo/Redevelop
Topsham Annex	129	0	Demo/Redevelop
Station Quarters	16	16	Single Family; redevelop w base
<b>Totals</b>	<b>702</b>	<b>463</b>	

Obviously, the ability to implement such an ambitious redevelopment plan assumes a degree of influence/control over the portfolio that does not currently exist. Indeed, it is important to acknowledge that it would be entirely logical for a profit maximizing/risk avoiding purchaser of the property to avoid the complexity and risk associated with this community-centric design & development plan.



FROM: Scott Howard  
TO: Gary Brown, Cornell Knight, John Hodge and Craig McEwen  
CC: George Schott, Steve Levesque, Bob Rocheleau  
RE: AMH MRRA P&S and Housing Plan (Revised)  
Date: October 4, 2011

Gary, Cornell, John and Craig,

George Schott, dba Affordable Midcoast Housing LLC (AMH), and the Midcoast Regional Redevelopment Authority (MRRA) expect to shortly sign a Purchase and Sale Agreement for the transfer of former BNAS military housing land, infrastructure and buildings based upon the following AMH housing disposition plan. AMH and MRRA would request the staff and the elected officials from the towns of Brunswick and Topsham, along with the Midcoast Housing Coalition, review the proposed AMH housing plan and provide their general endorsement within the next 30 to 45 days, if possible.

The AMH Housing Plan that follows is the result of over one year of planning, meetings, input and feedback from many community-based groups. We truly appreciate all of their input and feel it has resulted in a win-win for all of the parties involved. We will be glad to meet to answer any questions. Again, thank you for your timely assistance in this matter.

#### **SUMMARY PURCHASE & SALE**

AMH agreed to purchase from MRRA 260.4+/- acres of housing land, related infrastructure and the community building at Woodland Village, excluding the Navy owned electric distribution system. The closing will be conducted within 60 days of the signed P&S, conditional upon the general endorsement of the AMH housing plan from the staff and elected officials of the towns of Brunswick and Topsham. AMH agreed to sell MRRA 12 housing units in Station Quarters, which would include the Commanding Officer's house, the Executive Officer's house, and Building D on the west side of Fitch Avenue, seven houses on the east side of Fitch Avenue and two houses on the north side of Forrestal Drive. MRRA will receive land revenue sharing from AMH's gross sales.

This Agreement is contingent upon receiving marketable title of the housing land from MRRA and the exchange of the necessary access and utility easements between AMH and MRRA. In addition, the deeds from MRRA to AMH shall include covenants for each neighborhood to govern and implement the AMH housing disposition plan. All land owned by MRRA in the McKeen Street neighborhood will be sold to AMH. A three-way agreement will be signed between MRRA, AMH and SAD 75 for the SAD 75 land and lease rights at the Topsham Annex.

#### **SUMMARY HOUSING DISPOSITION PLAN**

AMH purchased 702 housing units located on seven tracts of land in October 2010. A total of 573 housing units are located on six tracts of land located in Brunswick. A total of 129 housing units were located on one tract of land in Topsham. After demolishing 56 housing units in the Topsham Annex – Patriot Commons, there are now 73 housing units. After the sale of 12 housing units in Station Quarters to MRRA a total of 631 housing units will be marketed by AMH to mostly working families, first time home buyers and retirees.

AMH proposes to work with the Town of Brunswick and the Maine State Housing Authority to designate two neighborhoods as Affordable Housing Development Districts with Tax Increment Financing (AHTIF) benefits, thereby creating affordable units dispersed throughout neighborhoods I and II below:

- I. McKeen Street will immediately apply for an AHTIF on 33% of the 231 units; if approved there would be 77 duplex units designated affordable with sales dispersed throughout the neighborhood.

- II. Mariner Landing, Midway Terrace and Brunswick Gardens are interconnected with common roads and utilities and will apply in the future for an AHTIF on 33% of the 232 units; if approved there would be 78 units designated affordable with sales and rents dispersed throughout the Mariner Landing homes.
- III. Woodland Village and Station Quarters are not expected to apply for an AHTIF or to include any designated affordable units.
- IV. Topsham Annex – Patriot Commons are not expected to apply for an AHTIF or to include any designated affordable units.

