

**BRUNSWICK TOWN COUNCIL**  
**AGENDA**  
**April 27, 2009**  
**6:45 P.M.**  
**Old Times Record Building**  
**6 Industry Road**

Executive Session: Union Negotiations Per 1 M.R.S.A. § 405(6)(D)

Pledge of Allegiance

Roll Call

Public Comment:

Correspondence:

Adjustments to the Agenda:

**MANAGER'S REPORT:**

- (a) Financial Report Update
- (b) Council Committee Updates
- (c) Grant Application for High Priority Projects through Congresswoman Chellie Pingree's Office (Action Required)
- (d) Recognition of Lt. Mark Waltz for receiving the Law Enforcement Officer of the Year Award from the Maine Coalition Against Sexual Assault
- (e) Recognition of the Brunswick Fire Department Hazardous Materials Response Team and Detective William Collins for an award from the American Legion Post 202
- (f) Permission to apply for the Maine Bureau of Highway Safety Funds grants, for OUI details, seat belt enforcement, and speed enforcement (Action Required)
- (g) Acceptance of Grant for Maine Emergency Management Agency, for the installation of an emergency power transfer (Action Required)
- (h) Acceptance of Grant for Maine Emergency Management Agency for Portable Radios (Action Required)
- (i) Report on the citizen notification system for Council Meetings
- (j) Presentation of the 2009-2010 Municipal Budget

**PUBLIC HEARINGS**

56. The Town Council will consider approval of the following Special Amusement Licenses, and will take any appropriate action. (Manager)

**Special Amusement**

Clare’s Dolphin Restaurant, Inc.

D/B/A: Joshua’s Restaurant & Tavern

123 Maine Street

T.J. Siatras

Brunswick Golf Club, Inc.

D/B/A: Brunswick Golf Club

165 River Road

Patrick Badcock

**HEARING/ACTION**

57. The Town Council will consider approval of the following Alcoholic Beverage License, and will take any appropriate action. (Manager)

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

1337 Beer LLC

D/B/A: Pannepot Café and Brewery

110 Pleasant Street

Christopher and Jennifer Lively

**HEARING/ACTION**

**NEW BUSINESS ITEMS:**

58. The Town Council will consider sending Municipal Shoreland Zoning amendments to the Planning Board for their review and recommendations, and will take any appropriate action.

59. The Town Council will consider a report from the Efficiency Committee, and will take any appropriate action. (Manager)

**ACTION**

60. The Town Council will consider setting a public hearing for the 2009-2010 Municipal Budget for May 18, 2009, and will take any appropriate action. (Manager)

**ACTION**

61. The Town Council will consider confirmation of the Director of Economic and Community Development appointment, and will take any appropriate action. (Manager)

**ACTION**

62. The Town Council will consider the Maine Street Station Oversight Committee’s recommendation to send a letter to the Governor supporting the Amtrak Train coming to Brunswick, and will take any appropriate action. (Councilor Tucker, Councilor Knight and Councilor Atwood)

**ACTION**

63. The Town Council will consider approving a contract with Brunswick Emergency Communications Officers Association, and will take any appropriate action. (Manager)  
**ACTION**

64. The Town Council will consider requests for Sellers of Prepared Food on Public Ways for outdoor seating, and will take any appropriate action. (Manager)

Gelato Fiasco, 74 Maine Street

**ACTION**

65. The Town Council will consider approving the amended By-Laws of Trustees for the Growstown School, and will take any appropriate action. (Manager)

**ACTION**

**CONSENT AGENDA:**

- (a) Minutes of April 6, 2009
- (b) Minutes of April 13, 2009

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

**Brunswick Town Council**  
**Agenda**  
**April 27, 2009**  
**Council Notes and Suggested Motions**

**Executive Session: Union Negotiations Per 1 M.R.S.A. § 405(6)(D)**

Suggested Motion:

Motion to go into executive session to discuss Union Negotiations Per 1 M.R.S.A. §405(6)(D).

**MANAGER'S REPORT:**

- (a) Financial Report Update: The Town Manager will provide a financial update for the Town. Copies of the financial summary reports are included in your packet.

Suggested Motion: No Motion Required.

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

Suggested Motion: No Motion Required.

- (c) Grant Application for High Priority Projects through Congresswoman Chellie Pingree's Office: This item is a unique opportunity for the Town to apply for some grant funds through this program. We are seeking to put out two requests, one for the Bike Path expansion and the other for parking for the train station. Staff only received notice of this grant opportunity on Tuesday morning, and have worked hard to complete the applications by Friday, April 24, their deadline. Prior to doing this, we communicated with the Council Chair for her support to put in the applications prior to bringing them to the full Council. There are letters of support that the Council needs to provide in order to complete the application process. Since the packets had to go out by Wednesday and staff is completing applications, we will be providing copies of them and draft letters of support by Friday. Staff will be at the meeting to answer any questions.

Suggested Motion:

Motion to endorse Letters of Support for High Priority Project Grants to be used for the bike path extension and/or train station parking, and to authorize the Chair to sign these letters on behalf of the Council.

- (d) Recognition of Mark Waltz receiving the Law Enforcement Officer of the Year Award from the Maine Coalition Against Sexual Assault: Lt. Waltz recently received this award; this is an opportunity for the Council to publicly acknowledge this accomplishment.

Suggested Motion: No Motion Required.

- (e) Recognition of the Brunswick Fire Department Hazardous Materials Response Team and Detective William Collins for an award from the American Legion Post 202: These awards were presented by the American Legion Post 202; this is an opportunity for the Council to publicly acknowledge this accomplishment.

Suggested Motion: No Motion Required.

- (f) Permission to apply for the Maine Bureau of Highway Safety Funds grants for OUI details, seat belt enforcement, and speed enforcement (Action Required): This item allows for the Police Department to apply for three separate grants. They are outlined in a memo from Commander Schofield. He will also be at your meeting to answer any questions. There are in-kind matches of equipment and the associated costs of running the equipment. Copies of the memo and grant applications are included in your packet.

Suggested Motion:

Motion to allow the Police Department to apply for three safety grants through the Maine Bureau of Highway for the following 1) visibility impaired driving grant for OUI enforcement details, 2) seat belt enforcement grant, and 3) speed enforcement grant.

- (g) Acceptance of Grant for Maine Emergency Management Agency, for the installation of an emergency power transfer (Action Required): The Town has been awarded \$12,200.00 to install an emergency power transfer switch at Town Hall/Police Department, with an additional grant of \$1,700.00 on behalf of the Water District for transfer switches at two water towers. Brunswick was the only community in Cumberland County to receive funding. Chief Labbe will be at your meeting to answer any questions. There is no town match required.

Suggested Motion:

Motion to accept and expend grant monies from the Maine Emergency Management Agency in the amount of \$12,200.00 to be used to install an emergency power transfer switch at the Town Hall, and to act as a pass through for the Brunswick Topsham Water District for the amount of \$1,700.00 to install transfer switches at two water towers.

- (h) Acceptance of Grant for Maine Emergency Management Agency for portable radios (Action Required): The Fire Department has received a grant for \$2,500.00 to be used for two vertex portable radios and an accessory kit for each radio. Chief Labbe will be at your meeting to answer any questions. There is no town match required.

Suggested Motion:

Motion to accept grant monies from the Maine Emergency Management Agency in the amount of \$2,500.00 to be used for two vertex portable radios and accessory kits.

- (i) Report on the Citizen Notification system for Council Meetings: The Town has implemented its email notification system for Council meetings. Interested parties may sign-up on the Town's web page and will receive email notification when Council agendas and packets are ready. There will be links to the agenda page, where a person will be able to view the agenda and/or the packet of support materials. Once the agenda is posted, the Town Clerk will send out notification; this system is similar to how parking

bans notifications are made. Included in your packet is suggested language by Councilor Atwood as to what should be included in the notification.

Suggested Motion: No Motion Required.

- (j) 2009-2010 Budget Presentation: Manager Brown will give a brief overview of the proposed budget. Your budgets will be delivered to you prior to the beginning of the meeting. The CIP will be provided to the Council as soon as it is complete.

Suggested Motion: No Motion Required.

## **PUBLIC HEARINGS**

- 56. This item is a public hearing and approval of special amusement licenses for Joshua's Restaurant and the Brunswick Golf Club. Joshua's is for live band entertainment, and Brunswick Golf Club's is for DJs and bands. Copies of the public hearing notice and applications are included in your packet.

Suggested Motion:

Motion to approve special amusement licenses for Clare's Dolphin Restaurant, Inc, D/B/A: Joshua's Restaurant & Tavern and the Brunswick Golf Club, Inc. D/B/A: Brunswick Golf Club.

- 57. This item is a public hearing and approval of an alcohol license for the new restaurant 1337 Beer LLC D/B/A Pannepot Café and Brewery. It will be located at 110 Pleasant Street and will serve American and European cuisine. Copies of the public hearing notice and their application are included in your packet.

Suggested Motion:

Motion to approve an alcoholic beverage license for 1337 Beer LLC D/B/A Pannepot Café and Brewery.

## **NEW BUSINESS ITEMS:**

- 58. This item is to ask the Council to send to the Planning Board Zoning Ordinance amendments relative to Municipal Shoreland Zoning so that our ordinance is in agreement with revised Chapter 1000 of the "State of Maine Guidelines for Municipal Shoreland Zoning Ordinance." The DEP has given municipalities until July 1, 2009, to make these changes. A memo from Vanessa Levesque, Natural Resources Planner, outlines the major changes and she will be at your meeting to answer any questions. The requested action tonight is to forward this to the Planning Board, as required under the Zoning Ordinance section 108. After their review and recommendations, the formal amendment language will be provided to the Council so you may set a public hearing and adopt them. A copy of Ms. Levesque's memo is included in your packet.

Suggested Motion:

Motion to refer the Municipal Shoreland Zoning amendments as outlined in the attached memo to the Planning Board for their review and recommendations for ordinance changes so the Town is in compliance with DEP requirements.

59. This item is for Council review and approval of the Final Report of the Council Committee on Department Efficiencies. This represents several months of Committee work where they examined the operations and functions of all Town Departments and developed ten recommendations to be more efficient while still maintaining strong services to the Town's citizens.

Suggested Motion:

Motion to accept the Final Report of the Council Committee on Department Efficiencies.

60. This item is to set the public hearing for May 18, 2009, as required under the Town Charter section 504, on the Municipal Budget.

Suggested Motion:

Motion to set the public hearing on the Municipal Budget 2009-2010 to be held on May 18, 2009.

61. This item is for the confirmation of David Markovchick as the Town's new Director of Economic and Community Development. If confirmed, he will begin work for the Town on June 1, 2009. A copy of his resume is included in your packet.

Suggested Motion:

Motion to confirm David Markovchick as the Director of Economic and Community Development.

62. This item is sponsored by Councilor Tucker, Councilor Knight and Councilor Atwood, as the members of the Maine Street Station Oversight Committee. They are requesting the Council send a letter to the Governor supporting the Amtrak train service coming to Brunswick. They will provide more background on this issue. A copy of a draft letter is included in your packet.

Suggested Motion:

Motion to send a letter to Governor Baldacci encouraging him to continue his support for bringing passenger rail service to the Brunswick region.

63. The Council may take action on a proposed collective bargaining agreement between the Town of Brunswick and the Communication Officers Union.

Suggested Motion:

Motion to accept the 2008-2011 Union Contract with the Brunswick Emergency Communications Officers Association.

64. This is the annual request from Gelato Fiasco at 74 Maine Street to have outdoor seating on the public way in front of their shop. Staff has reviewed their request and is comfortable with their proposal. A copy of their application and diagram for seating is included in your packet.

Suggested Motion:

Motion to approve a request for Sellers of Prepared Food on Public Ways for outdoor seating from Gelato Fiasco.

65. The Trustees for Growstown School have made some changes in how they operate. They have unincorporated, deeming incorporation to be unnecessary and an added expense to their group. By doing this they will be returning to the town funds of approximately \$1,000, which could be used toward chimney repairs. They have also revised their By-Laws of 1982 to reflect this change, and changes to the board's structure. There are no set terms for committee members, similar to the Town Commons group. This is a change from a three year term. There are still two American Associations of University Women members and two citizen members, except now the citizens are not required to be either a "neighbor" or Pejepscot Historical Society member. The group is looking for the Council to adopt their revised By-Laws. A copy of them are included in your packet.

Suggested Motion:

Motion to adopt the Trustees for the Growstown School By-Laws as amended by Board on November 8, 2008.

**CONSENT AGENDA:**

(c) Minutes of April 6, 2009

(d) Minutes of April 13, 2009

Copies of the minutes are included in your packet.

Suggested Motion: Motion to approve the Consent Agenda.

Suggested Motion: Motion to adjourn the meeting.

Manager's Report A

Back-up Material

FOR 2009 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/> 10 General Government <hr/>							
11000 Administration	469,569	494,569.00	359,998.45	30,543.65	124.47	134,446.08	72.8%
11050 Personnel Department	51,627	51,627.00	35,553.11	2,108.04	.00	16,073.89	68.9%
11100 Finance Department	648,654	667,251.00	442,711.52	45,666.29	1,503.93	223,035.55	66.6%
11150 Technology Services Dept	213,500	213,500.00	141,785.77	10,792.36	8,439.13	63,275.10	70.4%
11200 Municipal Officers	90,865	90,865.00	70,795.01	4,679.22	.00	20,069.99	77.9%
11220 Municipal Building	174,633	182,163.00	136,473.61	14,628.09	5,785.00	39,904.39	78.1%
11230 Risk Management	513,500	513,500.00	363,720.27	6,230.92	59,063.40	90,716.33	82.3%
11240 Employee benefits	0	.00	.00	.00	.00	.00	.0%
11250 Cable TV	119,271	119,271.00	61,264.28	6,146.25	7,284.90	50,721.82	57.5%
11300 Assessing	293,917	293,917.00	200,573.54	26,422.31	1,592.15	91,751.31	68.8%
11400 Codes Enforcement	203,310	203,310.00	151,380.66	11,180.92	.00	51,929.34	74.5%
11600 Town Clerk & Elections	342,599	342,599.00	230,067.22	23,740.42	124.46	112,407.32	67.2%
11900 Planning Department	241,652	242,347.00	160,647.96	11,761.64	229.04	81,470.00	66.4%
11940 Natural Resources Departme	86,615	86,615.00	54,134.85	5,728.92	.00	32,480.15	62.5%
11950 Economic Development Dept	264,550	264,550.00	150,943.96	11,069.51	.00	113,606.04	57.1%
TOTAL General Government	3,714,262	3,766,084.00	2,560,050.21	210,698.54	84,146.48	1,121,887.31	70.2%
<hr/> 20 Public Safety <hr/>							
12100 Fire Department	2,627,885	2,627,885.00	1,864,045.18	199,726.64	34,850.38	728,989.44	72.3%
12200 Police Department	3,969,302	3,969,302.00	2,888,469.74	300,871.96	1,430.69	1,079,401.57	72.8%
12210 Police Special Detail	0	.00	9,279.80	380.10	.00	-9,279.80	100.0%
12310 Streetlights	185,000	185,000.00	118,769.87	14,658.75	.00	66,230.13	64.2%
12320 Traffic Signals	13,100	13,100.00	13,946.76	1,300.60	.00	-846.76	106.5%
12330 Hydrants	312,000	312,000.00	159,750.00	.00	.00	152,250.00	51.2%
12340 Civil Emergency Preparedne	4,000	4,000.00	3,634.92	800.00	.00	365.08	90.9%
TOTAL Public Safety	7,111,287	7,111,287.00	5,057,896.27	517,738.05	36,281.07	2,017,109.66	71.6%
<hr/> 30 Public Works <hr/>							
13100 Public Works Administratio	442,945	442,945.00	323,414.56	37,309.08	825.00	118,705.44	73.2%
13110 PW General Maintenance	691,021	691,021.00	362,648.85	5,357.71	14,000.00	314,372.15	54.5%
13120 PW Winter Maintenance	810,602	810,602.00	808,153.39	165,847.87	106.58	2,342.03	99.7%
13130 Refuse Collection	566,878	566,878.00	356,747.64	35,946.53	.00	210,130.36	62.9%

FOR 2009 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13140 Recycling	225,071	225,071.00	154,423.72	18,754.96	3,045.00	67,602.28	70.0%
13150 PW Central Garage	581,235	581,235.00	504,563.37	72,700.71	6,473.43	70,198.20	87.9%
TOTAL Public Works	3,317,752	3,317,752.00	2,509,951.53	335,916.86	24,450.01	783,350.46	76.4%
<hr/> 40 Human Services							
14100 General Assistance	147,828	147,828.00	116,334.46	15,821.07	1,917.60	29,575.94	80.0%
14120 Health & Social Services	2,600	2,600.00	1,299.02	.00	.00	1,300.98	50.0%
TOTAL Human Services	150,428	150,428.00	117,633.48	15,821.07	1,917.60	30,876.92	79.5%
<hr/> 45 Education							
14500 School Department	33,620,870	33,620,870.00	21,275,961.03	2,415,711.74	.00	12,344,908.97	63.3%
TOTAL Education	33,620,870	33,620,870.00	21,275,961.03	2,415,711.74	.00	12,344,908.97	63.3%
<hr/> 50 Recreation and Culture							
15000 Recreation Administration	423,452	424,231.86	304,667.13	38,082.13	.00	119,564.73	71.8%
15050 Rec Buildings and Grounds	695,196	695,196.00	457,851.71	33,578.42	6,049.12	231,295.17	66.7%
15100 Coffin Pond	63,138	63,138.00	37,753.10	356.40	.00	25,384.90	59.8%
15300 Teen Center	5,000	5,000.00	5,000.00	.00	.00	.00	100.0%
15310 People Plus	70,000	70,000.00	70,000.00	.00	.00	.00	100.0%
15400 Curtis Memorial Library	1,075,269	1,075,269.00	806,451.75	89,605.75	.00	268,817.25	75.0%
TOTAL Recreation and Culture	2,332,055	2,332,834.86	1,681,723.69	161,622.70	6,049.12	645,062.05	72.3%
<hr/> 60 Intergovernmental							
16000 County tax	1,088,467	1,088,467.00	1,088,467.00	.00	.00	.00	100.0%
TOTAL Intergovernmental	1,088,467	1,088,467.00	1,088,467.00	.00	.00	.00	100.0%
<hr/> 70 Unclassified							

FOR 2009 09

70	Unclassified	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
17000	Promotion and Development	58,661	52,661.00	41,861.62	-13,241.00	1,759.00	9,040.38	82.8%
17010	Assistance to St. Johns	16,000	16,000.00	.00	.00	.00	16,000.00	.0%
17020	Cemetery Care	2,500	2,500.00	2,750.00	.00	.00	-250.00	110.0%
17030	Wage Adjustment Account	95,000	95,000.00	34,306.05	.00	.00	60,693.95	36.1%
17050	High School Spring Street	229,479	229,479.00	180,453.03	22,573.53	8,925.00	40,100.97	82.5%
	TOTAL Unclassified	401,640	395,640.00	259,370.70	9,332.53	10,684.00	125,585.30	68.3%
80 Debt Service								
18000	2000 CIP G/O Bonds	352,000	352,000.00	16,000.00	.00	.00	336,000.00	4.5%
18010	2003 High School Refunding	0	.00	.00	.00	.00	.00	.0%
18020	2006 CIP G/O Bonds	300,000	300,000.00	252,000.00	.00	.00	48,000.00	84.0%
	TOTAL Debt Service	652,000	652,000.00	268,000.00	.00	.00	384,000.00	41.1%
	GRAND TOTAL	52,388,761	52,435,362.86	34,819,053.91	3,666,841.49	163,528.28	17,452,780.67	66.7%

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

REPORT OPTIONS

---

Sequence	Field #	Total	Page Break	Year/Period: 2009/ 9
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: MARCH 2009 EXPENDITURE REPORT  
Roll projects to object: N  
Incl inception to soy: N  
Carry forward code: 1  
Print journal detail: N  
From Yr/Per: 2009/ 1  
To Yr/Per: 2009/12  
Print Full or Short description: F  
Print MTD Version: Y  
Include budget entries: N  
Print Revenues-Version headings: N  
Format type: 2  
Incl encumb/liq entries: N  
Print revenue budgets as zero: N  
Sort by JE # or PO #: J  
Include Fund Balance: N  
Detail format option: 1  
Include requisition amount: N

FOR 2009 09

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<b>10 Taxes</b>						
111190 41101 Property Taxes	28,137,454	28,137,454.00	28,451,029.61	.00	-313,575.61	101.1%*
111190 41103 Deferred Property Tax	-200,000	-200,000.00	.00	.00	-200,000.00	.0%
111190 41104 Tax Abatements	-75,000	-75,000.00	-17,881.30	-1,875.33	-57,118.70	23.8%
111190 41105 Interest on Taxes	50,000	50,000.00	65,318.74	6,844.70	-15,318.74	130.6%*
111190 41106 Tax Lien Costs Revenue	9,000	9,000.00	16,096.50	.00	-7,096.50	178.9%*
111190 41107 Tax Lien Interest Reve	0	.00	23,658.97	.00	-23,658.97	100.0%*
111190 41109 Payment in Lieu of Tax	180,000	180,000.00	109,424.94	.00	70,575.06	60.8%*
111190 41197 BETE reimbursement	0	.00	47,239.00	.00	-47,239.00	100.0%*
111190 41198 Homestead exemption re	385,235	385,235.00	382,290.00	.00	2,945.00	99.2%*
111191 41110 Excise Tax - Auto	2,500,000	2,500,000.00	1,772,051.43	199,611.27	727,948.57	70.9%*
111191 41111 Excise Tax Boat/ATV/Sn	23,000	23,000.00	8,230.80	1,455.40	14,769.20	35.8%*
TOTAL Taxes	31,009,689	31,009,689.00	30,857,458.69	206,036.04	152,230.31	99.5%
TOTAL REVENUES	31,009,689	31,009,689.00	30,857,458.69	206,036.04	152,230.31	
<b>20 Licenses &amp; Fees</b>						
121411 42100 Building Permits	25,000	25,000.00	18,188.70	1,195.60	6,811.30	72.8%*
121411 42101 Electrical Permits	19,000	19,000.00	9,237.62	400.00	9,762.38	48.6%*
121411 42102 Plumbing Permits	16,000	16,000.00	6,531.75	516.00	9,468.25	40.8%*
121411 42103 Zoning Board Fees	375	375.00	150.00	.00	225.00	40.0%*
121411 42105 Mobile Home Permits	750	750.00	185.00	.00	565.00	24.7%*
121411 42106 Institutional Permits	20,000	20,000.00	10,905.00	10,880.00	9,095.00	54.5%*
121411 42107 Alts/Addds Permits	13,000	13,000.00	7,164.60	.00	5,835.40	55.1%*
121411 42108 Comm/Indus Permits	24,000	24,000.00	7,184.00	-10,880.00	16,816.00	29.9%*
121411 42109 Multiple Dwellings	10,000	10,000.00	.00	.00	10,000.00	.0%*
121411 42110 Accessory Structures	5,000	5,000.00	3,373.00	.00	1,627.00	67.5%*
121611 42200 Hunting & Fishing Lice	2,020	2,020.00	1,015.75	66.25	1,004.25	50.3%*
121611 42201 Dog License Fee	2,212	2,212.00	2,405.00	106.00	-193.00	108.7%*
121611 42202 Vital Statistics	38,000	38,000.00	37,682.00	5,195.00	318.00	99.2%*
121611 42203 General Licenses	22,725	22,725.00	19,278.00	3,490.00	3,447.00	84.8%*
121611 42204 Victulars Licenses	19,950	19,950.00	1,930.00	75.00	18,020.00	9.7%*
121611 42205 Shellfish Licenses	21,740	21,740.00	18,225.00	8,100.00	3,515.00	83.8%*
121611 42206 Neutered/Spayed Dog Li	3,910	3,910.00	4,222.00	154.00	-312.00	108.0%*
121611 42207 Passport Fees	11,125	11,125.00	6,350.00	1,175.00	4,775.00	57.1%*
121611 42208 Postage Fees	0	.00	-.96	-.42	.96	100.0%
121611 42209 Passport Picture Reven	1,440	1,440.00	1,236.00	168.00	204.00	85.8%*
121911 42300 Planning Board Appl Fe	10,000	10,000.00	6,962.65	1,696.33	3,037.35	69.6%*

FOR 2009 09

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
122121 42400 Fire Permits	1,500	1,500.00	960.00	.00	540.00	64.0%*
122221 42500 Conc Weapons Permits R	400	400.00	395.00	110.00	5.00	98.8%*
123131 42600 Public Works Opening F	500	500.00	944.00	.00	-444.00	188.8%*
TOTAL Licenses & Fees	268,647	268,647.00	164,524.11	22,446.76	104,122.89	61.2%
TOTAL REVENUES	268,647	268,647.00	164,524.11	22,446.76	104,122.89	
<b>30 Intergovernmental</b>						
131132 43103 Highway Grant Fund	230,000	230,000.00	173,997.00	.00	56,003.00	75.7%*
131142 43104 State General Assistan	24,000	24,000.00	7,588.59	.00	16,411.41	31.6%*
131190 43102 State Tax Exemption Re	15,000	15,000.00	.00	.00	15,000.00	.0%*
131192 43101 State Revenue Sharing	2,000,000	2,000,000.00	1,527,594.66	72,422.52	472,405.34	76.4%*
131192 43106 Snowmobile Receipts	1,500	1,500.00	1,966.14	.00	-466.14	131.1%*
134546 43120 State Education Subsid	14,558,692	14,558,692.00	10,913,742.08	1,047,118.20	3,644,949.92	75.0%*
134546 43121 State Adult Educ. Subs	30,000	30,000.00	31,269.92	.00	-1,269.92	104.2%*
134546 43150 Federal Education Subs	800,000	800,000.00	1,131,186.66	233,898.47	-331,186.66	141.4%*
TOTAL Intergovernmental	17,659,192	17,659,192.00	13,787,345.05	1,353,439.19	3,871,846.95	78.1%
TOTAL REVENUES	17,659,192	17,659,192.00	13,787,345.05	1,353,439.19	3,871,846.95	
<b>40 Charges for services</b>						
141111 44110 Agent Fee Auto Reg	36,000	36,000.00	26,613.00	3,294.00	9,387.00	73.9%*
141111 44111 Agent Fee Boat/ATV/Sno	2,500	2,500.00	807.00	92.00	1,693.00	32.3%*
141111 44140 Housing Services Fees	590,000	590,000.00	450,431.76	50,951.22	139,568.24	76.3%*
141611 44131 Advertising Fees	0	.00	1,169.31	158.45	-1,169.31	100.0%*
142121 44155 Ambulance Service Fees	630,000	630,000.00	549,164.72	59,887.59	80,835.28	87.2%*
142121 44166 Special Detail - Fire	1,000	1,000.00	1,244.10	.00	-244.10	124.4%*
142221 44161 Witness Fees	8,600	8,600.00	4,050.00	450.00	4,550.00	47.1%*
142221 44162 Police Reports	4,100	4,100.00	2,803.50	290.50	1,296.50	68.4%*
142221 44163 School Resource Office	68,600	68,600.00	68,542.20	68,542.20	57.80	99.9%*
142221 44165 Special Detail - Polic	6,000	6,000.00	10,803.70	1,512.00	-4,803.70	180.1%*
143131 44174 PW Labor & Materials	1,000	1,000.00	300.00	.00	700.00	30.0%*
143431 44175 Recycling Revenue	20,000	20,000.00	18,053.25	799.49	1,946.75	90.3%*
144545 44100 School Tuition, etc	1,057,000	1,057,000.00	675,771.08	667,995.45	381,228.92	63.9%*
145051 44187 Coffin Pond	25,000	25,000.00	11,465.80	.00	13,534.20	45.9%*
TOTAL Charges for services	2,449,800	2,449,800.00	1,821,219.42	853,972.90	628,580.58	74.3%
TOTAL REVENUES	2,449,800	2,449,800.00	1,821,219.42	853,972.90	628,580.58	
<b>50 Fines &amp; Penalties</b>						

FOR 2009 09

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
151621 45103 Unlicensed Dog Fines	6,700	6,700.00	10,415.00	1,815.00	-3,715.00	155.4%*
152121 45104 False Alarm Fire	3,400	3,400.00	1,715.00	.00	1,685.00	50.4%*
152221 45100 Ordinance Fines	1,400	1,400.00	700.00	.00	700.00	50.0%*
152221 45101 Parking Tickets	7,000	7,000.00	11,855.00	1,435.00	-4,855.00	169.4%*
152221 45102 Leash Law Fines	500	500.00	725.00	105.00	-225.00	145.0%*
152221 45105 False Alarm Police	2,700	2,700.00	950.00	.00	1,750.00	35.2%*
152221 45106 Restitution	0	.00	1,130.00	110.00	-1,130.00	100.0%*
TOTAL Fines & Penalties	21,700	21,700.00	27,490.00	3,465.00	-5,790.00	126.7%
TOTAL REVENUES	21,700	21,700.00	27,490.00	3,465.00	-5,790.00	
60 Interest earned						
161193 46100 Interest Earned	275,000	275,000.00	106,145.74	1,311.64	168,854.26	38.6%*
TOTAL Interest earned	275,000	275,000.00	106,145.74	1,311.64	168,854.26	38.6%
TOTAL REVENUES	275,000	275,000.00	106,145.74	1,311.64	168,854.26	
70 Donations						
171952 47000 BDC Contrib to Econ De	73,335	73,335.00	.00	.00	73,335.00	.0%*
TOTAL Donations	73,335	73,335.00	.00	.00	73,335.00	.0%
TOTAL REVENUES	73,335	73,335.00	.00	.00	73,335.00	
90 Other						
191011 49000 Administration Miscell	2,000	2,000.00	20.00	.00	1,980.00	1.0%*
191111 49000 Finance Miscellaneous	2,500	2,500.00	3,308.04	529.63	-808.04	132.3%*
191111 49101 Workers Comp Reimb	2,000	2,000.00	15,738.27	15,282.00	-13,738.27	786.9%*
191111 49105 Postage & Handling	3,000	3,000.00	2,198.00	296.00	802.00	73.3%*
191111 49210 Insurance Proceeds	0	.00	17,498.88	7,085.00	-17,498.88	100.0%*
191192 49100 Cable Television	195,000	195,000.00	113,036.24	.00	81,963.76	58.0%*
191194 49150 Gen Govt Asset Sales	0	.00	2,668.83	.00	-2,668.83	100.0%*
191311 49000 Assessing Miscellaneous	0	.00	5.00	.00	-5.00	100.0%*
191411 49000 Codes Miscellaneous	500	500.00	551.25	205.00	-51.25	110.3%*
191611 49000 Town Clerk Miscellaneo	1,800	1,800.00	1,405.00	195.25	395.00	78.1%*

FOR 2009 09

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
191911 49000 Planning Miscellaneous	0	.00	8,210.36	4,772.47	-8,210.36	100.0%*
191941 49000 Natural Resources Misc	0	.00	1,350.00	.00	-1,350.00	100.0%*
192121 49000 Fire Miscellaneous	1,000	1,000.00	99.89	.00	900.11	10.0%*
192194 49151 Fire Vehicle Sales	0	.00	500.00	.00	-500.00	100.0%*
192221 49000 Police Miscellaneous	0	.00	24,580.96	195.00	-24,580.96	100.0%*
192294 49153 Police Vehicle Sales	29,000	29,000.00	12,600.00	.00	16,400.00	43.4%*
193131 49000 Public Works Miscellan	3,500	3,500.00	87.54	.00	3,412.46	2.5%*
194141 49103 General Assistance Rec	1,000	1,000.00	8,214.51	.00	-7,214.51	821.5%*
194545 49000 School Miscellaneous R	85,000	85,000.00	208,944.66	4,324.28	-123,944.66	245.8%*
195051 49000 Recreation Miscellaneo	0	.00	2.18	2.18	-2.18	100.0%*
TOTAL Other	326,300	326,300.00	421,019.61	32,886.81	-94,719.61	129.0%
TOTAL REVENUES	326,300	326,300.00	421,019.61	32,886.81	-94,719.61	
GRAND TOTAL	52,083,663	52,083,663.00	47,185,202.62	2,473,558.34	4,898,460.38	90.6%

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

Manager's Report B

No Back-up Material

---

Manager's Report C

Back-up Material to  
Come at later date

Manager's Report D  
and E

No Back-up Material

Manager's Report F

Back-up Material

# Brunswick Police Department

## Memo

**To:** Fran Smith Town Clerk  
**From:** Kevin L Schofield Commander Support Services  
**CC:** Chief Rizzo  
**Date:** April 14, 2009  
**Re:** Bureau of Highway Safety Grants

---

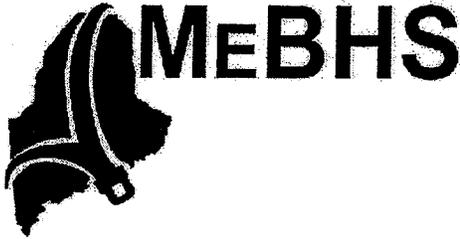
Fran this memo is to explain the three Bureau of Highway safety grants that the Police Department is in the process of applying for.

The first grant is the high visibility impaired driving grant (OUI). The amount of this grant is \$6840 to pay overtime and benefits costs for police officers to perform extra patrols and OUI enforcement details through out the summer months.

The second grant is a seat belt enforcement grant. The amount of this grant is \$1960 to pay overtime and benefits cost to police officers to enforce seat belt violations with in the town of Brunswick.

The third grant is a speed enforcement grant. The amount of this grant is \$6670 to pay overtime and benefits costs to police officers to perform extra patrols and various speed enforcement details through out the summer months.

As you can see the total monies applied for is \$15,470. The only matching requirements set forth in these grants is the in kind match of equipment and the associated costs of running the equipment.



# SUBGRANT APPLICATION FOR HIGHWAY SAFETY FUNDS

1. Project Title: 2009 High Visibility Impaired Driving Enforcement

<u>2. Agency Information</u>	<u>Applicant Agency</u>	<u>Address To Send Checks</u>
Name	Brunswick Police Dept	Town of Brunswick
Address Line 1	28 Federal St	Finance Department
Address Line 2		28 Federal St
City and Zip Code	Brunswick, ME 04011	Brunswick, ME 04011
Federal Employer Number	FED# E016000089E	FED# 016000089

<u>3. Contact Information</u>	<u>Individual Who Has Legal Authority to Sign this Sub-grant Application</u>
Name	Kevin Schofield
Title	Commander, Support Services Division
Address Line 1	Brunswick Police Department
Address Line 2	28 Federal St
City and Zip Code	Brunswick, ME 04011
Telephone Number	(207) 725-5521
Fax Number	(207) 725-6627
E-Mail Address	kschofie@brunswickpd.org

<u>4. Contact Information</u>	<u>Project Director</u>	<u>Financial Officer</u>
Name	John P Roma	John Eldridge
Title	Patrol Officer	Finance Director
Address Line 1	Brunswick Police Department	Town of Brunswick
Address Line 2	28 Federal St	28 Federal St
City and Zip Code	Brunswick, ME 04011	Brunswick, ME 04011
Telephone Number	(207) 725-5521	(207) 725-6652
Fax Number	(207) 725-6627	(207) 725-4107
E-Mail Address	jroma@brunswickpd.org	jeldridge@brunswickme.org

5. Project Period: upon signed approval to September 15, 2009

6. Population of Project Area: 23,000

7. Congressional District Served:  1<sup>st</sup>  2<sup>nd</sup>  Both

Mailing Address:  
Maine Bureau of Highway Safety  
164 State House Station  
Augusta, ME 04333-0164

Phone: (207) 626-3840

Fax: (207) 287-3430

8. Budget Summary (Use Totals from Budget Worksheets, pp. 9-10)			
	Federal	Match	Total
Personal Services	\$5,000.00		\$5,000.00
Travel			
Equipment*(see pg. 10)			
Consultant			
Other			
<b>Totals</b>	\$5,000.00		\$5,000.00

9. Project Description Summary: **2009 High Visibility Impaired Driving Enforcement designed to reduce alcohol-related crashes, injuries, fatalities and property damage.**

I, the undersigned, for and on behalf of the named applicant agency, do herewith apply for this sub-grant and agree to all conditions and certify our compliance with requirements outlined elsewhere in this application.

