

BRUNSWICK TOWN COUNCIL

Agenda

June 18, 2012

7:00 P.M.

Municipal Meeting Room

Brunswick Station

16 Station Avenue

Pledge of Allegiance

Roll Call

Public Comment:

Correspondence:

Adjustments to the Agenda:

MANAGER'S REPORT:

- (a) Financial Update
- (b) Council Committee Updates
- (c) Update from the Master Plan Implementation Committee

PUBLIC HEARINGS

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

Special Amusement

The Raven's Roost

D/B/A: The Raven's Roost

103 Pleasant Street

J. Raven O'Brien/Ronald Wing Sr & II

165 Park Row, Inc

D/B/A: Brunswick Inn

165 Park Row

Eileen Hornor

MCM Corp

D/B/A: Hacienda Pancho Villa Mexican Restaurant

164 Pleasant Street

Fernando Saldana

HEARING/ACTION

72. The Town Council will hear public comments on amendments to the General Assistance ordinance, based on state law changes, to reduce the overall maximum level of assistance by 10% and to adopt the “Temporary” Housing Assistance Limit, and will take any appropriate action. (Manager)

HEARING/ACTION

NEW BUSINESS

73. The Town Council will consider a request for a Sellers of Prepared Food on Public Ways license for outdoor seating at Frosty’s Donut Shop, located at 54 Maine Street, and will take any appropriate action. (Manager)

ACTION

74. The Town Council will hear a report from the Police Station Building Committee regarding the proposed project, and will take any appropriate action. (Chair King, Councilor Watson, Councilor Tucker, Councilor Perreault, Councilor Brayman)

ACTION

75. The Town Council will consider setting a public hearing for July 9, 2012, on “An Ordinance Authorizing the Design, Construction, and Equipping of a New Police Station and Related Improvements at the southeast corner of Pleasant and Stanwood Streets, Brunswick, Maine, with Total Project Costs Not to Exceed \$5,635,814 (plus any other costs authorized hereunder), and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$5,500,000 (plus cost of issuance), plus any Additional Appropriation Authorized Hereunder,” and will take any appropriate action. (Chair King, Councilor Watson, Councilor Tucker, Councilor Perreault, Councilor Brayman)

ACTION

76. The Town Council will discuss a dangerous/unfit building or structures ordinance, and will take any appropriate action. (Councilor Pols and Councilor Knight)

DISCUSSION

77. The Town Council will consider adopting “A Resolution Authorizing the Expenditure of up to \$16,175 from Unexpended Funds to Fund a Portion of a Fire Rescue Vehicle authorized by Bond Ordinance,” and will take any appropriate action. (Manager)

ACTION

78. The Town Council will consider accepting a CDBG grant for Integrated Marine Systems in the amount of \$200,000, and will take any appropriate action. (Manager)

ACTION

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

Brunswick Town Council
Agenda
June 18, 2012
Council Notes and Suggested Motions

MANAGER'S REPORT:

- (a) Financial Update: Manager Brown will update the Council on the Town's financial picture to date for the fiscal year. Copies of financial reports will be posted online, but are not included in your packet.

Suggested Motion: No motion is 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 is required.

- (c) Update from the Master Plan Implementation Committee: Councilor Knight will update the Council and public on the work this committee has been doing. A copy of a report from the committee is included in your packet.

PUBLIC HEARINGS

71. This item is the required public hearing on renewal special amusement licenses for three businesses. The Raven's Roost is requesting to have DJs and bands for music and dancing in the front bar area and dance floor. The Brunswick Inn wishes to continue live acoustic music in the bar/breakfast room and front parlors. Hacienda Pancho Villa is requesting live music at their restaurant. Copies of the public hearing notice and applications are included in your packet.

Suggested Motion:

Motion to approve Special Amusement License applications for The Raven's Roost at 103 Pleasant Street, Brunswick Inn at 165 Park Row, and Hacienda Pancho Villa Mexican Restaurant at 164 Pleasant Street.

72. This item is the required public hearing on amendments to the General Assistance ordinance based on state law changes. The changes will reduce the overall maximum level of assistance by 10%. The other piece is the requirement to adopt the Temporary Housing Assistance Limit language, which limits housing assistance to 9 months. Copies of memos from the Human Services Department and MMA, along with the GA Overall Maximums and the Sample "Temporary" Housing Assistance Limit, are included in your packet.

Suggested Motions:

Motion to adopt amendments to the General Assistance ordinance to reduce the overall maximum level of assistance by 10% based on state law changes and to adopt the “Temporary” Housing Assistance Limit language.

NEW BUSINESS

73. This item is to consider approving an application for a Sellers of Prepared Food on Public Ways on Sidewalk license for Frosty’s Donut Shop, located at 54 Maine Street. There is no license fee except for a \$25 application fee, but it does require Council approval. The Clerk will be available to answer any questions. A copy of the application is included in your packet.

Suggested Motion:

Motion to approve a license for Sellers of Prepared Food on Public Ways on a Sidewalk for outdoor seating at Frosty’s Donut Shop, located at 54 Maine Street.

74. This item is a report and recommendation from the Police Station Building Committee regarding the new Police Station project. Copies of a memo from Manager Brown and a presentation regarding the station are included in your packet.

Suggested Motion:

Motion to accept the recommendation of the Police Station Building Committee to build the proposed new Police Station in the amount not to exceed \$5,635,814.

75. This item is to set the required public hearing on the bond ordinance for the proposed Police Station. Copies of a memo from Manager Brown, the public hearing notice and proposed bond ordinance are included in your packet.

Suggested Motion:

Motion to set a public hearing for July 9, 2012, on “An Ordinance Authorizing the Design, Construction, and Equipping of a New Police Station and Related Improvements at the southeast corner of Pleasant and Stanwood Streets, Brunswick, Maine, with Total Project Costs Not to Exceed \$5,635,814 (plus any other costs authorized hereunder), and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$5,500,000 (plus cost of issuance), plus any Additional Appropriation Authorized Hereunder.”