The 77 homes in the McKeen Street neighborhood I would eventually be combined with the 78 homes in the Mariner Landing/Midway Terrace/Brunswick Gardens neighborhood II to provide 155 designated affordable rentals and/or for sale housing units, which is 27.6% of the 561 Brunswick housing units or 24.6% of the total 631 housing units in Brunswick and Topsham. The AHTIF does not specify affordable housing distribution or limit clustering. However, AMH proposes to disperse the designated 77 affordable housing “for sale” units throughout the 231 units in the McKeen Street neighborhood I. Likewise, the designated 78 affordable housing units in the neighborhood II will be dispersed throughout the 126 units in Mariner Landing.

AMH proposes to grant the Town of Brunswick the full use of the AHTIFs for school, recreational and other eligible-related costs. The Town of Brunswick staff has suggested that a portion of the McKeen Street neighborhood TIF may be available to alter the siding and colors of up to 80% of the homes to create a variety of facades in order to eliminate the project look of the McKeen Street neighborhood.

AMH proposes to integrate all seven housing neighborhoods into the Brunswick and Topsham communities in a manner that stabilizes the rental and sale markets. Already, five of the six housing neighborhoods in Brunswick are 95% rented. Beginning on April 15, 2011 Navy Supship began renting AMH housing units for the next year or more in the following Brunswick neighborhoods: Brunswick Gardens, Midway Terrace, Woodland Village, and Station Quarters.

In late 2011 or early 2012 AMH proposes to begin the sale of the 231 McKeen Street houses in phases, with approximately 40 houses offered per phase, over a period of five to six years. If the real estate sales market improves AMH expects to begin to selling homes in neighborhoods II and III in 2014/2015. AMH proposes to sell the remaining 73 Topsham Annex – Patriot Commons housing units and land to an abutting assisted housing developer in 2012. The new owner of the Topsham Annex – Patriot Commons will work with the Town of Topsham and the utility districts to address the infrastructure and housing development plans. If AMH continues to own the Topsham Annex – Patriot Commons housing, AMH is committed to re-developing the property consistent with the Topsham and MRRA residential development plan.

In order to maintain owner and renter affordability AMH proposes to integrate the municipal services of water, sewer, trash, road maintenance, etc. into the Brunswick neighborhoods I and II. AMH will at its expense invest nearly \$2 million to upgrade the infrastructure in the McKeen Street neighborhood I. AMH will invest an additional \$1 million or more to upgrade the infrastructure in the Brunswick neighborhoods II and III. AMH will work with Brunswick Public Works to develop a process for inspecting, assessing and upgrading those AMH roads and storm drain systems being proposed for Town of Brunswick acceptance. Details on re-paving, storm drain repairs, sidewalk and curb cuts would be developed that are acceptable to Brunswick Public Works. Either AMH or the new owner of the Topsham Annex – Patriot Commons will work with the Town of Topsham and the utility districts to upgrade the infrastructure in neighborhood IV. The summary housing disposition plan by current developments follows.

### **McKeen Street**

1. AMH to own the 231 housing units, land, roads and underground utilities, (note underground gas, overhead electric, phone and cable currently owned and maintained by utilities).

2. AMH to deed the recreational land, undeveloped land and community building to the Town of Brunswick.
3. All land owned by MRRRA in the McKeen Street neighborhood will be sold and deeded to AMH.
4. AMH to install water meters to each unit, replace the water and fire hydrant system to meet the Brunswick-Topsham Water District standards and provide the water system easements for the Water District to maintain and repair.
5. AMH to provide the sewer system easements for the Brunswick Sewer District to maintain and repair.
6. AMH to install individual gas and electric meters to each housing unit.
7. AMH to work with Brunswick Public Works to assess and upgrade the roads, sidewalks and the storm drainage system to meet Town of Brunswick road acceptance standards.
8. AMH to create lot deeds for each unit and sell individual homes with the lot on a multi-year phased basis, e.g. 40 units per phase, in the \$100,000 to \$140,000 price range.
9. AMH to work with the Town of Brunswick to immediately designate the McKeen Street housing as an Affordable Housing Development District and use all of the AHTIF revenues for eligible housing-related costs.
10. AMH to designate 77 of the 231 units for affordable housing, rental and for sale units dispersed throughout the neighborhood.
11. AMH to deed the roads, sidewalks and storm drainage system to the Town of Brunswick to maintain and repair.