*(This should be the person listed in #3 on Page 1)*

Signature: *Kenneth J. Schmitt* Date: 4/6/9

Does your agency have a safety belt use policy?  Yes  No  
 Any agency (i.e. police department, school, hospital, county) receiving a grant must have a written safety belt policy.

**DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY**

STD. AREA:	PSP #:	TASK
SUB-GRANT #:	COORDINATOR:	BHS TYPE: Highway Safety

IS THIS A <input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> CONTINUATION	PRIOR SUB-GRANT #:
UNIT OF GOVERNMENT: <b>MUNIC/COUNTY</b>	SUB-GRANT TYPE: <b>ENFORCEMENT</b>
IF UNIT OF GOVERNMENT, WHAT DEPT?	
FY =	PROGRAM =
P/T = <b>100%</b>	

NOTICE OF AWARD: The above sub-grant was approved by the Bureau of Highway Safety on:

Signed: \_\_\_\_\_  
 Lauren V. Stewart, Director

NOTICE OF DENIAL: The above sub-grant was denied by the Bureau of Highway Safety on:

Signed: \_\_\_\_\_  
 Lauren V. Stewart, Director

CONDITIONS/COMMENTS:

## CONTRACT TERMS AND CONDITIONS

The following Contract Terms and Conditions pertain to any contract that is made as the result of a grant given by the Bureau of Highway Safety to any Agency. The term "Agency" refers any agency to which the Bureau of Highway Safety has provided a grant. "Bureau" refers to the Bureau of Highway Safety.

### 1. Property and Equipment

- a) **Maintenance and Inventory** The Agency shall maintain and inventory all property and equipment purchased under this contract and make that inventory available for periodic inspection by the Bureau.
- b) **Utilization** The property and equipment purchased under this contract must be utilized by the Agency for the sole purpose of furthering the traffic safety efforts of the Agency for the entire useful life of the property or equipment.
- c) **Non-expendable Property** Non-expendable property is defined as property or equipment having a value of \$5,000 or more with a life expectancy of more than one year. Non-expendable property purchased under this contract cannot be sold, traded, or disposed of in any manner without the expressed written permission of the Bureau. **Equipment with a value greater than \$4,999.00 cannot be purchased without special permission in writing from the Bureau.**

**2. Promotional or Other Materials** Any promotional or other materials developed using funds from this contract must be reviewed and approved by the Bureau prior to production or dissemination of such materials.

**3. Review of Reports and Publications** Any reports, papers, publications, or other items developed using funds from this contract must be reviewed and approved by the Bureau prior to their release.

### 4. Reimbursement

- a) **General** Payments, based upon actual allowable costs, may be made upon receipt of an itemized cash request from the Agency. The itemized cash request shall be supported by documentation of costs as prescribed by the Bureau. **Each cash request form shall be submitted to the Bureau no later than fifteen (15) days after the end of each month of the approved grant period and shall represent costs incurred ONLY in the previous one month period.**
- b) **Approval** The Bureau shall approve the itemized cash request prior to payment.
- c) **Unapproved Costs** **Any rejected or unaccepted costs shall be borne by the Agency.** The Agency agrees that in the event the Bureau determines that, due to Federal or State regulations, grant funds must be refunded, the Agency will reimburse the Bureau a sum of money equal to the amount of Federal and State participation in the rejected costs.
- d) **Final Reimbursement Claims** **Final reimbursement claims must be received by the Bureau of Highway Safety within 30 days following the close of the approved grant period. Project costs not claimed by this date are subject to reimbursement denial.**
- e) **Expending Funds Under This Grant** Under no circumstances will reimbursement be made for costs incurred prior to the contract effective date or after the contract end date.

**5. Project Costs** It is understood and agreed that the work conducted pursuant to this contract shall be done on an actual cost basis by the Agency. The amount of reimbursement from the Bureau shall not exceed the estimated funds budgeted in the approved contract. The Agency shall initiate and pursue to completion all actions necessary to enable the Agency to provide its share of the project costs at or prior to the conclusion of the project.

**6. Program Income** The Agency shall account for program income related to projects financed in whole or in part with federal funds in accordance with U.S. Department of Transportation Common Rule 49 CFR Part 18. Program income earned during the contract period shall be retained by the Agency and added to the funds committed to the project by the Bureau and be used to further eligible program objectives. Program income must be accounted for separately for the records made available for audit purposes. Any projects with related program income **must** be pre-approved as such by the Bureau.

**7. Project Directors** The Project Director, as specified on the signature page of the Application for Highway Safety Funds, must be an employee of the Agency or the Agency's governing body. Any exception to this provision must have the expressed written approval of the Bureau.

#### **8. Reports Required**

- a) **Monthly Progress Reports** Unless otherwise directed, the Agency must submit Monthly Progress Reports to the Bureau, on forms provided by the Bureau, which reflect the status of project implementation and attainment of stated goals. **Each progress report shall describe the project status by month and shall be submitted to the Bureau no later than fifteen (15) days after the end of each month.**
- b) **Final Progress Report** **A Final Progress Report must be submitted to the Bureau within thirty (30) days of completion of the project,** on forms provided by the Bureau, unless otherwise directed. **If the Agency fails to submit a Final Progress Report or submits an incomplete Final Progress Report, the Agency will be subject to having cost reimbursement requests withheld.** Once a Final Progress Report that substantiates adequate progress is received, cost reimbursement requests may be processed.

#### **9. Out-of-State Travel**

- a) **General** All out-of-state travel funded under this contract must have prior written approval by the Bureau.
- b) **Requests** Requests for approval must be submitted to the Bureau, on forms provided by the Bureau, **no less than thirty (30) days prior to the intended departure date of travel.**
- c) **Agency Travel Policy Required** For Agencies other than state agencies, out-of-state travel requests must include a copy of the Agency's travel policy, to include allowances for lodging, meals, and other travel-related expenses. For state agencies, maximum allowable subsistence is limited to the prevailing per diem rates as established by the Maine Office of the State Controller.
- d) **Agenda Required** Out-of-state travel requests must include a copy of the agenda for travel requested.

**10. Performance** All grants provided by the Bureau are performance-based and, as such, require that continual progress be made toward the reduction of the number and severity of traffic crashes. Any agency whose performance is deemed unsatisfactory by the Bureau shall be subject to the sanctions as provided for in this contract. Additionally, unsatisfactory performance shall be cause for the Bureau to reduce or deny future funding.

**In all enforcement grants, performance is measured by the number of traffic stops made and the number of summons, arrests, and warnings given. If a detail sheet is submitted to the Bureau with no traffic stops made on that detail, we will not pay for that detail's hours. Weather conditions are not an excuse for zero stops during a detail. The Bureau will deduct the dollar amount of the unproductive detail from the total cash reimbursement request. If a speed detail sheet has no speeding tickets or speed warnings recorded, that is also subject to non-payment unless there was an arrest recorded that was made while on the detail. This also applies to safety belt enforcement details.**

**11. Records Access and Retention** The Agency shall provide all information and reports required by the regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Bureau, the State, or NHTSA, as appropriate, to be pertinent to ascertain compliance with such regulations, orders and instructions. Furthermore, the Agency shall maintain such materials during the contract period, and for three (3) years from the date of final payment from the Bureau, for such inspection and audit. Where any information required of the Agency is in the exclusive possession of another who fails or refuses to furnish this information, The Agency shall so certify to the Bureau, State, or NHTSA, as appropriate, and shall set forth what efforts it has made to obtain the information.

**12. Sanctions for Non-Compliance** The applicant Agency agrees that if it fails or refuses to comply with any provisions and assurance in this contract, the Bureau may take any or all of the following actions:

- a) Cancel, terminate, or suspend this contract in whole or in part;
- b) Withhold reimbursement to the Agency until satisfactory compliance has been attained by the Agency;
- c) Refrain from extending any further funding to the Agency under this contract with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Agency;
- d) Refer the case to the United States Department of Justice for appropriate legal proceedings.

**13. Cancellation, Termination, or Suspension of Contract**

- a) **By the Bureau** For noncompliance with any of the said rules, regulations, orders or conditions, this contract may be canceled, terminated, or suspended in whole or in part by the Bureau, by giving the Agency thirty (30) days advanced written notice. The Bureau, before issuing notice of cancellation, termination, or suspension of this contract, may allow the Agency a reasonable opportunity to correct for noncompliance.
- b) **By the Agency** The Agency may terminate this contract by providing thirty (30) days advanced written notice to the Bureau.

**14. Completion Date** Unless otherwise authorized in writing by the Bureau, the Agency shall commence, carry on, and complete the project as described in the approved Highway Safety Contract by September 30 of the Federal fiscal year for which it was approved. **The Agency cannot incur costs after September 30 of the Federal fiscal year for which the project was approved. By federal statute, the Bureau cannot and will not reimburse the Agency for costs incurred on or after October 1 of the following Federal fiscal year.**

**15. Single Audit** All non-Federal entities that expend \$500,000 or more of Federal awards in a year are required to obtain an annual audit in accordance with the Single Audit Act Amendments of 1996, Office of Management and Budget (OMB) Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations", the OMB Circular A-133 Compliance Supplement and Government Auditing Standards.

Entities expending less than \$500,000 in a year are exempt from Federal audit requirements, but must make records available for review or audit by Federal agencies or pass-through entities (non-Federal entities from whom they receive Federal funds), if requested.

Grantees are required to notify the Bureau when an audit occurs and results in a finding of Federal funds awarded by the Bureau.

## 2009 HIGH VISIBILITY IMPAIRED DRIVING ENFORCEMENT QUESTIONNAIRE

Please answer each question. When necessary, provide detailed information to explain your answer.

1. Please explain the impaired driving problem in your jurisdiction on a separate sheet of paper. Be specific and include data (crash reports, injury reports, fatality information), including the total OUI citations your department issued in 2008, to support your position. **See Attached**
2. How many alcohol crashes occurred in your jurisdiction that your department handled in 2007 and 2008? 2007 24 2008 18
3. Please explain your department's past performance in a MEBHS impaired driving enforcement program (if applicable), including number of vehicle stops and citations written. Please use a separate sheet of paper. **See Attached**
4. How many of your officers have completed the OUI/SFST course? 30
5. How many officers will be assigned per cruiser for OUI patrols if you receive a subgrant from MeBHS? 1
6. Taking into consideration the amount of funds you are requesting and the number of details you are planning, how many OUI arrests do you think these details should produce? 8
7. Are you confident you can schedule and conduct all details using aggressive OUI enforcement officers? X Yes      No
8. Are you aware you can backfill? X Yes      No
9. We are requesting all participating departments make use of earned media. Samples of earned media sources include, but are not limited to: local TV stations, press releases to TV and newspapers, website postings, and NHTSA campaign planner resources. Please list the earned media venues you plan to use during your enforcement efforts.
10. Please acknowledge that you have read Section 10, "Performance", of the Contract Terms and Conditions. X Yes      No

## PLANNED HIGH VISIBILITY ENFORCEMENT EFFORTS

Within your department's project period, impaired driving enforcement detail efforts must be targeted at specific locations and time periods. **Details cannot exceed four hours.**

For each month that your department will be participating in the 2009 High Visibility Impaired Driving Enforcement Program, please list specific detail locations and detail types for every enforcement effort.

**Since your plan is based on problem identification, you will be expected to follow your submitted detail plan as closely as possible regarding locations and times.**

**EVERY DEPARTMENT PARTICIPATING IN THIS PROGRAM MUST HAVE AT LEAST FOUR (4) SCHEDULED DETAILS DURING THE NATIONAL CAMPAIGN PERIOD OF AUGUST 21 TO SEPTEMBER 7.**

### April

Location	Detail Type	Detail Times
No Details This Month		

### May

Location	Detail Type	Detail Times
05/22 1 Officer – Town Wide	Roving Patrol	2200 – 0200
05/30 1 Officer – Town Wide	Roving Patrol	2200 – 0200

### June

Location	Detail Type	Detail Times
06/06 1 Officer – Town Wide	Roving Patrol	2200 – 0200
06/12 1 Officer – Town Wide	Roving Patrol	2200 – 0200
06/13 1 Officer – Town Wide	Roving Patrol	2200 – 0200
06/19 Route 1 Bypass	Road block	2200 - 0200
06/20 1 Officer – Town Wide	Roving Patrol	2200 – 0200
06/26 1 Officer – Town Wide	Roving Patrol	2200 – 0200

06/27	1 Officer – Town Wide	Roving Patrol	2200 – 0200
-------	-----------------------	---------------	-------------

**July**

<b>Location</b>	<b>Detail Type</b>	<b>Detail Times</b>	
07/03	1 Officer – Town Wide	Roving Patrol	2200 – 0200
07/10	1 Officer – Town Wide	Roving Patrol	2200 – 0200
07/11	1 Officer – Town Wide	Roving Patrol	2200 – 0200
07/17	1 Officer – Town Wide	Roving Patrol	2200 – 0200
07/18	1 Officer – Town Wide	Roving Patrol	2200 – 0200
07/24	1 Officer – Town Wide	Roving Patrol	2200 – 0200
07/25	1 Officer – Town Wide	Roving Patrol	2200 – 0200
07/31	1 Officer – Town Wide	Roving Patrol	2200 – 0200

**YOU MUST HAVE AT LEAST FOUR (4) DETAILS BETWEEN  
AUGUST 21 AND SEPTEMBER 7**

**August**

<b>Location</b>	<b>Detail Type</b>	<b>Detail Times</b>	
08/01	1 Officer – Town Wide	Roving Patrol	2200 – 0200
08/07	1 Officer – Town Wide	Roving Patrol	2200 – 0200
08/14	1 Officer – Town Wide	Roving Patrol	2200 – 0200
08/15	1 Officer – Town Wide	Roving Patrol	2200 – 0200
08/21	Route 1 Bypass	Road block	2200 – 0200
08/28	1 Officer – Town Wide	Roving Patrol	2200 – 0200
08/29	1 Officer – Town Wide	Roving Patrol	2200 – 0200

**September**

<b>Location</b>	<b>Detail Type</b>	<b>Detail Times</b>	
09/04	1 Officer – Town Wide	Roving Patrol	2200 – 0200
09/05	1 Officer – Town Wide	Roving Patrol	2200 – 0200


### Budget Worksheet

Upon completion of the Budget Worksheet, transfer the Budget Type Totals to the Budget Summary chart on Page 2 of this application.

#### Personal Services

Position Title List salary and fringe benefits	Federal Funds	Match Funds	Total Budget
<p><b><u>SATURATION DETAILS</u></b></p> <p>Average officers overtime rate is equal to \$35.00 per hour.</p> <p>Each detail will be 4 hours in duration.</p> <p>24 Details x 4 = 96 hours</p> <p>96 x \$35.00 =</p>	<p><b>\$3360.00</b></p>	<p><b>DO NOT WRITE IN THIS SHADED AREA</b></p>	<p><b>\$3360.00</b></p>
<p><b><u>ROAD BLOCKS</u></b></p> <p>The road block will be 4 hours in duration.</p> <p>6 officers will man the road block.</p> <p>2 road blocks x 6 officers = 48 hours.</p> <p>48 x \$35 =</p>	<p><b>\$1680.00</b></p>		<p><b>\$1680.00</b></p>

<b>Totals:</b>	\$5040.00		\$5040.00
----------------	-----------	--	-----------

Other			
Item	Federal Funds	Match Funds	Total Budget
<p>OUI arrests made during the overtime patrols and/or roadblocks.</p> <p>Value of number of OUIs listed in question 6 on page 6. OUIs are valued at \$600 each.</p>	<p><b>DO NOT WRITE IN THIS SHADED AREA</b></p>	<p><b>PROVIDE COPIES OF ALL OUI CITATIONS WHEN SUBMITTING YOUR CASH REQUEST.</b></p> <p><b>THE CITATIONS WILL BE USED TO DETERMINE NEEDED MATCH AMOUNT.</b></p>	
<b>Totals:</b>		\$1800.00	\$1800.00

In-kind matches will be provided by using the number of OUIs produced by the details valued at \$600 each.

## 2009 IMPAIRED DRIVING ENFORCEMENT DETAIL REPORT

**1. Department:** \_\_\_\_\_ **2. Date:** \_\_\_\_\_  
**3. Activity:**    Roadblock     Patrol     **4. Weather:** \_\_\_\_\_  
**5. Start Time:** \_\_\_\_\_ **5. End Time:** \_\_\_\_\_  
**7. Road/Route/Town:** \_\_\_\_\_

<b>8. OUI</b>			
<b>9. OUI Drugs</b>			
<b>10. OUI .00 (Juvenile)</b>			
<b>11. CDL .04</b>			
<b>12. Speed</b>			
<b>13. Defects</b>			
<b>14. Drug Possession</b>			
<b>15. Warrant</b>			
<b>16. Safety Belt</b>			
<b>17. Child Restraint</b>			
<b>18. OAS</b>			
<b>19. Other Moving Violation</b>			
<b>20. Non-Moving Violation</b>			
<b>21. Totals</b>			

WRITTEN OR VERBAL

SUMMONS	WARNING	NOTES
---------	---------	-------

**22. Total Vehicles Stopped** \_\_\_\_\_

	OFFICERS HOURS		PARTICIPATING HOURLY RATE		INDIVIDUAL COST
<b>23.</b> _____	_____	at	_____	equals	_____
<b>24.</b> _____	_____	at	_____	equals	_____
<b>25.</b> _____	_____	at	_____	equals	_____
<b>26.</b> _____	_____	at	_____	equals	_____
<b>27.</b> _____	_____	at	_____	equals	_____
<b>28. Total Detail Hours</b>	_____		<b>29. Total Detail Cost</b>		_____

**30. Authorized Signature:** \_\_\_\_\_



**\*SAMPLE\***  
**FINANCIAL SHEET**

I certify that the totals listed below were the overtime wages earned by the participating officers and paid to the officers on the dates indicated by the ABC Police Department  
(Department Name)

and reimbursement sought as personal services under 2009 High Visibility Impaired Driving Enforcement Program. The period covered is 3/28/2009 to 4/26/2009.

Officer Name	Date Worked	Hours	Overtime Rate	Fringe Benefits	Date Paid	Total
Bill B	3/28/2009	5	\$20.90	\$4.65	4/16/2009	\$128.80
Joey S	3/28/2009	6.5	\$25.37	\$4.86	4/16/2009	\$196.50
Brian M	3/29/2009	5	\$22.38	\$4.86	4/16/2009	\$136.20
Tom W.	3/29/2009	6	\$20.90	\$4.86	4/16/2009	\$154.56
Joey S.	4/4/2009	3.5	\$25.37	\$4.86	4/16/2009	\$105.81
Joey S	4/5/2009	6	\$25.37	\$4.86	4/16/2009	\$181.38
Carl H	4/5/2009	5	\$20.90	\$4.86	4/16/2009	\$128.80
Lauren S	4/11/2009	5	\$20.90	\$4.86	4/16/2009	\$128.80
Bob S	4/14/2009	5	\$20.90	\$4.86	4/30/2009	\$128.80
Carl H	4/14/2009	5	\$20.90	\$4.86	4/30/2009	\$128.80
Lauren S	4/18/2009	5	\$20.90	\$4.86	4/30/2009	\$128.80
Bob S	4/19/2009	5	\$20.90	\$4.86	4/30/2009	\$128.80
Joey S	4/19/2009	6	\$25.37	\$4.86	4/30/2009	\$181.38
Bob S	4/19/2009	5	\$20.90	\$4.86	4/30/2009	\$128.80
Total hours		73	Detail costs			\$1,986.23

Sample

Financial Director

Sue Bank

Date 5/2/2009



**Appendix N**  
**ADA Highlights – Title II**  
**State and Local Government Services**

I. Who is covered by Title II of the ADA

- The title II regulation covers “public entities.”
- “Public entities” include any State or local government and any of its departments, agencies, or other instrumentalities.
- All activities, services, and programs of public entities are covered, including activities of State legislatures and courts, town meetings, police and fire departments, motor vehicle licensing, and employment.

Unlike section 504 of the Rehabilitation Act of 1973, which only covers programs receiving Federal financial assistance, title II extends to all activities of State and local governments whether or not they receive Federal funds.

- Private entities that operate public accommodations, such as hotels, restaurants, theaters, retail stores, dry cleaners, doctors’ offices, amusement parks, and bowling alleys, are not covered by title II but are covered by title III of the ADA and the Department’s regulation implementing title III.
- Public transportation services operated by State and local governments are covered by regulations of the Department of Transportation.

DOT’s regulations establish specific requirements for transportation vehicles and facilities, including a requirement that all new busses must be equipped to provide services to people who use wheelchairs.

II. Overview of Requirements

- State and local governments –

May not refuse to allow a person with a disability to participate in a service, program, or activity simply because the person has a disability.

For example, a city may not refuse to allow a person with epilepsy to use parks and recreational facilities.

Must provide programs and services in an integrated setting, unless separate or different measures are necessary to ensure equal opportunity.

Must eliminate unnecessary eligibility standards or rules that deny individuals with disabilities an equal opportunity to enjoy their services, programs or activities unless “necessary” for the provisions of the service, program or activity.

Requirements that tend to screen out individuals with disabilities, such as requiring a driver’s license as the only acceptable means of identification, are also prohibited.

Safety requirements that are necessary for the safe operation of the program in question, such as requirements for eligibility for drivers’ licenses, may be imposed if they are based on actual risks and not on mere speculation, stereotypes, or generalizations about individuals with disabilities.

Are required to make reasonable modifications in policies, practices, and procedures that deny equal access to individuals with disabilities, unless a fundamental alteration in the program would result.

For example, a city office building would be required to make an exception to a rule prohibiting animals in public areas in order to admit guide dogs and other service animals assisting individuals with disabilities.

Must furnish auxiliary aids and services when necessary to ensure effective communication, unless an undue burden or fundamental alteration would result.

May provide special benefits, beyond those required by the regulation, to individuals with disabilities.

May not place special charges on individuals with disabilities to cover the costs of measures necessary to ensure nondiscriminatory treatment, such as making modifications required to provide program accessibility or providing qualified interpreters.

Shall operate their programs so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

III. “Qualified Individuals with Disabilities”

- Title II of the Americans with Disabilities Act provides comprehensive civil rights protections for “qualified individuals with disabilities”.
- An “individual with a disability” is a person who –

Has a physical or mental impairment that substantially limits a “major life activity”, or

Has a record of such an impairment, or

Is regarded as having such an impairment.

- Examples of physical or mental impairments include, but are not limited to, such contagious and non contagious diseases and conditions as orthopedic, visual, speech, and hearing impairments; cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism. Homosexuality and bisexuality are not physical or mental impairments under the ADA.
- “Major life activities” include functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
- Individuals who currently engage in the illegal use of drugs are not protected by the ADA when an action is taken on the basis of their current illegal use of drugs.
- “Qualified” individuals.

A “qualified” individual with a disability is one who meets the essential eligibility requirements for the program or activity offered by a public entity.

The “essential eligibility requirements” will depend on the type of service or activity involved.

For some activities, such as where the public entity provides information to anyone who requests it, the “essential eligibility requirements” would be minimal.

#### IV. Program Access

- State and local governments –

Must ensure that individuals with disabilities are not excluded from services, program, and activities because buildings are inaccessible.

Need not remove physical barriers, such as stairs, in all existing buildings, as long as they make their programs accessible to individuals who are unable to use an inaccessible existing facility.

Can provide the services, programs, and activities offered in the facility to individuals with disabilities through alternative methods, if physical barriers are not removed, such as –

Relocating a service to an accessible facility, e.g., moving a public information office from the third floor to the first floor of a building.

Providing an aide or personal assistant to enable an individual with a disability to obtain the service.

Providing benefits or services at an individual’s home, or at an alternative accessible site.

May not carry an individual with a disability as a method of providing program access, except in “manifestly exceptional” circumstances.

Are not required to take any action that would result in a fundamental alteration in the nature of the service, program, or activity or in undue financial and administrative burdens. However, public entities must take any other action, if available, that would not result in a fundamental alteration or undue burdens but would ensure that individuals with disabilities receive the benefits or services.

#### V. Integrated Programs

- Integration of individuals with disabilities into the mainstream of society is fundamental to the purposes of the Americans with Disabilities Act.
- Public entities may not provide services or benefits to individuals with disabilities through programs that are separate or different, unless the separate programs are necessary to ensure that the benefits and services are equally effective.
- Even when separate programs are permitted, an individual with a disability still has the right to choose to participate in the regular program.

For example, it would not be a violation for a city to offer recreational programs specially designed for children with mobility impairments, but it would be a violation if the city refused to allow children with disabilities to participate in its other recreational programs.

- State and local governments may not require an individual with a disability to accept a special accommodation or benefits if the individual chooses not to accept it.

## VI. Communications

- State and local governments must ensure effective communication with individuals with disabilities.
- Where necessary to ensure that communications with individuals with hearing, vision, or speech impairments are as effective as communications with others, the public entity must provide appropriate auxiliary aids.
- “Auxiliary aids” include such services or devices as qualified interpreters, assistive listening headsets, television captioning and decoders, telecommunications devices for deaf persons (TDD’s), videotext displays, readers, taped texts, Brailled materials, and large print materials.  
A public entity may not charge an individual with a disability for the use of an auxiliary aid.
- Telephone emergency services, including 911 services, must provide direct access to individuals with speech or hearing impairments.
- Public entities are not required to provide auxiliary aids that would result in a fundamental alteration in the nature of the service, program, or activity or in undue financial and administrative burdens. However, public entities must still furnish another auxiliary aid, if available, that does not result in a fundamental alteration or undue burden.

## VII. New Construction and Alterations

- Public entities must ensure that newly constructed building and facilities are free of architectural and communication barriers that restrict access or use by individuals with disabilities.
- When a public entity undertakes alterations to an existing building, it must also ensure that the altered portions are accessible.
- The ADA does not require retrofitting of existing buildings to eliminate barriers, but does establish a high standard of accessibility for new buildings.

Public entities may choose between two technical standards for accessible design: The Uniform Federal Accessibility Standard (UFAS), established under the Architectural Barriers Act, or the Americans with Disability Act Accessibility Guidelines, adopted by the Department of Justice for places of public accommodation and commercial facilities covered by title III of the ADA.

The elevator exemption for small buildings under ADA Accessibility Guidelines would not apply to public entities covered by title II.

## VIII. Enforcement

- Private parties may bring lawsuits to enforce their rights under title II of the ADA. The remedies available are the same as those provided under section 504 of the Rehabilitation Act of 1973. A reasonable attorney’s fee may be awarded to the prevailing party.
- Individuals may also file complaints with appropriate administrative agencies.

The regulation designates eight Federal agencies to handle complaints filed under title II.

Complaints may be filed with any Federal agency that provides financial assistance to the program in question, or with the Department of Justice, which will refer the complaint to the appropriate agency.

## IX. Complaints

- Any individual who believes that he or she is a victim of discrimination prohibited by the regulation may file a complaint. Complaints on behalf of classes of individuals are also permitted.
- Complaints should be in writing, signed by the complainant or an authorized representative, and should contain the complainant’s name and address and describe the public entity’s alleged discriminatory action.
- Complaints may be sent to –

Coordination and Review Section  
Civil Rights Division  
U.S. Department of Justice  
P.O. Box 66118  
Washington, DC 20035-6118

- Complaints may also be sent to agencies designated to process complaints under the regulation, or to agencies that provide Federal financial assistance to the program in question.

## X. Designated Agencies

The following agencies are designated for enforcement of title II for components of State and local governments that exercise responsibilities, regulate, or administer services, programs, or activities in the following functional areas –

1. Department of Agriculture: Farming and raising of livestock, including extension services.
2. Department of Education: Education systems and institutions (other than health-related schools), and libraries.
3. Department of Health and Human Services: Schools of medicine, dentistry, nursing, and other health-related schools; health care and social service providers and institutions, including “grass-roots” and community services organizations and programs; and preschool and daycare programs.
4. Department of Housing and Urban Development: State and local public housing, and housing assistance and referral.
5. Department of Interior: Lands and natural resources, including parks and recreation, water and waste management, environmental protection, energy, historic and cultural preservation, and museums.
6. Department of Justice: Public safety, law enforcement, and the administration of justice, including courts and correctional institutions; commerce and industry, including banking and finance, consumer protection, and insurance; planning, development and regulation (unless otherwise assigned); State and local government support services; and all other government functions not assigned to other designated agencies.
7. Department of Labor: Labor and the work force.
8. Department of Transportation: Transportation, including highways, public transportation, traffic management (non-law enforcement), automobile licensing and inspection, and driver licensing.

## XI. Technical Assistance

- The ADA requires that the Federal agencies responsible for issuing ADA regulations provide “technical assistance”.
- Technical assistance is the dissemination of information (either directly by the Department or through grants and contracts) to assist the public, including individuals protected by the ADA and entities covered by the ADA, in understanding the new law.
- Methods of providing information include, for example, audio-visual materials, pamphlets, manuals, electronic bulletin boards, checklists, and training.
- The Department issued for public comment on December 5, 1990, a government-wide plan for the provision of technical assistance.

The Department’s efforts focus on raising public awareness of the ADA by providing –

Fact sheets and pamphlets in accessible formats,

Speakers for workshops, seminars, classes, and conferences,

An ADA telephone information line, and

Access to ADA documents through an electronic bulletin board for users of personal computers.

- The Department has established a comprehensive program of technical assistance relating to public accommodations and State and local governments.

Grants will be awarded for projects to inform individuals with disabilities and covered entities about their rights and responsibilities under the ADA and to facilitate voluntary compliance.

The Department will issue a technical assistance manual by January 26, 1992, for individuals or entities with rights or duties under the ADA.

For additional information, contact:

Office on the Americans with Disabilities Act  
Civil Rights Division  
U.S. Department of Justice  
P.O. Box 66118  
Washington, DC 20035-6118  
(202) 514-0301 (voice)  
(202) 514-0383 (TDD)  
(202) 514-6193 (Electronic Bulletin Board).

This document may be made available in alternate formats.

**Brunswick Police Department**  
**2009 High Visibility Impaired Driving Enforcement Grant**

1. In 2008 the Brunswick Police Department made (110) arrests for Operating Under the Influence. There were (18) alcohol related crashes in the Town of Brunswick. Of those crashes, (8) involved some degree of personal injury. There was (1) alcohol related fatal crash.

3. The Brunswick Police Department participated in the MEBHS impaired driving enforcement program in 2008. Between May and September, 2008, (11) roving patrols and (2) roadblocks were conducted. During the roving patrols (110) vehicles were stopped. During the roadblocks (84) vehicles were stopped. During the department's participation in the program there were (7) arrests for Operating Under the Influence. These details also resulted in (6) arrest/summonses for other charges including; OAS, Violation of Conditions of Release (alcohol related) and warrants.



# SUBGRANT APPLICATION FOR HIGHWAY SAFETY FUNDS

1. Project Title: 2009 Speed Enforcement Program

2. <u>Agency Information</u>	Applicant Agency	Address To Send Checks
Name	Brunswick Police Department	Town of Brunswick
Address Line 1	28 Federal Street	Finance Department
Address Line 2		28 Federal Street
City and Zip Code	Brunswick, Maine 04011	Brunswick, Maine 04011
Federal Employer Number	FED #E0106000089E	FED #016000089

3. <u>Contact Information</u>	Individual Who Has Legal Authority to Sign this Sub-grant Application
Name	Kevin Schofield
Title	Commander, Support Services
Address Line 1	Brunswick Police Department
Address Line 2	28 Federal Street
City and Zip Code	Brunswick , Maine 04011
Telephone Number	(207) 725-5521
Fax Number	(207) 725-6627
E-Mail Address	kschofie@brunswickpd.org

4. <u>Contact Information</u>	Project Director	Financial Officer
Name	Daniel A. Sylvain	John Eldridge
Title	Patrol Officer	Finance Director
Address Line 1	Brunswick Police Department	Town of Brunswick
Address Line 2	28 Federal Street	28 Federal Street
City and Zip Code	Brunswick, Maine 04011	Brunswick, Maine 04011
Telephone Number	(207) 725-5521	(207) 725-6654
Fax Number	(207) 725-6627	(207) 725-4107
E-Mail Address	dsylvain@brunswickpd.org	jeldridge@brunswickme.org

5. Project Period: May 1 to September 15, 2009

6. Population of Project Area: 23,000

7. Congressional District Served:  1<sup>st</sup>  2<sup>nd</sup>  Both

Mailing Address:  
Maine Bureau of Highway Safety  
164 State House Station  
Augusta, ME 04333-0164

Phone: (207) 626-3840

Fax: (207) 287-3430

**8. Budget Summary (Use Totals from Budget Worksheet, p. 9)**

	Federal	Match	Total
Personal Services	\$5,000.00	\$1,667.00	\$6,670.00
Travel			
Equipment			
Consultant			
Other			
<b>Totals</b>	\$5,000.00	\$1,667.00	\$6,670.00

**9. Project Description Summary: 2009 Speed Enforcement Program designed to reduce speed related crashes.**

I, the undersigned, for and on behalf of the named applicant agency, do herewith apply for this sub-grant and agree to all conditions and certify our compliance with requirements outlined elsewhere in this application.

*(This should be the person listed in #3 on Page 1)*

Signature: *Karen J. Seligman* Date: 4/13/09

Does your agency have a safety belt use policy?  Yes  No  
 Any agency (i.e. police department, school, hospital, county) receiving a grant must have a written safety belt policy.

**. DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY**

STD. AREA:	PSP #:	TASK
SUB-GRANT #:	COORDINATOR:	BHS TYPE: Highway Safety

IS THIS A <input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> CONTINUATION	PRIOR SUB-GRANT #:
UNIT OF GOVERNMENT: MUNIC/COUNTY	SUB-GRANT TYPE: ENFORCEMENT
IF UNIT OF GOVERNMENT, WHAT DEPT?	
FY =	P/T = 100% PROGRAM =

**NOTICE OF AWARD:** The above sub-grant was approved by the Bureau of Highway Safety on:

Signed: \_\_\_\_\_  
 Lauren V. Stewart, Director

**NOTICE OF DENIAL:** The above sub-grant was denied by the Bureau of Highway Safety on:

Signed: \_\_\_\_\_  
 Lauren V. Stewart, Director

CONDITIONS/COMMENTS:

**CONTRACT TERMS AND CONDITIONS**

The following Contract Terms and Conditions pertain to any contract that is made as the result of a grant given by the Bureau of Highway Safety to any Agency. The term "Agency" refers any agency to which the Bureau of Highway Safety has provided a grant. "Bureau" refers to the Bureau of Highway Safety.

**1. Property and Equipment**

- a) **Maintenance and Inventory** The Agency shall maintain and inventory all property and equipment purchased under this contract and make that inventory available for periodic inspection by the Bureau.
- b) **Utilization** The property and equipment purchased under this contract must be utilized by the Agency for the sole purpose of furthering the traffic safety efforts of the Agency for the entire useful life of the property or equipment.
- c) **Non-expendable Property** Non-expendable property is defined as property or equipment having a value of \$5,000 or more with a life expectancy of more than one year. Non-expendable property purchased under this contract cannot be sold, traded, or disposed of in any manner without the expressed written permission of the Bureau. **Equipment with a value greater than \$4,999.00 cannot be purchased without special permission in writing from the Bureau.**

**2. Promotional or Other Materials** Any promotional or other materials developed using funds from this contract must be reviewed and approved by the Bureau prior to production or dissemination of such materials.

**3. Review of Reports and Publications** Any reports, papers, publications, or other items developed using funds from this contract must be reviewed and approved by the Bureau prior to their release.