76. This item, sponsored by Councilor Pols and Councilor Knight, is for a discussion regarding a proposed dangerous/unfit buildings or structures ordinance, which they have been working with staff to develop. Copies of a memo from Jeff Hutchinson, and draft language (the original draft and one with the Town Attorney’s changes) are included in your packet.

Suggested Motion:

This is a discussion item and there is no proposed motion.

77. This item is a resolution to authorize the use of the remaining funds from the 2011 bond premium towards the cost of the ambulance purchased last fall. A copy of the proposed resolution is included in your packet.

Suggested Motion:

Motion to adopt “A Resolution Authorizing the Expenditure of up to \$16,175 from Unexpended Funds to Fund a Portion of a Fire Rescue Vehicle authorized by Bond Ordinance.”

78. This item is for the acceptance of an approved grant for Integrated Marine Systems. The Council approved applying for this grant earlier in the year and it has been approved in the amount of \$200,000. The employment condition of the grant has already been met. Copies of a memo from Manager Brown and a letter from DECD are included in your packet.

Suggested Motion:

Motion to accept and to expend a CDBG grant for Integrated Marine Systems in the amount of \$200,000.

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

FOR 2012 11

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
10 Taxes						
111190 41101 Property Taxes	30,052,142	30,052,142.00	30,399,311.03	.00	-347,169.03	101.2%*
111190 41103 Deferred Property Tax	-200,000	-200,000.00	.00	.00	-200,000.00	.0%
111190 41104 Tax Abatements	-75,000	-75,000.00	-234,992.60	-7,075.58	159,992.60	313.3%
111190 41105 Interest on Taxes	65,000	65,000.00	47,308.62	4,598.01	17,691.38	72.8%*
111190 41106 Tax Lien Costs Revenu	10,000	10,000.00	13,227.11	.00	-3,227.11	132.3%*
111190 41107 Tax Lien Interest Rev	0	.00	16,194.04	.00	-16,194.04	100.0%*
111190 41109 Payment in Lieu of Ta	205,000	205,000.00	204,294.21	500.00	705.79	99.7%*
111190 41197 BETE reimbursement	113,257	113,257.00	138,487.00	.00	-25,230.00	122.3%*
111190 41198 Homestead exemption r	319,697	319,697.00	255,182.00	.00	64,515.00	79.8%*
111191 41110 Excise Tax - Auto	2,475,000	2,475,000.00	2,399,659.03	267,416.20	75,340.97	97.0%*
111191 41111 Excise Tax Boat/ATV/S	24,000	24,000.00	23,212.47	5,959.60	787.53	96.7%*
TOTAL Taxes	32,989,096	32,989,096.00	33,261,882.91	271,398.23	-272,786.91	100.8%
TOTAL REVENUES	32,989,096	32,989,096.00	33,261,882.91	271,398.23	-272,786.91	
20 Licenses & Fees						
121111 42207 Passport Fees	8,000	8,000.00	7,000.00	750.00	1,000.00	87.5%*
121111 42208 Postage Fees	0	.00	501.25	56.85	-501.25	100.0%*
121111 42209 Passport Picture Reve	1,700	1,700.00	1,680.00	180.00	20.00	98.8%*
121411 42100 Building Permits	150,000	150,000.00	95,718.21	11,226.25	54,281.79	63.8%*
121411 42101 Electrical Permits	23,000	23,000.00	32,326.09	1,836.06	-9,326.09	140.5%*
121411 42102 Plumbing Permits	11,000	11,000.00	17,616.25	1,047.50	-6,616.25	160.1%*
121411 42103 Zoning Board Fees	0	.00	300.00	.00	-300.00	100.0%*
121611 42200 Hunting & Fishing Lic	1,430	1,430.00	1,270.25	115.60	159.75	88.8%*
121611 42201 Dog License Fee	2,402	2,402.00	2,477.00	70.00	-75.00	103.1%*
121611 42202 Vital Statistics	48,000	48,000.00	48,874.20	4,931.80	-874.20	101.8%*
121611 42203 General Licenses	22,635	22,635.00	24,267.50	4,215.00	-1,632.50	107.2%*
121611 42204 Victulars Licenses	20,775	20,775.00	17,987.50	13,450.00	2,787.50	86.6%*
121611 42205 Shellfish Licenses	19,200	19,200.00	20,600.00	1,175.00	-1,400.00	107.3%*
121611 42206 Neutered/Spayed Dog L	4,210	4,210.00	4,438.00	116.00	-228.00	105.4%*
121611 42208 Postage Fees	0	.00	59.15	18.95	-59.15	100.0%*
121911 42300 Planning Board Appl F	15,000	15,000.00	8,111.80	1,154.40	6,888.20	54.1%*
122121 42400 Fire Permits	900	900.00	760.00	.00	140.00	84.4%*
122221 42500 Conc Weapons Permits	600	600.00	575.00	.00	25.00	95.8%*
123131 42600 Public Works Opening	500	500.00	984.00	16.00	-484.00	196.8%*
TOTAL Licenses & Fees	329,352	329,352.00	285,546.20	40,359.41	43,805.80	86.7%
TOTAL REVENUES	329,352	329,352.00	285,546.20	40,359.41	43,805.80	