#### **Topsham Annex – Patriot Commons**

1. AMH has demolished 56 housing units and worked with the Navy and the utility districts to correct some of the infrastructure issues.
2. AMH to own the remaining 73 housing units, land, roads, overhead and underground utilities, excluding the electric distribution system (note underground gas owned and maintained by gas utility).
3. Town of Topsham, Brunswick-Topsham Water District and Topsham Sewer District have requested upgrades to the road, storm drainage and underground utilities.
4. AMH expects to sell the remaining 73 housing units, land, roads, overhead and underground utilities, excluding the electric distribution system, as a package to an abutting assisted living developer in an 'as is' condition.
5. The assisted living developer (or AMH if it does not sell) will work with the Town of Topsham and the utility districts to address the infrastructure and housing development plans.
6. A three-way agreement will be signed between MRRRA, AMH and SAD 75 for the land and lease rights at the Topsham Annex.

#### **Station Quarters and Trailer Park**

1. MRRRA to purchase the 10 housing units on the east and west sides of Fitch Avenue, and 2 houses on the north side of Forrestal Drive.
2. AMH to own the 4 housing units and land on the east side of Neptune Drive.
3. AMH to own and maintain Forrestal Drive to the intersection of Neptune Drive; AMH to own and maintain Neptune Drive from Forrestal Drive to Woodland Village; AMH to own the overhead and underground utilities, excluding the electric distribution system, on those roads owned by AMH.
4. MRRRA to own the former trailer park pads and land on the west side of Neptune Drive; MRRRA to own First Street.
5. AMH to own the former trailer park pads and land on the east side of Neptune Drive.

#### **Woodland Village**

1. AMH to own the 94 housing units, land, roads, overhead/underground utilities, excluding the electric distribution system (note underground gas owned and maintained by gas utility).
2. AMH to purchase the community building and land on Neptune Drive from MRRRA for a property management office.

3. AMH to install electric and water/sewer metering systems for the 94 units, and sign utility services agreements with the utility providers.
4. AMH to create lot deeds for the 94 housing units, with a combination of rentals and sales long term.
5. AMH to work with Brunswick Public Works to assess and upgrade the roads, sidewalks and the storm drainage system to meet Town of Brunswick road acceptance standards.

#### **Midway Terrace**

1. AMH to own the 62 housing units, land, roads, overhead and underground utilities, excluding the electric distribution system (note underground gas owned and maintained by gas utility).
2. AMH to upgrade the sewer system (disconnect from MRRA) and provide the sewer system easements for the Brunswick Sewer District to maintain and repair.
3. AMH to install an electric and water/sewer metering system for the 62 units, and sign utility service agreements with the utility providers.
4. AMH to work with Brunswick Public Works to assess and upgrade the roads, sidewalks and the storm drainage system to meet Town of Brunswick road acceptance standards.
5. AMH to deed the roads, sidewalks and storm drainage system to the Town of Brunswick to maintain and repair.
6. AMH to create lot deeds for the 62 housing units, with a combination of rentals and sales long term.
7. AMH to work in the future with the Town of Brunswick to designate the Midway Terrace housing as an Affordable Housing Development District and use all of the AHTIF revenues for eligible housing-related costs.

#### **Brunswick Gardens**

1. AMH to own 44 housing units, land, roads and underground utilities (note underground gas and overhead electric, phone and cable owned and maintained by utilities).
2. AMH to upgrade the sewer system (disconnect from MRRA) and provide the sewer system easements for the Brunswick Sewer District to maintain and repair.
3. AMH to replace the water and fire hydrant system to meet the Brunswick-Topsham Water District standards and provide the water system easements for the Water District to maintain and repair.
4. AMH to install an electric and water/sewer metering system for the 44 units, and sign utility service agreements with the utility providers.
5. AMH to work with Brunswick Public Works to assess and upgrade the roads, sidewalks and the storm drainage system to meet Town of Brunswick road acceptance standards.
6. AMH to deed the roads, sidewalks and storm drainage system to the Town of Brunswick to maintain and repair.
7. AMH to create lot deeds for the 44 housing units, with a combination of rentals and sales long term.
8. AMH to work in the future with the Town of Brunswick to designate the Brunswick Gardens housing as an Affordable Housing Development District and use all of the AHTIF revenues for eligible housing-related costs.