**4. Reimbursement**

- a) **General** Payments, based upon actual allowable costs, may be made upon receipt of an itemized cash request from the Agency. The itemized cash request shall be supported by documentation of costs as prescribed by the Bureau. **Each cash request form shall be submitted to the Bureau no later than fifteen (15) days after the end of each month of the approved grant period and shall represent costs incurred ONLY in the previous one month period.**
- b) **Approval** The Bureau shall approve the itemized cash request prior to payment.
- c) **Unapproved Costs** **Any rejected or unaccepted costs shall be borne by the Agency.** The Agency agrees that in the event the Bureau determines that, due to Federal or State regulations, grant funds must be refunded, the Agency will reimburse the Bureau a sum of money equal to the amount of Federal and State participation in the rejected costs.
- d) **Final Reimbursement Claims** **Final reimbursement claims must be received by the Bureau of Highway Safety within 30 days following the close of the approved grant period. Project costs not claimed by this date are subject to reimbursement denial.**
- e) **Expending Funds Under This Grant** Under no circumstances will reimbursement be made for costs incurred **prior to the contract effective date or after the contract end date.**

**5. Project Costs** It is understood and agreed that the work conducted pursuant to this contract shall be done on an actual cost basis by the Agency. The amount of reimbursement from the Bureau shall not exceed the estimated funds budgeted in the approved contract. The Agency shall initiate and pursue to completion all actions necessary to enable the Agency to provide its share of the project costs at or prior to the conclusion of the project.

**6. Program Income** The Agency shall account for program income related to projects financed in whole or in part with federal funds in accordance with U.S. Department of Transportation Common Rule 49 CFR Part 18. Program income earned during the contract period shall be retained by the Agency and added to the funds committed to the project by the Bureau and be used to further eligible program objectives. Program income must be accounted for separately for the records made available for audit purposes. Any projects with related program income must be pre-approved as such by the Bureau.

**7. Project Directors** The Project Director, as specified on the signature page of the Application for Highway Safety Funds, must be an employee of the Agency or the Agency's governing body. Any exception to this provision must have the expressed written approval of the Bureau.

## **8. Reports Required**

- a) **Monthly Progress Reports** Unless otherwise directed, the Agency must submit Monthly Progress Reports to the Bureau, on forms provided by the Bureau, which reflect the status of project implementation and attainment of stated goals. Each progress report shall describe the project status by month and shall be submitted to the Bureau no later than fifteen (15) days after the end of each month.
- b) **Final Progress Report** A Final Progress Report must be submitted to the Bureau within thirty (30) days of completion of the project, on forms provided by the Bureau, unless otherwise directed. If the Agency fails to submit a Final Progress Report or submits an incomplete Final Progress Report, the Agency will be subject to having cost reimbursement requests withheld. Once a Final Progress Report that substantiates adequate progress is received, cost reimbursement requests may be processed.

## **9. Out-of-State Travel**

- a) **General** All out-of-state travel funded under this contract must have prior written approval by the Bureau.
- b) **Requests** Requests for approval must be submitted to the Bureau, on forms provided by the Bureau, **no less than thirty (30) days prior to the intended departure date of travel.**
- c) **Agency Travel Policy Required** For Agencies other than state agencies, out-of-state travel requests must include a copy of the Agency's travel policy, to include allowances for lodging, meals, and other travel-related expenses. For state agencies, maximum allowable subsistence is limited to the prevailing per diem rates as established by the Maine Office of the State Controller.
- d) **Agenda Required** Out-of-state travel requests must include a copy of the agenda for travel requested.

**10. Performance** All grants provided by the Bureau are performance-based and, as such, require that continual progress be made toward the reduction of the number and severity of traffic crashes. Any agency whose performance is deemed unsatisfactory by the Bureau shall be subject to the sanctions as provided for in this contract. Additionally, unsatisfactory performance shall be cause for the Bureau to reduce or deny future funding.

**In all enforcement grants, performance is measured by the number of traffic stops made and the number of summons, arrests, and warnings given. If a detail sheet is submitted to the Bureau with no traffic stops made on that detail, we will not pay for that detail's hours. Weather conditions are not an excuse for zero stops during a detail. The Bureau will deduct the dollar amount of the unproductive detail from the total cash reimbursement request. If a speed detail sheet has no speeding tickets or speed warnings recorded, that is also subject to non-payment unless there was an arrest recorded that was made while on the detail. This also applies to safety belt enforcement details.**

**11. Records Access and Retention** The Agency shall provide all information and reports required by the regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Bureau, the State, or NHTSA, as appropriate, to be pertinent to ascertain compliance with such regulations, orders and instructions. Furthermore, the Agency shall maintain such materials during the contract period, and for three (3) years from the date of final payment from the Bureau, for such inspection and audit. Where any information required of the Agency is in the exclusive possession of another who fails or refuses to furnish this information, The Agency shall so certify to the Bureau, State, or NHTSA, as appropriate, and shall set forth what efforts it has made to obtain the information.

**12. Sanctions for Non-Compliance** The applicant Agency agrees that if it fails or refuses to comply with any provisions and assurance in this contract, the Bureau may take any or all of the following actions:

- a) Cancel, terminate, or suspend this contract in whole or in part;
- b) Withhold reimbursement to the Agency until satisfactory compliance has been attained by the Agency;
- c) Refrain from extending any further funding to the Agency under this contract with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Agency;
- d) Refer the case to the United States Department of Justice for appropriate legal proceedings.

**13. Cancellation, Termination, or Suspension of Contract**

- a) **By the Bureau** For noncompliance with any of the said rules, regulations, orders or conditions, this contract may be canceled, terminated, or suspended in whole or in part by the Bureau, by giving the Agency thirty (30) days advanced written notice. The Bureau, before issuing notice of cancellation, termination, or suspension of this contract, may allow the Agency a reasonable opportunity to correct for noncompliance.
- b) **By the Agency** The Agency may terminate this contract by providing thirty (30) days advanced written notice to the Bureau.

**14. Completion Date** Unless otherwise authorized in writing by the Bureau, the Agency shall commence, carry on, and complete the project as described in the approved Highway Safety Contract by September 30 of the Federal fiscal year for which it was approved. **The Agency cannot incur costs after September 30 of the Federal fiscal year for which the project was approved. By federal statute, the Bureau cannot and will not reimburse the Agency for costs incurred on or after October 1 of the following Federal fiscal year.**

**15. Single Audit** All non-Federal entities that expend \$500,000 or more of Federal awards in a year are required to obtain an annual audit in accordance with the Single Audit Act Amendments of 1996, Office of Management and Budget (OMB) Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations", the OMB Circular A-133 Compliance Supplement and Government Auditing Standards.

Entities expending less than \$500,000 in a year are exempt from Federal audit requirements, but must make records available for review or audit by Federal agencies or pass-through entities (non-Federal entities from whom they receive Federal funds), if requested.

Grantees are required to notify the Bureau when an audit occurs and results in a finding of Federal funds awarded by the Bureau.

## 2009 SPEED ENFORCEMENT GRANT APPLICATION QUESTIONS

Please respond to EACH of the questions listed below; **please use a separate sheet of paper for questions 1-3.** Refer to each question number when you write your responses.

(Example: write "1. Speed Problem Identification", then identify your agency's speed problem).

**It is very important that you include all project details and provide supporting data to prove your community's speed problem.**

### 1. SPEED PROBLEM IDENTIFICATION

State your community's speed problem in concise terms that will specifically identify and describe the problem(s). Please include an analysis of trends in crash and/or other data pertaining to your speed problem for the prior three calendar years, if possible.

Make sure the following questions are answered in your response:

1. Is there a concise statement of the speed problem?
2. Did you provide evidence that the speed problem exists?
3. Did you provide supporting data to show the magnitude of the speed problem?

### 2. SPEED STATISTICS

How many speed related crashes occurred in your jurisdiction that your department handled in both 2007 and 2008? How many speeding tickets did your department generate in 2008?

### 3. EVALUATION

How will you determine the impact your project had on your community's speed problem, and what changes have resulted from your enforcement? How do you propose to measure the status of the problem after project activities are completed? Refer to your problem identification as needed.

### 4. CONTRACT CONDITIONS CHANGES

The Contract Terms and Conditions, Section 10, "Performance", has been changed. Please acknowledge that you have read these changes by initialing the appropriate line. Initials   DAS   Date   4/12/2009  

**Please return this sheet with your grant application.**

## PLANNED SPEED ENFORCEMENT EFFORTS

Within your department's project period, speed enforcement detail efforts must be targeted at specific locations and time periods. **Each detail can be no more than 4 hours long.**

For each month that your department will be participating in the 2009 Speed Enforcement Program, please list estimated detail locations and detail types for every speed enforcement effort.

**Since your plan is based on problem identification, you will be expected to follow your submitted detail plan as closely as possible regarding locations and times.**

### May

Location	Detail Type	Detail Times
US Route 1	Radar/LIDAR	0800-1200
Bath Road	Radar/LIDAR	0700-1100
Pleasant Street	Radar/LIDAR	0800-1200
Gurnet Road	Radar/LIDAR	1500-1900
River Road	Radar/LIDAR	0700-1100
US Route 1	Radar/LIDAR	1500-1900
Pleasant Street	Radar/LIDAR	0700-1100

### June

Location	Detail Type	Detail Times
River Road	Radar/LIDAR	1500-1900
Pleasant Street	Radar/LIDAR	1600-2000
Bath Road	Radar/LIDAR	1600-2000
McKeen Street	Radar/LIDAR	0700-1100
US Route 1	Radar/LIDAR	0600-1000
Greenwood Road	Radar/LIDAR	1400-1800
Gurnet Road	Radar/LIDAR	1500-1900
US Route 1	Radar/LIDAR	0700-1100

## July

Location	Detail Type	Detail Times
US Route 1	Radar/LIDAR	1000-1400
Bath Road	Radar/LIDAR	1200-1600
Pleasant Street	Radar/LIDAR	1300-1700
Gurnet Road	Radar/LIDAR	0700-1100
River Road	Radar/LIDAR	0600-1000
Bath Road	Radar/LIDAR	1500-1900
US Route 1	Radar/LIDAR	1500-1900
Greenwood Road	Radar/LIDAR	1400-1800

## August

Location	Detail Type	Detail Times
US Route 1	Radar/LIDAR	0600-1000
Pleasant Street	Radar/LIDAR	0700-1100
River Road	Radar/LIDAR	1400-1800
Maine Street	Radar/LIDAR	1500-1900
Gurnet Road	Radar/LIDAR	0700-1100
Greenwood Road	Radar/LIDAR	1500-1900
Bath Road	Radar/LIDAR	1300-1700
US Route 1	Radar/LIDAR	1400-1800

## September

Location	Detail Type	Detail Times
US Route 1	Radar/LIDAR	1000-1400
Pleasant Street	Radar/LIDAR	1600-2000
Bath Road	Radar/LIDAR	1500-1900
Maine Street	Radar/LIDAR	1000-1400
US Route 1	Radar/LIDAR	0600-1000



## SUBGRANT APPLICATION FOR HIGHWAY SAFETY FUNDS

1. Project Title: 2009 High Visibility Seat Belt Education and Enforcement Program

<u>2. Agency Information</u>	<u>Applicant Agency</u>	<u>Address To Send Checks</u>
Name	Brunswick Police Department	Town Of Brunswick
Address Line 1	28 Federal Street	Finance Department
Address Line 2		28 Federal Street
City and Zip Code	Brunswick, Maine 04011	Brunswick, Maine 04011
Federal Employer Number	FED# E016000089E	FED# 016000089

<u>3. Contact Information</u>	<u>Individual Who Has Legal Authority to Sign this Sub-grant Application</u>
Name	Kevin Schofield
Title	Commander, Support Services
Address Line 1	Brunswick Police Department
Address Line 2	28 Federal Street
City and Zip Code	Brunswick, Maine 04011
Telephone Number	(207) 725-5521
Fax Number	(207) 725-6627
E-Mail Address	kschofield@brunswickpd.org

<u>4. Contact Information</u>	<u>Project Director</u>	<u>Financial Officer</u>
Name	Daniel Sylvain	John Eldridge
Title	Patrol Officer	Finance Director
Address Line 1	Brunswick Police Department	Town of Brunswick
Address Line 2	28 Federal Street	28 Federal Street
City and Zip Code	Brunswick, Maine 04011	Brunswick, Maine 04011
Telephone Number	(207) 725-5521	(207) 725-6652
Fax Number	(207) 725-6627	(207) 725-4107
E-Mail Address	dsylvain@brunswickpd.org	jeldridge@brunswickme.org

5. Project Period: May 18-31, 2009

6. Population of Project Area: 23,500

7. Congressional District Served:  1<sup>st</sup>  2<sup>nd</sup>  Both

Mailing Address:  
 Maine Bureau of Highway Safety  
 164 State House Station  
 Augusta, ME 04333-0164

Phone: (207) 626-3840

Fax: (207) 287-3430

<b>Budget Summary (Use Totals from Budget Worksheet, p. 6)</b>			
	Federal	Match	Total
Personal Services	\$1,960.00		
Travel			
Equipment			
Consultant			
Other			
<b>Totals</b>	\$1,960.00		

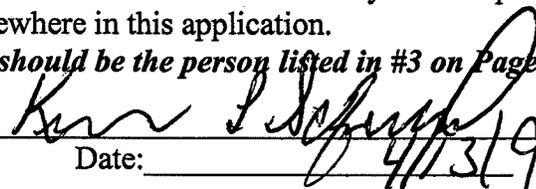
**Project Description Summary:**

This is a high visibility enforcement and public information and education project designed to encourage and increase seat belt use primarily by adults. It targets 18 to 34 year old males and will emphasize our concern that all motorists be safe on our highways.

\*Match to be provided by MeBHS.

I, the undersigned, for and on behalf of the named applicant agency, do herewith apply for this sub-grant and agree to all conditions and certify our compliance with requirements outlined elsewhere in this application.

*(This should be the person listed in #3 on Page 1)*

Signature: 

Date: 4/13/19

Does your agency have a safety belt use policy?  Yes  No  
 Any agency (i.e. police department, school, hospital, county) receiving a grant must have a written safety belt policy.

**DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY**

STD. AREA: 304	PSP #: 2009-09OP	TASK: 5
SUB-GRANT #: OP09-	COORDINATOR:	BHS TYPE: Highway Safety

IS THIS A <input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/>		PRIOR SUB-GRANT #:
CONTINUATION		
UNIT OF GOVERNMENT: Municipal/County	SUB-GRANT TYPE: Enforcement	
IF UNIT OF GOVERNMENT, WHAT DEPT? Public Safety-Highway Safety		
FY 2008 = \$	P/T = 100%	PROGRAM =
FY 2009 = \$		

NOTICE OF AWARD: The above sub-grant was approved by the Bureau of Highway Safety on:

Signed: \_\_\_\_\_  
Lauren V. Stewart, Director

NOTICE OF DENIAL: The above sub-grant was denied by the Bureau of Highway Safety on:

Signed: \_\_\_\_\_  
Lauren V. Stewart, Director

CONDITIONS/COMMENTS:

### CONTRACT TERMS AND CONDITIONS

The following Contract Terms and Conditions pertain to any contract that is made as the result of a grant given by the Bureau of Highway Safety to any Agency. The term "Agency" refers any agency to which the Bureau of Highway Safety has provided a grant. "Bureau" refers to the Bureau of Highway Safety.

#### 1. Property and Equipment

- a) **Maintenance and Inventory** The Agency shall maintain and inventory all property and equipment purchased under this contract and make that inventory available for periodic inspection by the Bureau.
- b) **Utilization** The property and equipment purchased under this contract must be utilized by the Agency for the sole purpose of furthering the traffic safety efforts of the Agency for the entire useful life of the property or equipment.
- c) **Non-expendable Property** Non-expendable property is defined as property or equipment having a value of \$5,000 or more with a life expectancy of more than one year. Non-expendable property purchased under this contract cannot be sold, traded, or disposed of in any manner without the expressed written permission of the Bureau. **Equipment with a value greater than \$4,999.00 cannot be purchased without special permission in writing from the Bureau.**

**2. Promotional or Other Materials** Any promotional or other materials developed using funds from this contract must be reviewed and approved by the Bureau prior to production or dissemination of such materials.

**3. Review of Reports and Publications** Any reports, papers, publications, or other items developed using funds from this contract must be reviewed and approved by the Bureau prior to their release.

**4. Reimbursement**

- a) **General** Payments, based upon actual allowable costs, may be made upon receipt of an itemized cash request from the Agency. The itemized cash request shall be supported by documentation of costs as prescribed by the Bureau. **Each cash request form shall be submitted to the Bureau no later than fifteen (15) days after the end of each month of the approved grant period and shall represent costs incurred ONLY in the previous one month period.**
- b) **Approval** The Bureau shall approve the itemized cash request prior to payment.
- c) **Unapproved Costs** **Any rejected or unaccepted costs shall be borne by the Agency.** The Agency agrees that in the event the Bureau determines that, due to Federal or State regulations, grant funds must be refunded, the Agency will reimburse the Bureau a sum of money equal to the amount of Federal and State participation in the rejected costs.
- d) **Final Reimbursement Claims** **Final reimbursement claims must be received by the Bureau of Highway Safety within 30 days following the close of the approved grant period. Project costs not claimed by this date are subject to reimbursement denial.**
- e) **Expending Funds Under This Grant** Under no circumstances will reimbursement be made for costs incurred **prior to the contract effective date or after the contract end date.**

**5. Project Costs** It is understood and agreed that the work conducted pursuant to this contract shall be done on an actual cost basis by the Agency. The amount of reimbursement from the Bureau shall not exceed the estimated funds budgeted in the approved contract. The Agency shall initiate and pursue to completion all actions necessary to enable the Agency to provide its share of the project costs at or prior to the conclusion of the project.

**6. Program Income** The Agency shall account for program income related to projects financed in whole or in part with federal funds in accordance with U.S. Department of Transportation Common Rule 49 CFR Part 18. Program income earned during the contract period shall be retained by the Agency and added to the funds committed to the project by the Bureau and be used to further eligible program objectives. Program income must be accounted for separately for the records made available for audit purposes. Any projects with related program income **must** be pre-approved as such by the Bureau.

**7. Project Directors** The Project Director, as specified on the signature page of the Application for Highway Safety Funds, must be an employee of the Agency or the Agency's governing body. Any exception to this provision must have the expressed written approval of the Bureau.

## 8. Reports Required

- a) **Monthly Progress Reports** Unless otherwise directed, the Agency must submit Monthly Progress Reports to the Bureau, on forms provided by the Bureau, which reflect the status of project implementation and attainment of stated goals. **Each progress report shall describe the project status by month and shall be submitted to the Bureau no later than fifteen (15) days after the end of each month.**
- b) **Final Progress Report** **A Final Progress Report must be submitted to the Bureau within thirty (30) days of completion of the project,** on forms provided by the Bureau, unless otherwise directed. **If the Agency fails to submit a Final Progress Report or submits an incomplete Final Progress Report, the Agency will be subject to having cost reimbursement requests withheld.** Once a Final Progress Report that substantiates adequate progress is received, cost reimbursement requests may be processed.

## 9. Out-of-State Travel

- a) **General** All out-of-state travel funded under this contract must have prior written approval by the Bureau.
- b) **Requests** Requests for approval must be submitted to the Bureau, on forms provided by the Bureau, **no less than thirty (30) days prior to the intended departure date of travel.**
- c) **Agency Travel Policy Required** For Agencies other than state agencies, out-of-state travel requests must include a copy of the Agency's travel policy, to include allowances for lodging, meals, and other travel-related expenses. For state agencies, maximum allowable subsistence is limited to the prevailing per diem rates as established by the Maine Office of the State Controller.
- d) **Agenda Required** Out-of-state travel requests must include a copy of the agenda for travel requested.

**10. Performance** All grants provided by the Bureau are performance-based and, as such, require that continual progress be made toward the reduction of the number and severity of traffic crashes. Any agency whose performance is deemed unsatisfactory by the Bureau shall be subject to the sanctions as provided for in this contract. Additionally, unsatisfactory performance shall be cause for the Bureau to reduce or deny future funding.

**In all enforcement grants, performance is measured by the number of traffic stops made and the number of summons, arrests, and warnings given. If a detail sheet is submitted to the Bureau with no traffic stops made on that detail, we will not pay for that detail's hours. Weather conditions are not an excuse for zero stops during a detail. The Bureau will deduct the dollar amount of the unproductive detail from the total cash reimbursement request. If a speed detail sheet has no speeding tickets or speed warnings recorded, that is also subject to non-payment unless there was an arrest recorded that was made while on the detail. This also applies to safety belt enforcement details.**

**11. Records Access and Retention** The Agency shall provide all information and reports required by the regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Bureau, the State, or NHTSA, as appropriate, to be pertinent to ascertain compliance with such regulations, orders and instructions. Furthermore, the Agency shall maintain such materials during the contract period, and for three (3) years from the date of final payment from the Bureau, for such inspection and audit. Where any information required of the Agency is in the exclusive possession of another who fails or refuses to furnish this information, The Agency shall so certify to the Bureau, State, or NHTSA, as appropriate, and shall set forth what efforts it has made to obtain the information.

**12. Sanctions for Non-Compliance** The applicant Agency agrees that if it fails or refuses to comply with any provisions and assurance in this contract, the Bureau may take any or all of the following actions:

- a) Cancel, terminate, or suspend this contract in whole or in part;
- b) Withhold reimbursement to the Agency until satisfactory compliance has been attained by the Agency;
- c) Refrain from extending any further funding to the Agency under this contract with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Agency;
- d) Refer the case to the United States Department of Justice for appropriate legal proceedings.

**13. Cancellation, Termination, or Suspension of Contract**

- a) **By the Bureau** For noncompliance with any of the said rules, regulations, orders or conditions, this contract may be canceled, terminated, or suspended in whole or in part by the Bureau, by giving the Agency thirty (30) days advanced written notice. The Bureau, before issuing notice of cancellation, termination, or suspension of this contract, may allow the Agency a reasonable opportunity to correct for noncompliance.
- b) **By the Agency** The Agency may terminate this contract by providing thirty (30) days advanced written notice to the Bureau.

**14. Completion Date** Unless otherwise authorized in writing by the Bureau, the Agency shall commence, carry on, and complete the project as described in the approved Highway Safety Contract by September 30 of the Federal fiscal year for which it was approved. **The Agency cannot incur costs after September 30 of the Federal fiscal year for which the project was approved. By federal statute, the Bureau cannot and will not reimburse the Agency for costs incurred on or after October 1 of the following Federal fiscal year.**

**15. Single Audit** All non-Federal entities that expend \$500,000 or more of Federal awards in a year are required to obtain an annual audit in accordance with the Single Audit Act Amendments of 1996, Office of Management and Budget (OMB) Circular A-

133, "Audits of States, Local Governments and Non-Profit Organizations", the OMB Circular A-133 Compliance Supplement and Government Auditing Standards.

Entities expending less than \$500,000 in a year are exempt from Federal audit requirements, but must make records available for review or audit by Federal agencies or pass-through entities (non-Federal entities from whom they receive Federal funds), if requested.

Grantees are required to notify the Bureau when an audit occurs and results in a finding of Federal funds awarded by the Bureau.

### **Budget Worksheet**

**Upon completion of the Budget Worksheet, transfer the Budget Type Totals to the Budget Summary chart on Page 2 of this application.**

<b>Personal Services</b>			
<b>Item</b>	<b>Federal Funds</b>	<b>Match Funds</b>	<b>Total Budget</b>

<p><b>Our projected average hourly O/T cost is \$35.00/hour. We will conduct <u>56</u> hours of enforcement in the two week period.</b></p> <p><b>56 hours X <u>35.00</u> OT rate = \$1,960.00</b></p> <p><b>BHS match will be calculated and provided.</b></p>			
<b>Totals:</b>	<b>\$1,960.00</b>		<b>\$1,960.00</b>

**Match is provided by the Bureau of Highway Safety.**

**High Visibility Enforcement Detail Sheet**

For each day that your department will be participating in the 2009 Seat Belt Enforcement and Education Campaign, list estimated detail locations, number of officers, and times for every enforcement effort.

### Detail Information

<b>Monday, May 18</b>	1 officer conducting a 4 hour block, Maine Street
<b>Tuesday, May 19</b>	1 officer conducting a 4 hour block, Pleasant Street
<b>Wednesday, May 20</b>	1 officer conducting a 4 hour block, Bath Road
<b>Thursday, May 21</b>	1 officer conducting a 4 hour block, River Road
<b>Friday, May 22</b>	1 officer conducting a 4 hour block, Mill Street
<b>Saturday, May 23</b>	1 officer conducting a 4 hour block, Harpswell Road
<b>Sunday, May 24</b>	1 officer conducting a 4 hour block, Mason Street
<b>Monday, May 25</b>	1 officer conducting a 4 hour block, Federal Street
<b>Tuesday, May 26</b>	1 officer conducting a 4 hour block, Bath Road
<b>Wednesday, May 27</b>	1 officer conducting a 4 hour block, Pleasant Street
<b>Thursday, May 28</b>	1 officer conducting a 4 hour block, Old Bath Road
<b>Friday, May 29</b>	1 officer conducting a 4 hour block, Gurnet Road

<b>Saturday, May 30</b>	1 officer conducting a 4 hour block, Maine Street
<b>Sunday, May 31</b>	1 officer conducting a 4 hour block, Pleasant Street

Manager's Report G  
and H

No Back-up Material

Manager's Report I

Back-up Material

Proposed language to be included with Email Notification for Agendas  
As Prepared by Councilor Atwood

The Brunswick Town Council holds regular meetings on the first and third Mondays of each month at the former Times Record building at 6 Industry Road ([map](#)) at 7:00 pm.

Please click [here](#) for the municipal meeting calendar and [here](#) to access the agenda.

Town Council meetings regularly include a time for public comment, during which members of the public may address the Council on issues that are not on the meeting agenda. Time for public comment specific to agenda topics will be provided as each item is considered by the Council.

Thank you for interest in Town Council meetings and workshop. Public participation is vital and your thoughts are welcome.

If you would like to contact the Town Council, please email [towncouncil@brunswickme.org](mailto:towncouncil@brunswickme.org). You will find contact information for individual Councilors [here](#).

*To Include Hyperlinks*

# Manager's Report J

## No Back-up Material

Item 56

## Back-up Material



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

## **PUBLIC HEARING**

The Municipal Officers of the Town of Brunswick will hold a Public Hearing at the Old Times Record Building, 6 Industry Road, Brunswick, at 7:00 P.M. on 4/27/2009 on the following Special Amusement license applications:

### **Special Amusement**

Clare's Dolphin Restaurant, Inc.  
D/B/A: Joshua's Restaurant & Tavern  
123 Maine Street

Mr. T.J. Siatras

Brunswick Golf Club, Inc.  
D/B/A: Brunswick Golf Club  
165 River Road

Mr. Patrick Badcock

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

COPY

Please complete:

Type of Business:  Sole Proprietor-Owner's Name: \_\_\_\_\_

Partnership-Partner's Names: \_\_\_\_\_

Corporation-Corporation Name: BRUNSWICK GOLF CLUB

Incorporation Date: 1898 Incorporation State: ME

New License: Opening Date \_\_\_\_\_  Renewal License: Expiration Date: 5/31/09

Business Name: BRUNSWICK GOLF CLUB

Business Address: 165 RIVER RD Business Phone Number: 725 8224

Name of Contact Person: JAMES E. GALLANT Contact's Phone Number: 837 4172

Mailing Address for Correspondence: P.O. BOX 246

Signature of Applicant: James E. Gallant Date: 3/26/09

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: P.O. BOX 246 Phone #: 725 8224

Name of Corp. Officer, Owner, or Partners:	Title	Address	% of Stock or ownership
<u>JAMES E. GALLANT</u>	<u>FOB MANAGER</u>	<u>5 CENTER ST. RICHMOND, ME</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: 4/27/09

Type of License: Special Amusement Paid Fee: \$ 100 - Cash  Check  Date: 3/26/09

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:* \_\_\_\_\_

**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 / BANDS FOR WEDDINGS  
RENOUANT ROOM, LOUNGE & DECK

Describe in detail room or rooms to be used under this permit- \_\_\_\_\_

Signature of Owner, officer, partner or agent: James E. Hall

**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: Clare's Dolphin Restaurant Inc

Incorporation Date: 1972 Incorporation State: ME

New License: Opening Date \_\_\_\_\_  Renewal License: Expiration Date: 5-16-09

Business Name: JOSHUA'S RESTAURANT & TAVERN

Business Address: 123 Maine St Business Phone Number: 725-7981

Name of Contact Person: Thomas Siatras Contact's Phone Number: 798-1401

Mailing Address for Correspondence: 123 Maine St., Brunswick, ME 04011

Signature of Applicant: Thomas J Siatras Date: 3-31-09

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: 123 Maine St, Brunswick, ME Phone #: 725-7981

Name of Corp. Officer, Owner, or Partners:	Title	Address	% of Stock or ownership
<u>John Siatras</u>	<u>Pres.</u>	<u>313 Maine St, Brunswick</u>	<u>98%</u>
<u>Suzanne Siatras</u>	<u>Sec</u>	<u>" "</u>	<u>1%</u>
<u>Thomas J. Siatras</u>	<u>Treas</u>	<u>185 Indian Pt Rd Harpswell</u>	<u>1%</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 Cash / Check Date: 3/31/09

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: \_\_\_\_\_

**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- Live Entertainment - Fri/Sat etc  
- Band

Describe in detail room or rooms to be used under this permit- First Floor Tavern

Signature of Owner, officer, partner or agent: John J. [Signature]

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

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

ITEM #57

Back-up Material



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

### **PUBLIC HEARING**

The Municipal Officers of the Town of Brunswick will hold a Public Hearing at the Old Times Record Building, 6 Industry Road Brunswick, at 7:00 P.M. on 4/27/2009 on the following Alcoholic Beverage license applications:

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

1337 Beer LLC

D/B/A: Pannepot Café and Brewery  
110 Pleasant St.

Christopher & Jennifer Lively

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  
Liquor Licensing & Inspection  
Division**



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

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.

**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)		
Christopher Lively DOB: 08/24/73			1337 Beer LLC		
Jennifer Lively DOB: 2/18/75			D/B/A: Panepot Cafe and Brewery		
DOB:			Location (Street Address)		
Address			110 Pleasant St		
44 Allen Rd			City/Town	State	Zip Code
			Brunswick	ME	04011
			Mailing Address		
			44 Allen Rd		
City/Town	State	Zip Code	City/Town	State	Zip Code
Lovell	ME	04051	Lovell	ME	04051
Telephone Number	Fax Number		Business Telephone Number	Fax Number	
207-925-1339	SAME		207-344-9179		
Federal I.D. #			Seller Certificate #		
		26-444-9134			

3. If premises is 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

If YES, complete Supplementary Questionnaire

6. Do you permit dancing or entertainment on the licensed premises? YES  NO
7. If manager is to be employed, give name: Christopher Lively

8. If business is NEW or under new ownership, indicate starting date: 06/01/2009  
Requested inspection date: ASAP Business hours: MONDAY - SUNDAY 11:AM - 1:00A.M

9. Business records are located at: 44 Allen Rd Lovell, ME 04051

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

**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: Typical American and European Cuisine

**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- \_\_\_\_\_

Describe in detail room or rooms to be used under this permit- \_\_\_\_\_

Signature of Owner, officer, partner or agent: \_\_\_\_\_

**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

Date of Public Hearing: 04/27/2009

TO: Brunswick Town Council

I approve / disapprove the recommendation of a new / renewal application for a State of  
Maine Alcoholic Beverage License for:

Pannepot Café and Brewery

Reasons for disapproval:

- 1.
- 2.
- 3.

  
\_\_\_\_\_  
Chief of Police or Designee  
4/15/09  
\_\_\_\_\_  
Date

ITEM #58

Back-up Material



## Town of Brunswick, Maine

INCORPORATED 1739

DEPARTMENT OF PLANNING AND DEVELOPMENT

28 FEDERAL STREET

BRUNSWICK, MAINE 04011-1583

TELEPHONE 207-725-6660

FAX 207-725-6663

### MEMO

To: Gary Brown, Acting Town Manager

Cc: Anna Breinich, Director of Planning and Development; Jeff Hutchinson, Codes Enforcement Officer

From: Vanessa Levesque, Natural Resources Planner

Date: April 21, 2009

Re: Required changes to Municipal Shoreland Zoning Regulations

---

The Maine Department of Environmental Protection (DEP) amended Chapter 1000, the *State of Maine Guidelines for Municipal Shoreland Zoning Ordinances*. Municipalities have been given until July 1, 2009 to bring their Ordinances into agreement with the State guidelines.

There are numerous minor changes in wording that do not have significant impact on the content of the regulations. The major, substantive changes are summarized below. The Brunswick Zoning Ordinance will need to be updated to reflect the new requirements.

I request that the Town Council ask the Planning Board to review the ordinance changes and report back to the Town Council with their recommendations. I also request that, on May 18, the Town Council set a Public Hearing for June 1<sup>st</sup>. On June 1<sup>st</sup> the Council would hold the hearing and adopt the Ordinance, so that it would go into effect by July 1<sup>st</sup>.

#### Required changes to Municipal Shoreland Zoning

##### (called the Natural Resource Protection Zone in the Brunswick Zoning Ordinance)

- Non-Conforming structures – The new regulations limit the expansion of non-conforming structures to a one-time 30% expansion. In addition, if it is necessary to remove vegetation in the setback in order to relocate a structure, native vegetation of a specified size must be replanted.

- Moderate and High Value wetlands – The new regulations refer to three new, specific high value wetland types that protect waterfowl and wading bird habitat, including nesting and feeding areas. Our Town GIS has already been updated to show the new data layers and our ordinance needs to reflect this change.
- Land use guidelines – New standards are required for setbacks from coastal bluffs and for retaining walls.
- Piers and docks – New permanent piers and docks on non-tidal waters shall not be permitted unless it is clearly demonstrated that a temporary pier or dock is not feasible. (Most of Brunswick's docks are in tidal waters.)
- Timber harvesting and vegetation clearing – There are significant changes in these two sections of the Shoreland Zoning regulations. For example, there is a new method for the point system that is used to determine the amount of trees that may be removed in the shoreland zone.

Thank you very much. Please feel free to contact me should you have any questions.

ITEM #59

Back-up Material



## MEMORANDUM

---

---

TO: Brunswick Council

FR: Gary Brown, Acting Town Manager

RE: Council Committee on Departments Efficiencies Final Report

DATE: April 21, 2009

---

Please find attached the final report of the Council Committee on Department Efficiencies, which represents the work of the committee and staff, beginning last October. Committee members received a copy last week for their final review prior to tonight's presentation. The major change from the previous draft is the modified recommendation regarding the preschool program. The report lays out 10 recommendations for your consideration and approval. In addition to the final report, we have attached individual Departments' reports.



## COUNCIL COMMITTEE ON DEPARTMENT EFFICIENCIES

*Final Report – April 16, 2009*

**COUNCIL MEMBERS:** Joanne King, Hallie Daughtry, David Watson, Gerry Favreau, Ben Tucker, and former Councilor David Webb.

### **BACKGROUND**

In the spring of 2008, the Town Council authorized establishing a sub-committee of the Council to examine the operations and functions of all Town Departments, including the school department and the Brunswick Sewer District. The Committee began meeting in October and concluded its final meeting on November 6. Each Department presented information to the Committee that provided the Committee with quantitative and qualitative data about their functions, staff levels, recent changes, proposed changes and perceived obstacles to improving on efficiencies. Copies of documents provided to the sub-Committee are attached to this report. This report is intended to be a summary of information presented to the Committee as well as recommendations to the full Council.

1. **Planning, Development, and Codes:** These Departments presented the overview of their respective responsibilities on October 2. The Planning Office submitted information that identified their functions, including the staffing of 13 Committees and Boards. The document also provides a summary of job duties for the 6 positions that work in the Planning and Codes offices. Six items were presented as current efforts to work efficiently and collaboratively with other Departments. Five suggestions to increase efficiency were also presented. The five suggestions are the following:
  - a Reconfiguration of the Department Office Space: If the Office layout were different with one counter for public point of contact, then the two existing administrative support positions could be restructured.
  - b An analysis of the current Committees to determine if there is redundancy or lack of need could result in fewer Committees resulting in a reduction of staff time supporting the Committees.
  - c Shared staff position between Codes, Assessing and Fire Department. This would be a new position that would serve to provide information to the three Departments. The position would inspect buildings for Codes to determine compliance with the Town building codes, provide measurements and construction information to the Assessor to establish value and perform safety inspections for the Fire Department.
  - d Development of an improved more efficient plan review and approval process. This will be explored during the revisions to the Zoning Ordinance.
  - e Back-up peer review and other ordinance technical services. This would result in outside review of projects and ordinance language resulting in less time spent by staff.