FOR 2012 11

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
30 Intergovernmental						
<u>131122 43505 FD EMPG grant</u>	0	.00	11,705.41	.00	-11,705.41	100.0%*
<u>131122 43506 FD SAFER grant</u>	20,000	20,000.00	19,503.75	5,417.50	496.25	97.5%*
<u>131132 43103 Highway Grant Fund</u>	200,000	200,000.00	215,080.00	53,770.00	-15,080.00	107.5%*
<u>131142 43104 State General Assista</u>	20,000	20,000.00	27,857.53	3,047.02	-7,857.53	139.3%*
<u>131190 43102 State Tax Exemption R</u>	25,000	25,000.00	1,161.47	.00	23,838.53	4.6%*
<u>131192 43101 State Revenue Sharing</u>	1,450,000	1,450,000.00	1,420,000.09	182,993.60	29,999.91	97.9%*
<u>131192 43105 Emergency Management</u>	0	.00	4,288.07	.00	-4,288.07	100.0%*
<u>131192 43106 Snowmobile Receipts</u>	1,500	1,500.00	1,681.48	.00	-181.48	112.1%*
<u>134546 43120 State Education Subsi</u>	12,406,261	12,406,261.00	10,880,512.53	789,501.02	1,525,748.47	87.7%*
<u>134546 43121 State Adult Educ. Sub</u>	31,000	31,000.00	32,539.39	.00	-1,539.39	105.0%*
<u>134546 43150 Federal Education Sub</u>	97,500	97,500.00	157,944.93	.00	-60,444.93	162.0%*
TOTAL Intergovernmental	14,251,261	14,251,261.00	12,772,274.65	1,034,729.14	1,478,986.35	89.6%
TOTAL REVENUES	14,251,261	14,251,261.00	12,772,274.65	1,034,729.14	1,478,986.35	
40 Charges for services						
<u>141111 44110 Agent Fee Auto Reg</u>	37,500	37,500.00	41,903.00	5,294.00	-4,403.00	111.7%*
<u>141111 44111 Agent Fee Boat/ATV/Sn</u>	1,500	1,500.00	1,327.00	346.00	173.00	88.5%*
<u>141611 44131 Advertising Fees</u>	0	.00	2,678.01	206.72	-2,678.01	100.0%*
<u>142121 44155 Ambulance Service Fee</u>	700,000	700,000.00	787,919.11	48,574.68	-87,919.11	112.6%*
<u>142121 44166 Special Detail - Fire</u>	500	500.00	5,240.43	.00	-4,740.43	1048.1%*
<u>142221 44161 Witness Fees</u>	3,500	3,500.00	3,290.30	400.00	209.70	94.0%*
<u>142221 44162 Police Reports</u>	3,600	3,600.00	3,167.50	844.00	432.50	88.0%*
<u>142221 44163 School Resource Offic</u>	73,987	73,987.00	73,987.00	.00	.00	100.0%*
<u>142221 44165 Special Detail - Poli</u>	11,000	11,000.00	22,185.50	1,593.00	-11,185.50	201.7%*
<u>142221 44167 Dispatch Services fee</u>	131,274	131,274.00	122,261.00	10,300.00	9,013.00	93.1%*
<u>143131 44174 PW Labor & Materials</u>	0	.00	2,226.55	1,262.04	-2,226.55	100.0%*
<u>143431 44175 Recycling Revenue</u>	18,000	18,000.00	44,096.99	3,491.40	-26,096.99	245.0%*
<u>144545 44100 School Tuition, etc</u>	433,600	433,600.00	250,905.83	3,332.04	182,694.17	57.9%*
TOTAL Charges for services	1,414,461	1,414,461.00	1,361,188.22	75,643.88	53,272.78	96.2%
TOTAL REVENUES	1,414,461	1,414,461.00	1,361,188.22	75,643.88	53,272.78	
50 Fines & Penalties						
<u>151621 45103 Unlicensed Dog Fines</u>	10,000	10,000.00	5,550.00	300.00	4,450.00	55.5%*

FOR 2012 11

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
152121 45104 False Alarm Fire	2,000	2,000.00	3,150.00	650.00	-1,150.00	157.5%*
152121 45107 Fire Code Violation F	0	.00	1,500.00	.00	-1,500.00	100.0%*
152221 45100 Ordinance Fines	600	600.00	.00	.00	600.00	.0%*
152221 45101 Parking Tickets	9,000	9,000.00	6,355.00	1,190.00	2,645.00	70.6%*
152221 45102 Leash Law Fines	500	500.00	600.00	.00	-100.00	120.0%*
152221 45105 False Alarm Police	700	700.00	130.00	.00	570.00	18.6%*
TOTAL Fines & Penalties	22,800	22,800.00	17,285.00	2,140.00	5,515.00	75.8%
TOTAL REVENUES	22,800	22,800.00	17,285.00	2,140.00	5,515.00	
<hr/> 60 Interest earned						
161193 46100 Interest Earned	100,000	100,000.00	3,902.57	601.66	96,097.43	3.9%*
TOTAL Interest earned	100,000	100,000.00	3,902.57	601.66	96,097.43	3.9%
TOTAL REVENUES	100,000	100,000.00	3,902.57	601.66	96,097.43	
<hr/> 70 Donations						
171952 47000 BDC Contrib to Econ D	75,000	75,000.00	.00	.00	75,000.00	.0%*
171952 47001 MRRA - Eco Dev positi	65,000	50,000.00	71,660.00	19,166.00	-21,660.00	143.3%*
171952 47002 MRRA - MCOG DUES	0	15,000.00	-15,000.00	-15,000.00	30,000.00	100.0%
TOTAL Donations	140,000	140,000.00	56,660.00	4,166.00	83,340.00	40.5%
TOTAL REVENUES	140,000	140,000.00	56,660.00	4,166.00	83,340.00	
<hr/> 90 Other						
191011 49000 Administration Miscel	0	.00	21.05	.00	-21.05	100.0%*
191111 49000 Finance Miscellaneous	2,500	2,500.00	142.47	285.05	2,357.53	5.7%*
191111 49101 Workers Comp Reimb	0	.00	14,377.00	.00	-14,377.00	100.0%*
191111 49105 Postage & Handling	2,500	2,500.00	2,397.98	270.52	102.02	95.9%*
191111 49106 W/C Proceeds	0	.00	5,801.10	270.15	-5,801.10	100.0%*
191192 49100 Cable Television	205,000	205,000.00	154,583.30	51,665.02	50,416.70	75.4%*
191194 49150 Gen Govt Asset Sales	0	.00	150,000.00	.00	-150,000.00	100.0%*
191411 49000 Codes Miscellaneous	0	.00	55.03	.00	-55.03	100.0%*
191611 49000 Town Clerk Miscellane	1,300	1,300.00	1,576.50	164.25	-276.50	121.3%*
191911 49000 Planning Miscellaneou	300	300.00	197.50	41.50	102.50	65.8%*