#### **Mariner Landing**

1. AMH to own 126 housing units, land, roads and underground utilities (note underground gas and overhead electric, phone and cable owned and maintained by utilities).
2. AMH to upgrade the sewer system (disconnect from MRRA) and provide the sewer system easements for the Brunswick Sewer District to maintain and repair.
3. AMH to replace the water and fire hydrant system to meet the Brunswick-Topsham Water District standards and provide the water system easements for the Water District to maintain and repair.
4. AMH to install an electric and water/sewer metering system for the 44 units, and sign utility service agreements with the utility providers.

5. AMH to work with Brunswick Public Works to assess and upgrade the roads, sidewalks and the storm drainage system to meet Town of Brunswick road acceptance standards.
6. AMH to deed the roads, sidewalks and storm drainage system to the Town of Brunswick to maintain and repair.
7. AMH to create lot deeds for the 126 housing units, with a combination of rentals and sales long term.
8. AMH to work in the future with the Town of Brunswick to designate the Mariner Landing housing as an Affordable Housing Development District and use all of the AHTIF revenues for eligible housing-related costs.
9. AMH to designate 78 dispersed units for affordable housing, which will be a combination of rental and for sale units over the long term.

### **ALIGNMENT WITH MRRA HOUSING DISPOSITION PLAN**

The proposed AMH disposition plan achieves all of the August 2009 MRRA Disposition Plan goals of:

- Balancing the developer's interest in a timely and cost effective disposition of the housing assets with the communities need for market stability
- Purchase of the housing assets at a price that enables a strategic investment in the improvements necessary to establish these neighborhoods as communities of choice
- Termination of the existing ground lease to merge the ownership interests in the land and buildings, thereby enabling traditional home ownership and maintaining real estate valuations that promote market stability and fiscal health over the long term
- A marketing strategy that emphasizes value and targets first time home buyers, working families and retirees
- Constructive links between the disposition of the BNAS housing portfolio and the workforce development strategy to be implemented by MRRA

There are only two significant differences between the AMH disposition plan and the August 2009 MRRA Disposition Plan – density and affordable housing.

### **Density and Affordable Housing**

The MRRA Disposition Plan recommended demolition of 240 obsolescent units and creation of more open space. The AMH plan has demolished 56 housing units at the Topsham Annex – Patriot Commons, neighborhood IV. The Town of Topsham and the potential purchaser of the Topsham property have requested that the remaining 73 housing units not be demolished at this time. Demolishing perfectly suitable housing eliminates tax revenues for the town, affordable housing for the community and rental or sales revenue for the property owner.

The McKeen Street neighborhood I is zoned R-4 with a density of 5 units per gross acre, which would allow up to 352 housing units. The existing 231 housing units translate to 3.3 units per acre on the 70.3 acres. AMH does not plan to add or delete units, but will donate the open land, recreational fields and the relatively new community building to the Town of Brunswick.

AMH will work with the Town of Brunswick and the Maine State Housing Authority to designate the McKeen Street neighborhood I and Mariner Landing/Midway Terrace/Brunswick Gardens neighborhood II as Affordable Housing Development Districts with Tax Increment Financing (AHTIF), thereby allowing working families, first time home buyers and retirees with a household income of \$79,440 or less (120% of Brunswick's median income) to own or rent in these neighborhoods. AMH is offering 155 designated affordable rentals and/or for sale housing units, which is 27.6% of the 561 Brunswick housing units or 24.6% of the total 631 housing units in Brunswick and Topsham. This far exceeds the MRRA plan that had 10% of the housing units being designated affordable.