2. **The Assessing Office** presented information relevant to their functions and responsibilities. The Committee was advised that each year represents the beginning of an entire new process for the Assessing office. It is an annual effort that involves compiling all of the valuation data necessary for tax commitment. The Assessing Office also supported the concept of the shared employee between Codes, Assessing and Fire Departments. The Assessing Office also suggested that they could improve the efficiency of the Office if they could be closed to the public for a period of time each day.

Both Departments commented that once the naval air station is closed, the work load in both departments will likely increase. The Assessing office will need to develop valuation information for the buildings on the base as well as the housing units on McKeen Street and outside the gates. The Codes office will also need to conduct inspections of buildings that are redeveloped.

3. **Town Clerk:** The Clerk presented information about the services that her office provides to the residents of Brunswick. The Office consists of a staff of 4 full time employees, three of which are dedicated to the Clerk's counter area and the Clerk who works adjacent to the Town Manager's office. There is also an appointed part-time registrar of voters. The functions of the Clerk's office include the issuing of licenses and certificates (birth certificates, death certificates, marriage licenses, dog licenses,) passports and the administration of elections. The Clerk noted that Brunswick has the most polling locations of any municipality in the State, with 7 locations. Brunswick is also one of a few communities that have two hospitals, which results in an inordinate number of birth certificates issued by the Clerk's staff. Areas that the Clerk suggested for consideration to improve efficiency includes a reduction of polling places, action minutes of Town Council meetings and assigning the registrar of voter tasks to a regular full-time employee.
4. **Police Department:** The Police Department provided the committee with information about the current staffing level and activity level of the Department. Information about the relative size of the Police Department was also submitted. The information was presented on the basis of the number of sworn officers per resident. The range was a low of one officer for every 423 residents (Auburn with 55 officers and 22,203 residents) to a high of one office for every 588 residents (Brunswick with 36 officers and 21,172 residents.) These numbers indicate that Brunswick has the fewest number of officers per capita of the communities that were identified. Notwithstanding this information, the Chief stated that he is not seeking additional officers at this time.
5. **Fire Department:** Chief Labbe presented information relative to the activity level of the Fire Department and staffing levels. Over the past several years the activity has transitioned from the traditional fire fighting to that of emergency medical services. The Department is in good shape regarding equipment as well as the new facility in Cooks Corner. There is the matter of Central Station and this is an issue that future Councils will need to continue to consider. The staffing levels remain below what is considered desired by the profession. Chief Labbe indicated that he recognizes that given the current state of the economy and other pressing needs of the Town, that additional staff in the Fire Department is likely going to be in the future.

6. **Finance Department:** Finance Director John Eldridge made a brief presentation to the Committee. The Finance Department is split into two divisions, one is the tax collection office and the other is the administration office of the Finance Department. The tax collection office is staffed by 4 employees who are responsible for the collection of all property taxes and motor vehicle registrations. In addition, this office manages the tax lien process. The administration office consists of a staff of 5 employees whose responsibilities include weekly payroll for 150 employees, weekly accounts payable for the Town, accounts receivables, account reconciliation, records management and grants management. An activity that has been identified to improve efficiency is the recommended change from a weekly payroll to a bi-weekly payroll.
7. **Public Works Department:** The Public Works Director presented information that identified the workload of that department. The information included the number of road miles that the Town maintains in the summer and winter (the town maintains some State Roads in the winter that the state takes care of otherwise), the number of miles of sidewalks, the number of catch basins and the number of miles of storm drains. The department also presented information about staffing levels (there are fewer 8.5 employees now than there were 10 years ago). There was some discussion by the Committee about the multiple departments that work to remove snow (Public Works, Parks/Recreations and School Department). The Public Works Director indicated that recently (winter of 2008) the Parks/Recreation staff had helped with plowing sidewalks and that with the current staff level; the Town still had to hire contractors to plow several routes during large storm events.
8. **Brunswick Sewer District.** Frank McVey discussed with the Committee the structure of the Sewer District and also provided the committee with an overview of the District's financial condition. The Sewer District is authorized by an act of the Maine Legislature and any consolidation of the District would require Legislative approval. The District does have some common equipment as the Public Works Department but their mission is much more focused. Both Mr. McVey and John Foster discussed that the two organizations have a good working relationship with each other.
9. **Parks and Recreation:** The Director of Parks and Recreations submitted information that listed the number of programs administered by the Department. The information included the number of participants involved in each program. Additional information included the number of public parks that the Department maintains. The Department has also taken on new responsibilities with the opening of the Mere Point Boat launch and will be assuming additional assets and responsibilities with the closing of NASB. The Department is scheduled to receive the field house as well as two parcels of land, one approximately 65 acres in size the other consists of 15 acres of the 66 acre East Brunswick parcel. The Committee discussed the pre-school program and the benefit of having that program transfer to the School Department.
10. **Brunswick School Department:** Superintendent of Schools Paul Perzanoski discussed activities that the school department has in common with the Town. Both systems perform field maintenance, snow removal and facility maintenance. The school Department has 3 employees that perform field maintenance that could be assumed by the Town Parks and Recreation Department. Some of the snow removal is done by

school staff and some is done by contracted services. The Superintendent indicated that he anticipated implementing a pre-school program in 2010.

11. **Economic and Community Development:** Mat Eddy presented the Committee with information detailing the activities of his Department. The information included grants that have been awarded to the Town for various projects. The Committee was also presented with a list of organizations the staff from the Office participates on. The recently added position dedicated to assisting businesses prepare for the base closing added a report that identified the types of businesses that had been visited since the position was filled. There was extended discussion about the role of the Department and approaches to economic development. The Committee also discussed the benefit of having the full Council adopt a strategy that identifies the goals and philosophy of the Town of Brunswick regarding economic development.
12. **Administration** (Town Manager, Human Resources, Human Services) The Committee reviewed the functions of this Department. In addition to providing support to the Town Council, the other functions of this Department include the supervision of all Department Heads, development of the budget, constituent services, human resources and human services. A recent agreement with the City of Bath has resulted in some regionalization with the sharing of the services of the Brunswick human services caseworker.

## **FINDINGS**

The Committee has spent 6 meetings listening to each of the municipal department's present information on their operations and the challenges that each department faces now and into the future. Overall, the Committee believes that the Town of Brunswick is staffed at levels that are appropriate and adequate for the current programs and the current economic times. As the Town enters into a period of uncertainty with the closing of BNAS and the current state of the economy, the Committee sees this as a time to try to maintain current levels of essential service and to consolidate or economize where possible without sacrificing essential programs and services.

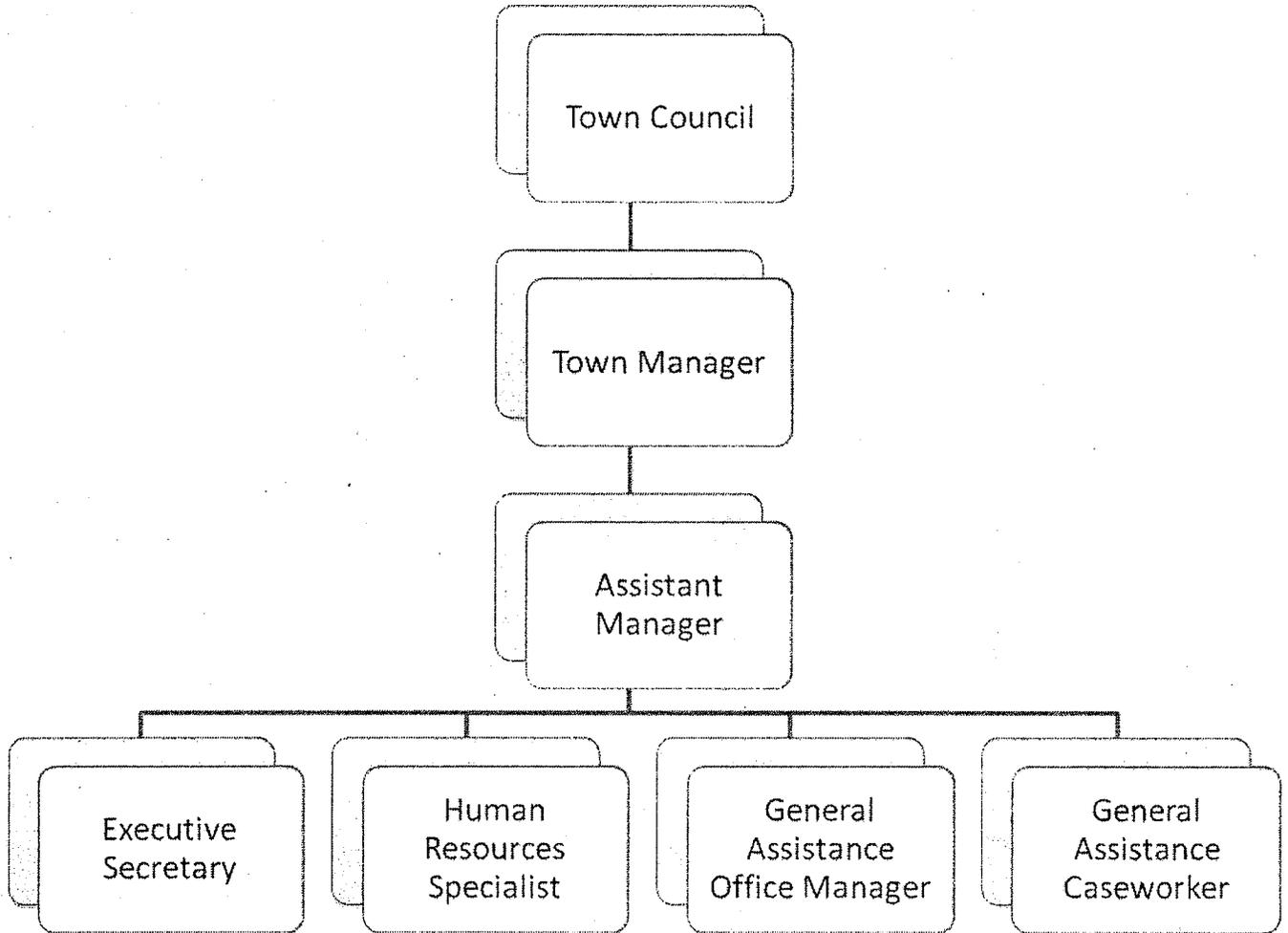
## **RECOMMENDATIONS**

The following recommendations are presented for the full Council's consideration as the next budget is developed. Any changes resulting from these recommendations will be effective with the implementation of the budget unless otherwise noted.

1. Although the Committee recognizes and agrees to the benefits of establishing a new position that can provide combined services to the Codes, Assessing and Fire Departments, the Committee feels that at this time the Town cannot afford to add a new position. Hopefully, once the economy recovers and the base redevelopment starts, this matter can be revisited and the merits of this position may result in the creation of the position. The Committee applauds the innovative approach taken by the three Departments in presenting this concept.
2. This Committee urges the Committee on Committees to analyze all of the Committees that the Planning Office is staffing to see if there are opportunities for consolidation or elimination so that the staff in the Planning Office may have some time freed up for other

work. If the Council Committee on Committees is successful in reducing the number of committees, that itself will result in an increase in efficiency.

3. The Committee recommends that the Town Clerk present more detailed information regarding the consolidation of polling locations. This information should identify the number of voters participating in the existing polling locations and the likely totals of proposed consolidated locations. The information should also identify cost savings associated with the consolidating locations.
4. The Committee recommends that the position of Registrar of Voters be integrated in the current staff of the Town Clerk's Office. While this may not achieve a direct savings as the cost for this needs to be included in the budget, the understanding is that this will result in a more efficient and effective use of staff.
5. The Committee recommends that that Clerk prepare dual minutes on a trial basis for no more than two Council meetings so that the Council may compare so-called action minutes to the traditional minutes. The Committee further recommends that unless there are compelling reasons to do otherwise, that the Council move to transition to the action minutes.
6. The Committee recommends that a proposal be submitted that identifies the impact of consolidating the positions responsible for facility maintenance for the Town and School Department. If feasible, the Committee recommends that these positions be combined into one.
7. The Committee recommends that the pre-school program be discontinued by the Parks and Recreation Department. While this may or may not result in direct savings to the Town of Brunswick, this is a program better suited for either the School Department or the private sector. This should be phased in contemporaneously with the implementation of the pre-school program being initiated by the School Department.
8. The Committee recommends that the Department of Economic and Community Development analyze the amount of time being consumed by participating in all of the agencies that the Department currently is involved with. The Committee understands the incidental value of the involvement with many of these organizations but also feels that it may not be the best use of staff resources in the current times. The priority for this Department for the next 24-36 months needs to be on business development and retention.
9. The Committee recommends that a plan be developed and presented back to this Committee that identifies a reorganization of the existing Departments of Planning and Development, and Codes and Department of Economic and Community Development. The plan should identify current and proposed staffing and organizational structures, current and proposed physical locations, current and anticipated budgets.
10. The Committee recommends that the Planning staff develop a system that transitions the review of development projects to a peer review by outside consulting services. The plan should identify funding methods, consultant selection process, and subsequent role of current staff review.



# ADMINISTRATION

Town Manager

Assistant Manager

Executive Secretary

Human Resources Specialist

# Town Manager

- Oversight of all municipal operations.
- Develop and present annual budget.
- Primary staff support for Town Council.
- Maintain a positive relationship with Federal, State and regional governments.
- Represent Town at various Committees and events.
- Maintain a positive relationship with local social and business community.
- Constituent services.

## Town Manager, cont.

- Inform and advise the Council on financial matters.
- Maintain a close relationship with the Superintendent of Schools.

# Executive Secretary

- Administrative Support for Town Manager.
- Receptionist for Town Manager.
- Agenda preparation.
- Email clearinghouse for Town Council.

# Assistant Town Manager

- Director of Personnel.
- Assists Manager on Council projects.
- Special Projects as assigned.
- Fills in for Manager as needed.
- Town liaison on Base Closing issues.

# Human Resources Specialist

- Employee recruitment.
- Employee training and orientation.
- Employee terminations. (retirements, resignations & discharge)
- Worker's Compensation & Health Insurance Coordinator.
- EEO
- Unemployment Compensation.
- Back-up for Executive Secretary.



## Assessing Department

### Purpose:

- **Constitution of the State of Maine, Article 9, Section 8. Taxation.** "All taxes upon real and personal estate, assessed by authority of this State, shall be apportioned and assessed equally according to the just value thereof." This is the purpose of the Assessing Office. I am required by law to discover, list & value personal & real property.
- The Assessor is an agent of the State.
- State statute requires that ownership and valuation of all property (real & personal) is fixed as of April 1 each year. This is the only date that we are concerned with for valuation purposes.
- All property assessed according to just value. The assessment ratio as required by law cannot fall below 70%.
- The commitment must be done by September 1 each year. This date is determined by Town Council. The commitment is the accumulation of all the assessments and ownership as of April 1. This information is a years worth of work that must be turned over to the Treasurer, John Eldridge so that tax bills can be generated and taxes collected.
- This work is done by 4 people in the office.
  - Assessor, Asst. Assessor, Adm. Sec., Assessor's Clerk

### Work Performed:

#### Real Property:

- Municipal Valuation Return is a document that is sent to the State. It reports to the State taxable value, exempt value, homestead, veteran, blind exemptions, acres and value in current use classifications (Tree Growth, Farmland, Open Space, Working Waterfront). This document is sent to the State when the commitment is completed.
- Growth Factor is determined for budget purposes. Comparisons are made from one year to the next whether growth occurred as new construction, improvement or splitting out of a parcel. The past and current years are compared to see what parcels changed in value and then determined if it qualifies as growth. This usually takes about a month to do using current computer software. The assessing information is downloaded into a spreadsheet. The new software that we will be using for the coming year should make this process faster.
- Transfers of real property come in on a monthly basis. It will take the Adm. Sec. 2 to 3 days to process these transactions depending on how many customers and phone calls. The transfers are then given to the Assessor as a check and balances to verify the property did not split and the information is valide. Each month a sale ratio study is done to see how the assessed values compare to the selling price. This determines the ratio of assessed value to market value.
- An annual Sales Ratio Study is done for the State to determine the certified ratio for the Town.

- Splits-New lots are created in the computer system, new value assigned and maps are redrawn. The "mother lot" assessed value is adjusted to reflect a decrease in acreage.
- Tax maps are updated throughout year as transfers occur and subdivision are approved. They are sent out to be redrawn and then the work is verified to make sure that all changes were done correctly. A second revision is always done and changes are then checked again for the second revisions. Public Works will be doing the tax maps in the future once Jim Higgins is up to speed on the new software. It will only be an annual cost for software update of \$1,500. I currently have \$4,000 budgeted (Cost depends on how many changes to maps).
- Copies of permits are given to our office by the Codes Office. We verify with their log that we receive all the permits as a checks & balances. Permit information is noted on the card by the Assessor's Clerk and then distributed to the Asst. Assessor and Assessor. The Asst. Assessor does all the residential permits. The Assessor does the commercial permits.
- Each property that had a permit is visited and reassessed if necessary. A value change letter is mailed to notify the homeowner of the change in value. This will sometimes generate phone calls from homeowners asking questions about the change in value.
- A town wide mailing is done in the spring. A pamphlet is mailed notifying homeowners of exemptions, requirements for filing and programs available.
- A separate mailing is done for personal property to all businesses. Each business owner is required by law to file a declaration stating what equipment, furniture and fixtures they use for their business. This form is due by May 1 each year.
- Another mailing is done for mobile home owners. They receive the homeowner's pamphlet and a mobile home declaration so that they can declare who owns the home and all pertinent information so that it can be assessed correctly.
- 1300+ mobile homes are reassessed each year according to sales that have occurred for that year. This process takes over a month to do.
- All declarations are required to be filed by May 1. These forms are then processed to make sure our records are accurate. This process including the determination of assessed values will take up to the end of August to complete.
- **April 1 is the assessment date.** The Assistant Assessor visits all 11 mobile home parks in Town to verify what lots are vacant on April 1. He also visits all homes under construction as close to this date as possible to determine what is complete on that date as required by state law.
- Records are constantly being updated throughout the year. The work is not finalized until the end of August.
- A property owner has the right to appeal their assessment. The deadline to appeal is 185 days from the date of the commitment. The deadline usually falls at the beginning of March. The burden of proof is with the property owner. They can appeal to the local board of assessment review if they disagree with the Assessor's decision. These appeals require preparation and can involve a large amount of time especially if it involves a commercial property.

### **Personal Property:**

- Personal Property will take at least 3 months to process.
- A new exemption was added for this year for personal property. (See statistics sheet for information)
- Some business equipment also qualifies for a program known as BETR. (See statistics sheet for information)
- The Assessor verifies all businesses by physically driving/walking around town on or near April 1.

### **Efficiency with departments:**

- **Public Works** – Tax maps will be done by Public Works in the future instead of an outside company.
- **Codes & Fire** – A proposal for a new person who would work for the Assessing, Codes and Fire Department to do life safety issues, code violation and assessing field work. This would free up the Asst. Assessor to do other projects. The base taxable property will be assessed in the very near future.
- **Computers on the counter**-Assessing information can currently be found on 2 computer terminals in the office. We offer help but frees up time for employees.
- **Vision** is the new software program purchased for the Assessing Office. It is more efficient program compare to the current assessing program. It will track growth in the town & permits. Values will no longer be entered on the assessment card by hand. They will be done on a tablet in the field at the property. All information will be entered for the home, sketch drawn and value calculated before coming back to the office.
- **Vision on line** – Assessing information would go on line in the future. This will decrease phone calls and foot traffic. Most visitors to the office are appraisers and realtors and not taxpayers. This will free up time for employees.
- **Working Hours vs. Hours open to the public** – Hours could be adjusted so that employees could work more efficiently due to no interruptions from customers and/or phone calls.

### **Services:**

- Welcome Packets-collaboration between Departments. This information packet is left at homes for new property owners when a certificate of occupancy is done.
- Homestead, Veteran, etc. - Taxpayers who come into the office for information is told about exemptions that they may qualify.
- Tax and Rent Refund Program – State program
- Tax maps on line
- Plans
- Deeds

# Assessing Department

## 2008 Statistics

- 8,658 Real Estate accounts for 2008.
- 1,342 mobile home are included in the real estate number. Brunswick has more mobile homes than any other community in the State. The sales of these homes do not require a real estate transfer. Ownership and description of homes are obtained by sending out a mobile home declaration form to each owner annually. Mobile home park owners also aid in this process by sending an annual roster for their park.
- 1,139 Personal Property accounts are re-assessed annually. Itemized lists are obtained by sending out personal property declarations to each business annually.
- 272 new Homestead, Veteran and Blind Exemptions were processed.
- 567 real estate transfers were processed.
- 683 real estate assessed value changes were made. This includes new construction, additions, renovations, decks, sheds, etc. This does not include changes to addresses or exemption status.
- 150 + reimbursement forms for the BETR (Business Equipment Tax Reimbursement) program were processed. The State of Maine reimburses taxes paid on qualified equipment to business owners. State Law requires that the assessed value be added to the form by the Assessor prior to the applicant sending it to the State for reimbursement. Some forms take minutes to do while others take hours to do.
- 84 applications processed for BETE (Business Equipment Tax Exemption). This is a new exemption for this year for personal property. 23 accounts approved, 61 accounts denied. All denied applications are required by law to be notified by certified mail. This exemption added to the workload. The exempted equipment is calculated separately from the primary account in order for the Town to be reimbursed for lost revenue. The applicant must file each year so the process starts over each year as if the applicant has never filed. The applications will increase once businesses become familiar with the exemption. The Town is reimbursed 100% this year and declines 10% each year until it hits 50% reimbursement.



# Town of Brunswick, Maine

Incorporated 1739  
Brunswick Fire Department

*"Working Today for a Safer Tomorrow"*



## Mission

To protect lives, property and the environment through excellence in fire suppression, EMS, all hazards response, public safety education and code enforcement.

## Staffing

Chief of Department	Clark Labbe	<a href="mailto:clabbe@brunswickme.org">clabbe@brunswickme.org</a>
Deputy Chief, Operations	Sandra Carleton	<a href="mailto:scarleton@brunswickme.org">scarleton@brunswickme.org</a>
Deputy Chief, Fire Prevention	Jeffrey Emerson	<a href="mailto:jemerson@brunswickme.org">jemerson@brunswickme.org</a>

The department is staffed by eight officers and twenty-three career firefighters working 24 hour rotating shifts with a minimum of seven members on duty at any time. \$160,000 in overtime is budgeted to maintain this staffing level. All personnel are licensed Emergency Medical Technicians with eleven at the Paramedic level and eighteen at the Intermediate level. An Administrative Assistant handles all clerical functions and two part time personnel assist with EMS billing and emergency management planning. A twelve member paid on call force, mutual aid departments and a Junior Fire Department supplement the career department during times of multiple calls and at large incidents. A hazardous materials team with twenty on call members is available to respond to emergencies throughout the region. The HazMat Team is funded jointly by the County, state/federal grants and reimbursements.

## Equipment

The department's apparatus consists of three fire engines, one aerial platform truck, one water tanker, three rescue ambulances, two brush trucks, a Hazardous Materials Response Unit, Confined Space and Fire Prevention trailers, a boat and several staff and utility vehicles.

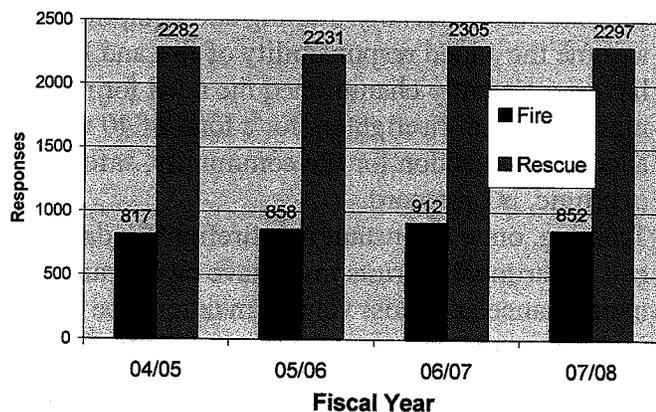
## Emergency Response

The department responds to over 260 emergency calls each month, with two-thirds being medical emergencies. Medical calls, which rose sharply for a number of years, seem to be leveling out. Fire calls spiked in 06/07 due to the Patriot's Day storm but remain steady.

Fire loss in Brunswick last year was approximately \$318,000; the ambulance service generates revenue of approximately \$650,000 per year.

In addition to traditional services Brunswick Fire Department hosts a Hazardous Materials Response Team. The team is trained and equipped for CBRN (chemical, biological, radiological and nuclear) response and serves as a WMD (weapons of mass

Fire and Rescue responses



destruction) Regional Response Team for the State (RRT#4) with a response area covering most of the midcoast and all or parts of four counties. Members of the department are also trained to handle confined space, ice, water and high angle rescues. The Fire Chief serves as the Director of Emergency Management for the community and is responsible for disaster planning, response and recovery.

### **Fire Prevention & Training**

Through the Deputy Chief of Fire Prevention, the department provides a range of preparedness and safety education programs for school children, businesses and the general public. The Fire Prevention Office maintains a juvenile fire-setter intervention program in addition to inspection and consulting services for developers, designers and businesses. Fire investigations, code and law enforcement is addressed as needed. The Fire Prevention Deputy also serves as the Local Health Officer (LHO) for the community with responsibility for the inspection of all food service establishments and the investigation of health and sanitation complaints.

Brunswick is recognized statewide as having a well trained, progressive fire department; each firefighter averages 100 hours of in-service training annually to maintain certifications and proficiency. Brunswick Paramedics serve as preceptors for emergency medical students who spend hundreds of hours each year working with our medics and learning from their experience. Brunswick also works closely with the Fire Science Chair at SMCC and provides on the job experience through a live-in program for students studying for Fire Science or Paramedicine degrees.

### **Challenges**

The stereotypical firefighter smoking a cigar and playing cards while waiting for "the bell to ring" is long past. The fire service for the past 40 years has been the go to agency for whatever new hazard faced a community. EMS, HazMat, confined space, high angle rescue, emergency management, CO detectors and "white powder" have all been taken on by the fire service and the list goes on. Brunswick Fire Department has met those needs but at a cost.

The department responds to over 3,000 emergency calls for service per year with a staffing level of 7 firefighters per shift. 25 years ago the annual call volume was less than 800 with average staffing of 5.5 firefighters on per shift. Soon to compound this staffing shortfall we will lose the mutual aid support of the Navy Fire Department with its fulltime staff, specialty training and equipment that we lack. In addition Brunswick will assume the added responsibility of fire and EMS services for all current Navy property. I have consistently championed the need for more firefighters and my recommendation of nine additional firefighters for a total of 40 to minimally staff two stations, provide adequate protection for the community, safety for the firefighters and all but eliminate overtime, is on record.

Training, once a constant in a firefighters day has been reduced considerably and even call department recruits must have basic training before being hired. All station maintenance and most vehicle maintenance was once done by on duty firefighters, most is now contracted out as the time available for these tasks has declined.

The work of the Fire Prevention Deputy has become primarily complaint driven with time split between fire safety and sanitation issues while on the horizon is the redevelopment of BNAS which will have tremendous fire prevention demands as buildings are reconfigured for various uses.

The position of Fire Chief has been similarly burdened with the responsibilities of emergency preparedness as the Department of Homeland Security continually adds more requirements for training, planning and exercise on all responders. Failure to meet these requirements threatens federal funding not just for emergency agencies but in other programs as well.

### **Opportunities for Efficiencies**

There is no possibility of staff reductions in the fire department without further deep cuts in the services we provide and compromised safety for our firefighters and the citizens of Brunswick. There are however opportunities to be more efficient in what we already do and opportunities to share services both within Brunswick and with our neighboring communities.

### **Training**

Most small and medium sized fire departments struggle with training required to maintain licenses, proficiency and mandated safety standards. There is often duplication of effort within departments and lack of training consistency between departments. In Brunswick's case we no longer hire call firefighters unless they come to us with certifications; the Department of Labor requires a minimum of 70 hours training before a firefighter is able to support interior fire operations, this has proven to be beyond our ability. Much of our regular training is now done by television or internet which is less effective than live and hands on training, however this method avoids the high costs of instructor overtime for multiple shifts.

One fulltime training officer could meet the needs of several departments providing the same consistent training to all firefighters as well as enhancing their abilities to work together safely and efficiently at emergencies.

### **Vehicle Maintenance**

The department has a fleet of 15 motorized vehicles plus various trailers and small equipment. Minor maintenance is done in house but the majority of equipment maintenance and repair work is by local shops; the department spent nearly \$40,000 in FY 07/08 for outside maintenance.

Efficiency options to consider include expanding the Public Works garage facilities and staff perhaps, combining with the School Department mechanics, to create a municipal service center for all of the Town's vehicles and equipment. This has been done in other communities with Scarborough being an outstanding example. A second option would be to join with several other communities to fund a fire mechanic position. Gorham and Windham share such a position with the mechanic working in the respective stations from a mobile service unit.

### **Technology**

The department staff, particularly the administrators spend an inordinate amount of time troubleshooting, maintaining and updating computer technology and we have still not implemented many features of the fire management software which would streamline day to day operations and provide critical information to emergency responders. EMS reporting and billing is perhaps the most glaring example of an inefficiency that could be corrected by technology. Communication between our employees on four shifts and in two stations is hampered by a lack of basic email, the resulting inefficient sharing of

information has been a source of frustration for years. Connectivity to Town Hall is non-existent, a task as simple as checking a budget account balance requires contact with the finance department and can take considerable time.

Matt Sullivan and the school department technology group do an excellent job but additional technology support staff are needed to keep existing systems running efficiently and to add and leverage new technology as it becomes available.

### **Fire Prevention**

As calls for service have increased the Lieutenants who were once assigned to Fire Prevention have returned to emergency duties; adding to this loss the duties of the Local Health Officer are now the responsibility of the Fire Prevention Office. The number of fire prevention inspections has dropped from over 1,000 annually 10 years ago to about 350 per year today. We no longer inspect oil burner installations, new home construction or conduct annual business inspections; preplanning only occurs for very high risk properties and the town has not had an active program of apartment house inspections since the early 1980's.

A new position shared between Codes, Assessing and Fire Prevention has been discussed and certainly any assistance in Fire Prevention will be welcomed. However, as requested in the FY 08/09 and previous budgets a minimum of one additional fulltime position in Fire Prevention is necessary now to replace the work once carried out by the Lieutenants. The BNAS fire department currently employs three inspectors, additional fire prevention staff will be required to ensure fire code compliance and life safety as property at BNAS is redeveloped for non-military uses.

### **Local Health Officer (LHO)**

The Town is required to appoint a Local Health Officer (LHO), for some years this position has been held by the Deputy Chief of Fire Prevention and that has been an excellent fit. Most of the duties involved licensure inspections of restaurants allowing sanitation and fire prevention matters to be addressed in one visit. Recently however the demands on the LHO have become more frequent, more technical and often deal with communicable diseases; more frequently too these situations are becoming litigious. Brunswick and other area communities would be well served by a medical professional in the position of LHO. This position could easily be shared between several towns and would better meet the needs of the citizens and the obligations of the communities. Inspection duties and initial complaint investigations could still be handled through the Fire Prevention Bureau but technical and health matters would be referred to the health care professional.

## **Business Outreach Activities**

### **Brunswick Department of Economic and Community Development**

#### **1. Downtown Business Visits**

During the week of October 6, Department of Economic and Community Development staff began visiting downtown businesses. The objectives of these visits are threefold: 1) to introduce downtown business owners to DECD staff, 2) to assess the economic health of downtown businesses and their preparedness for short-term economic challenges, and 3) to identify and address the development needs of downtown businesses by linking them with the regional network of economic development service providers.

Two immediate outcomes of these visits are the following business educational events that the Town of Brunswick will be co-sponsoring with the Brunswick Downtown Association, Midcoast Council for Business Development and Planning Alliance and Southern Midcoast Maine Chamber: (Staff will continue to collaborate with these and other regional organizations to identify business needs and to develop, co-sponsor and promote business educational events.)

- November 12 – “Navigating through a Downturn” educational workshop presented by Maine Small Business Development Center business counselor John Entwistle.
- TBD – “Small Business Resources Breakfast” informational forum and group discussion highlighting local, regional, state and federal lending and other resources that support small business development.

The following are comments from downtown businesses that been visited to date:

General: Nearly all business owners/managers interviewed mentioned the recent closure of Grand City and the desirability of attracting a similar anchor retailer to fill this space. Downtown business owners and their employees express a conscious preference for shopping and dining locally versus traveling to Cook’s Corner, etc.

Hair/beauty salon: Owner is not concerned about NASB closure impacting her business. She seems to understand her market (i.e. people who work downtown or live nearby plus a few loyal customers, who travel to see her) and her position in the marketplace (i.e. higher-end services and products). She also understands her daily break-even point.

Retailer: Store manager not concerned about NASB closure impacting business. Believes that Cook’s Corner retailers will bear the brunt of impact. Business was slow for the first half of 2008, due to store renovations, but sales picked up in third quarter. Over the past few years, management has diversified its merchandise. (Spoke with store manager; attempting to contact store owner.)

November 3, 2008

Retailer: Expects business to drop by 30% from NASB closure. Owners have not yet planned for future, as they have been focused on another business location.

Retailer: Business has been ok ("it's been better, and it's been worse"). Owner has not yet planned for the future. (Spoke with store manager; attempting to contact owner.)

Retailer: Business over recent months has been steady. Owner has not yet planned for the future. (Spoke to store clerk; attempting to contact owner.)

Retailer: Business is steady, covers her cost, but space is an issue. Would like to increase her space, but doesn't feel the market is steady enough to justify a big jump. Looking outside of town for potential new space, but not sure yet.

Restaurant: Feels their business is good, but worried about others during this time. Feel businesses do not know what questions to ask, what support is out there, and what they need to do to be proactive. Feels we should unite ourselves with other communities and work together through marketing possibilities (i.e. Freeport & Brunswick- historic drives, shopping-eating tours etc)

Public Service provider: Worried that their numbers are constantly increasing. Would rather they were decreasing. Not sure where their clients will go with the lack of services out there after a specific financial threshold. Constantly working with other providers to see what services can be put together and support each other.

Business: New to the area, feels their service is one that folks do not look towards using local resources, and we should have local communication of the services offered for businesses in the local community- same as the Eat local/ shop local push- use local business services and know where your product is coming from.

Retailer: Busy, but not enough to justify not working there every day and hiring another staff person. We need to do some type of survey of the residents in the area. Where do they shop? Why go out of town? Why not use downtown? Follow up on their personal spending habits and needs. We need to hear about what the town folk think. How long they have lived here, and does that affect their shopping habits. Move on the momentum of discussions that Grand City's announced closing has created. Survey could be inserted in to the newspaper, and if they fill it out and drop it off at a downtown store, respondents could be rewarded with some sort of discount. It needs to be a proactive forum to learn about peoples styles when it comes to shopping. We should talk with the folks in Rockland and see what they went through to change and not reinvent the wheel.

Restaurant: Business is steady. Has a catering option that is less known, but growing. Concerned as to who will replace Grand City how it will affect those who relied on that shop.

Salon: Needs to be there all the time, cannot afford too many staff. Glad to be a downtown presence, but concerned that the foot traffic doesn't decrease. Brought clients with her, but always looking for more.

November 3, 2008

Business office: feels the base closure is a potential benefit, need to look at all sorts of reuse options and potentially ones not currently in the lineup (movie sound stage, computer graphics businesses, more IT and high-tech businesses).

Restaurant: need to work within the community to get through the normal slow months and build on it to make it through the coming slow years. This year is not as good as last, but not as bad as 2006. Need to work together in the community as well. Businesses cannot be working against each other at this time.

Café: Need to use our resources wisely and not jump to the first thing to replace Grand City. His business is going well, growing a specialty piece with outside of Brunswick contracts. Hoping to expand his space soon. Feels his clients will stay with him.