FOR 2012 11

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
192121 49000 Fire Miscellaneous	10,500	10,500.00	10,139.18	.00	360.82	96.6%*
192221 49000 Police Miscellaneous	11,800	11,800.00	14,580.28	3,588.07	-2,780.28	123.6%*
192294 49153 Police Vehicle Sales	18,500	18,500.00	15,434.15	.00	3,065.85	83.4%*
193131 49000 Public Works Miscella	0	.00	450.55	.00	-450.55	100.0%*
194141 49103 General Assistance Re	0	.00	3,667.26	1,737.38	-3,667.26	100.0%*
194545 49000 School Miscellaneous	74,500	74,500.00	222,500.66	3,437.20	-148,000.66	298.7%*
195051 49000 Recreation Miscellane	0	.00	202.25	.00	-202.25	100.0%*
199980 48100 General Fund Transfer	200,000	200,000.00	200,000.00	.00	.00	100.0%*
TOTAL Other	526,900	526,900.00	796,126.26	61,459.14	-269,226.26	151.1%
TOTAL REVENUES	526,900	526,900.00	796,126.26	61,459.14	-269,226.26	
GRAND TOTAL	49,773,870	49,773,870.00	48,554,865.81	1,490,497.46	1,219,004.19	97.6%

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

FOR 2012 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/> 10 General Government <hr/>							
11000 Administration	392,515	392,515.00	395,173.88	48,072.98	56.10	-2,714.98	100.7%
11100 Finance Department	650,894	650,894.00	545,186.42	47,605.99	117.29	105,590.29	83.8%
11150 Technology Services Dept	255,238	255,238.00	206,963.27	10,168.53	22,991.75	25,282.98	90.1%
11200 Municipal Officers	115,415	115,415.00	74,982.31	3,469.37	.00	40,432.69	65.0%
11220 Municipal Building	177,939	184,882.00	171,700.40	14,358.89	11,037.00	2,144.60	98.8%
11230 Risk Management	428,550	428,550.00	377,436.18	579.94	.00	51,113.82	88.1%
11240 Employee benefits	0	.00	121,782.33	121,782.33	.00	-121,782.33	100.0%
11250 Cable TV	85,655	85,655.00	72,569.30	5,735.27	3,150.00	9,935.70	88.4%
11300 Assessing	247,033	247,033.00	203,781.66	17,363.67	671.77	42,579.57	82.8%
11600 Town Clerk & Elections	329,488	329,488.00	252,685.03	20,845.06	2,865.00	73,937.97	77.6%
11900 Planning Department	427,944	435,140.53	357,227.47	30,624.59	.00	77,913.06	82.1%
11950 Economic Development Dept	162,775	190,575.00	167,908.26	13,271.12	.00	22,666.74	88.1%
TOTAL General Government	3,273,446	3,315,385.53	2,947,396.51	333,877.74	40,888.91	327,100.11	90.1%
<hr/> 20 Public Safety <hr/>							
12100 Fire Department	2,796,745	2,799,687.40	2,396,247.29	199,019.88	21,325.73	382,114.38	86.4%
12200 Police Department	3,574,510	3,574,510.00	2,914,538.76	233,954.56	745.44	659,225.80	81.6%
12210 Police Special Detail	0	.00	19,759.24	1,447.81	.00	-19,759.24	100.0%
12220 Emergency Services Dispatc	687,442	687,442.00	570,831.22	51,823.85	.00	116,610.78	83.0%
12310 Streetlights	190,000	190,000.00	151,192.62	14,177.79	.00	38,807.38	79.6%
12320 Traffic Signals	27,600	27,600.00	22,842.88	2,189.65	.00	4,757.12	82.8%
12330 Hydrants	365,885	365,885.00	278,613.80	.00	.00	87,271.20	76.1%
12340 Civil Emergency Preparedne	2,000	2,000.00	1,074.98	.00	.00	925.02	53.7%
TOTAL Public Safety	7,644,182	7,647,124.40	6,355,100.79	502,613.54	22,071.17	1,269,952.44	83.4%
<hr/> 30 Public Works <hr/>							
13100 Public Works Administratio	389,222	389,222.00	339,207.27	30,367.45	300.00	49,714.73	87.2%
13110 PW General Maintenance	735,295	747,795.00	516,180.33	83,942.47	17,009.79	214,604.88	71.3%
13120 PW Winter Maintenance	821,853	821,853.00	624,967.14	1,541.23	.00	196,885.86	76.0%
13130 Refuse Collection	587,353	587,353.00	426,835.84	30,087.85	52,382.10	108,135.06	81.6%
13140 Recycling	261,148	261,148.00	221,290.81	19,830.67	41,641.34	-1,784.15	100.7%
13150 PW Central Garage	621,748	621,748.00	548,975.89	49,802.88	27,280.00	45,492.11	92.7%