ITEM 138

NO BACK UP MATERIALS

ITEM 139

BACK UP MATERIALS

# **BRUNSWICK SCHOOL DEPARTMENT**



November 10, 2011

Craig N. Worth  
Director of Transportation and Grounds  
46 Federal Street  
Brunswick, ME 04011

Phone: (207) 319-1904 ext. 8001  
Email: CWorth@Brunswick.K12.ME.us

To: Brunswick Town Council

From: Craig Worth, Director to Transportation and Grounds

RE: Public acceptance of fire hydrant at Harriet Beecher Stowe Elementary School

Dear members of the Town Council,

The Brunswick School Department request that a new fire hydrant at Harriet Beecher Stowe Elementary School be accepted as a public fire hydrant by the Town Council.

Past request to the Town Council have been granted for the fire hydrants on the High School grounds.

Respectfully,

  
Craig Worth

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# CONSENT AGENDA - A BACK UP MATERIALS

**Draft**  
**BRUNSWICK TOWN COUNCIL**  
**Minutes**  
**November 7, 2011**

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

**Councilors Absent:** John M. Perreault, Deborah R. Atwood

**Town Staff Present:** Gary Brown, Town Manager; Deb Blum, Executive Administrative Assistant; Ken Brilliant, Fire Chief; Tom Farrell, Parks and Recreation Director; Peter Baecher, Parks and Recreation Facilities Manager; Jeff Emerson, Deputy Fire Chief; Marc Hagan, Deputy Police Chief; Dan Devereaux, Marine Resources Officer; and TV video crew.

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

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

**Councilor Watson moved, Councilor Tucker seconded, 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). The motion carried with six (6) yeas. Councilor Pols arrived after the vote.**

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

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

**Public Comment:**

**Jordan Cardone**, representing the Brunswick West Neighborhood, spoke against the site chosen for the NNEPRA layover facility.

**Anna Nelson**, 13 Bouchard Drive, spoke in support of Councilor Atwood and against the location of the proposed layover facility and appointments to the NNEPRA advisory board.

**Correspondence:** None

**Adjustments to the Agenda:**

Add item #132 – An item to discuss the manager’s performance review.

**MANAGER'S REPORT:**

**(a) Council Committee Updates**

Reports were given for the following committees: Master Plan Implementation Committee, the Police Station Building Committee, and Website Design Committee.

**(b) Introduction of Stacy Frizzle, People Plus Executive Director**

Stacy Frizzle was introduced as the new People Plus Executive Director.

**(c) Presentation by BDA on their initiatives**

**Stephanie Slocum**, Director of the BDA, spoke on their initiatives.

*(A copy of Ms. Slocum's report will be attached to the official minutes.)*

**(d) Permission to apply for Holiday Enforcement Grant from the Bureau of Highway Safety *(Action Required)***

**Councilor Watson moved, Councilor Tucker seconded, to authorize the Police Department to apply for, and if received, to expend, the Holiday Enforcement Grant through the Maine Bureau of Highway Safety, in the amount of \$2,408 for OUI patrols. The motion carried with seven (7) yeas.**

**(e) National Emergency Alert Test announcement**

Manager Brown spoke on this item.

Councilor Favreau and Councilor Watson spoke on this item.

**(f) Election reminder**

Manager Brown spoke on this item

**(g) Update on MRRA/Schott TIF discussion**

Manager Brown explained the two TIFs that have been discussed and asked for Council direction with continuing talks.

**Steve Levesque**, Executive Director of MRRA, spoke on this item.

Chair King, Councilor Pols, and Councilor Favreau asked questions, to which Mr. Levesque and Manager Brown responded.

Councilor Wilson spoke on this item.

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Manager Brown asked a question, to which Mr. Levesque responded.

*(A copy of a memo from Manager Brown that summarizes the current concept of the TIF plan will be attached to the official minutes.)*

**(h) Discussion of Schott Housing Plan**

Manager Brown spoke on this item.

Councilor Wilson asked a question, to which Manager Brown responded.

**Scott Howard**, representing Mr. Schott, spoke on this item.

Chair King and Councilor Pols asked questions, to which Mr. Howard and Manager Brown responded.

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

**Steve Levesque** commented on this item and provided more information.

Chair King asked that this item be placed on the next agenda.

**Fred Blanchard**, 638 Harpswell Road, read a prepared statement.

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

**PUBLIC HEARINGS**

**128. The Town Council will hear public comments on amendments to the General Assistance Ordinance Maximums, to be enacted on an emergency and regular basis, 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 asked a question, to which Manager Brown responded.