## **2. Inventory of Brunswick Industrial Park Tenants**

Brunswick Economic and Community Development staff also contacted tenants of the Brunswick Industrial Park, in order to collect employment, compensation, benefit and workforce information from these businesses. Information collected by staff is summarized as Appendix 1 of the Department's October 17, 2008 report entitled "Activities for 2007-2008 (and more)."



**Town of Brunswick Department of Planning and Development  
Staffing and Responsibilities Analysis  
October 2, 2008**

**Department Overview**

**Staff:** Director of Planning and Development – Anna Breinich  
Planning Office  
Natural Resource Planner – Vanessa Levesque  
Town Planner – Jim Fortune  
Administrative Assistant – Padi Howard  
Codes Office  
Code Enforcement Officer – Jeff Hutchinson  
Inspection Officer – Carl Adams  
Administrative Secretary – Angie Bradstreet

**Primary Functions:**

Planning Office

- Process and review of development site plans, subdivisions, zoning amendments.
- Development and implementation of Town plans and ordinances (Comprehensive Plan, Zoning Ordinance, Design Guidelines, Special Studies and Functional Plans).
- Staffing the following Town Boards/Commissions/Committees (Total regularly scheduled late afternoon or evening meetings/month – 13):
  - Planning Board (3 meetings per month) (Jim/Anna)
  - Village Review Board (1/month) (Jim/Anna as needed)
  - Staff Review Committee (2-3/month)  
(Jim/Jeff/Vanessa/Anna as needed)
  - Bike and Pedestrian Advisory Committee (1/month) (Jim)
  - Conservation Committee (2/month plus monitoring visits)  
(Vanessa)
  - Marine Resources Committee (Vanessa as needed)
  - New Meadow River Watershed Group (1/quarter)  
(Vanessa)
  - Land for Brunswick's Future Board (1/month)  
(Anna/Vanessa)
  - Maine Street Station Oversight Committee (1/month)  
(Anna)
  - Downtown Master Plan Committee/Subcommittees  
(2/month) (Anna/Jim)
- Provide Town representation to the following organizations/groups:
  - Casco Bay Clam Team (Vanessa)
  - Sagadahoc Region Rural Resources Initiative (Vanessa)
  - BEDC (Anna)

- Gateway 1 Corridor Steering Committee (Anna)
- Town and Gown Committee (Anna)
- Mid Coast Community Housing Coalition (Anna)
- Brunswick Downtown Association Community Affairs Committee (Anna)
- MRRA (primarily for base rezoning group – Anna, Jim, Jeff)
- Provide general information/consultations to developers, design professionals and general public, maintain department webpage, GIS-mapping assistance related to natural features data layers).

#### Codes Office

- Processing and reviews of the following permits:
  - Building
  - Electrical
  - Plumbing
  - Subsurface Wastewater System
  - Sign
  - Change of Use
- Administer and Enforce following codes:
  - Brunswick Zoning Ordinance
  - Shoreland Zoning Ordinance
  - Floodplain Ordinance
  - Brunswick Housing Ordinance
  - 1990 BOCA Building Code
  - 1989 CABO 1 & 2 Family Dwelling Code
  - Maine State Internal Plumbing Code
  - Maine Subsurface Wastewater Disposal Rules
  - 1990 National Electric Code
  - NFPA Life Safety Code
- Staff the following Town Boards/Committees:
  - Zoning Board of Appeals (Jeff)
  - Staff Review Board (Jeff)
- Provide general information/consultations to contractors, real estate representatives, design professionals and general public regarding regulations and requirements pertaining to building codes and land use codes.

#### **January through September 30, 2008 Department Statistics (2007 statistics noted in parenthesis):**

- The Planning Board and Staff Review Committee reviewed 12 (16) Site Plan Projects, 4 (5) Subdivisions, with a minimum of 3 to 5 meetings per review.
- The Planning Board held 8 Workshops.
- The Village Review Board reviewed and approved 26 (34) projects within the Village Review Zone.
- The Conservation Commission completed 1 (4) baseline documentations and 5 (6) Town-held conservation easement monitoring visits.

- The Zoning Board of Appeals held 6 (7) meetings granting 0 (4) variances and 4 (4) administrative appeals.
- The Codes Division issued 334 (504) Building Permits, 257 (411) Electrical Permits and 160 (254) Plumbing Permits with revenue totaling \$80,682.00 (\$173,836.00).
- The Codes Division conducted 126 (263) Building Inspections, 260 (542) Electrical Inspections and 248 (475) Plumbing Inspections.
- The Natural Resources Planner did between 50-75 (75-100) site visits for landowners/developers.
- Staffing of over 125 meetings of boards, commissions and committees projected for 2008.

**Projects in Process:**

- Maine Street Station (shared responsibilities with Economic Development)
- BNAS rezoning and public benefit conveyance
- Comprehensive Plan SPO review and overall Plan implementation
- Zoning Ordinance rewrite and other amendments as needed
- Building Code revision (2009 start date)
- Water sampling (maintain open status for shellfish harvesting)
- Shellfish surveys (to determine number of licenses available in 2009)
- Shoreline surveys (to determine areas of possible water contamination and
- Open Space database
- Vernal Pool survey
- Conservation easements monitoring
- 2010 Census: Completed Local Update of Census Address Program (10,000 addresses updated); Census Tract mapping update to follow
- Downtown Master Plan (shared responsibilities with Economic Development)
- MUNIS Software Implementation
- Storage move from Old High School
- Banner Sign Inventory

**Detailed Staff Functions by Position:**

**Director:**

- General Department Administrative and Fiscal Oversight; Workload Assignments/Coordination (inter- and intra-department) and Staff Supervision.
- Primary staff for special projects and long-range planning projects
  - Comprehensive Plan implementation
  - Zoning Ordinance rewrite
  - Zoning Ordinance amendments as needed
  - Downtown Master Plan (shared with Economic Development Director)
  - Base rezoning
  - Land for Brunswick's Future Board staffing
- Oversight staff for plan reviews and code enforcement, including meeting attendance.
- General public and applicant assistance; participation in local and regional organizations; presentations.

**Town Planner:**

- Planning Board staff support (plan and special permit reviews and presentations of findings to the Board; Board and Staff Review Committee meeting staffing; applicant consultations, chair of Staff Review Committee; agenda scheduling; addressing public inquiries regarding plans and permits under review).
- Village Review Board staff support (Board meeting and site walk staffing; review certificate of appropriateness applications and prepare/present findings to Board; provide guidance on zoning provisions and design guidelines to applicants and Board; staff assistance for community outreach activities; agenda scheduling; addressing public inquiries regarding plans and permits under review).
- Bike and Pedestrian Advisory Committee staff support (Committee meeting and general staff support; logistical support for Committee activities; technical support).
- Other planning project support
  - Downtown Master Plan
  - Base Rezoning
  - Zoning Ordinance rewrite/amendments

**Natural Resource Planner:**

- Planning and management of Town's conservation areas (land stewardship, monitoring program including related documentation; address landowner and/or easement grantor inquiries; baseline walks conducted; easement document preparation in cooperation with Town Attorney, Planning and Parks and Recreation Department staff; maintain open space lands database; develop management strategies for town-owned lands cooperatively with Parks and Recreation Department; provide staff support for Conservation Commission and Land for Brunswick's Future Board; answer general public inquiries).
- Review and propose Town policies and plans regarding natural resources (staff support for zoning ordinance rewrite; recommend new or updated ordinance language, e.g. Shoreland Zoning; develop public education material; develop urban-impaired stream watershed plans).
- Assess and maintain key natural resources (conduct and/or assist in habitat assessments, vernal pool identification, stream identification; coordinate volunteers assisting with studies and monitoring; public education material dissemination).
- Assist with marine resource management (water quality sampling, shellfish surveying; establishing annual allocation of commercial shellfish licenses, shoreline surveys, abatement of point and non-point source pollution to coastal waters, staff support to Marine Resources Committee as needed).
- Staff support for Planning Board, Staff Review Committee (plan reviews and recommendations for incorporation into findings, short and long term environmental impacts of proposed development, serve on Staff Review Committee and attend Planning Board as needed).
- Represent the Town at State and regional natural resource meetings and projects (New Meadows River Watershed Group, Chair; Sagadahoc Region Rural

Resources Initiative; Casco Bay Estuary Partnership Clam Team; Coordinate with Topsham Natural Resources Planner).

- Other responsibilities (Intern oversight; GIS natural resources-related data layers, provide technical assistance to Parks and Recreation Department; school-age children natural resource education as requested, grant writing, preliminary natural resource budget preparation).

#### **Administrative Assistant, Planning**

- Administrative Assistance (first point of contact for all walk in traffic as well as phone; maintain schedule for Director of Planning and Development; maintain all files and indices for all case files reviewed by the Planning Board, Staff Review and Village Review Board, projects and issues; website maintenance and weekly department staffed meeting agenda postings; serve as backup to the Codes Enforcement Administrative Secretary for help with processing permits)
- Department fiscal responsibilities (department payroll and leave reports, processing of all expenditures; reconciling of three divisions budgets; administering grant funds; general office supplies maintenance)
- Processing of Agenda's for Planning Board, Village Review Board and Staff Review Committee including abutter notification for each meeting held. Receives and processes fees for applications before the Planning Board and Village Review Board. Processing of assessed Impact Fees per Planning Board and Staff Review Committee.
- Research assistance and information/data compilation as needed (2010 Census Local Address Program; Census Tract Updating; MUNIS software implementation, historic records, storage relocation coordination).

#### **Codes Enforcement Officer**

- Staff oversight and supervisory responsibilities (general workload coordination; oversee review of all permits)
- Assist contractors, property owners and general public with permitting and inspection process; interpretation of codes.
- Investigate and enforce complaints (zoning and code violations; housing complaints cooperatively with Fire Department's Life Safety Officer)
- Assist Inspections Officer in conducting residential and non-residential inspections as needed.
- Staff and technical support to Zoning Board of Appeals, Staff Review Committee, Planning Office, Town Council and other departments (interpretation consultations with Natural Resources Planner, Town Planner and Director; assist in zoning ordinance rewrite/amendments; base rezoning)
- General office administration (cooperatively with Director; preliminary budget preparation and monitoring)

#### **Inspections Officer**

- Field work (inspections of construction, plumbing and electrical installations; building inspection w/Fire Department Life Safety Officer, enforcement; contractor and property owner consultations).

- Permit processing (review, research and processing of building, electrical and plumbing permits).
- Technical assistance (provide technical assistance and code interpretation to engineers, architects, electricians, plumbers and property owners).
- Administrative support (office administration, including record keeping, MUNIS software implementation).

### **Administrative Secretary, Codes**

- Counter/telephone technical assistance (office first point of contact; assist public in determining permitting process and information needed to move forward; assist in determining parcel zoning and regulations; assist realtors/appraisers in interpreting parcel history; intake, processing, and initial completeness review of all permit applications to prepare for review by either Codes Enforcement Officer or Inspections Officer).
- General administrative assistance (computerized record-keeping; maintenance of 8,500 property record files; staff support for Zoning Board of Appeals; preparation and generation of monthly reports for State Plumbing Office and US Bureau of Census; maintain supply of publications for public distribution, general office assistance).
- Other technical assistance (2010 US Census local address data review and preparation cooperatively with Administrative Assistant; Compile GIS-based land use data and generate mapping for department staff; WebGIS mapping assistance to general public; MUNIS software implementation).

### **Ways to increase efficiency/collaboration**

#### **In-progress**

- Work as one Department instead of 2 separate offices. Initiated monthly full department staff meetings to better coordinate workload, utilize each other's expertise more effectively and increase communication.
- Better application tracking department-wide. Through the implementation of the upcoming MUNIS software, Planning and Codes will be able to better track progress from plan review application through certificate of occupancy for each applicant; improve efficiency in field.
- Better use of Administrative Assistant and Administrative Secretary. Each have their own strengths which complement each other, assigning research responsibilities to support planning and codes projects. Provision of emergency administrative assistance as needed to other Departments during their peak or vacation times (e.g., elections, tax rate commitment).
- Collaborative efforts with Department of Economic Development (Downtown Master Plan, Maine Street Station, joint consultations with potential developers, base rezoning).

- Collaborative efforts with Department of Parks and Recreation (Joint staffing of Land for Brunswick's Future Board; Park, Recreation and Open Space Plan Implementation, Base Public Benefit Conveyance land management plan development).
- Ongoing work with Assessing, Fire and Police Department as needed.

**New**

- Reconfiguration of Department office space. (e.g. one public point of contact/counter space)
- Assessment of existing Committees to determine possible mergers.
- Shared staff between Codes, Assessing, and Fire Departments. Provide for Housing/Fire and Assessing Inspection Officer with joint enforcement responsibilities and assessment inspections involving existing one/two family, multi-family and commercial properties. Conduct proactive annual inspections for all multi-family residential structures. Costs of this new shared position would be equally shared.
- Streamline plan review and approval process. To be determined as part of the zoning ordinance rewrite process.
- Back-up peer review and other ordinance technical services.

**TOWN CLERK'S DEPARTMENT  
PRESENTATION FOR EFFICIENCY COMMITTEE  
October 16, 2008**

Staffing

- 1 Town Clerk
- 1 Deputy Town Clerk
- 2 Assistant Town Clerks
- 1 Part Time Registrar

Priorities:

- Provide great customer service to residents of Brunswick and other town departments
- Ensure that state laws and local ordinances are complied with relative to the tasks we do
- Be considered a leader in the state in our field

Issuing of Licenses

- Dogs (State law)
- Marriages (State law)
- Business Licenses (Town ordinance and State law)
- Food and Liquor Licenses (Town ordinance)
- Hunting & Fishing Licenses (not required, but revenue generator – customer service)
- Passport Services (not required but revenue generator \$12,000)
- Shellfish Licenses (State law/Town ordinance)
- Towing Companies and Drivers (new 2008 – town policy)

Recording Vital Records (State Law)

- Births (906 in 2007)
- Deaths (211 in 2007)
- Marriages (155 in 2007)
- Maintain these records forever so that they are available to the public and have larger numbers since we are a hospital community and three funeral homes.

Transactions

- Issued 435 business licenses
- Issued 2,208 dog licenses
- Processed 425+ passports (now take pictures)
- Issued 1,000+ game licenses
- Provide over 4,500 certified copies of vital records
- Issue 215 shellfish licenses
- Answer 100s of inquiries for information

Elections (required by State Law)

- One of the primary functions is to prepare for & hold elections
- We hold the Municipal/State Elections in November and June. School Budget vote will mandate a June or Spring Election every year.
- Begin preparing 3 months prior to election
- Using AVS (Alternative Voting System) at polls – requires more set up time and ballot testing.
  
- Absentees have grown and require more work. They are complicated with many different scenarios. New method this year is emails which require additional staff work.

Presidential Years	<u>2000</u> 1,394	<u>2004</u> 3,400	<u>2008</u> to date – 2,059
Gubernatorial Years	<u>2002</u> 1,012	<u>2006</u> 1,711	

#### Voter List and CVR (State law requirement)

- Maintains voter list w/ 15,000+ voters
- Certifies Petitions which are on the increase
- Complies with National Voter Registration Act and Help America Vote Act
- Use the CVR system which requires staff to be more involved with updates, scanning cards.

#### Town Council

- Assist with Council meeting preparation and packets – posting council packet
- Prepare Minutes
- Follow-up on Council Actions
- Create Permanent Council Record
- Attends Council Meetings

#### Boards and Committees

- Track Council appointments to town boards and committees
- Notify Council of Vacancies and advertise them
- Notify New Appointees
- 37 Committees w/ 316 members
- Administer Oaths

#### Ordinances/Records

- Management
- Maintain record of all Town ordinances
- Supply updates to the Code Of Ordinance Book annually
- Permanently file minutes of all boards
- Index Council minutes annually

#### Other

- Maintain the Town Clerk's Website
- Post public hearings and other bulletins on Cable TV
- Oversee Town's copiers

#### Goals and Projects

- Scan in over 6,000 voter registration card as part of CVR system (must be done)
- Set up vital records database and scan in records so don't have to go to paper copies
- Update business license ordinance
- Set up method to index council meeting
- Implement Veterans grave project
- Index old vitals cards

### Efficiency Ideas

- Create action Town Council minutes
- Put vitals information in database
- Consolidate polling locations to three locations (one per legislative district) since more people absentee voting and fewer locations would reduce cost of workers and staff time
- Implement early voting if is legally allowed
- Index Council meeting in house

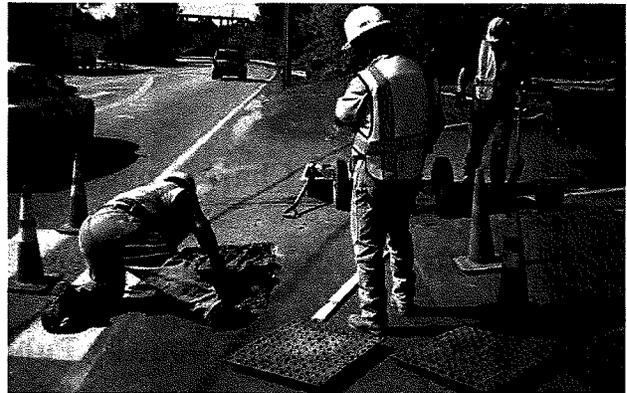


# Public Works Dept.

## Presentation to Efficiency Review Committee



New Tandem Axle Truck, #44



Installation of Detectable Warning Plate, Mill St.



Sidewalk Reconstruction, Maine St.



Coffin Ice Pond Bridge



October 23, 2008

[www.brunswickme.org/dpw](http://www.brunswickme.org/dpw)

John A. Foster, P.E., Town Engineer/Dir. PWD  
[jfoster@brunswickme.org](mailto:jfoster@brunswickme.org)

Craig Worth, Assistant Director  
[cworth@brunswickme.org](mailto:cworth@brunswickme.org)

Tom Mann, Operations Manager

Public Works Department  
9 Industry Road  
Brunswick, Maine 04011  
(207) 725-6654  
FAX (207) 725-6655

# **Brunswick Public Works Department**

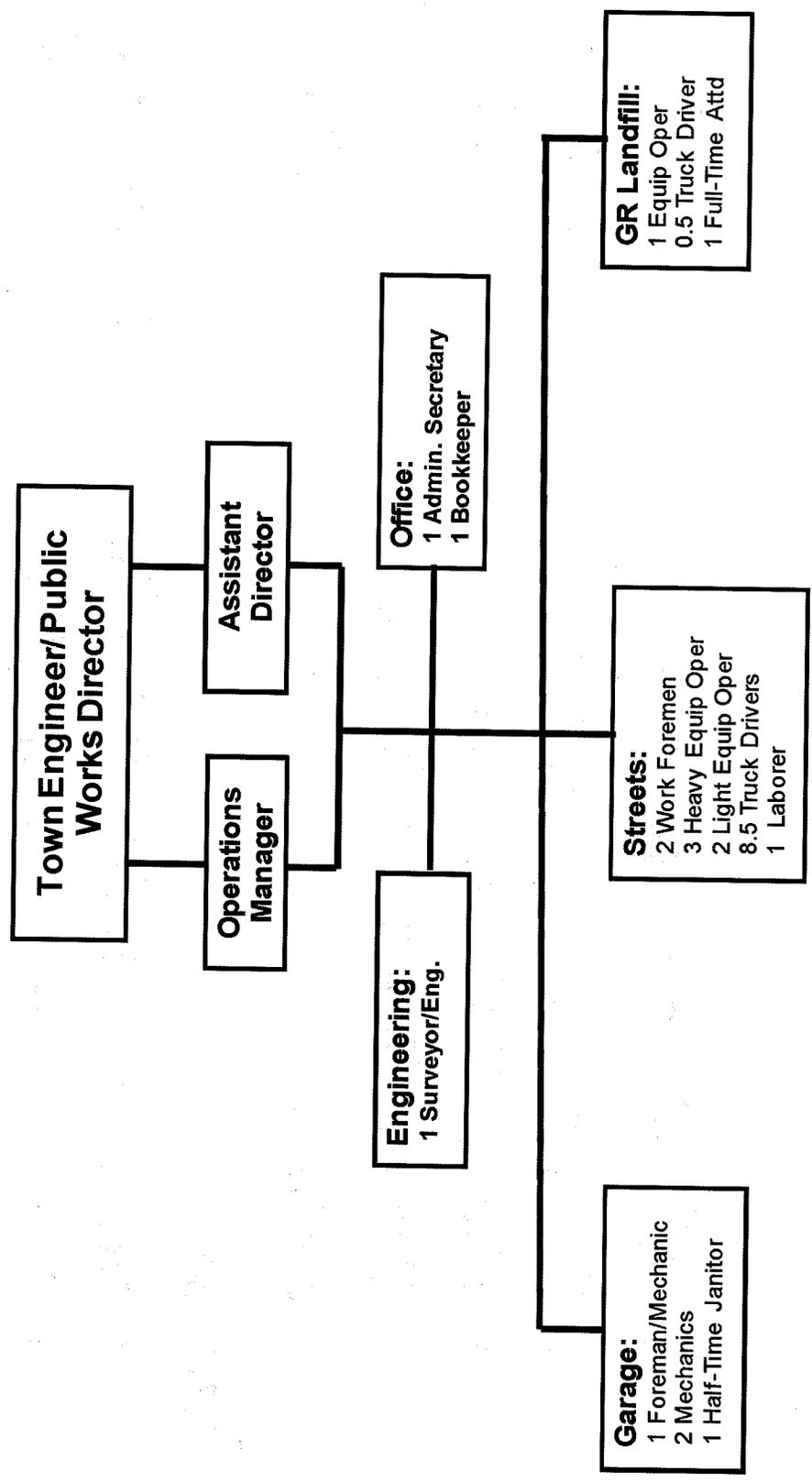
## **Efficiency Committee Presentation**

# **T A B L E   O F   C O N T E N T S**

**October 23, 2008**

- 1. Organization Chart (1 page)**
- 2. Statistical Information (1 page)**
- 3. Examples of Work Done by Public Works (1 page)**
- 4. Public Works Staffing Changes Over Last 10 Years (1 page)**
- 5. 28 Year History of Town Road Mileage (1 page)**
- 6. Winter History and Winter Maintenance Info (1 page)**
- 7. Graham Road Landfill Volume Status as of 6/30/2008 (1 page)**
- 8. Seven Year History of Brunswick Road Paving (4 pages)**
- 9. Responses to Efficiency Committee Three Questions (2 pages)**

# 2008-2009 Organizational Chart



**29 Regular Employees – 28.5 FTE**

# Statistical Information

## Length of Town Roads

- Summer Maintenance 138.55 miles
- Winter Maintenance 142.24 miles
- Gravel Roads In Above 4.10 miles
- Sidewalk 35.30 miles

## Other

- Storm Drain Catch Basins 2,400 each
- Closed Storm Drain Pipe 43 miles
- Traffic Signs 2,600 each

# Examples of Work Done by PW

- Patch potholes
- Erect/replace traffic signs
- Stripe parking stalls, curb
- Annually clean catch basins
- Replace/clean culverts
- Repair catch basins
- Construct/clean ditches
- Patch/rebuild sidewalks
- Reconstruct/repave roads
- Sweep streets
- Plow roads & sidewalks
- Remove snow from streets
- Respond annually to 600+ requests for service
- Issue/oversee Entrance and Street Opening Permits (100+/yr)
- Inspect construction & work in road by others
- Manage town facilities and refuse/recycling contract
- Review site & subdivision plans
- Post roads to heavy loads
- Operate town secure landfill

# Public Works Staffing Changes Over Last 10 Years

Staffing by Division	Fiscal Year 1997/1998 FTE	Fiscal Year 2008/2009 FTE	Note
Administration	5.4	6.0	#1
General/Winter Maintenance	16.0	16.5	#2
Refuse Collection	2.0	0.0	#3
Recycling Collection/Processing	4.0	0.0	#4
Parks	1.4	0.0	#5
Central Garage	3.5	3.5	
Landfill	4.6	2.5	#6
Total FTE for Fiscal Year (Net decrease of 8.4 FTE)	36.9	28.5	

**Notes:**

1. General Foreman moved to Administration from General Maint. 4/1/2003 No longer hire summer intern
2. 2 Laborers added 7/1/1999, Truck Driver at Landfill 1/2 funded/used for GM as of 7/1/2007, 1 Laborer eliminated 7/1/2008
3. Eliminated all positions. Privatized on July 1, 2003
4. Eliminated all positions. Privatized on July 1, 2007
5. Transferred Mall Mowing to Parks on 9/1/1999
6. Eliminated 1 position when closed Wood Landfill 10/31/2005, Reduced Truck Driver to 1/2 time, 7/1/2007. Landfill changed to Enterprise fund 7/1/2004.

# 28 Year History of Town Road Mileage

Year	New Sts.	State Turnback	Running Total
1981	0.45		94.95
1982	0.56	17.56	113.07
1983	0.30		113.37
1984	0.51		113.88
1985	1.71		115.59
1986	2.61	3.04	121.24
1987	0.53		121.77
1988	1.64	0.77	124.18
1989	0.75		124.93
1990	2.25		127.18
1991	0.53		127.71
1992	0.20		127.91
1993	0.72	1.70	130.33
1994	0.17		130.50

Year	New Sts.	State Turnback	Running Total
1995	0.22		130.72
1996	0.31		130.63
1997	0.45		131.03
1998	0.84		131.48
1999	0.42		132.32
2000	0.31		132.74
2001	0.47		133.05
2002	0.72		133.52
2003	0.89		134.24
2004	0.81		135.94
2005	1.34		137.28
2006	1.01		138.29
2007	0.04		138.34
2008	0.21		138.55

**Town of Brunswick**  
**Six Year Winter History - Public Works Costs**

Acct No	Description	Fiscal Year					
		2002/2003	2003/2004	2004/2005	2005/2006	2006/2007	2007/2008
51110	Overtime	\$83,196	\$50,882	\$101,194	\$57,384	\$68,157	\$121,587
52360	Rental of Equipment	\$60,401	\$38,491	\$105,781	\$41,395	\$89,224	\$209,590
53340	Winter Sand	\$16,567	\$23,640	\$29,668	\$32,010	\$30,870	\$38,404
53345	Salt	\$78,250	\$60,240	\$130,129	\$107,142	\$95,382	\$164,550
	<b>Total for Fiscal Year</b>	<b>\$238,413</b>	<b>\$173,253</b>	<b>\$366,772</b>	<b>\$237,931</b>	<b>\$283,633</b>	<b>\$534,131</b>
	<b>Annual Snowfall</b>	<b>72 inches</b>	<b>56 inches</b>	<b>120 inches</b>	<b>22 inches</b>	<b>67 inches</b>	<b>132 inches</b>

**Winter Maintenance Info:**

- 20 Plow Routes, Average Length – 7.1 mi. (142.2 mi./20 routes)
- 14 of the Plow Routes by PWD Staff/Trucks  
(5 SA Trucks, 5 TA Trucks, 2 Loaders, 1 grader, 1 One-Ton, all 10 trucks have plow, wing and sander)
- 6 of the 20 Plow Routes are done by Private Contract
- Sanding of All Roads is Done by PWD Vehicles Only. PWD has 9 trucks equipped to sand, 5 trucks have hopper sanders, 4 integral sanders. 3 sanders have ground speed flow control for material spreading.
- Two sidewalk tractors (plow or blower, sander) and 1 Skidsteer w/blower for sidewalk maintenance (35.3 miles sidewalk)

# Graham Rd Landfill Volume Status as of 6/30/2008

Design Parameters	Phase 1	Phase 2	Phase 3	Total
Capacity (tons):	141,000	76,000	193,000	410,000
Capacity (cubic yards):	335,000	190,000	429,400	954,400

Fiscal Year	Actual Refuse Landfilled (tons)			
	Phase 1	Phase 2	Phase 3	Total
84-85	14,663			14,663
85-86	17,170			17,170
86-87	18,574			18,574
87-88	19,937			19,937
88-89	18,135			18,135
89-90	16,781			16,781
90-91	15,067			15,067
91-92	14,630			14,630
92-93	5,564	6,716		12,280
93-94		10,849		10,849
94-95		9,969		9,969
95-96		11,041		11,041
96-97		11,257		11,257
97-98		11,416		11,416
98-99		9,294		9,294
1999-2000		5,000	2,910	7,910
2000-2001			11,131	11,131
2001-2002			12,938	12,938
2002-2003			13,223	13,223
2003-2004			13,867	13,867
2004-2005			8,038	8,038
2005-2006			7,973	7,973
2006-2007			5,983	5,983
2007-2008			4,588	4,588
<b>Totals (tons):</b>	<b>140,521</b>	<b>75,542</b>	<b>80,651</b>	<b>296,714</b>
Capacity Balance (tons):	479	458	112,349	112,349
Life Remaining:	0.0 years	0.0 years	22.5 years	22.5 years
( as of 06/30/2008 @5,000 t/yr )				30-Nov-2030

# Town of Brunswick

# 7 Year Road Paving History

Street	Start	End	Begin Dist.	End Dist.	Length (ft)	Width (ft)	Type Improvement	
<b>Year Paved 2008</b>								
Bouchard Dr	Hennessey Ave	Country Ln	0	890	890	30	Shim & 1.375" 9.5mm Overlay	
Brookview Dr	Old Bath Rd	Dead End	0	600	600	24	Shim & 1.5" 12.5 mm Overlay	
Cumberland St	Cushing St	Mill St	1,690	2,640	950	16	1.5" Overlay (9.5 mm)	
Maine St	Richards Dr	Meadowbrook R	8,350	9,250	900	40	Shim & 1.5" 12.5mm Overlay	
Maine St	Meadowbrook R	Zeitler Farm Rd	9,250	9,850	600	42	Shim & 1.5" 12.5mm Overlay	
Maple St	Federal St	Market Lane	0	400	400	20	Reclaim, 2" 12.5mm Binder Course	
Market Ln (Boo	Federal St	405' E Federal St	0	405	405	18	Reclaim, 2" 12.5mm Binder Course	
Market Ln (Boo	Maple St	Maple St	405	550	145	20	Reclaim, 2" 12.5mm Binder Course	
McKeen St	Baribeau Dr	Willow Gr Drive	4,320	6,860	2,540	30	Shim & 1.5" Overlay (9.5 mm)	
Old Bath Rd	Driscoll Rd	Brookview Dr	11,020	12,460	1,440	26	Shim & 1.5" 12.5 mm Overlay	
Old Bath Rd	Brookview Dr	Bay Bridge Rd	12,460	13,040	580	26	Shim & 1.5" 12.5 mm Overlay	
River Rd	View St	Golf Course Dr	3,305	4,105	800	28	1.5" 12.5mm Overlay, spot shim, BTWD	
River Rd	Golf Course Dr	Nancy Dr	4,105	4,885	780	28	1.5" 12.5mm Overlay, spot shim, BTWD	
River Rd	Nancy Dr	Patricia Rd	4,885	5,205	320	28	1.5" 12.5mm Overlay, spot shim, BTWD	
River Rd	Patricia Rd	600' N Patricia	5,205	5,805	600	24	1.5" 12.5mm Overlay, spot shim, BTWD	
River Rd	600' N Patricia	Lamb Farm Rd	5,805	6,415	610	24	1.5" 12.5mm Overlay, spot shim, BTWD	
River Rd	Windward Walk	2441 W Wind WI	8,895	11,336	2,441	23	Shim & 1.5" 12.5mm Overlay, BTWD rec	
<b>Yearly Total</b>					<b>15,001 feet or:</b>			<b>2.84 miles</b>
<b>Year Paved 2007</b>								
Beech Dr	Hemlock Rd	Chestnut Rd	0	730	730	28	Reconstr., Binder & 1.5" 9.5 mm Overlay	
Beech Dr	Chestnut Rd	Sumac Dr	730	1,100	370	28	Reconstr., Binder & 1.5" 9.5 mm Overlay	
Beech Dr	Sumac Dr	280'N Sumac Dr	1,100	1,380	280	28	Reconstr., Binder & 1.5" 9.5 mm Overlay	
Beech Dr	280'N Sumac Dr	390'N Sumac Dr	1,380	1,490	110	28	Reconstr., Binder & 1.5" 9.5 mm Overlay	
Beech Dr	390'N Sumac Dr	Blueberry Ln	1,490	2,910	1,420	28	Shim & 1.5" 9.5 mm Overlay	
Collinsbrook Rd	Durham Rd	7600' SW	0	7,588	7,588	18	Shim & 1.5" 12.5 mm Overlay	
Collinsbrook Rd	7600' SW Durha	Dead End	7,588	9,088	1,500	18	Binder & 1.5" 12.5 mm Overlay	
Durham Rd	520'E Merryman	300'E Merryman	2,230	2,550	320	22	1.5" 12.5 mm Overlay	
Harpswell Rd	Bickford Ave	Jonathan Dr	2,950	3,950	1,000	33	Shim, 1.5" 12.5mm Overlay (pave shldr	
Harpswell Rd	Jonathan Dr	1030' S Jon Dr	3,950	4,980	1,030	30	Shim, 1.5" 12.5mm Overlay (pave shldr	
Harpswell Rd	1030' S Jon Dr	Twn CommonNo	4,980	5,490	510	30	Shim, 1.5" 12.5mm Overlay (pave shldr	
Harpswell Rd	Twn CommonNo	2470' S Jon Dr	5,490	6,420	930	30	Shim, 1.5" 12.5mm Overlay (pave shldr	
Harpswell Rd	2470' S Jon Dr	2700' S Jon Dr	6,420	6,650	230	30	Shim, 1.5" 12.5mm Overlay (pave shldr	
Hennessey Ave	Spring St	Stanwood St	0	1,200	1,200	26	Shim & 1.4" 9.5 mm Overlay	
Maquoit Rd	700'N BHS Drive	460'N BHS Drive	1,900	2,140	240	32	1.5" 12.5 mm Overlay (1 Pass)	
Mill St	Pleasant St	Swett St	0	1,400	1,400	40	Shim, 0.75" 9.5 mm Overlay, MDOT, Pik	
Mill St	Swett St	Cushing St	1,400	1,900	500	40	Shim, 0.75" 9.5 mm Overlay, MDOT, Pik	
Mill St	Cushing St	Rte 1 (Divided)	1,900	2,640	740	40	Shim, 0.75" 9.5 mm Overlay, MDOT, Pik	
Peterson Lane	Old Bath Rd	500' S Old Bath	0	500	500	18	2" 12.5 mm Overlay	
Pleasant St	300'W Maine St	Union St	300	1,000	70	39	Mill, Shim & 0.75" 9.5 mm Overlay, MDO	
Pleasant St	Union St	Cushing St	1,000	1,840	840	39	Mill, Shim & 0.75" 9.5 mm Overlay, MDO	
Pleasant St	Cushing St	Spring St	1,840	2,100	260	39	Mill, Shim & 0.75" 9.5 mm Overlay, MDO	
Pleasant St	Spring St	Mill St	2,100	3,000	900	39	Mill, Shim & 0.75" 9.5 mm Overlay, MDO	
Princes Point R	3500 S Rte 24	5850 S Rte 24	3,500	5,850	2,350	20	Shim & 1.5" 12.5 mm Overlay	
Spring St	McKeen St	Boody St	2,170	2,750	580	25	Shim & 1.4" Overlay (9.5 mm)	
Spring St	Boody St	Columbia Ave	2,750	3,540	790	25	Shim & 1.4" Overlay (9.5 mm)	
Woodside Rd	Bunganuc Rd	1100' S Bungan	9,920	11,020	1,100	20	Shim & 1.5 12.5 mm Overlay	
Woodside Rd	1100' S Bunganu	1350' S Bunganu	11,020	11,270	250	20	Shim & 1.5 12.5 mm Overlay	
Woodward Poin	820'S Board Rd	Given Shipyard	820	1,220	400	20	Shim & 1.5" 12.5 mm Overlay	
Woodward Poin	Given Shipyard	350'S Given Ship	1,220	1,570	350	20	Shim & 1.5" 12.5 mm Overlay	
Woodward Poin	Pine Ledge Lndg	Kimberley Circle	2,540	3,210	670	20	Shim & 1.5" 12.5 mm Overlay	
Woodward Poin	Kimberley Circle	300'S Kimberley	3,210	3,510	300	20	Shim & 1.5" 12.5 mm Overlay	