FOR 2012 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Public Works	3,416,619	3,429,119.00	2,677,457.28	215,572.55	138,613.23	613,048.49	82.1%
<u>40 Human Services</u>							
14100 General Assistance	148,848	148,848.00	152,528.64	13,271.34	2,227.79	-5,908.43	104.0%
14120 Health & Social Services	2,701	2,701.00	1,356.75	.00	.00	1,344.25	50.2%
TOTAL Human Services	151,549	151,549.00	153,885.39	13,271.34	2,227.79	-4,564.18	103.0%
<u>45 Education</u>							
14500 School Department	33,301,672	33,301,672.00	24,766,103.62	5,099,187.15	.00	8,535,568.38	74.4%
TOTAL Education	33,301,672	33,301,672.00	24,766,103.62	5,099,187.15	.00	8,535,568.38	74.4%
<u>50 Recreation and Culture</u>							
15000 Recreation Administration	408,643	408,643.00	344,675.03	31,517.19	.00	63,967.97	84.3%
15050 Rec Buildings and Grounds	620,335	627,728.00	502,957.02	59,772.90	18,045.80	106,725.18	83.0%
15100 Coffin Pond	0	.00	173.97	.00	.00	-173.97	100.0%
15310 People Plus	75,000	75,000.00	75,000.00	.00	.00	.00	100.0%
15400 Curtis Memorial Library	1,087,355	1,087,355.00	1,000,832.08	89,987.92	.00	86,522.92	92.0%
TOTAL Recreation and Culture	2,191,333	2,198,726.00	1,923,638.10	181,278.01	18,045.80	257,042.10	88.3%
<u>60 Intergovernmental</u>							
16000 County tax	1,187,020	1,187,020.00	1,187,020.00	.00	.00	.00	100.0%
TOTAL Intergovernmental	1,187,020	1,187,020.00	1,187,020.00	.00	.00	.00	100.0%
<u>70 Unclassified</u>							
17000 Promotion and Development	141,758	136,258.00	132,778.92	2,611.15	.00	3,479.08	97.4%

FOR 2012 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
17010 Additional School Assistan	10,000	10,000.00	10,000.00	.00	.00	.00	100.0%
17020 Cemetery Care	3,000	3,000.00	1,500.00	250.00	.00	1,500.00	50.0%
17030 Wage Adjustment Account	40,000	40,000.00	.00	.00	.00	40,000.00	.0%
17051 Longfellow School Building	0	100,000.00	22,277.95	.00	.00	77,722.05	22.3%
17052 School Master Plan	0	200,000.00	113,986.82	18,816.15	.00	86,013.18	57.0%
TOTAL Unclassified	194,758	489,258.00	280,543.69	21,677.30	.00	208,714.31	57.3%
80 Debt Service							
18010 2003 High School Refunding	0	.00	.00	-962,212.50	.00	.00	.0%
18020 2006 CIP G/O Bonds	276,000	276,000.00	276,000.00	36,000.00	.00	.00	100.0%
18030 2011 GO CIP Bonds	282,643	282,643.00	282,643.00	-245,642.00	.00	.00	100.0%
18050 2010 Elementary School Bon	0	.00	-1.39	-1,625,740.00	.00	1.39	100.0%
TOTAL Debt Service	558,643	558,643.00	558,641.61	-2,797,594.50	.00	1.39	100.0%
GRAND TOTAL	51,919,222	52,278,496.93	40,849,786.99	3,569,883.13	221,846.90	11,206,863.04	78.6%

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

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

MANAGER'S REPORT - C BACK UP MATERIALS

Master Plan for Downtown Brunswick and Outer Pleasant Street Corridor
Master Plan Implementation Committee Status Report for October 2011-May 2012

Master Plan Overview:

10-year vision for Downtown and Outer Pleasant Street Corridor, adopted Jan. 2011

100+ short- and long-term recommendations focused in five areas:

- Visual Quality
- Pedestrian and Vehicular Movement
- Neighborhoods
- Marketing
- Finance

Across six geographic areas:

- Outer Pleasant Street
- Pleasant Street Transition Zone
- Inner Pleasant Street
- River District
- Downtown Business District
- Mall District

Master Plan Implementation Committee's charge:

- Review, prioritize, and recommend actions from the Plan.
- Of those actions, to confirm the need by consulting stakeholders and soliciting input.
- Identify partnerships, funding sources, and technical resources needed.
- Report to the Town Council at least every six months.

Completed so far:

Committee broke out into four focus areas:

- Visual Quality (Doucett, Slocum, Tarpinian)
- Pedestrian & Vehicular (Perreault, Ellis, Wilson)
- Neighborhoods (Knight, Dostie)
- Marketing & Finance (Augur, Flaherty)

Developed guidelines for committee members to follow when meeting with stakeholders and soliciting input.

Achieved Main Street Maine Community Status (May 2012)

Visual Quality:

- Created a sub-committee with representatives of the Brunswick Downtown Association, Village Improvement Association, and Brunswick Public Arts Committee
- Hannaford banner installation (BPA)
- Downtown business district Clean Sweep (BDA)

Neighborhoods:

- BDA, Five River Arts, Brunswick Station programming downtown gathering places with special events throughout the year.
- Flashing pedestrian signal installed at Mill and Cushing Streets (this summer).
- Gathering places have been created for relocated Christmas Tree and Spanish War Memorial (Spring 2012)

Pedestrian & Vehicular Movement

Hosted Context Sensitive Solutions Consultants (Nov. 2011), reviewed the final report and recommendations, and selected two recommendations for improving pedestrian and vehicular movement on Maine Street.

Created a sub-committee with liaison from the Brunswick Bicycle & Pedestrian Advisory Committee (BBPAC)

Sub-committee held meetings with BBPAC to identify common priorities (May and June).

Assisted with a grant application for Safe Routes to Schools (MDOT program), in partnership with Merrymeeting Wheelers and Healthy Maine Partnership.

Marketing and Finance:

Improve Town website (April 2012)

Include Pleasant Street businesses on BDA map downtown map (May 2012)

BDA developed Brunswick brand: "It's All Here – All Year"

BDA and Chamber working with Amtrak and NNEPRA to market Brunswick to Downeaster riders.