**Councilor Knight moved, Councilor Tucker seconded, to adopt General Assistance Ordinance Maximums to be enacted on an emergency and regular basis. The motion carried with seven (7) yeas.**

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- 129. The Town Council will hear public comments on amending the budget, per the Town Charter Section 504, to fund the cost of a tractor for the Parks and Recreation Department in an amount of approximately \$47,000, 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 Wilson asked a question, to which Manager Brown responded.

Tom Farrell spoke on this item at the request of Councilor Favreau.

**Councilor Watson moved, Councilor Wilson seconded, to add the funding of the cost of a tractor for the Parks and Recreation Department in an amount of approximately \$47,000 to the next agenda. The motion carried with seven (7) yeas.**

**NEW BUSINESS**

- 130. The Town Council will consider approving a request from the Brunswick Downtown Association to hold their 2011 Brunswick Early Bird Event on November 19, 2011, and will take any appropriate action. (Manager)**

Stephanie Slocum, BDA Director, spoke on this item.

**Councilor Wilson moved, Councilor Tucker seconded, to approve the request from Brunswick Downtown Association to hold the 2011 Brunswick Early Bird Event on November 19, 2011. The motion carried with seven (7) yeas.**

**Councilor Favreau moved, Councilor Pols seconded, to waive the \$500 fee except the \$25 application fee to hold this event, as allowed under Chapter 10, Section 26(b)(14). The motion carried with seven (7) yeas.**

Chair King commented on this item.

- 131. The Town Council will discuss a draft Fireworks Ordinance, and will take any appropriate action. (Councilor Tucker)**

Councilor Tucker spoke on this item, and responded to a question from Councilor Pols.

Manager Brown and Chief Brilliant spoke on this item.

Councilor Knight commented and asked a question, to which Manager Brown responded.

Councilor Favreau commented on this item.

**Town Council Minutes**

**November 7, 2011**

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- 132. (ADDED) The Town Council will discuss the Town Manager's performance review, and will take any appropriate action.**

Chair King thanked Manager Brown for his accomplishments and work for the town and provided information from a survey of managers' salaries.

**Councilor Tucker moved, Councilor Watson seconded, that Manager Brown's employment agreement with the Town be extended with the adjustments described:**

- **3.5% increase in the base pay**
- **1% increase in the retirement contribution**
- **\$50 per month increase in travel allowance**
- **The adjustments are effective July 1, 2011**

**The motion carried with seven (7) yeas.**

**CONSENT AGENDA**

- (a) Approval of the minutes of October 17, 2011
- (b) Approval of quit claim deed for the property described as Map 017 Lot 035 Sub 000 Typ 000

**Councilor Watson moved, Councilor Tucker seconded, to approve the Consent Agenda. The motion carried with seven (7) yeas.**

**Councilor Watson moved, councilor Tucker seconded, to adjourn the meeting. The motion carried with seven (7) yeas.**

The meeting adjourned at 9:03 p.m.

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

*Debra L. Blum  
Executive Administrative Assistant  
November 8, 2011*

November 21 2011  
*Date of Approval*

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*Council Chair*

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# CONSENT AGENDA - B BACK UP MATERIALS



**Benevolent and Protective Order of Elks #2043**

**179 Park Row, Brunswick, Maine 04011**

**November 11, 2011**

Brunswick Town Council  
Town of Brunswick  
28 Federal Street  
Brunswick, Maine 04011

Subject: Brunswick Lodge of Elks request for Gaming License approval

Dear Sir or Madam,

The Brunswick Lodge of Elks #2043 is hereby requesting that the Town of Brunswick provide approval for the Elks Lodge to run Games of Chance according to Maine State Law from January 1, 2012 to June 30, 2012. Please send the approval to the **Brunswick Lodge of Elks #2043, 179 Park Row, Brunswick, Maine 04011 Attn: Colette Cullen.**

Please refer any questions or comments to Colette Cullen or Rod Bauer at the Elks Lodge.  
729-9572.

Thank you for your consideration.

Sincerely,

Colette Cullen  
Chairperson, Games of Chance