Street	Start	End	Begin Dist.	End Dist.	Length (ft)	Width (ft)	Type Improvement
<b>Yearly Total</b>					29,458 feet or:		5.58 miles
<b>Year Paved</b>	<b>2006</b>						
Alder Dr	Sumac Dr	230'E Sumac Dr	0	230	230	26	1.5" 9.5mm Overlay
Bailey Ln	River Rd	Dead End	0	960	960	26	Reconstruct, 2" Bndr, 1.4" 9.5mm Top C
Casco Rd	Pleasant Hill R	1000'S Plst Hil	0	1,000	1,000	22	Shim in 2005 & 1.5" 12.5 mm Overlay
Church Rd	Raymond Rd	Pleasant Hill Rd	7,470	10,170	2,700	24	1.5" 12.5 mm Overlay
Columbia Ave	Maine St	200'W Maine St	0	200	200	26	1.5" Overlay 9.5 mm
Columbia Ave	200'W Maine St	Barrows St	200	750	550	27	Shim & 1.5" Overlay 9.5 mm
Hacker Rd	5000'NW Durha	River Rd	5,030	8,830	2,800	20	Shim & 1.5" 12.5 mm Overlay
Harding Rd	575' N Bath Rd	1505' N Bath Rd	2,985	3,610	625	18	Shim & 1.4" 9.5mm Top Course
Harding Rd	1505'N Bath Rd	Dead End	3,610	5,010	1,400	18	1.4" 9.5mm Top Course
Jordan Ave	Federal St	Stetson St	0	630	630	23	Reconstruct, 2.5"Bndr, 1.5"Top, 9.5mm
Jordan Ave	Stetson St	320' E Stetson	630	950	320	23	Reconstruct, 2.5"Bndr, 1.5"Top, 9.5mm
Jordan Ave	320' E Stetson	Wadsworth Rd	950	1,530	580	23	Reconstruct, 2.5"Bndr, 1.5"Top, 9.5mm
Jordan Ave	Wadsworth Rd	Minat Ave	1,530	2,740	1,210	24	Reconstruct, 2.5"Bndr, 1.5"Top, 9.5mm
Jordan Ave	Minat Ave	Riverview Rd	2,740	3,690	950	26	Reconstruct, 2.5"Bndr, 1.5"Top, 9.5mm
Jordan Ave	Riverview Dr	Elaine Dr	3,690	4,170	480	24	Reconstruct, 2.5"Bndr, 1.5"Top, 9.5mm
Jordan Ave	Elaine Dr	Lori Dr	4,170	4,630	460	23	Reconstruct, 2.5"Bndr, 1.5"Top, 9.5mm
MacMillan Dr	Barrows St	Richards Dr	1,682	2,282	600	26	Shim & 1.4" Overlay 9.5 mm
Maquoit Rd	BHS Entrance Dr	Rossmore Rd	2,600	6,200	3,600	26	Shim & 1.5" 12.5mm Overlay
McIntosh St	River Rd	View St	0	520	520	18	Reconstruct, 2"Bndr, 1.4" 9.5mm Top C
Mere Point Rd	Maquoit Rd	250' S Maquoit R	0	250	250	30	Shim & 1.5" Overlay, 12.5 mm, pave shl
Mere Point Rd	250'S Maquoit R	180'N Hemlock R	250	1,300	1,050	30	Shim & 1.5" Overlay, 12.5 mm, pave shl
Mere Point Rd	180'N Hemlock R	Hemlock Rd	1,300	1,480	180	30	Shim & 1.5" Overlay, 12.5 mm, pave shl
Mere Point Rd	Hemlock Rd	280'N Melden Dr	1,480	2,360	880	30	Shim & 1.5" Overlay, 12.5 mm, pave shl
Mere Point Rd	280'N Melden Dr	Melden Dr	2,360	2,640	280	30	Shim & 1.5" Overlay, 12.5 mm, pave shl
Mere Point Rd	Melden Dr	Tarratine Dr	2,640	3,240	600	30	Shim & 1.5" Overlay, 12.5 mm, pave shl
Mere Point Rd	Tarratine Dr	Sandhill Rd	3,240	3,800	560	30	Shim & 1.5" Overlay, 12.5 mm, pave shl
Mere Point Rd	Sandhill Rd	Middle Bay Rd	3,800	4,550	750	30	Shim & 1.5" Overlay, 12.5 mm, pave shl
Miranda St	80'W Raymond	Dead End	80	1,010	930	24	12.5 mm Shim & 1.5" Overlay
Miranda St	Raymond Rd	80'W Raymond	0	80	80	24	12.5 mm Shim & 1.5" Overlay
Pleasant Hill Rd	Maine St	Baribeau Dr	0	1,200	1,200	27	12.5 mm Shim & 1.5" Overlay
Pleasant Hill Rd	Baribeau Dr	310'W Baribeau	1,200	1,510	310	26	12.5 mm Shim & 1.5" Overlay
Pleasant Hill Rd	Church Rd	Raymond Rd	9,550	13,400	3,850	30	1.5" Top (12.5 mm)
Raymond Rd	Church Rd	570 W Church R	0	570	570	20	Shim & 1.5" 12.5 mm Overlay
Raymond Rd	570'W Church R	1325'W Church	570	1,325	755	20	Shim & 1.5" 12.5 mm Overlay
Raymond Rd	400'E Pleasant H	Pleasant Hill Rd	6,135	6,535	400	20	Reconstruct Washout, Bndr & 1.5" 12.5
Rte 24 (Gurnet	Princes Pt Rd	1000' So	16,330	17,330	1,000	30	MDOT Shim & Overaly (incl. Shldrs)
Rte 24 (Gurnet	1000' S Princes	Town Line	17,330	19,280	1,950	30	MDOT Shim & Overaly (incl. Shldrs)
View St	River Rd	MacIntosh St	0	654	654	24	Shim & 1.4" 9.5mm Overlay
<b>Yearly Total</b>					36,064 feet or:		6.83 miles
<b>Year Paved</b>	<b>2005</b>						
Bath Rd	800'E Jordan Av	1340'WBNAS En	7,060	9,880	2,820	36	Shim & 1.5" 12.5 mm Overlay
Center St	Maine St	Federal St	0	510	510	18	Reconstruct, 2" Bndr, 1.5", 9.5mm Top
Church Rd	Pleasant St	Paul St	0	300	300	40	Shim & 1.5" 9.5 mm Overlay
Church Rd	Paul St	MCRR	300	700	400	30	Shim & 1.5" 9.5 mm Overlay (widen)
Country Ln	Baribeau Dr	Scott Ave	0	1,000	1,000	30	Shim & 1.375" 9.5 mm Overlay
Country Ln	Scott Ave	Hennessey Ave	1,000	1,980	980	30	Shim & 1.375" 9.5 mm Overlay
Elaine Dr	Jordan Ave	Jeff St	0	900	900	24	Shim & 1.375" 9.5 mm Overlay
Elaine Dr	Jeff St	Dead End	900	1,037	137	24	Shim & 1.375" 9.5 mm Overlay
Greenwood Rd	Industrial Pkwy	500'E Indust Pk	3,350	3,850	500	22	Shim & 1.5" 12.5 mm Overlay
Greenwood Rd	500'E Indust Pk	Church Rd	3,850	5,300	1,450	24	Shim & 1.5" 12.5 mm Overlay
Hacker Rd	Durham Rd	3800' NW	0	3,830	3,830	20	Shim & 1.5" 12.5 mm Overlay
Harpswell PI	Harpswell St	Dead End	0	350	350	18	1.25" 9.55mm Overlay (1/2 by BTWD)

Street	Start	End	Begin Dist.	End Dist.	Length (ft)	Width (ft)	Type Improvement
Harpowell Rd	2700' S Jon Dr	3390'N Midl Bay	6,650	8,390	1,740	23	Shim & 1.5" 12.5 mm Overlay
Harpowell Rd	3390'N Midl Bay	2100'N Midl Bay	8,390	9,680	1,290	23	Shim & 1.5" 12.5 mm Overlay
Jeff St	Elaine Dr	Lori Dr	0	356	356	24	Shim & 1.375" 9.5 mm Overlay
Lori Dr	Jeff St	Dead End	580	708	128	24	Shim & 1.375" 9.5mm Overlay
Lori Dr	Jordan Ave	Jeff St	0	580	580	24	Shim & 1.375" 9.5mm Overlay
Old Bath Rd	Footer/Stewart's	400'W Driscoll	6,970	10,620	3,650	22	Shim & 1.5" 12.5 mm Overlay
Old Bath Rd	400'W Driscoll	Driscoll Rd	10,620	11,020	400	22	Shim & 1.5" 12.5 mm Overlay
Woodside Rd	360'N Feldspar D	600'N Larrabee F	5,580	7,480	1,900	20	12.5 mm 2" Single Pass Overlay
<b>Yearly Total</b>					23,221 feet or:		4.40 miles
<b>Year Paved</b>		<b>2004</b>					
Barrows St	Columbia Ave	MacMillan Dr	740	2,140	1,400	26	Shim & 1.5" 9.5 mm Overlay
Barrows St	MacMillan Dr	Dead End	2,140	2,240	100	26	1.5" 9.5mm Overlay
Bath Rd	Pine St	1130'E Pine St	1,580	2,710	1,130	32	Shim & 1.5" 12.5 mm Overlay
Bath Rd	3700'E Pine St	Jordan Ave	4,780	6,260	1,480	32	Shim & 1.5" 12.5 mm Overlay
Bath Rd	Jordan Ave	800'E Jordan Av	6,260	7,060	800	36	Shim & 1.5" 12.5 mm Overlay
Bibber Pkwy	Industrial Pkwy	Dead End	0	1,500	1,500	24	1.5" 12.5mm Overlay (Shim in 2003)
Blueberry Ln	Laurel Rd	810'E Laurel Rd	0	810	810	28	Shim & 9.5mm Overlay
Blueberry Ln	810'E Laurel Rd	Beech Dr	810	1,080	270	28	Shim & 9.5mm Overlay
Blueberry Ln	Beech Dr	Dead End	1,080	1,380	300	28	Shim & 9.5mm Overlay
Board Rd	Rte 24	Meadow Rd	0	1,990	1,990	20	Shim & 1.5" 12.5 mm Overlay
Church Rd	MCRR	McKeen St	700	3,700	3,000	30	Shim & 1.5" 9.5 mm Overlay (widen)
Church Rd	McKeen St	Greenwood Rd	3,700	4,470	770	30	Shim & 1.5" 9.5 mm Overlay (widen)
Columbia Ave	Barrows St	Baribeau Dr	2,010	3,570	1,560	32	Shim & 1.5" 9.5 mm Overlay
Columbia Ave	Baribeau Dr	Navy Housing	3,570	4,070	500	32	Shim & 1.5" 9.5 mm Overlay
Industrial Pkwy	Church Rd	Greenwood Rd	0	3,500	3,500	24	1.5" 12.5mm Overlay (Shim in 2003)
Pennellville Rd	Middle Bay Rd	Pennell Way	0	5,600	5,600	20	1.5" 12.5 mm Overlay (Single Pass, no s
Pinefields Lane	Rte 24	Dead End	0	1,650	1,650	20	Shim & 1.5" 9.5 mm Overlay
Pleasant St	Maine St	300'W Maine St	0	300	300	48	Mill, Shim & 1.5" 12.5mm Overlay
River Rd	800' N Pleasant	Androscooggin St	800	2,415	1,615	30	Reconstruct S Curve
Woodside Rd	540'S Arrowhead	Pleasant Hill R	1,380	3,480	2,100	22	12.5 mm 2" Single Pass Overlay
<b>Yearly Total</b>					30,375 feet or:		5.75 miles
<b>Year Paved</b>		<b>2003</b>					
Adams Rd	Howards Pt Ln	Bull Rock Rd	4,750	7,750	3,000	20	1.5" 12.5 mm Top 2003, Reconstruct, 2"
Bath Rd	Old Bath Rd	C.U.L.	15,130	17,230	2,100	22	MDOT Med Density Overlay & Pave Shl
Bath Rd	C.U.L.	Bridle Rd	17,230	21,140	3,910	28	MDOT Med Density Overlay & Pave Shl
Bath Rd	Bridle Rd	Harding Rd	21,140	22,990	1,850	28	MDOT Med Density Overlay & Pave Shl
Bath Rd	Harding Rd	Sawyer Rd	22,990	24,630	1,640	28	MDOT Med Density Overlay & Pave Shl
Bath Rd	Sawyer Rd	West Bath Line	24,630	25,210	580	28	MDOT Med Density Overlay & Pave Shl
Durham Rd	I-95 Ramp Bridg	Moody Rd	4,750	5,130	380	30	Shim & 1.5" Overlay (12.5 mm)
Durham Rd	Moody Rd	1680'E Brackett	5,130	8,940	3,810	22	Shim & 1.5" Overlay (12.5 mm)
Harding Rd	Bull Rock Rd	160'S Bath Rd	0	2,250	2,250	19	1.5" Top 2003, Reconstruct, 2" Binder 2
McKeen St	Maine St	Union St	0	480	480	26	1.5" Overlay (9.5 mm)
McKeen St	Union St	Spring St	480	1,480	1,000	22	1.5" Overlay (9.5 mm)
Mill St (SB, Ram	Maine St	Bow St	0	530	530	20	Shim & 1.5" Overlay (9.5 mm)
Woodward Poin	Board Rd	820'S Board Rd	0	820	820	20	1.5" Maintenance Overlay
Woodward Poin	350'S Given Ship	Pine Ledge Lndg	1,570	2,540	970	20	1.5" Maintenance Overlay
<b>Yearly Total</b>					23,320 feet or:		4.42 miles
<b>Year Paved</b>		<b>2002</b>					
Bath Rd	1130' E Pine St	3700'E Pine St	2,710	4,780	2,070	46	MDOT Widening for CTWLTL
Cushnoc Ln	Tarratine Dr	Algonquin Ln	0	480	480	30	Shim & 1.5" 9.5 mm Overlay
Cushnoc Ln	Algonquin Ln	75' W Micmac Ln	480	775	295	30	Shim & 1.5" 9.5 mm Overlay
Cushnoc Ln	75' W Micmac Ln	75' E Micmac Ln	775	925	150	30	Shim & 1.5" 9.5 mm Overlay
Cushnoc Ln	75' E Micmac Ln	305'W Penacook	925	1,495	570	30	Shim & 1.5" 9.5 mm Overlay
Cushnoc Ln	305'W Penacook	Penacook Dr	1,495	1,800	305	30	Shim & 1.5" 9.5 mm Overlay

Street	Start	End	Begin Dist.	End Dist.	Length (ft)	Width (ft)	Type Improvement
Durham Rd	I-95 Bridge	I-95 Ramp Bridg	4,120	4,750	630	22	MDOT Bridge Improvement Project
Durham Rd	Cameron Ln	2940'E Hacker R	11,140	12,800	1,660	24	Reconstr. 2" Bndr. + 1.5" Top (12.5 mm)
Given Shipyard	Woodward Pt Rd	200'E Woodward	0	200	200	20	2" Binder & Overlay
Graham Rd	Lisbon Falls Rd	1500'N Lisbon F	0	1,500	1,500	22	1.5" Overlay (12.5 mm)
Harpswell Rd	College Ave	Garrison St	0	1,500	1,500	30	1.5" Overlay (9.5 mm)
Harpswell Rd	2100' N Midl Bay	840' N Midl Bay	9,680	10,940	1,260	23	Shim & 1.5" 9.5 mm Overlay
Harpswell Rd	840' N Midl Bay	Middle Bay Rd	10,940	11,780	840	23	Reconstruct, 2" Binder, 1.5" 9.5 mm Ove
Hemlock Rd	Mere Point Rd	Beech Dr	0	1,770	1,770	22	Shim & 1.5" 9.5 mm Overlay
Hemlock Rd	Beech Dr	Laurel Rd	1,770	3,200	1,430	22	Shim & 1.5" 9.5 mm Overlay
Kennebec Ln	Melden Dr	Dead End	0	300	300	26	Shim & 1.5" 9.5 mm Overlay
Lisbon Falls Rd	River Rd	1600' East	0	1,600	1,600	22	Bndr Shim & 1.5" Overlay (12.5 mm)
Lisbon Falls Rd	1600'E River Rd	Labbe Pit Entr	1,600	2,700	1,100	22	Bndr Shim & 1.5" Overlay (12.5 mm)
Lisbon Falls Rd	Labbe Pit Entr	200'S Graham R	2,700	4,700	2,000	20	1.5" Overlay (12.5 mm)
Lisbon Falls Rd	200'S Graham R	Town Line	4,700	5,160	460	20	1.5" Overlay (12.5 mm)
McKeen St	Spring St	800'W Spring St	1,480	2,280	800	24	Shim & 1.5" Overlay (9.5 mm)
McKeen St	800'W Spring St	Stanwood St	2,280	2,850	570	24	Shim & 1.5" Overlay (9.5 mm)
Meadowbrook R	Maine St	Stowe Ln	0	1,450	1,450	22	1.5" 9.5 mm Overlay
Melden Dr	Kennebec Ln	Penacook Dr	2,810	3,110	300	24	Shim & 1.5" 9.5 mm Overlay
Melden Dr	Penacook Dr	150'W Dead End	3,110	3,680	570	24	Shim & 1.5" 9.5 mm Overlay
Melden Dr	150'W Dead End	Dead End	3,680	3,830	150	24	Shim & 1.5" 9.5 mm Overlay
Penacook Dr	Melden Dr	Cushnoc Ln	0	460	460	22	Shim & 1.5" 9.5 mm Overlay
Richards Dr	Maine St	Barrows St	0	1,506	1,506	30	Shim & 1.5" 9.5 mm Overlay
River Rd	Pleasant St	435' North	0	435	435	26	Shim & 1.5" 9.5 mm Overlay
River Rd	435' North Plst St	800' North Plst St	435	800	365	26	Shim & 1.5" 9.5 mm Overlay
Rte 24 (Gurnet	Forrestell	Wildwood Dr	2,040	3,870	1,830	36	Pave Shldrs, Shim & 1.5" Overlay (9.5 m
Sagamore Ln	Tarratine Dr	200' S Melden D	200	625	425	35	Shim & 1.5" 9.5 mm Overlay
Sagamore Ln	Melden Dr	200' South	0	200	200	35	Shim & 1.5" 9.5 mm Overlay
Sills Dr	490'S Bath Rd	College St	490	975	485	28	1.5" Overlay (9.5 mm)
Sparwell Ln	Meadowbrook R	Stowe Ln	0	850	850	22	1.5" 9.5 mm Overlay
Spruce Lane	Hemlock Rd	Dead End	0	400	400	24	Shim & 1.4" 9.5 mm Overlay
Stowe Lane	Meadowbrook R	Sparwell Ln	0	160	160	20	1.5" 9.5 mm Top Course
Tarratine Dr	Cushnoc Ln	920'E Cushnoc L	960	1,880	920	24	Shim & 1.5" 9.5 mm Overlay
Tarratine Dr	920'E Cushnoc L	Dead End	1,880	2,490	610	24	Shim & 1.5" 9.5 mm Overlay
<b>Yearly Total</b>					<b>32,606 feet or:</b>		<b>6.18 miles</b>
<b>Grand Total</b>					<b>190,045 feet or:</b>		<b>35.99 miles</b>

# Efficiency Committee Review of Public Works Department

## October 23, 2008

### Public Works Response to Written Questions:

2. *Are there things that you could do/would do differently that would be more efficient?*

- a. We have had a lighting audit done which recommended lighting changes to help save electricity costs. We are waiting for the funding of the proposed changes in a capital program with all departments.
- b. We would like to do a building weatherization and power consumption audit. We have recently installed programmable thermostats to automatically reduce the temperature when the building is not occupied.
- c. We have instituted an anti-idling policy for Public Works vehicles. New trucks come with an auto shutdown feature. We still need to allow some extended idling during winter storm event operations.
- d. We will look to convert the building boiler to natural gas next fiscal year as we understand Maine Natural Gas may be extending facilities to our area to serve Woodlawn Towers next year.
- e. We continually analyze plow and sand routes to look for fuel savings by adjusting the route layouts. In the future we expect to have GPS tracking of plow trucks to help us address issues about when roads are plowed and to allow us to quickly assign the closest truck to any problem areas.
- f. We plan to work with our current trash and recycling collection contractor to evaluate the curbside routes and determine if any re-routing or consolidation is possible to save fuel and/or eliminate a collection day.
- g. Brief summary of changes made in past to be more efficient:
  - i. Eliminated years ago a wing operator from the plow truck.
  - ii. New plow/sand trucks have integral sander as part of dump body and have automatic flow control of materials (sand/salt) tied to truck speed. The automated controls help us evenly spread the increasingly expensive sand and salt materials. The approved sand/salt storage facility, when built next year, will also reduce the amount of sand needed as the facility will keep the material dry and free of clumps so it will spread more evenly.
  - iii. Consolidated wood landfill with secure landfill and eliminated one attendant position.
  - iv. Privatized trash collection services on July 1, 2003, eliminated two positions.
  - v. Privatized recycling collection and processing services on July 1, 2007. We were able to eliminate two truck drivers and one equipment operator.
  - vi. Reduced landfill open hours from 48 hours to 40 hours by having landfill stay closed on Monday. This change saves 16 work hours per week.

3. *Are there things that you could do collaboratively with other Departments or other entities that would improve services or efficiencies?*

- a. Fleet management may be an area where Public Works could help reduce fleet maintenance expenses in other town departments. Public Works has two mechanics and one Garage Foreman for maintenance of departmental vehicles and equipment. If we had better maintenance facilities (parts room, vehicle lift, floor drains, vehicle wash, etc.) we could possibly do some maintenance of fire, police and parks department vehicles that may be presently outsourced.

b. In this past winter, with the help of the Town Manager, the Parks Department assigned their tractor with a snowblower to clear some of the town sidewalks at school zones. While their vehicle is needed to maintain the bike path we were faced with not getting all town sidewalks around the schools cleared in time for school opening and without their help school children would have had to walk in the street. We need to continue to work with the Parks Department to get their help when certain storm events prevent us from timely getting walks cleared at school zones.

c. Brief summary of examples of current interdepartmental, private contract and agency collaborative efforts:

i. The Brunswick Sewer District provides water quality sampling and testing at our landfill in exchange for recycling and refuse collection at their offices/plant and disposal at the landfill.

ii. The Brunswick Sewer District provides occasional cleaning of town storm drain lines with their jet/vacuum truck which greatly assists us as we have no such type equipment to clean roots and debris out of our storm drain lines.

iii. While we do limited pavement striping with our own staff as well as catch basin cleaning we contract out the majority of this work to the private sector. We are talking with the Sewer District about additional help they might be able to give us in lieu of us paying for catch basin cleaning by private contract. We already contract some of our plow routes out to minimize amount of year round staffing needed.

iv. We currently do centralized bidding through the Greater Portland Council of Governments (GPCOG) for culverts, paving, traffic signs and road salt.

4. *Are there services that your Department is providing that could be eliminated, reduced or privatized?*

a. In the City of Bath they require the abutting property owner, outside the downtown district to clear the sidewalk in front of their property after winter storms. Other communities, including the City of Portland, have adopted this type policy and then charge if the owner does not timely clear the walk of snow (usually 24 hours). We could consider such an elimination of services here but it will shift the work only to those properties that have sidewalks.

b. The City of Lewiston considered privatizing the operation of their municipal landfill. We could also consider the same option for our landfill. We would probably have to allow the private operator to accept waste from outside of Brunswick in order to make operation feasible. That could have the negative impact of decreasing the life of our landfill.

c. The City of Lewiston and other Maine communities have set up or are considering establishing a Storm Water Utility District. We could consider establishing a district in Brunswick to help cover the cost of maintenance of our extensive closed storm drain system (2,400+ catch basins, 43 miles buried pipe). Those who benefit from the Town's storm drain would be charged a fee that is usually based on the amount of impervious area on the private lot. This would allow us to charge this utility fee to otherwise tax exempt properties. This would be a major undertaking and would require substantial review and evaluation before bringing any such proposal to the Town Council.

d. We have evaluated and continue to evaluate our staff level and whether or not we should look to staff reduction and increased privatization of our plow routes. At this time we feel we are at or even a little below our optimum base staff level. Besides the plowing during storm events in the winter our staff is busy hauling snow after a storm, patching potholes, replacing signs, thawing culverts, spot sanding, etc. In years past we did have back up personnel from our recycling and trash staff to relieve our regular drivers and we no longer have that staff available to us. We are also concerned about the additional maintenance effort we will face once Station Avenue is built as we see that as a high maintenance area. At this time we do not recommend any staff reduction by increased privatization of our plow routes.



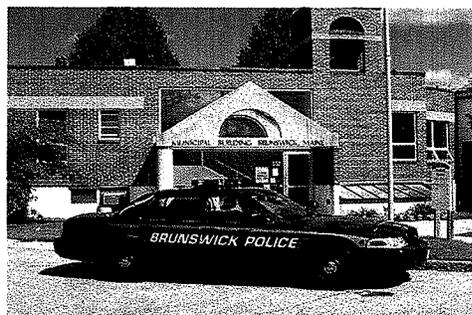


# **BRUNSWICK POLICE DEPARTMENT**

**28 FEDERAL STREET  
BRUNSWICK, MAINE 04011  
PHONE: 207.725.5521  
FAX: 207.725.6627  
WWW.BRUNSWICKPD.ORG**



# **EFFICIENCY REPORT**



## Our Mission

To provide the Brunswick community with the best possible police services.

To improve and enhance the quality of life for residents and visitors to the Brunswick community, and to provide a service that anticipates, identifies with, and is responsive to the needs of the community.

To foster and maintain positive working relationships with all governmental and non-governmental organizations designed and intended to enhance the quality of life for everyone equally.

To provide an environment conducive to individual growth for all members of the Police Department, and which is responsive to environmental change to meet demands of an evolving community.

---

---

---

---

---

---

---

---

## Primary Functions

- Visible Uniform Patrol
  - Cruiser
  - Bike
  - Foot
- Respond to 'Calls for Service'
- Follow-up Investigations
- Community Outreach

---

---

---

---

---

---

---

---

## 2007 Crimes

- 1,981 reported crimes
  - 385 Thefts
  - 157 Criminal Mischief
  - 136 Assaults
  - 19 Sexual Assaults
  - 148 Drug Cases
- 1,237 Arrests

---

---

---

---

---

---

---

---

**Staffing**

**Full-Time Employees**

- **36 Sworn Officers**
  - Chief
  - 2 Commanders
  - 4 Lieutenants
  - 4 Sergeants
  - 25 Patrolmen / women
- **9 Communications Officers**
- **3 Clerical staff**
  - 2 Secretaries
  - 1 Records / payroll clerk

---

---

---

---

---

---

---

---

**Staffing (cont)**

- **3 Non-sworn Officers**
  - Traffic Safety Officer
  - Parking Enforcement Officer
  - Animal Control Officer
- Part-Time Employees**
  - **7 School Crossing Guards**
  - **1 Marine Resource Officer**

---

---

---

---

---

---

---

---

**Patrol Division**

- **3 Uniformed Patrol Squads**
  - 1 Lieutenant, 1 Sergeant, 5 to 7 Patrolmen / women
  - Cruiser, Bike, Foot patrols
- **Community Policing Officer**
- **Marine Resources Officers**

---

---

---

---

---

---

---

---

### **Patrol Division Support**

- Traffic Safety Officer
- Parking control Officer
- Animal Control Officer
- School Crossing Guards

---

---

---

---

---

---

---

---

### **Drug Recognition Experts**

- 3 Officers trained & Certified by NHTSA and IACP.
- Mandated for impairment on OUI cases
- Education provided about impairment caused by both legal and illegal drugs.

---

---

---

---

---

---

---

---

### **Traffic Crash Reconstruction**

- Analyze causation factors in serious crashes
  - 3 certified officers
    - By State of Maine
    - ACTAR
  - Determines fault
  - Assists in prosecution
  - Reduce serious crashes through education & enforcement



---

---

---

---

---

---

---

---

## **Marine Resources**

- Perform various duties to support all aspects of the Towns shellfish resources and Harbor Master responsibilities.
  - Water sampling
  - Septic inspections
  - Mooring inspections
  - Various state & local laws and ordinances



---

---

---

---

---

---

---

---

## **Patrol Support**

### **Traffic Safety Officer**

- Assists the Commander of Patrol with various pedestrian and traffic safety plans
- Issues parking tickets and maintains parking ticket records
- Directs the activities of the parking enforcement officer
- Maintains towing list for scoff law violations

---

---

---

---

---

---

---

---

### **Patrol Support (cont.)**

- Performs Police Patrol duties as needed
  - traffic control
  - traffic enforcement
- Assists the Administration with fleet vehicle and equipment procurement
- Arranges or performs vehicle maintenance on the fleet
- Directs the activities of the school crossing guards

---

---

---

---

---

---

---

---

Patrol Support (cont.)

**Animal Control Officer**

- Handles all animal complaints (± 2000 each year)
- ± 150 dogs picked up each year
- ± 300 cats picked up each year
- Deer, skunks, birds, etc. both alive and dead

**Parking Enforcement Officer**

- Enforces parking ordinance

---

---

---

---

---

---

---

---

**Support Services Division**

- 1 Lieutenant, 1 Sergeant, 5 Detectives
  - Criminal Investigations
  - Youth Services
  - School Resource Officers
  - Court Liaison
  - Secretarial Assistance
- Communications
  - 1 Supervisor
  - 8 Emergency Telecommunications Officers

---

---

---

---

---

---

---

---

**School Resource Officers**

- Two School Resource Officers
  - One at Brunswick High School
  - One at Brunswick Junior High School
    - Approximately 1700 students served
    - Provides police services in the schools
    - Teaches various topics
      - Criminal law, Traffic law
      - OUI law / demonstrations
      - Self defense / personal safety topics

---

---

---

---

---

---

---

---

## **Dare Officers**

- Drug Abuse Resistance Education
- Taught to all 5<sup>th</sup> grade students in Brunswick
  - Approximately 300 students, 5 active instructors
  - 10 lesson program
  - Subjects include
    - Decision making skills
    - Violence prevention
    - Effects of drug abuse



---

---

---

---

---

---

---

---

## **Project Alert**

- Taught to all 8<sup>th</sup> graders at Brunswick Junior High School
  - Approximately 225 students
  - 11 lesson program
  - Decision making skills
  - Drug effects / health / social risks
  - Mandated school curriculum

---

---

---

---

---

---

---

---

## **Juvenile Court Diversion**

- Jump Start
  - Diversionary program for first time Juvenile offenders.
    - 8 weeks long
    - Volunteer mentors
    - Community service component
  - Co-sponsored with Freeport PD
- Rebound
  - Life skills classes
    - 10 weeks
    - Volunteer mentors
    - Community service component
    - Usually repeat offenders
    - May be court ordered
  - Co-sponsored with Freeport PD

---

---

---

---

---

---

---

---

# Community Outreach

---

---

---

---

---

---

---

- Neighborhood Watch
- Safety Stand Down Presentation
- Special Event Planning
  - Air Show
  - Kiwanis Bike Rodeo
  - Memorial Day Parade Committee
- Elder Abuse Task Force
- Northwest Brunswick Neighborhood Association
- Communities Against Substance Abuse

---

---

---

---

---

---

---

- Bowdoin College Student Law & Safety Presentations
- Child Safety Seat Installation
- Neighborhood Speed Signs
- Child Fingerprinting
- Police Station Tours
- Cruiser Ride-a-Longs
- Citizen Police Academy
- Challenge Coin Citizen Recognition
- Safety Award Program

---

---

---

---

---

---

---

- Drug and Drug Use Recognition Training
- T.R.I. A. D
- D.E..C.A.
- Perryman Village / Housing Authority
- Safety Talks for seniors
- Big Brothers and Big Sisters
- Good Morning Brunswick program
- A.A.R.P. Elderly Driving Safety Classes
- Red E. Fox E-911 Program

---

---

---

---

---

---

---

---

## Communications Center

---

---

---

---

---

---

---

---

- Staffed with two Emergency Telecommunications Officers 24/7



---

---

---

---

---

---

---

---

- **Public Safety Answering Point (PSAP)**
  - Handles all E-911 calls for Brunswick, Freeport and Yarmouth
  - Receive approx 12,000 emergency calls annually
  - Dispatches all Police, Fire and Rescue calls.
    - Run various wanted person / stolen property checks
    - Enter wanted persons / stolen property information into state and federal systems.
    - Handle 150-200 walk in requests for various police service per week.
  - Fully certified in Emergency Medical Dispatch.

---

---

---

---

---

---

---

---

## **Administrative Support**

---

---

---

---

---

---

---

---

### **Executive Secretary**

- Performs all administrative functions to support the administration of the Police Department.
  - maintains departments personnel records
  - manages the concealed weapons permit process
  - Maintains Department Internal Affairs file
    - Prepares transcriptions
    - Maintains Log of complaints

---

---

---

---

---

---

---

---

Executive Secretary (cont.)

- Collects funds and distributes to appropriate accounts
  - Concealed weapons, leash law, petty cash.
  - Assists the Administration in physical preparations the Department's budget
  - Assists the administration in complying with various annual reports
    - Maine Criminal Justice Academy
    - Maine Municipal Association
- Maintains department's general order manual

---

---

---

---

---

---

---

---

Executive Secretary (cont.)

- Performs notary public services
- Maintains inventory of office supplies
- Provides secretarial typing and filing duties

---

---

---

---

---

---

---

---

**Book Keeper / Records Clerk**

- Performs all payroll functions for the Department ( $\pm$  \$50,000 weekly payroll)
- Performs all accounts payable functions for the Department
- Prepares and submits the Department uniform crime reporting
- Maintains all various reports for the Department per M.G.L.
  - Incident, arrests, crash

---

---

---

---

---

---

---

---

**Book Keeper/ Records Clerk (cont.)**

- Processes freedom of access request
  - Incident reports
  - crash reports
  - arrest reports
    - Computes and collects fees

---

---

---

---

---

---

---

---

**Administrative Secretary**

- Performs all administrative functions to support line personnel of the Department
- Cross trained in payroll, accounts payable and freedom of access requests.
- Types transcripts of suspect and witness interviews in major cases.
- Maintains Department training records

---

---

---

---

---

---

---

---

**Administrative Secretary (cont.)**

- Maintains pawn shop records
  - Shares data base with NESPIN
- Maintains records for lost / recovered property
- Assists the Lieutenant of Support services in administering the Departments sex offender registry
- Assists Lieutenant of Support Services in maintaining the Department's evidence records.