Downeast magazine "Destination Brunswick" insert (BDA-June 2012)

Sub-committee met with Town finance staff and other sub-committees to determine funding needs and options (long-term CIP "marker")

In Progress:

Visual Quality

Develop visual link with Maine Street and Fort Andross using banners, murals, plantings
Planning Board is revising zoning ordinances regarding consistency with the Plan.

Neighborhoods

Recruiting sub-committee members/advisors for neighborhood recommendations.

Town-wide building inspection program for structures with three or more rental units is still under consideration.

Abandoned/Unsafe Structure ordinance introduced (June 2012)

Immediate Next Steps:

Pedestrian & Vehicular Movement

Solicit public input on Maine Street raised crosswalk design/placement and CSS recommendations for Maine Street and other plan/CSS workshop recommendations.

Public Outreach

Develop public outreach plan (June/July)

2011 Master Plan for Downtown Brunswick and the Outer Pleasant Street Corridor					
Consolidated Implementation Recommendations/Status (3/23/12); updated 6/14/12 (Bolded Items Below)					
Recommendations by Focus Areas	Short-Term 1-3 years	Long-Term 3-5 years	Responsible Lead - TBD	Potential Funding/ Resources	Recommendation Status
A. General					
1. Review Town codes and ordinances for consistency with plan	✓		STAFF/PB		Zoning Ordinance revisions in progress; to date, draft development review criteria/standards suggesting the creation of a downtown parking district w/a fee-in-lieu of parking option. Landscaping standards suggestions include maintenance/replanting as needed, street tree plantings and buffering. Additional application processing incentives are proposed for developments located within the growth area.
1.a. Review and refine Town Core and Highway Corridor zoning districts consistent with Comprehensive Plan and Downtown Master Plan; Add flexibility throughout	✓		STAFF/PB		In progress
1.b. Consider Form-Based Codes		✓	STAFF/PB		In progress
2. Develop comprehensive street banner program w/BDA and businesses; provide neighborhood identity	✓		Public Art Committee/ BDA	Private businesses	A more comprehensive banner program to include neighborhoods could be included in the Public Art group discussions. Hannaford banners installed June 13th.
3. Convene Committee to update Mall Management Plan	✓		Parks and Recreation Dept		Obtaining cost estimate for update
3.a. Add amenities at Mall, e.g., bike racks, more seating areas	✓		Parks & Rec Dept./BDA		A grant has been applied for to acquire and place tables on the Mall (BDA).

Recommendations by Focus Areas	Short-Term 1-3 years	Long-Term 3-5 years	Responsible Lead - TBD	Potential Funding/ Resources	Recommendation Status
3.b. Create gathering places for relocated Christmas Tree and Spanish War Memorial	✓		Parks and Recreation Dept/VFW Chapter	Funded by VFW	Installation completed
B. Visual Quality					
1. Develop and adopt design guidelines for outer Pleasant Street, emphasizing walkability and use during new construction and redevelopment	✓		PB		Late 2012-2013, unless outside funding is secured
1.a. Encourage/incentivize placement of streetscape elements, reduction in curb cuts and improving street configuration	✓				
1.b. Increase visual link between Pleasant Street/Route 1 Corridor with Maine Street, e.g. banners	✓		Visual Quality Subcommittee/BDA		Visual Quality Subcommittee/BDA is participating in a Public Art group to enhance the appearance of Downtown with public murals and banners. A grant for funding banners was applied for. Subcommittee is gathering information regarding any utility restrictions to hanging banners along inner Pleasant Street.
2. Enforce sidewalk setbacks and clearances primarily along outer Pleasant Street	✓				
3. Visually link Downtown with Fort Andross by murals, plants, banners on overpass	✓		BDA/Visual Quality Subcommittee		Discussions are in progress with several buildings and businesses, Parks and Recreation staff in regard to potential murals, banners and flower boxes.
4. Explore creation of a downtown façade and clean-up program	✓				
5. Expand Village Review Zone to include west side of Maine Street	✓		PB/VRB		To be part of Zoning Ordinance revisions
5.a. Review and update Village Review Zone Design Guidelines	✓		PB/VRB		2012
6. Explore National Register of Historic Places designations for eligible buildings	✓		TBD		

Recommendations by Focus Areas	Short-Term 1-3 years	Long-Term 3-5 years	Responsible Lead - TBD	Potential Funding/ Resources	Recommendation Status
7. Plant street trees along Mill Street between Union and Maine Streets	✓				CSS Workshop Idea
C. Pedestrian and Vehicular Movement					
1. Develop interpretive "walking loops" Downtown	✓		Subcommittee/BB PAC/PHS		
2. Encourage the use of distinctive paving/other materials for sidewalks crossing access drives/driveways		✓			
2.a. Use textured materials at all crosswalks		✓			
3. Conduct "pilot" program and O&D Study to direct Brunswick Landing traffic to I-295, Exit 31	✓				
4. Improve pedestrian and vehicular internal connectivity/encourage removal of fencing between properties		✓			Key Bank side fence removal completed.
5. Improve pedestrian and bicycling mobility and safety	✓	✓	Subcommittee/B BPAC/DPW/PD	Safe Routes to School/MDOT; Healthy Maine Partnership	SRTS LOI submitted to MDOT for installation of flashing crosswalks at 5-6 locations adjacent to and within the Downtown area. Site visit scheduled 6/15/12.
6. Increase visibility of crosswalk across Mill Street at Cushing Street	✓		DPW	MDOT-funded	New pedestrian-operated blinking crosswalk to be installed Summer 2012
7. Evaluate NASB Transportation Study recommendations for traffic calming and use of parallel roads (includes roundabout at Mill/Stanwood/Pleasant)	✓	✓			
8. Investigate converting inner Pleasant Street to two-way, dependent upon results of NASB Transportation Study improvements to Route 1 and Corridor, as well consideration given to CSS recommendations for pedestrian and bike access improvements		✓			CSS Workshop Idea

Recommendations by Focus Areas	Short-Term 1-3 years	Long-Term 3-5 years	Responsible Lead - TBD	Potential Funding/ Resources	Recommendation Status
9. Update Downtown parking study; determine potential locations for additional parking		✓			
10. Install additional bike racks at uniform locations	✓		BDA	Grant	BDA purchased 12 new bike racks in September with grant funds, 8 have been installed.
11. Explore CSS Workshop options for "rightsizing" Maine Street and improving pedestrian and bike safety/access in Downtown and outer Pleasant Street Corridor		✓	Town Staff with BBPAC & BDA		CSS Workshop Recommendations - MPIC preferences are Opportunities 4 and 1; BDA also looking at several ways to better promote the current pedestrian and bike trails are being explored with the new Downtown map and the Brunswick Visitor Center.
11.a. Explore "experiments" to improve pedestrian safety crossing major streets	✓				CSS Workshop outcomes; Funding to install raised crosswalks approved by Town Council
11.b. Explore/experiment with traffic calming techniques for Maine Street	✓				
12. Explore potential of roundabout constructed at Maine and Pleasant Street Intersection		✓	Town		CSS Workshop Idea; FHWA webinar on pedestrian and bicycle safety related to roundabouts was hosted by the Town and attended by members of MPIC,
13. Explore potential for roundabout at Mill and Cushing intersection		✓	Town		
14. Improve bicycle route wayfinding	✓		Bike and Ped Advisory Committee (BBPAC)		In progress
15. Support completion of Androscoggin Riverwalk	✓		Parks and Recreation Dept.	Transportation Enhancements Program/MDOT	LOI submitted to MDOT by Town; site visit scheduled 6/15/12
D. Neighborhoods					
1. Install and encourage amenities to create "gathering" spaces, e.g. clustered seating		✓	TBD		
2. Investigate additional access/parking for Davis Park from Cumberland Street	✓				
3. Provide free WiFi service throughout town	✓				

Recommendations by Focus Areas	Short-Term 1-3 years	Long-Term 3-5 years	Responsible Lead - TBD	Potential Funding/ Resources	Recommendation Status
4. Establish a town-wide building inspection program for structures w/2 or more rental units	✓		Fire Dept.		Under Council consideration for life safety code multi-unit building inspection program
5. Utilize already-vibrant Maine Street gathering places through special events/activities	✓		BDA	BDA/Private Sponsors	In 2012, BDA has scheduled a number of annual and new events throughout the year.
E. Marketing/Finance					
1. Install way-finding signage and mapping, historical markers throughout Downtown for destinations of interest	✓	✓	TBD		
2. Promote tourism related business signage along I-295	✓				
3. Foster Town communications w/residents and businesses	✓		Town		Ongoing
3.a. Improve Town website	✓		Town Staff	Town	New Town website "live." Master Plan webpage now being populated.
4. BDA should pursue the Main Street Maine designation for Brunswick	✓		BDA		Brunswick announced as Main Street Maine community on May 18th.
5. Work w/Amtrak and NNEPRA to market Brunswick to Downeaster riders	✓		BDA		BDA continues to participate in train station managers meetings. Platform ribbon-cutting held May 14th. Service to start November 2012.
6. Embrace BDA advertising campaign materials now under development	✓		BDA	BDA/Advertisers	The following advertising materials are being developed: Lodging, Dining, Things to Do and See, and Shopping brochures, Downtown map, new resident packet, new employee packet, and business to business directory. A 2012 Marketing Plan has been developed and shared with Downtown businesses and non-profit organizations.

Recommendations by Focus Areas	Short-Term 1-3 years	Long-Term 3-5 years	Responsible Lead - TBD	Potential Funding/ Resources	Recommendation Status
7. Include Pleasant Street businesses on Downtown Map	✓		BDA	BDA/Advertisers	New business location map is now available and includes business in the Downtown and Outer Pleasant Street.
8. Explore feasibility to institute a shared parking/transportation fee to support public transportation and parking facilities	✓		Staff/PB		See A.1 Status.
9. Continue to identify other funding opportunities	✓	✓	All	Various	Ongoing; 2 LOIs submitted to MDOT in May.

ITEM 71

BACK UP MATERIALS



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

PUBLIC HEARING

The Municipal Officers of the Town of Brunswick will hold a Public Hearing at the Municipal Meeting Room, Maine Street Station, 16 Station Avenue, Brunswick, at 7:00 P.M. on 6/18/2012 on the following Special Amusement license applications:

Special Amusement

Ravens' Roost (The)

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

Raven O'Brien/Ronald Wing Sr. & II

165 PARK ROW, INC.

D/B/A: Brunswick Inn
165 Park Row

Eileen Hornor

MCM Corp

D/B/A: Hacienda Pancho Villa Mexican Restaurant
164 Pleasant St.

Mr. Fernando Saldana

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

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

Fran Smith
Town Clerk

TOWN OF BRUNSWICK

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

APPLICATION FOR LICENSE OR PERMIT

Please complete:

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

Partnership-Partner's Names: _____

Corporation-Corporation Name: 165 Park Row, Inc.