---

---

---

---

---

---

---

---

**Grants**

- Speed enforcement
  - \$6,000
- OUI enforcement
  - \$6,000
- Seatbelt enforcement
  - \$2,000
- Body Armor
  - 50% from
- Under age drinking
  - Partnered with Mid Coast Hospital

---

---

---

---

---

---

---

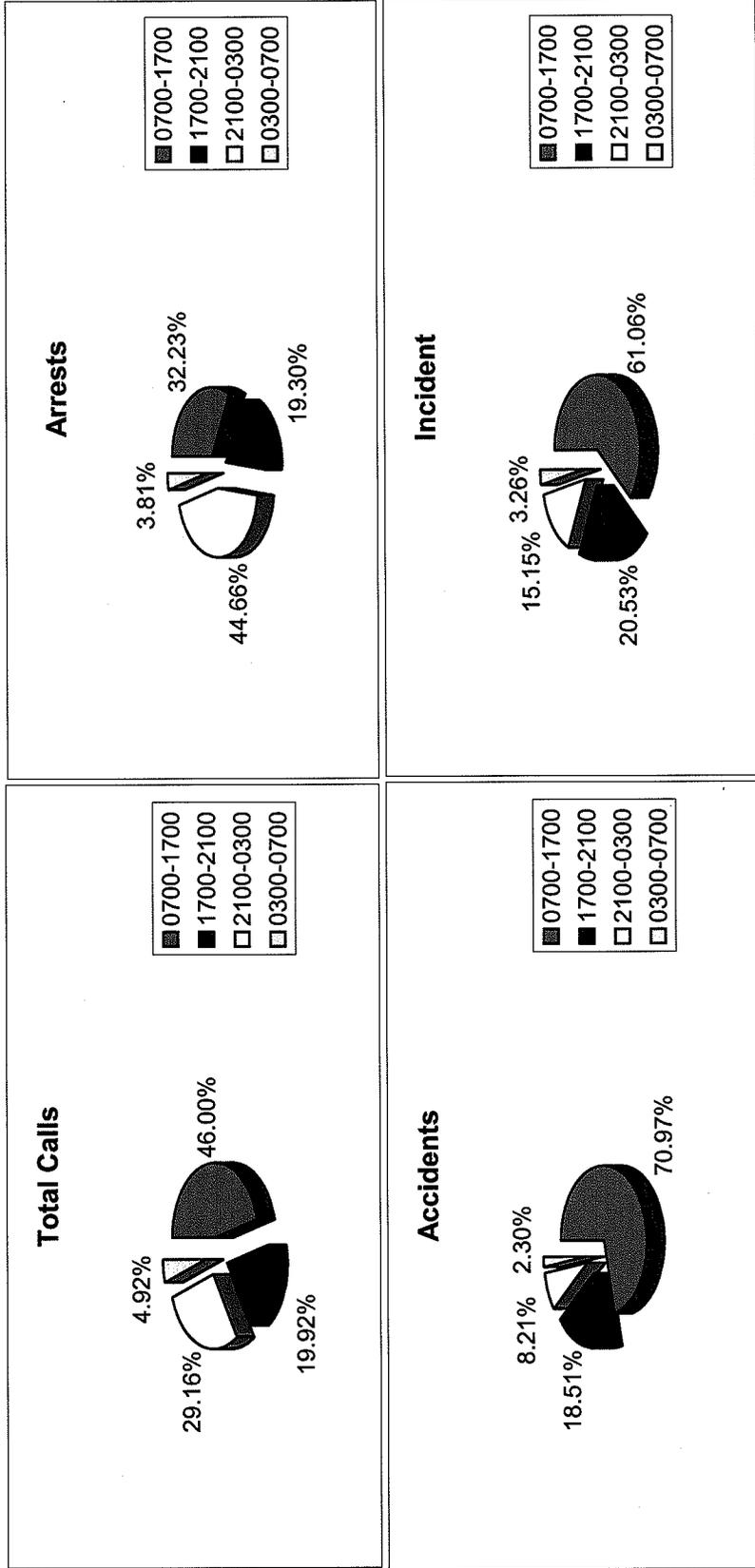
---

# APPENDIX

# Average Call Statistics from 2005 to 2007

Time	Total calls	Arrest	Accident	Incident
0700-1700	12,025	389	648	806
1700-2100	5,206	233	169	271
2100-0300	7,622	539	75	200
0300-0700	1,286	46	21	43

**TOTALS**    26,139    1,207    913    1,320



# Maine Officer to Citizen Ratio Survey

\*\*Agencies listed in order from lowest to largest number of Officers to residents ratio.\*\*

## Auburn:

Population: 23,203  
Land mass: 61.7 square miles  
Sworn Officers: 55  
1 Officer per every 423 residents

## Sanford:

Population: 20,806 Land mass:  
Land mass: 50.4 square miles  
Sworn Officers: 48  
1 Officer per every 433 residents

## Augusta:

Population: 18,560  
Land mass: 57.4 square miles  
Sworn Officers: 41  
1 Officer per every 452 residents

## South Portland:

Population: 23,324  
Land mass: 12.9 square miles  
Sworn Officers: 51  
1 Officer per every 457 residents

## Westbrook:

Population: 16,142  
Land mass: 12.8 square miles  
Sworn Officers: 35  
1 Officer per every 461 residents

## Scarborough:

Population: 16,970  
Land mass: 54 square miles  
Sworn Officers: 33  
1 Officer per every 514 residents

## Biddeford:

Population: 20,942  
Land mass: 30.8 square miles  
Sworn Officers: 40  
1 Officer per every 523 residents

## Saco:

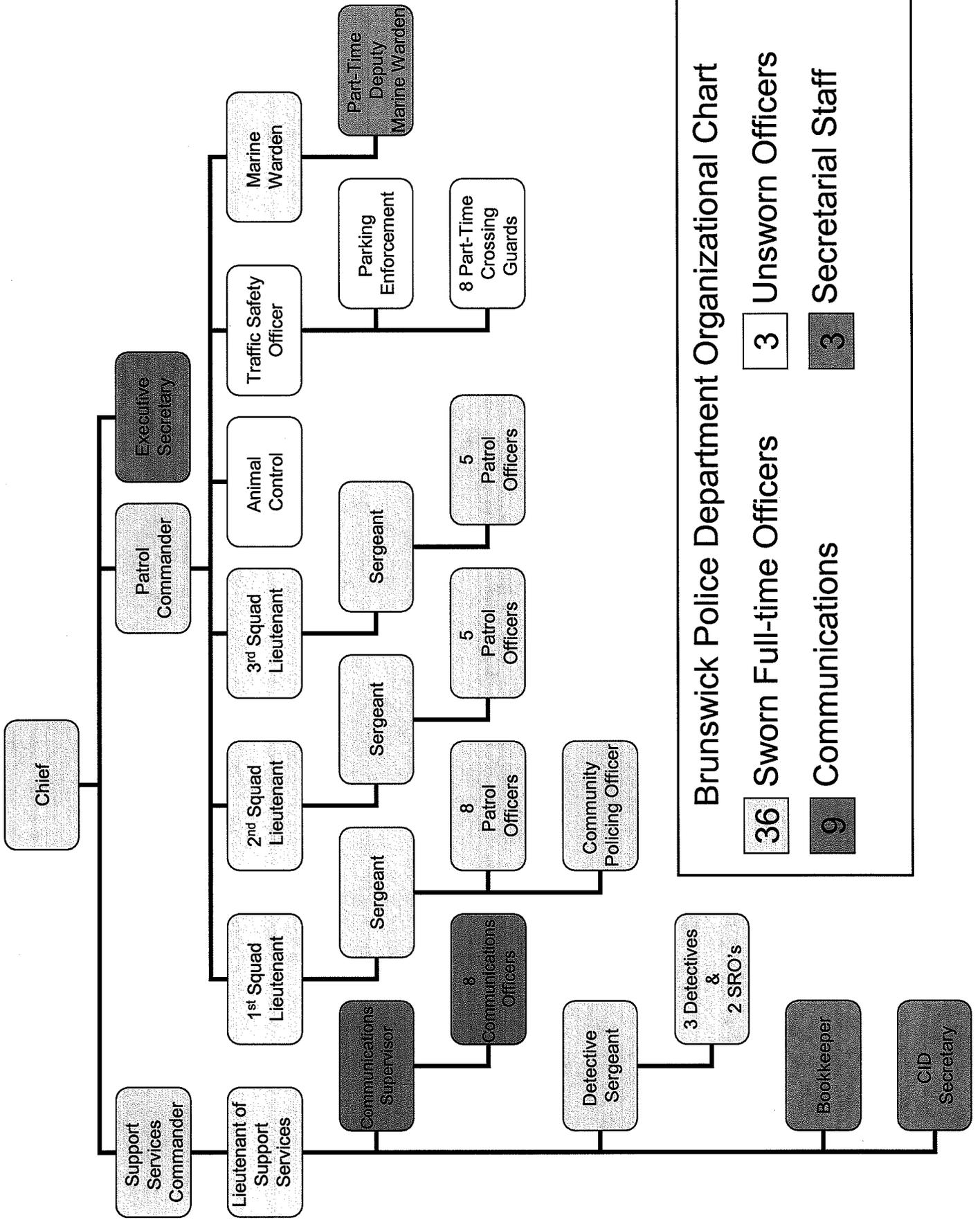
Population: 16,822  
Land mass: 38.8 square miles  
Sworn Officers: 31  
1 Officer per every 542 residents

## Brunswick:

Population: 21,172  
Land mass: 48 square miles  
Sworn Officers: 36  
1 Officer per every 588 residents

# **Challenges**

- Brunswick Naval Air Station closures new Security / Law Enforcement responsibilities
  - 3200 acres
  - 107 commercial structures
  - 320 residential structures
- Law enforcement challenges related to the current state of the economy
  - Thefts (forgery, bad checks, etc)
  - Domestic violence



**Brunswick Police Department Organizational Chart**

36	Sworn Full-time Officers	3	Unsworn Officers
9	Communications	3	Secretarial Staff

# Parks and Recreation Department

## Efficiency Review Committee Meeting

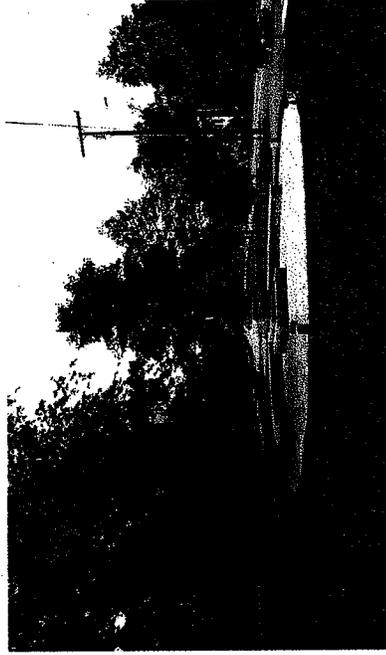
October 30, 2008



Public Ice Skating on the Lower Mall



National Trails Day Celebration Along the Bike Path



Chamberlain Statue Landscape



Entrance Improvements at Nathaniel Davis Park

**Thomas M. Farrell, Director**

[tfarrell@brunswickme.org](mailto:tfarrell@brunswickme.org)

**Jake Oikkola, Deputy Director**

[jolkola@brunswickme.org](mailto:jolkola@brunswickme.org)

**Peter Baecher, Parks and Facilities Manager**

[pbaecher@brunswickme.org](mailto:pbaecher@brunswickme.org)

**Parks and Recreation Department**

**30 Federal Street**

**Brunswick, Maine 04011**

**Tel# (207) 725-6656**

**Fax# (207) 725-0148**

PARKS AND RECREATION DEPARTMENT  
Efficiency Committee

Table of Contents

October 30, 2008

1. Organizational Chart pp. 1-5
  2. Mission Statement/Department Overview pp. 6-8
  3. List of Areas Maintained by Parks and Recreation Department pp. 9-13
  4. Abbreviated Summary of Parks Division Work p. 14
  5. Facility Task Additions Since 6/1/99, Parks Division pp. 15-20
  6. Recreation Program Participation Statistics pp. 21-23
  7. Responses to Efficiency Committee Questions
-



## **Mission Statement**

The Parks and Recreation Department seeks to provide high quality facilities and program opportunities for leisure time activities for all Brunswick residents.

## **Recreation Commission**

It is the overall responsibility of the Recreation Commission to promote, enhance and protect recreational opportunities in Brunswick in order to maintain and further develop the quality of life and objectives set forth in the Comprehensive Plan of the Town of Brunswick.

## **Recreation Commission Powers and Duties**

- Review programs and formulate policies related to public recreation and parks in Brunswick.
  - Responsible for the supervision of all recreational activities conducted by the department on all property owned by or under control of the Town.
  - In conjunction with staff develops an appropriate plan of maintenance of the buildings and any other structures or facilities placed under its jurisdiction by the town council.
- 

## **Recreation Administration**

- Provide staff support to the Recreation Commission
- Develops program and facility use policies for consideration by the Recreation Commission
- Director serves as ex-officio member of both the People Plus Center Board of Trustees and Teen Center Board of Directors
- Deputy Director serves as the lead facilitator for the Brunswick Youth Sports Council
- Staff works with a wide variety of affiliate groups and organizations to extend recreation program opportunities within the community
  - Brunswick Rotary, Brunswick Teen Center
  - Bowdoin College, Kick Start Soccer
  - Land for Brunswick's Future Committee

- Memorial Day Committee, Annual Parade
  - Androscoggin Brunswick-Topsham River Walk- River Walk Committee
  - National Trails Day- Brunswick Topsham Land Trust, Access Health, Friends Groups
- Staff reviews proposed subdivision plans and makes recommendations to the Planning Board to insure compliance with Section 5.19 of the town's zoning ordinance.
  - Prepares grant applications for various state and federal programs to accomplish goals outlined in the Town's Comp Plan and Parks, Recreation and Open Space Plan.
  - Process and maintain personnel and payroll records approximately 140 seasonal employees and independent contractors annually
  - Provide and coordinate annual training for new employees in the following areas
  - Bloodborne Pathogens, General Liability, Sexual Harassment, Workplace Violence, Reporting of Suspected Child Abuse, Community First Aid and CPR.
  - Conduct pre employment interviews and criminal background checks of prospective employees
  - Process approximately 2,200 invoices for goods and services annually
  - Process and issue approximately 2,380 payroll checks annually
- 
- Process 2,986 facility reservations annually representing 10,573 hours of scheduled use.
  - Process approximately 6,186 recreation program registrations annually.
  - Produce and distribute all program literature to local media and through public schools regarding programs and services
  - Maintains web site regarding department programs and services [www.brunswickme.org/parkrec](http://www.brunswickme.org/parkrec)

### **Buildings and Grounds**

- Maintenance staff includes 7 full time and 6 seasonal workers
- Maintains 40 parks and facilities involving 650 acres in the community

- Seasonal park rangers provide information to the public and enforce rules and regulations prescribed in the parks ordinance (spring through fall each year)

## Facility Types

- Athletic Fields
  - Edwards
  - Lishness
  - Shulman
  - Wildwood
  - Old High School
  - Bike Path
- Boat Launches
  - Water Street
  - Sawyer Park
  - Prince's Point
  - Maquoit Landing
  - Simpsons Point
  - Barnes Landing
  - Mill Street
  - Pejepscot Portage
  - Mere Point
- Playgrounds

---

  - Longfellow
  - Hambleton
  - Davis Park
  - Edwards Field
  - Coffin Pond
- Activity Areas
  - Skateboard Park
  - Tennis Courts
  - Senior Gardens
  - Coffin Pond
  - Lower and Upper Mall
- Passive Use Areas
  - 250th Anniversary Park
  - Bay Bridge Landing
  - Coffin's Ice Pond
  - Pejepscot Park
  - Mill Street Overlook
  - Maquoit Bay Conservation Land

- Trails
  - Androscoggin River Bike Path
  - Town Commons
  - Greater Commons
  - Cox Pinnacle

#### Indoor Facilities

1. Recreation Center
  - Gym
  - Preschool
  - Meeting Rooms
2. Old Brunswick High School
  - Gym
  - Athletic Field

#### Natural Areas

- Lamb Park
- Pejepscot Dam Open Space
- Great Island Chain
- Gateway Areas
  - Pleasant Street
  - Cooks Corner
  - Mill Street
  - Maine Street

- Miscellaneous
  - Chamberlain Esplanade
  - Spring and McKeen Woods
- Tree Program
  - Hazard removals
  - Planting of new trees
  - Training Pruning
- Ice Skating Rinks
  - Lower Mall
  - Coffin Pond
  - Lishness Hockey Rink

#### **Building and Grounds Projects Completed During Past Year**

- Replacement of infield surfacing at Lishness Field
- Skate Park seam repair

- Town Common sign installation
- Installation of bicycle racks on Maine Street
- Lishness Field retaining wall reconstruction
- ADA Improvements to Lobby at the Recreation Center
- Installation of Rotary sponsored historic plaque on the Lower Mall
- Worked with committee that raised private dollars to install four sidewalk plaques in the downtown area featuring literary greats with strong ties to Brunswick
- Aeration of athletic fields
- Organic compost tea application at Edwards Field

### **Coffin Pond**

- Chlorinated swimming area with 55' water slide playground and picnic area located on River Road
- Facility operates 7 days per week, mid June through Labor Day, Open 10am to 7pm daily
- 6 lifeguards are certified in the following areas
  - Lifeguard Training
  - Advanced First Aid
  - CPR for the Professional Rescuer
- 7,924 patrons visited the facility in 2007/08

### **Old High School**

- Primary uses
  - Council Chambers C/D
  - Cable 3Television C/D
  - Community Meeting Space C/D
  - Municipal Records Storage C/D and 1937 wing
  - Gymnasium for Recreation Programs A/B
  - Heated Maintenance shop for Parks Crew A/B
  - Skate Park, Football Field and Tennis Courts

### **Recreation Programs**

- 140 recreation programs were run or facilitated by the department during the past fiscal year
- 23,498 people participated in programs offered during the same time period
- Statistics of use are difficult to quantify for certain parks, but its safe to say the combined annual visits by citizens to the Mall and Bike Path alone would exceed the 23,498 participants who took part in organized programs offered by the department.
- Staff recruits, trains and supervises over 800 volunteers who work in recreation programs annually.
- Staff has trained and certified over 600 youth sports coaches since 2001.

**Town of Brunswick  
List of Areas Maintained by Parks and Recreation Department**

	<b>Facility Name</b>	<b>Acreage</b>	<b>Brief Overview</b>	<b>Ownership</b>	<b>Date</b>
1	Androscoggin River Bicycle Path	32.00	2.6 mile bicycle/walking path	Town of Brunswick (TOB)	1998
2	250 <sup>th</sup> Anniversary Park	1.29	Park overlooking the Androscoggin River, fishing access, canoe portage	TOB (partial); Florida Power and Light, Inc.	1997
3	Barnes Landing	.17	Boat launch	TOB	Pre-1981
4	Bay Bridge Landing Wetland Park	5.93	Wetland park with walking trail and interpretive signage; ice fishing access	TOB	1998
5	Coffin's Ice Pond	6.26	fresh water pond; connects with trail system.	TOB	1998
6	Coffin Pond Recreation Area	40.9	chlorinated freshwater pond and water slide, playground, and picnic area	TOB	1961
7	Edward's Field	11.0	Athletic field complex (3 baseball fields) playground, outdoor basketball	TOB	1936
8	Fish Viewing Facility	0.00	views of fish ladder adjoining dam	Florida Power and Light, Inc.	15+ years ago
9	Great Island Chain	88.00	Undeveloped land for conservation purposes	TOB	1975
10	Hambleton Avenue Playground	.67	Children's playground	TOB	1998
11	Lamb Park	8.00	Eight acre riverfront nature area	TOB	1995
12	Lishness Park	21.50	Athletic field complexes with 2 softball fields and 2 soccer fields. Also outdoor lighted hockey arena.	Brunswick Sewer District, leased to TOB	1978
13	Longfellow Playground	.40	Children's playground	TOB	1986
14	Maquoit Landing	6.00	Boat launch to Maquoit Bay (salt water)	TOB	Pre 1981
15	Mill Street Canoe Portage	3.40	Canoe and kayak launch and portage	TOB	1997

				facility on the Androscoggin River			
16	Municipal Tennis Courts	(included w/ Old High School; see		Five paved tennis courts	TOB		1974
17	Nathaniel Davis Park	2.36		Park area consisting primarily of turf areas, with some mature trees. Also contains children's playground	TOB		1981
18	Princes Point Landing	1.00		Boat launch to New Meadows River	TOB		1980
19	Recreation Center	.43		Building which contains an indoor basketball court, in addition to Parks and Recreation administrative offices. Preschool program.	TOB		1947
20	Sawyer Park	21.4		Boat launch facility to New Meadows River	TOB		1968
21	Senior Garden	2.00		Flower and vegetable garden space available for use by town residents over the age of 55.	TOB		Pre 1981
22	Shulman Park	18.55		Soccer field	TOB		1988
23	Simpson's Point Landing	.40		Boat launch facility to Middle Bay (salt water)	TOB		Pre 1981
24	Town Commons	71		80 wooded acres with walking trails	TOB		1719
25	Water Street Boat Landings	3.04		Two boat landings on to the Androscoggin River	TOB		Pre 1981
26	Water Tower Nature Area	34		Walking trails near Town water tower	Brunswick-Topsham Water District		Pre 1981
27	Wildwood Field	3.82		Soccer field	TOB		1990
28	Skateboard Park	(included w/Old High School; see below)		Skateboard ramps, rails, and other skateboard apparatus	TOB		1999
29	Old High School Building	10.96		Gymnasium, storage, and meeting space	TOB		1937 (orig. bldg.)
30	Old High School Football Field	(included w/OHS; see above)		Lighted athletic field	TOB		Pre 1961

31	Cox Pinnacle	103.4	conservation area with walking trails	TOB	2003
32	Upper and Lower Mall	7.00	Intown tree-lined park, with lawn, gazebo, and monuments	TOB	1823
33	Pejepscot Dam Recreation Area	30.00	Canoe portage; walking trails	TOB; Pejepscot Hydro	TOB land 1999
34	Greater Commons	112.00	Conservation area with hiking trails	TOB	2001
35	Outer Pleasant Street Gateway	7.00	Large median areas of turf, plantings, and wooded areas by 295 entry to Brunswick	State of Maine (MDOT)	1999
36	Mill Street Gateway	.17	Bermed planting area and lawn across from the Swinging Bridge	State of Maine (MDOT)	2003
37	Chamberlain Avenue lot	.39	Wooded area between Chamberlain Ave. and Chamberlain Court	TOB	1948
38	Spring Street lot	.93	Wooded lot diagonally across from the Old High School	TOB	1932
39	Mere Point Boat Launch	6.60	All tide boat launch facility on Casco Bay	State of Maine (IF&W)	2008
40	2 Swett Street	.21	Former house lot on Route One	Brunswick Development Corporation	2002
41	51 Mill Street	.09	Lot on Route One	Brunswick Development Corporation	2002
42	Swinging Bridge	~.1/4 acre	Park area & parking lot at Brunswick end of the Swinging Bridge	MDOT	2007

**Abbreviated Summary of Parks Division Work  
(Broken down by facility type)**

<b>Athletic Fields - approx. 21 acres of turf</b>	
Bike Path Field	<p><b>TURF:</b> mowing (2x per week); fertilizing (3x/year); core aerating (1-2x/yr.); overseeding; irrigation; string trimming of fencelines and bleachers; biannual application of compost <b>INFIELDS (5):</b> daily dragging and lining; maintain outfield edge and lip, bases and pitching rubber, dugouts/team benches, backstops, and scoreboards <b>STRUCTURES:</b> maintain 3 concession buildings, 2 utility buildings, football tower, unisex restroom; several thousand feet of chain link fence, and bleachers <b>OTHER:</b> startup and winterization of underground irrigation systems at 6 fields; manual irrigation set up at 3 fields; parking lot maintenance; maintenance of athletic field lighting (2 locations); pruning and removal of trees as needed along perimeter <b>PROGRAM SETUP:</b> set up/take down soccer goals, portable backstops, temporary fencing, pitching mounds; transition work to measure, set up, and stripe soccer fields, lacrosse fields, and one football field</p>
Edwards Field (3 fields)	
Lishness Field (2 fields)	
OHS Football Field	
Shulman Field	
Wildwood Field	
<b>Boat Launches</b>	
Maquoit Landing	<p>seasonal installation and removal of floats (Sawyer Park/Mere Point Boat Launch); seasonal maintenance of ramps as needed; mowing (Sawyer, Mere Point, Water Street #2, Maquoit); maintain trash receptacles at several locations; seasonal installation of porta-toilets for ice fishing (Water Street #1, Bay Bridge Park); clean up; fence and guard rail maintenance; daily outhouse cleaning (Sawyer Park/Mere Point Launch); clean up of seaweed, etc. (Sawyer Park/Mere Point Launch); repairs and painting of floats in off season.</p>
Simpson's Point Landing	
Water Street #1 Landing	
Water Street #2 Landing	
Princes Point Landing	
Barnes Landing	
Sawyer Park	
Mere Point Boat Launch	

**Abbreviated Summary of Parks Division Work  
(Broken down by facility type)**

<b>Parks</b>	
	Parks maintenance tasks involve a wide array of items. Some of the more common include mowing and string trimming; winter sand cleanup in spring; leaf raking or vacuuming in fall; installation and maintenance of signage; trash collection; fence maintenance; park bench and other amenity repair, painting, installation, and removal; painting of outbuildings, bleachers, guard rails and/or structures; snowplowing and shoveling (13 locations); ice rink establishment and maintenance (3 rinks); tree work; gate locking at night (7days/wk.); vegetation management (bushhogging/brush cutting); gravel parking lot grading and repair; planting of trees, shrubs, and flowers; setting up for events and programs at various facilities.
Bike Path	intensively maintained -- mowing and trimming; maintenance of 2 outhouse facilities; vegetation management along edges of path and ramps, and around parking lot; snowplowing, snowblowing, and sanding in winter; painting of outhouses; repair and painting parking lot guard rails; chain link fence repairs; re-mulching of trees; approx. monthly sweeping of sand on path; tree pruning and removal; daily litter pickup; monthly litter collection outside fenced area (along Route One); repairing graffiti, vehicular damage to gates; daily opening and evening locking of parking lot gate.
250th Anniversary Park	mowing, trimming, weeding, trail maintenance, guard rail maint.
Bay Bridge Wetland Park	mowing, trimming, weeding, trail maintenance, guard rail maint., snowplowing
Coffin's Ice Pond	maintenance of access road and dam and new footbridge
Coffin Pond Recreation Area	intensively managed May to September. Includes chlorination system and maintenance of chlorinated fresh water pond with a 55' long water slide; also includes maintenance of 2 masonry block buildings (concession and restrooms, and chlorine building. Snowplowed in winter, with ice rink maintained in parking lot.
Lamb Park	bushhogging and trail maintenance
Mill Street Canoe Portage	mowing, trimming, weeding, trail maintenance, flowers planted
Stanwood St. Tennis Courts	seasonal set up and take down of nets; labor intensive crack repair and repainting; blowing off of pine needles, etc., during the season; R&M for lighting; chain link fence repair
Davis Park	mowing, trimming, litter, fence repair, vegetation management on perimeter. (See also playground section.)
Senior Gardens	mowing, trimming, rototilling, provide seasonal water service
Town Commons	snowplowing; minor trail maintenance; coordinate major projects (e.g parking lot reconstruction; Pitch Pine release cutting; making trail connections)
Skateboard Park	maintained daily. Daily litter patrol and inspection; fence repairs, vandalism/ graffiti repairs; seam repairs; trash cleanup
Cox Pinnacle	parking lot area mowing & trimming; minor trail maintenance; winter snowplowing

**Abbreviated Summary of Parks Division Work  
(Broken down by facility type)**

Lower Mall	intensively managed. Mowing & trimming; daily litter patrol; seasonal installation/removal of park benches and litter receptacles; tree pruning; lawn aeration/overseeding/fertilization in Farmer's Market (FM) area; weekly striping of FM area; graffiti removal; winter ice skating rink setup and maintenance; gazebo maintenance; event coordination/prep for public events
Upper Mall	mowing and trimming primarily; also maintenance of Joshua Chamberlain statue site, including annual cleaning and waxing of statue
Pejepscot Dam Fishing Park	fairly minimal maintenance at this time
Greater Commons	trail work of varying intensities
Swinging Bridge	mowing and trimming; tree trimming; graffiti removal; landscape bed maintenance; snowplowing in winter
<b>Playgrounds</b>	
at Edwards Field	each playground is inspected regularly during the non-winter months, with repairs made as determined from inspections (or from vandalism); playground safety surfacing is added as needed, and the existing surfacing is raked into place regularly. Longfellow Playground is old and constructed of wood (outdated), and requires the most maintenance of any of the playgrounds
at Coffin Pond	
Hambleton Ave. Playgrnd.	
Longfellow Palyground	
at Davis Park	
<b>Major Buildings</b>	
	daily janitorial cleaning of administrative offices and public areas; high level of maintenance required for successful operation of
Recreation Center	Preschool; daily gym maintenance; room setup and prep for many programs, events, or meetings; winter snowplowing and shoveling; floor stripping and refinishing; painting; etc.
Old High School	daily janitorial cleaning of lobby, bathrooms, and gym during basketball season; less building maintenance other seasons; snowplowing and shoveling in winter; identifying and coordinating repairs to anitquated systems (heat, roof, etc.); use of OHS workspace for annual repainting of ~30 litter receptacles used on Maine Street and repairs/repainting of 20 park benches for the Lower Mall.
minor buildings	we also maintain 17 buildings of a smaller scale, including masonry block garages, concession buildings, utility buildings, 4-season outhouses, and storage buildings

**Abbreviated Summary of Parks Division Work  
(Broken down by facility type)**

<b>Equipment and vehicle maintenance</b>		substantial in-house regular preventative maintenance and mechanical repairs to the Parks Division's 5 trucks, 3 automobiles, 2 loaders, 4 tractor/mowers, and wide assortment of turf and landscape implements and tools. As reliant as we are on equipment, this is an extremely important function that requires a significant input of time.
<b>Miscellaneous</b>		
	Tree work	management of Public Tree Program; evaluating tree hazards along streets and in parks, contracting with arborists for pruning and removal work; performing elevation and training pruning with staff for smaller trees; tree planting (approx. 350 trees planted since 1999) along streets and in parks; responder to public safety inquiries about street trees; pursue grants to fund tree related projects; review development plans for Planning Dept. for appropriate tree planting and preservation
	Outer Pleasant Street Gateway	mowing of ~5 acres of turf along entry route into Brunswick; also some landscape bed maintenance
	Mill Street Gateway	maintenance of landscape bed and lawn area across Route One from the Swinging Bridge
	Cook's Corner Gateway	maintenance of four 75' long daylily beds at the Cook's Corner intersection; weeding and re-mulching
	Great Island chain	no maintenance
	Spring Street lot	minor mowing; annual brush cutting under mature pines
	Chamberlain Ave. lot	annual brush cutting of brushy growth beneath mature trees; also training pruning of young trees
	51 Mill Street	mowing and trimming
	2 Swett Street	mowing and trimming
	Maine Street flowers	regular watering, weeding, and fertilizing of the flowers in 10 median islands on Maine Street for the summer months; removal of plants at end of season; compost addition and rototilling in spring in preparation for flower planting (generally by others)
	Ice rink maintenance	establishment and 5 day per week re-surfacing of ice rinks (Mall, Lishness, Coffin Pond), a labor intensive process that requires snowblowing of the shavings on the surface, sweeping, and flooding with water; rinks are plowed or snowblowed after snow events; seasonal signage installed; lighting R&M at each
	Cross Country Ski trail maintenance	ski trail maintenance performed at Crystal Spring Farm for public use; trail making with snowmobile, followed by pulling a cross country ski trail groomer along the trail; we also plow the large parking lot there for public parking
	Program support	provide labor for preparation of a variety of recreation events, from preparation and setup on Mall for the Memorial Day Parade, Valentine's Ball (at OHS), Ski & Skate Sale, Halloween Parade and Party, 4th of July events on the Mall, Chamberlain Days, and other special Town sponsored events

**Abbreviated Summary of Parks Division Work  
(Broken down by facility type)**

	Some administrative functions	soliciting bids and quotes; contracting a wide variety of professional services; purchasing; scheduling; budget management; planning; serving on committees; performing safety inspections; hiring and personnel management; insuring compliance with state, local, and federal regulations pertaining to facilities; recordkeeping; applying for various grants; developing management plans for turf, trees, and building maintenance					

## Facility Task Additions since 6/1/99

Facility/Task Added	Notes
Skate Park	
Cox Pinnacle	
trash receptacles on Maine Street and the Mall	
maintenance of 2 Swett Street	
maintenance of MDOT lot lawn and landscape	
maintenance of property east of MDOT lot on Mill	
Mill Street Canoe Portage	
installation/removal/maintenance of Maine Street park benches	
maintenance of Swinging Bridge parking/park area	
Mere Point Boat Launch	
intown minor mowing (by Cote's, Bull Moose, near Fort Andross	
Memorial Day Parade prep and setup	
compost tea/organic program at Edwards	
new athletic field at Bike Path	
new playground at Hambleton Park	
crossing guard duties 2x/day for the school year	
<b>Other recent additions</b>	
Old High School 1999	
Bike Path 1998	
Bay Bridge Wetland Park 1998	
Chamberlain Ave lot 1999	
Spring Street lot 1999	
Outer Pleasant Street Gateway islands 1999	
Public Tree Program 1999	

## RECREATION PROGRAM PARTICIPATION STATISTICS

### SUMMER 2007 YOUTH

<u>Title of Program</u>	<u>Enrollment</u>	
	<u>RES.</u>	<u>NON-RES.</u>
Youth Candlepin Bowling	18	
Boys Junior Baseball	95	
Youth Track & Field	56	
Munchkins Tennis	39	
Little Dragon Tennis	32	
Dragon Tennis	19	
*Sailing Lessons	4	
Girls Junior Softball	28	
Summer Playground (Session I)	127	6
Preschool Mini-Camp (Session I)	29	2
Hershey Track Meet	10	
*Coed T-Ball	69	
Learn to Swim, Bowdoin College (Session I)	77	13
Girls Elementary Summer Basketball	26	
Boys Elementary Summer Basketball	62	
Golf for Kids	12	
Soccer Wednesdays (Coastal)	260	
Saturday in the Park (4 weeks)	10	
Learn to Swim, Bowdoin College (Session II)	55	11
Kids Kayaking Camp	12	
Summer Playground (Session II)	130	5
Boys Lacrosse Camp	29	5
Preschool Mini-Camp (Session II)	29	1
Learn to Swim, Coffin Pond (Session I)	17	3
*ATV-Safety	11	5
Girls Field Hockey Camp	18	4
Summer Art - Beading & Jewelry	8	
Mad Science Camp	14	5
Kicks Soccer Camp	55	6
Learn to Swim, Coffin Pond (Session II)	22	3
	1373	69

### ADULT

<u>Title of Program</u>	<u>Enrollment</u>	
Adult Tennis Instruction	6	2
	6	2

SUMMER 2007, continued

**YOUTH MISCELLANEOUS PROGRAMS**

<u>Title of Program</u>	<u>Enrollment</u>	
	<u>RES.</u>	<u>NON-RES.</u>
Babe Ruth Baseball	58	
Annual Awards Picnic	410	
Senior Babe Ruth	18	
	486	

**ADULT MISCELLANEOUS PROGRAMS**

<u>Title of Program</u>	<u>Enrollment</u>	
	<u>RES.</u>	<u>NON-RES.</u>
Women's Softball League	20	46
Adult Soccer League	30	61
Sage Swingers	125	
Sage Swingers	125	
	300	107

	<u>Enrollment</u>	
	<u>RES.</u>	<u>NON-RES.</u>
Coffin Pond Gate	5,836	2,088
Coffin Pond Season Pass	229	20
	0	2,108

**TOTAL ENROLLMENT**  
**SUMMER 2007**

	<u>RES.</u>	<u>NON-RES.</u>
Youth Programs	1859	69
Adult Programs	306	109

**COFFIN POND**

	<u>RES.</u>	<u>NON-RES.</u>
Gate	5,836	2088
Season Pass	229	20

**FALL 2007  
YOUTH**

<u>Title of Program</u>	<u>Enrollment</u>	
	<u>RES.</u>	<u>NON. RES.</u>
Brunswick Youth Football	170	85
Brunswick Youth Cheerleading	84	11
Brunswick Youth Soccer League	647	
Coastal Youth Soccer	110	42
After School Drop-In	370	
Preschool	81	13
Cross Country Running	24	
*Mad Science I	15	1
Chorus	11	3
Start Smart Soccer	20	
Youth Candlepin Bowling	12	
Halloween Window Painting Contest	108	
Mid Coast Youth Hockey League	162	152
Junior High Halloween Dance	430	
Great Pumpkin Contest	19	
Goblins Parade and Creepy Creature Party	1600	
Mad Science Fall II	12	1
Martial Arts	34	1
	3909	309

**ADULT**

<u>Title of Program</u>	<u>Enrollment</u>	
	<u>RES</u>	<u>NON. RES.</u>
Sage Swingers Dance Club	125	
NYSCA Youth Football/Cheering Coaches Certification Class	14	
Adult Soccer League	15	20
NYSCA Youth Soccer Coaches Certification Classes	69	
Noon-time Adult Open Gym	125	
Evening Adult Open Gym	135	
Hunter Safety Certification Classes	22	17
Annual Ski & Skate Sale	950	
	1455	37

**TOTAL ENROLLMENT  
FALL 2007**

	<u>RES.</u>	<u>NON-RES.</u>
Youth Programs	3909	309
Adult Program	1455	37

**WINTER 2007-2008****YOUTH**

<u>Title of Program</u>	<u>Enrollment</u>	<u>RES.</u>	<u>NON. RES.</u>
Freeport Travel Basketball, Gr. 5 Girls		10	
Freeport Travel Basketball, Gr. 6 Girls		9	
Freeport Travel Basketball, Gr. 5 Boys		10	
Freeport Travel Basketball, Gr. 6 Boys		10	
Boys Basketball, Grades 3 & 4		66	
Girls Basketball, Grades 3 & 4		38	
Boys Basketball, Grades 5 & 6		69	
Boys Basketball, Grades 7 & 8		47	
Girls Basketball, Grades 7 & 8		11	
Girls Basketball, Grades 5 & 6		32	
Sunday Open Gym, K – 6th Grades		905	
Sunday Open Gym, 7th – 12th Grades		915	
North Pole Calling		36	
Drop & Shop		16	1
Vacation Camp		29	
Rolling & Bowling Trip		28	2
Elks National Boys and Girls Free Throw Contest		18	
MRPA Hotshot		23	
Kids on the Court Basketball		58	
Coed High School Basketball		55	
Lost Valley Learn to Ski/Snowboard Lessons (Wednesdays)		43	
Lost Valley Learn to Ski/Snowboard Lessons (Thursdays)		42	
Youth Candlepin Bowling		17	
Mad Science		10	1
Father & Daughter Valentine Ball		482	42
Travel Team, Grades 3 & 4, Boys Basketball		10	
Travel Team, Grades 3 & 4, Girls Basketball		10	
25th Annual Mid Winter Jr. High Boys Basketball Tournament		348	
3rd Annual Mid Winter Jr. High Girls Basketball Tournament		240	
Vacation Camp		74	2
Snow Tubing		32	1
Rolling & Bowling		43	1
Town of Brunswick/Times Record Foul Shooting Contest		21	
Start Smart Basketball		22	
*Chorus		11	
*5/6 Coed Basketball		18	
*February Vacation Lacrosse Camp		25	
* = new programs		3833	50

**WINTER 2007-2008, continued**

<b><u>Title of Program</u></b>	<b><u>Enrollment</u></b>	
	<b><u>RES.</u></b>	<b><u>NON. RES.</u></b>
Travel Team Tournament, Grades 3 & 4, Boys Basketball	10	50
Travel Team Tournament, Grades 3 & 4, Girls Basketball	10	70
Travel Team Tournament, Grades 5, Boys Basketball	10	40
Travel Team Tournament, Grades 6, Boys Basketball	10	50
Travel Team Tournament, Grades 5, Girls Basketball	10	40
Travel Team Tournament, Grades 6, Girls Basketball	<u>10</u>	<u>50</u>
	3,893	350

**ADULTS**

<b><u>Title of Program</u></b>	<b><u>Enrollment</u></b>	
	<b><u>RES.</u></b>	<b><u>NON. RES.</u></b>
NYSCA Youth Basketball Coaches Certification	33	
Noon Time Adult Open Gym	135	
Men's Basketball League	36	60
Sage Swingers Dance Club	<u>125</u>	
	329	60

**TOTAL ENROLLMENT**  
**WINTER 2007-2008**

	<b><u>RES.</u></b>	<b><u>NON-RES.</u></b>
Youth Programs	3,893	350
Adult Programs	329	60

**SPRING 2008**  
**YOUTH**

<b><u>Title of Program</u></b>	<b><u>Enrollment</u></b>	
	<b><u>RES.</u></b>	<b><u>NON. RES.</u></b>
Martial Arts	23	1
After School Drop-In	375	
Candlepin Bowling	12	
Volleyball Clinics	33	5
Brunswick Youth Lacrosse	47	
Coastal Youth Soccer	204	212
Mad Science	14	
Kick Start Soccer	134	4
Cal Ripken Baseball	250	
ASA Softball	30	
Peter Rabbit Drawing Exhibition	18	
Junior High Dance	364	
Shrine Circus	30	1
April Vacation Golf	19	
Pepsi Pitch, Hit and Run	32	
Rolling & Bowling	43	3
BYSL Coed High School Soccer	67	
Portland Sea Dogs	25	1
Start Smart	24	
Junior High Dance	<u>352</u>	
	2096	227

**ADULTS**

<u>Title of Program</u>	<u>Enrollment</u>	
	<u>RES.</u>	<u>NON. RES.</u>
Noon Adult Open Gym	125	
Evening Adult Open Gym	145	
NYSCA Cal Ripken Coaches Certification Class	37	
NYSCA Babe Ruth Coaches Certification Class	6	
Sage Swingers Dance Club	125	
Adults Golf	9	
Sage Swingers Dance Club	125	
24th Annual Memorial Day Classic Softball Tournament	12	170
*New program	584	170

**TOTAL ENROLLMENT**  
**SPRING 2008**

	<u>RES.</u>	<u>NON-RES.</u>
Youth Programs	2096	227
Adult Programs	584	170

**2007-2008 PARTICIPATION FIGURES**

**SUMMER 2007**

<b>YOUTH - RES</b>	<b>YOUTH - NONRES</b>
1373	69
<b>ADULT - RES</b>	<b>ADULT - NONRES</b>
306	109

**FALL 2007**

<b>YOUTH - RES</b>	<b>YOUTH - NONRES</b>
3909	309
<b>ADULT - RES</b>	<b>ADULT - NONRES</b>
1455	37

**WINTER 2006-2007**

<b>YOUTH - RES</b>	<b>YOUTH - NONRES</b>
3,833	350
<b>ADULT - RES</b>	<b>ADULT - NONRES</b>
329	60

**SPRING 2007**

<b>YOUTH - RES</b>	<b>YOUTH - NONRES</b>
2096	227
<b>ADULT - RES</b>	<b>ADULT - NONRES</b>
584	170

**ENROLLMENT TOTALS**

**FISCAL YEAR 2007-2008**

	<u>RES</u>	<u>NON - RES</u>
YOUTH PROGRAMS	11,211	1064
ADULT PROGRAMS	2,674	376
COFFIN POND GATE	5,836	2088
COFFIN POND SEASON PASS	229	20
<b>TOTAL PROGRAM ENROLLMENT</b>	<b>19,950</b>	<b>3,548</b>

## Responses to Efficiency Committee Questions

1. *Are there things that you could do/would do differently that would be more efficient?*

One of the ways in which the department could become more efficient would be to have the parks garage facility and equipment located at one site at Edwards Field. Currently we have vehicles, equipment and supplies located at both the Old High School and Edwards Field. We are in the process of developing a preliminary site design and corresponding cost estimate to build an addition to the current facilities at Edwards Field. Once the Old High School is razed there will be a need to replace the facilities that currently house much of our park maintenance equipment and supplies which are currently stored there. We do experience lost time spent by maintenance staff while traveling between the current facilities that would be eliminated if there was one central facility located at Edwards Field.

Another area where we could improve efficiency could be extending our current use of volunteers. The department receives inquiries from various groups in the community that seek to perform volunteer work in the beautification of Town parks. In recent years we have utilized the services of Bowdoin College students, faculty and staff on Common Good Day. In addition we have coordinated and overseen projects completed by Key Bank employees, Brunswick High School students, Brunswick Rotary members, Northwest Neighborhood volunteers and trails constituency groups. An ongoing challenge to expanding this concept is satisfying liability concerns as expressed by the Town's insurer.

---

Some efficiencies previously instituted have included the installation of automated underground irrigation systems at Lishness, Edwards and Shulman Fields. These systems allow staff to set watering sequences for each facility using a timer which turns the water on and off at prescribed times. In years past the maintenance staff would haul hoses from field to field daily during dry or drought conditions in an effort to keep the fields from drying out. The addition of these irrigation systems have saved considerable man hours freeing up our staff to deal with other maintenance related demands.

The department continually evaluates its daily routing of maintenance crews to insure that we are making best use of time so work is being conducted as efficiently as possible.

2. *Are there things that you could do collaboratively with other departments or other entities that would improve services or efficiencies?*

During winter storm events, upon request by the Public Works Department, our maintenance crews have assisted with clearing sidewalks both along intown streets as well as around Brunswick Schools. In speaking with the Public Works Director this

has enabled sidewalks to be cleared more rapidly making for improved pedestrian safety. When called upon to assist the parks and recreation department delays the opening of some of its park entrances as well as the bike path to make the intown sidewalks a higher priority.

We do work collaboratively with the Brunswick School Department in the sharing of maintenance equipment as well as facility space. For example a number of years ago the School Department purchased a slice seeder and the parks and recreation department purchased a top dresser to better maintain athletic fields. Upon request the two departments have shared these pieces of equipment when needed. In addition, each department reciprocates in the lining of their respective athletic facilities when being used by one another.

The Parks and Facilities Manager is a certified playground safety inspector and upon request has evaluated playground apparatus at the request of school officials at school sites. In addition, he assisted in the design of the Coffin School playground and is currently serving on the new elementary school playground committee.

Both departments have a history of making available their respective indoor classroom, gyms and recreation facilities to one another when available. If each entity has a custodial person on site as part of their regular duties the facilities are made available at no fee. If outside the hours of regularly scheduled maintenance personnel the respective department is charged appropriate fees for use.

The Parks and Facilities Manager who also serves as the Town Arborist has performed hazard tree evaluations at the schools upon request.

---

The former Superintendent of Schools had discussed the possibility of preschool education becoming a future responsibility of the schools as determined by the State Department of Education. It makes sense to have the Parks and Recreation Department run program transition to the schools at some future date should this become a state mandate.

The Parks and Recreation Department has worked with Bowdoin College in the sharing of equipment on an ongoing basis. The Town often uses staging, tables and staging at no cost to the Town.

The parks and recreation department has also shared various pieces of maintenance equipment with both the Brunswick Sewer District and public works department.

3. *Are there services that your department is providing that could be eliminated, reduced or privatized?*

Over recent years the department has encouraged and supported citizen groups seeking to extend recreation programming in the community. On occasion we have been asked to start various sports leagues. The department has facilitated the start up

of programs such as Brunswick Area Youth Football League, Cal Ripken Baseball League, Brunswick Youth Lacrosse League, Coastal Soccer League, etc. These programs are delivered in the community by volunteer boards thus saving the Town significant funding.

The preschool program may be a program that could be privatized however there are several preschool options available in the area and the enrollment figures in the Town's program remain strong at 73 participants.

Prior to seeking to eliminate current recreation programming offered by the Town it would be wise to review all services currently being offered with an eye toward maximizing fees for such services.

ITEM #60

No Back-up Material

---

ITEM #61

Back-up Material

# DAVID S. MARKOVCHICK, M.B.A.

34 Tremolo Point  
Mt. Vernon, ME 04352

H:207.293.2618  
C:207.446.7425

*dsmarkovchick@fairpoint.net*

## SUMMARY

**Business Development Executive** with extensive experience in tax-exempt bonds in the public finance industry. Proven track record of success in growing market share across industry segments and geographical regions. Team player, who leads by example and fosters strong working relationships both internally across functional business platforms and externally among clients. Sound and trusted advisor. Keen ability to probe, listen to client needs, create and present business solutions. Results driven.

## AREAS OF EXPERTISE

- Public Finance
- Marketing & Sales
- Underwriting
- Economic Development
- Business Development
- Relationship Management
- Staff Management

## PROFESSIONAL EXPERIENCE

**GE PUBLIC FINANCE, INC.,** Dedham, MA

2001 – 2009

### Vice President, Business Development Manager, New England

Originated and structured real estate, equipment, and revenue-backed tax exempt and taxable financing for clients that included: 501c (3) non-profit organizations, state and local governments and their agencies, and mid-market commercial corporations. Financings ranged between \$2 million and \$60 million. Generated leads, presented solutions, structured financings, and oversaw and controlled the closing process by interacting with borrowers, issuers, attorneys and internal credit group.

- Recognized as the Top Producer in 3 of 7 years out of a group of 20 reps.
- Achieved 204%, 114%, and 135% of established 2008, 2003, and 2002 sales quotas, respectively.
- Built an effective internal sales force and external network that identified in excess \$600 million of new finance opportunities, converting \$280 million to loans for the GE portfolio representing a portfolio growth contribution of 14% over 7 years.
- Managed and closed \$72 million in transactions in 2008 (9 month year) for the GEPF portfolio.

**FINANCE AUTHORITY OF MAINE (FAME),** Augusta ME

1984 – 2001

### Director, Business Development

1993 – 2001

Managed a commercial loan staff of 8, delivering structured financing through 15 programs designed to stimulate economic growth for a cross section of the economic community of the State of Maine.

- Directed and supported statewide economic development through the creation, implementation, and coordination of 15 FAME commercial programs and initiatives consistent with Legislative intent and Board directives, resulting in tax base expansion, job generation, export growth, productivity enhancements, health and safety improvement and electric rate stabilization.
- Designed, marketed and managed FAME's Industrial Development Bond program, and created what was believed to be the 1<sup>st</sup> of its kind "Credit Enhanced Umbrella Bond Program". This provided financing to manufacturers with borrowing needs as small as \$500,000. The effect was to bring investment grade pricing to unrated Maine business, "Wall Street to Maine Street".

**FINANCE AUTHORITY OF MAINE (FAME) (Continued)**

- Served as staff chair guiding the Northern Maine Transmission Corporation's study of the feasibility of a new electrical transmission interconnect system. The Study concluded a new Canadian/Maine transmission interconnect system was feasible.
- Acted as legislative liaison for commercial loan programs, contributed to drafting and amending over 32 FAME pieces of legislation.
- Served as financial consultant and chief underwriter to the Maine Port Authority, financing \$15 million in small port projects.

**Senior Commercial Loan Officer**

1987 – 1993

Identified, underwrote, and serviced all bonds and loans in excess of \$1 million, generating in excess of \$50 million in new loan volume.

- Marketed FAME programs statewide assisting business and banking communities in obtaining debt capital or credit enhancement from FAME's extensive resources, while prudently balancing and managing credit risk.
- Managed a loan staff of 3.

**Commercial Loan Officer**

1984 – 1987

Hired as start up staff, participated in defining FAME's role in the Maine market place, through presentations, and direct marketing to lending institutions, economic development corporations, businesses and units of government.

- Refined FAME's role before the State Legislator through various amendments to FAME's charter legislation.
- Drafted rules that are the foundation of FAME's current programs.
- Assisted businesses in obtaining debt capital or credit enhancement, and developed new programs designed to meet the emerging needs of Maine's economic community.
- Underwrote small business loans and loan guarantees up to \$1 million.
- Implemented the Adaptive Equipment Loan Program for assistive technology and managed its \$5 million portfolio.

**EDUCATION**

**M.B.A.**, State University of New York At Buffalo, Buffalo, NY

**B.S.**, State University of New York At Buffalo, Buffalo, NY

GE Certified "Six Sigma Greenbelt"

**PROFESSIONAL AFFILIATIONS**

- Board Member Council of Development Finance Agencies
- Faculty member, Council of Development Finance Agencies Bond Institute.
- Treasurer, Disability Rights Center of Maine.
- Charter Member, "Awesome Bear" Foundation for Maranacook High School.
- Member, Parker Pond Association for stewardship of lake's fragile eco-system.

ITEM #62

Back-up Material

April 28, 2009

Honorable Governor John E Baldacci  
Blaine House  
Station 1  
Augusta, Maine 04333

Dear Governor Baldacci,

The Brunswick Town Council thanks you for your long-standing support for bringing passenger rail service to the Brunswick region. We would also like to keep you informed of our efforts to assist in this endeavor.

The Brunswick Council has a subcommittee of Councilors who are charged with various tasks associated with the development of the Maine Street Station. Even in these challenging economic times, this project is providing a welcome positive energy to this community and to the region. Recently the regional Chamber of Commerce recognized this project for the impact that it is having and will have on Brunswick and the surrounding communities. The successful completion of this project has been identified as the number one priority of the Brunswick Council this year.

The extension of service rail to Brunswick will also be a huge help in the redevelopment of the Brunswick Naval Air Station. The ability to promote BNAS as a multi-modal facility will be a critical asset as MRRRA works to bring in quality employers to populate the existing buildings and to construct new buildings.

The Council's Maine Street Station Committee has begun to partner with other appropriate groups in the Mid-Coast region in order to communicate the broad interest and demand for rail service to Portland, Boston and beyond. The coalition is expected to include representatives from other municipalities, higher education institutions, MRRRA, Chamber of Commerce, local merchant organizations and other community and civic organizations that are in support of the effort to improve the rail lines.

The Town of Brunswick stands ready to communicate our support and interest in doing whatever we can to assist you and your transportation staff to ensure that the rail lines are upgraded and that passenger and freight service can return to Brunswick and the surrounding communities.

Thank you for your support and consideration to this issue. If there is more that we can offer to assist you, please let us know.

Sincerely,

Hallie Daughtry  
Council Chair

E. Benet Pols  
Vice Chair

W. David Watson  
District 1

Benjamin J. Tucker  
District 2

Karen J. Klatt  
District 4

Gerald E. Favreau  
District 5

Margo H. Knight  
District 6

Joanne T. King  
At-Large Councilor

Deborah R. Atwood  
At-Large Councilor



ITEM #63

No Back-up Material

---

ITEM #64

Back-up Material

**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: THE GELATO FIASCO, INC.

Incorporation Date: 6/2007 Incorporation State: MAINE

New License: Opening Date \_\_\_\_\_  Renewal License: Expiration Date: 5/31/09

Business Name: THE GELATO FIASCO

Business Address: 74 MAINE ST Business Phone Number: 607-4002

Name of Contact Person: JOSHUA DAVIS Contact's Phone Number: 607-4002

Mailing Address for Correspondence: 74 MAINE ST

Signature of Applicant: [Signature] Date: 4/17/09

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: \_\_\_\_\_ Phone #: 207 607 4002

Name of Corp. Officer, Owner, or Partners: Title Address % of Stock or ownership

BRUNO TROPICANO PRES 11 TOWER GOLF PATH SO

JOSHUA DAVIS VP 76 MAINE ST BRUNSWICK SO

**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)

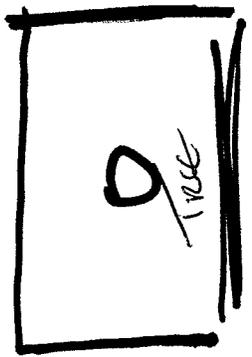
Waiting on: \_\_\_\_\_ Mailed or Issued Date: \_\_\_\_\_ PH Date: \_\_\_\_\_

Type of License: Seller Prepared + Virtuals Paid Fee: \$ 100 <sup>25</sup> <sub>75</sub> <sup>125 <sub>125</sub> Cash /  Check Date: 4/17/09</sup>

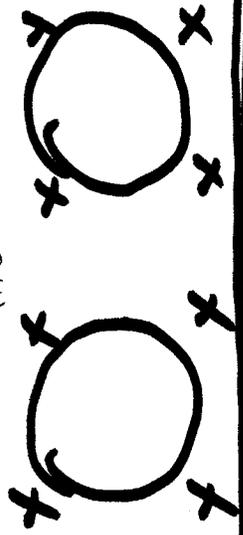
Advertising Fee: \$ \_\_\_\_\_  Paid

GELATO GIASCO  
SEATING PLAN  
2009

MAIN STREET

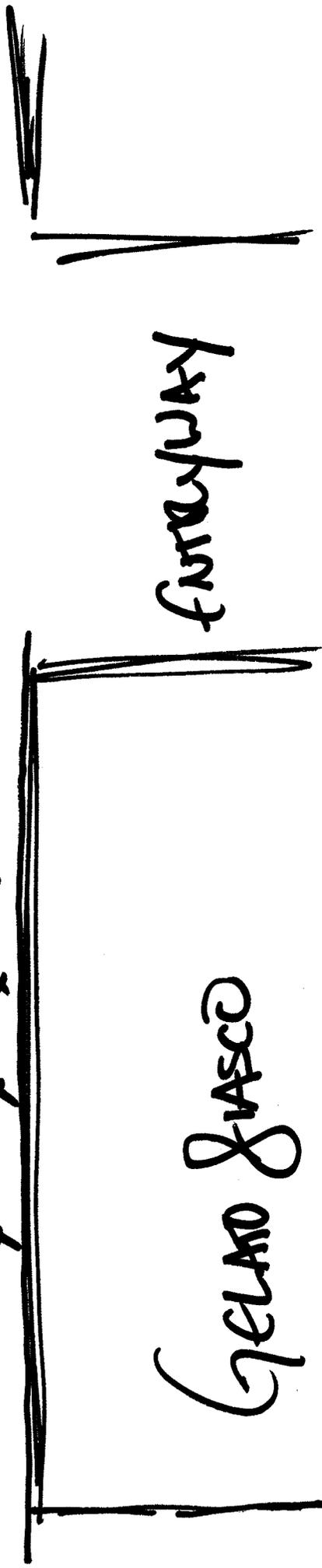


TABLES + CHAIRS



GELATO GIASCO

ENTRANCE



ITEM #65

Back-up Material

## TRUSTEES FOR THE GROWSTOWN SCHOOL

### BY-LAWS

November 23, 1982

Revised November 8, 2008

### ARTICLE I

The name of the committee is the Trustees of the Growstown School.

### ARTICLE II

#### Section 1. Purposes:

- a). To preserve the only remaining one-room school house still maintained as a school in Brunswick as an historic example of a 19<sup>th</sup> century and early 20<sup>th</sup> century educational facility
- b). To provide a living history center for contemporary students to experience a day at school typical of the era in which the Growstown School was in actual operation
- c). To provide a meeting place for small community/ neighborhood groups or organizations in keeping with the educational use concept of the building
- d). To encourage the continuation of the study and preservation of our Brunswick heritage

### ARTICLE III

#### Officers and Committees

Section 1. **Trustees, Terms of Office:** There shall be five Trustees appointed by the Brunswick Town Council in the following manner:

- a.) Two members from the American Association of University Women
- b.) Two members who are interested citizens of Brunswick
- c.) One member from the Brunswick Town Council

All terms of the offices are to be indefinite except for the Town Council member whose term shall expire with his/her term of office as Town Council Person.

#### Section 2. **Powers and Duties:**

The Trustees may make policy decisions subject to approval of the Brunswick Town Council. They shall be primarily concerned with the maintenance and upkeep of the physical plant of the Growstown School. They may set any use fees for the use of the school building as may be desirable, subject to Council approval. They shall annually elect the following officers from themselves:

Chairman, Secretary and Treasurer. Election of officers shall take place at the first meeting of the Trustees in January which shall be the Annual Meeting.

- a.) **Chairman:** The Chairman shall preside at all meetings. In the absence of the Chairman another trustee may preside at the meeting. Each shall have such further duties as the Trustees may from time to time decide.
- b.) **Secretary:** The Secretary shall keep an accurate record of the meetings of the Trustees.
- c.) **Treasurer:** The Treasurer shall keep accurate records.

Section 3. **Vacancy:** A vacancy of the Board shall be filled forthwith by the Brunswick Town Council.

Section 4. **Committees:**

Subject to approval of the Trustees, the Chairman shall appoint any committees considered essential for efficient operation.

## ARTICLE IV

### Meetings and Quorum

Section 1. **Meetings:**

Meetings of the Trustees shall be held as needed, but at least annually. They should be held at an established time and conveniently located place established by vote of the Trustees.

Section 2. **Quorum:** Three Trustees constitute a quorum for the transaction of business at any meeting.

Section 3. **Special Meetings:** Special meetings of the Trustees may be called by the Chairman or, in his/her absence, or by any two Trustees. Written or oral notice shall be given to each Trustee a reasonable time before a special meeting, including the time, place and purpose of the meeting.

Section 4. **Attendance:** Any Trustee who fails to attend at least two consecutive meetings shall be reported to the Chairman of the Town Council. The Town Council may determine the position vacant and take action to fill the vacancy.

Section 5. **Fiscal Year:** The fiscal year shall be from July 1 to June 30.

Section 6. **Minutes:** The Secretary shall circulate minutes of the Trustees' meetings to all members and to the A.A.U.W. Growstown School Committee.

Section 7. **Agenda:** an Agenda shall be prepared for each meeting.

## ARTICLE V

### By-Laws Amendment

Section 1. These by-laws may be amended at any regular or special meeting of the Trustees by an affirmative vote of at least three Trustees.

# Consent Agenda A and B

## Back-up Material

**-- DRAFT --**  
**BRUNSWICK TOWN COUNCIL**  
**MINUTES**  
**April 6, 2009**  
**Municipal Meeting Facility**

**Councilors Present:** Chair Hallie Daughtry, W. David Watson, Benjamin J. Tucker, Karen J. Klatt, Gerald E. Favreau, Margo H. Knight, E. Benet Pols, Deborah R. Atwood, and Joanne T. King.

**Councilors Absent:** None.

**Town Staff Present:** Gary Brown, Acting Town Manager; Fran Smith, Town Clerk; Pat Scully, Town Attorney; Steve Levesque, Executive Director of MRRA; John Eldridge, Finance Director; Tom Farrell, Parks and Recreation Director; Anna Breinich, Director of Planning and Development; Craig Worth, Deputy Public Works Director; Bob Rocheleau, Property Manager for MRRA; Peter Baecher, Parks and Recreation Facilities Manager; Dan Devereaux, Marine Warden; and TV video crew.

Chair Daughtry called meeting to order and asked for roll call.

**Executive Session:** **Consultations between a body or agency and its attorney concerning its legal rights and duties per 1 M.R.S.A. § 405(6)(E)**

**Councilor Knight moved, Councilor Favreau seconded, to go into executive session to have a consultation between the Town Council and its attorney concerning its legal rights and duties per 1 M.R.S.A. § 405(6)(E). The motion carried with nine (9) yeas.**

**MEETING RESUMES:**

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

**Public Comment:**

**Steve Weems**, 44 Thompson Street, thanked Mike Ouellet for his services on the BEDC.

**John Perreault**, 295 Hacker Road, felt the Code of Conduct should be followed by the Council and that Mr. Ouellet should be given an apology by the Council.

**Colleen Shaw**, 13 Barrows Street; **Christine Camacho**, 29 Union Street; **Kristi Hatrick**, 4 Micmac Lane; and **Jennifer Hughes**, 154 Mere Point Road, all thanked the Council for saving the Town's preschool program.

**Landon St. Peter**, resident, said the Council should publicly rescind remarks that were made at the Council workshop and provide an apology to Mr. Ouellet.

## **Town Council Minutes**

**April 6, 2009**

**Page 2**

**Tom Fusco**, 66 Board Road, spoke on conflict of interest and how a perception of a conflict of interest is a conflict of interest. There needs to be more transparency.

**Julie Poole**, Moody Road, spoke on the workshop with other communities' Economic Development groups. She felt it was a good workshop with good ideas to consider.

**Ted Crooker**, Storer Road, spoke on the lack of a conflict of interest when it comes to the BEDC and how it is an honor to serve on the BEDC.

**Mike Ouellet**, 35 Botany Place, spoke about his service on the BEDC, and said he is proud of the positive steps they have taken. He said he did not need an apology. There has not been a conflict of interest. He wants the Town and BEDC to continue working on its goals. The BEDC can continue to improve transparency.

**Bernard Coombs**, Merryman Lane, said there should be an apology given to Mr. Ouellet.

**Art Boulay**, 32 Federal Street, said Mr. Ouellet has shown leadership. He is happy the Council Chair is finally listing rules of decorum and asks for leadership in the future.

Pat Scully, Town Attorney, spoke on conflict of interest and how to determine one and how to set policy.

### **Correspondence:**

Councilor King spoke about not closing the preschool.

Letter of resignation from the BEDC from Mike Ouellet.

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

Councilor King, Councilor Atwood, Councilor Knight, and Councilor Favreau thanked Mr. Ouellet for his service on the BEDC and to the community.

Letter from Harpswell regarding meeting with them on the boundary issue.

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

The Council requested a letter be sent stating that Brunswick is not interested in meeting with them since Brunswick is happy with the 1989 decision.

Chamber of Commerce awards have gone to JHR Development and the Town for the Maine Street Station Project; Sig Knudsen received the Lifetime Achievement Award; and Art Boulay received the small business of the year.

### **Adjustments to the Agenda:**

**Town Council Minutes**

**April 6, 2009**

**Page 3**

Manager's Report A and B were done before public comments.

**MANAGER'S REPORT:**

**(a) Report from the Base Commander**

*This item was done before Public Comment.*

Captain Fitzgerald, Naval Air Station Commander, gave this report.

Councilor Knight, Councilor Favreau, Councilor King, and Councilor Klatt spoke on this item.

**(b) Report from a State Legislator on Higher Education**

*This item was done before Public Comment.*

Senator Gerzofsky; Glen Cummings, from the Entrepreneurial Center of Southern Maine Community College; Dr. James O. Ortiz, President of Southern Maine Community College; Janet Sortor, Vice President & Dean of Academic Affairs; and Dana Humphrey, Dean, College of Engineering at UMO, all spoke about the Maine Advanced Technology and Engineering Campus to be located at the Brunswick Naval Air Station.

Councilor Watson, Councilor Favreau, and Chair Daughtry spoke on this item.

**Councilor Tucker moved, Councilor Watson seconded, to write a letter of support for the proposed bond package, which would include funding for the Maine Advanced Technology and Engineering Campus project, and determine if members of the Council need to go to Augusta to support it. The motion carried with nine (9) yeas.**

**(c) Council Committee Updates**

Updates were given on the Appointments Subcommittee, with a listing of current board vacancies and on the Teen Center, which raised over \$2,000 at a recent fundraiser.

**(d) Budget Progress Update**

Manager Brown spoke on this item.

**(e) Report on Sand/Salt Shed Bid**

Manager Brown reported on this item.

Councilor Watson spoke on this item.

**(f) Report on Spring Clean-Up**

**Town Council Minutes**

**April 6, 2009**

**Page 4**

Manager Brown spoke on this item.

**(g) Request to apply for Project Canopy Grant (Action Required)**

Manager Brown presented this item.

**Councilor Favreau moved, Councilor King seconded, to allow the Town to apply for the 2009 Project Canopy Grant to be used to rejuvenate the tree plantings in the Municipal Parking Lot on Bank Street. The motion carried with nine (9) yeas.**

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

Councilor Pols and Councilor Watson spoke on this item.

**(h) Report on Moorings at Mere Point Boat Launch**

Manager Brown presented this item. There will be no moorings at the launch this year.

Councilor King and Councilor Tucker spoke on this item.

**(i) (ADDED) Letter of Inquiry for the Quality of Place Grant**

Manager Brown presented this item.

Councilor King, Councilor Watson, Councilor Knight, Councilor Tucker, Councilor Klatt, and Chair Daughtry spoke on this item.

**(j) (ADDED) MDOT proposed Biannual Work Plan with six projects for Brunswick**

Manager Brown presented this item.

**(k) (ADDED) Tour of the BNAS**

Manager Brown presented this item.

**TABLED ITEMS:**

**51. The Town Council will consider adopting Council priorities relative to economic development, and will take any appropriate action.**

Councilor Atwood and Councilor King presented this item.

Councilor Tucker, Councilor Watson, Councilor Klatt, and Chair Daughtry spoke on this item.

**Councilor Knight moved, Councilor Tucker seconded, to adopt the Brunswick Town Council Economic Development Goals for 2009, as amended. The motion carried with nine (9) yeas.**

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

**NEW BUSINESS ITEMS:**

- 52. The Town Council will discuss allowing the Maine Street Station Oversight Committee to negotiate a lease for the Maine Street Station Train Station, and will take any appropriate action.**

Councilor Knight, Councilor Tucker, and Councilor Atwood presented this item.

Councilor Pols, Councilor Klatt, Chair Daughtry, and Councilor Favreau spoke on this item.

Anna Breinich, Director of Planning and Development, spoke on this item.

Marji Greenhut, 10 Noble Street, spoke on this item.

**Councilor Watson moved, Councilor Favreau seconded, to authorize the members of the Maine Street Station Oversight Committee and Town Manager to begin negotiations with JHR Development of Maine on a lease for the Maine Street Station Train Station space. The motion carried with eight (8) yeas. Councilor Klatt was opposed.**

- 53. The Town Council will consider discontinuing a portion of Armory Street as part of the new elementary school project, and will take any appropriate action.**

Manager Brown presented this item.

**Councilor Watson moved, Councilor Favreau seconded, to discontinue a portion of Armory Street as described in the attached Discontinuance Order. The motion carried with nine (9) yeas.**

*(A copy of the Discontinuance Order will be attached to the official minutes.)*

**CONSENT AGENDA:**

- (a) Minutes of March 23, 2009**
- (b) Appointment of Jeff Hutchinson as Codes Officer and Local Plumbing Inspector with a term to expire on 05/03/2010**
- (c) Appointment of Carl Adams as alternate Codes Officer and alternate Local Plumbing Inspector with a term to expire on 05/03/2010**
- (d) Approval of games of chance for the St. John the Baptist Parish Bazaar on June 19, 2009, and June 20, 2009**

**Town Council Minutes**

**April 6, 2009**

**Page 6**

Chair Daughtry separated the Consent Agenda into two votes.

**Councilor Tucker moved, Councilor Watson seconded, to approve the Consent Agenda Items A and D. The motion carried with nine (9) yeas.**

**Councilor Watson moved, Councilor Knight seconded, to approve the Consent Agenda Items B and C. The motion carried with eight (8) yeas. Councilor Klatt was opposed.**

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

The meeting adjourned at 10:36 p.m.

**PLEASE NOTE: THESE MINUTES ARE ACTION MINUTES. A VIDEO RECORDING OF THE MEETING IS AVAILABLE AT THE TOWN CLERK'S OFFICE DURING REGULAR BUSINESS HOURS.**

*Frances M. Smith*

*Town Clerk*

*April 10, 2009*

April 27, 2009

*Date of Approval*

---

*Council Chair*

**-- DRAFT--**  
**BRUNSWICK TOWN COUNCIL**  
**SPECIAL MEETING**  
**MINUTES**  
**April 13, 2009**

**Councilors Present:** Chair Hallie Daughtry, W. David Watson, Benjamin J. Tucker, Karen J. Klatt, Gerald E. Favreau, Margo H. Knight, E. Benet Pols, Joanne T. King, and Deborah R. Atwood.

**Councilors Absent:** None

**Town Staff Present:** Gary Brown, Acting Town Manager; Fran Smith, Town Clerk; Vanessa Levesque, Natural Resources Planner; Tom Farrell, Parks and Recreation Director; Anna Breinich, Director of Planning and Development; and John Foster, Public Works Director.

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

**Executive Session: Personnel Matters Per 1 M.R.S.A. § 405(6)(A)**

**Councilor Watson moved, Councilor Knight seconded, to go into executive session to discuss personnel matters per 1 M.R.S.A. § 405(6)(A). The motion carried with nine (9) yeas.**

**MEETING RESUMES**

Chair Daughtry made a statement on recent events and the need to move forward with the work of the Town.

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

- 54. The Town Council will consider supporting a Letter of Inquiry for the Quality of Place Grant opportunity for regional trail planning, and will take any appropriate action.**

Manager Brown spoke on this item.

**Councilor King moved, Councilor Watson seconded, to support a Letter of Inquiry for a Maine Community Foundation grant as applied for by the Midcoast Council for Business Development and Planning. The motion carried nine (9) yeas.**

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

- 55. The Town Council will consider allowing the Town to apply for a Water Quality Management Grant to carry out the watershed assessment of Mere Brook, and will take any appropriate action.**

**Councilor King moved, Councilor Pols seconded, to allow the Town to apply for a Water Quality Management Grant in an amount of \$40,000 to carry out the watershed assessment of Mere Brook. The motion carried nine (9) yeas.**

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

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

The meeting adjourned at 7:02 p.m.

**PLEASE NOTE: THESE MINUTES ARE ACTION MINUTES. THERE IS NOT VIDEO RECORDING OF THE MEETING IS AVAILABLE.**

*Frances M. Smith  
Town Clerk  
April 14, 2009*

April 27, 2009  
*Date of Approval*

---

*Council Chair*