Incorporation Date: April 2009 Incorporation State: Maine

New License: Opening Date _____ Renewal License

Business Name: The Brunswick Inn E-Mail: info@thebrunswickinn.com

Business Address: 165 Park Row Business Phone Number: 729-4914

Name of Contact Person: Eileen Hornor Contact's Phone Number: 729-4914

Mailing Address for Correspondence: 165 Park Row

Signature of Applicant: Eileen Hornor Date: 5/21/12

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: 165 Park Row Phone #: 729-4914

Name of Corp. Officer, Owner, or Partners:	Title	Address	% of Stock or ownership
<u>Eileen Hornor</u>	<u>President</u>	<u>165 Park Row</u>	

Town Clerk Use Only

Approvals: Finance Codes Health Officer Council Police

Codes Officer Signature _____

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: 6-18

Type of License: ~~HTC~~ Special Paid Fee: \$ ~~50~~ 100.00 Cash / Check Date: 5/24/12

Amuse. Advertising Fee: \$ _____ Paid

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

Bazaar or Flea Market-Exp. June 30th

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

_____ Annually (\$225)

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

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

Carnival or Circus

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

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

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

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

FSE with Malt and Vinous (\$200)

FSE with Malt or Vinous (\$175)

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

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

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

FSE: Description of Food to be sold: _____

Going Out of Business (\$50)

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

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

Junkyard Automobile Graveyard (\$50 each, both Exp. Oct. 1st) **Auto Recycling** (\$250-5 Yrs)

Plus \$25 application fee for each type _____

Pawnbroker (\$75) Exp. June 30th

Peddler:

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

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

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

Sellers of Prepared Food on Public Way (\$1500 Mall vendor/\$3,000 Farmers Market/\$25 other)

Location: _____ Exp. 1st PH in March

As part of the application you must submit a letter of intent from insurance carrier, picture of food service device (not needed for renewals) and a victualer's license. I certify that, to the best of my knowledge, I have complied with all laws and ordinances of the State of Maine and the Town of Brunswick. _____

(Signature of owner, officer, partner or agent)

(New applicants must talk to Recreation Dept/There is no proration on new licenses)

Special Amusements (\$100)-Exp. w/Alcohol License

Describe in detail kind and nature of entertainment- Live acoustic music

Describe in detail room or rooms to be used under this permit- Bar/Breakfast room

front parlors

Signature of Owner, officer, partner or agent: Edgar P. Arner

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

Theater (\$150 per screen)-Exp. June 30th _____ 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: Ravens Roost

Corporation-Corporation Name: Ravens Roost

Incorporation Date: June 9, 2011 Incorporation State: Maine

New License: Opening Date _____ Renewal License: Expiration Date: 7/28/2012

Business Name: Ravens Roost E-Mail: raven.obrien@yahoo.com

Business Address: 103 Pleasant Street Business Phone Number: 4062359

Name of Contact Person: Raven O'Brien Contact's Phone Number: 449-9828

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

Signature of Applicant: Raven O'Brien Date: 5/26/2012

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 #:	
Name of Corp. Officer, Owner, or Partners:	Title	Address	% of Stock or ownership
<u>Raven O'Brien</u>	<u>V.P.</u>	<u>368 Old Bath Rd</u>	<u>33.3%</u>
<u>Ron Wing II</u>	<u>Pres</u>	<u>368 Old Bath Rd</u>	<u>33.3%</u>
<u>Ron Wing Sr.</u>	<u>Treas/Sec.</u>	<u>Brunswick</u>	<u>33.3%</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: 6-18

Type of License: Special Paid Fee: \$ 100.00 Cash Date: 5-29-12

Amusement Advertising Fee: \$ _____ Paid

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

Bazaar or Flea Market-Exp. June 30th

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

_____ Annually (\$225)

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

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

Carnival or Circus

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

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

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Junkyard Automobile Graveyard (\$50 each, both Exp. Oct. 1st) Auto Recycling (\$250-5 Yrs)

Plus \$25 application fee for each type _____

Pawnbroker (\$75) Exp. June 30th

Peddler:

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

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

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

Sellers of Prepared Food on Public Way (\$1500 Mall vendor/\$3,000 Farmers Market/\$25 other)

Location: _____ Exp. 1st PH in March

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(Signature of owner, officer, partner or agent)

(New applicants must talk to Recreation Dept/There is no proration on new licenses)

Special Amusements (\$100)-Exp. w/Alcohol License

Describe in detail kind and nature of entertainment- DJs or Bands for music and dancing

Describe in detail room or rooms to be used under this permit- front half of bar area

and dance floor for music & dancing

Signature of Owner, officer, partner or agent: [Signature]

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

Theater (\$150 per screen)-Exp. June 30th _____ 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: MCM CORP

Incorporation Date: 0-7-05 Incorporation State: ME

New License: Opening Date _____ Renewal License: Expiration Date: 5-24-2012

Business Name: Hacienda Pancho Villa E-Mail: panchos1646@aol.com

Business Address: 164 Pleasant St Business Phone Number: 207 729 0029

Name of Contact Person: Fernando Saldana Contact's Phone Number: 207 449 8043

Mailing Address for Correspondence: 164 Pleasant St BRUNSWICK

Signature of Applicant: [Signature] Date: 5-4-12

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

Corporations Please Complete:

Address of Incorporation: 164 Pleasant St Phone #: 207 729 0029
Name of Corp. Officer, Owner, or Partners: Title Address % of Stock or ownership

Fernando Saldana owner 4 Black cherry DR BRUNSWICK

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: 6-18

Type of License: Spec. Amus- Paid Fee: \$ 100- Cash Date: 5-1-12

Advertising Fee: \$ _____ Paid

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

Bazaar or Flea Market-Exp. June 30th

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

_____ Annually (\$225)

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

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

Carnival or Circus

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

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

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

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

FSE with Malt and Vinous (\$200)

FSE with Malt or Vinous (\$175)

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

FSE Mobile Carts, Take Out, Coffee, Popcorn, Catering, B&B's, Bakeries, or Prepared Seafood Vender, ETC (\$75)

FSE: *Description of Food to be sold:* _____

Going Out of Business (\$50)

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

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

Junkyard **Automobile Graveyard** (\$50 each, both Exp. Oct. 1st) **Auto Recycling** (\$250-5 Yrs)

Plus \$25 application fee for each type _____

Pawnbroker (\$75) Exp. June 30th

Peddler:

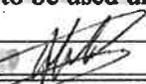
____ #Weeks/\$25/week ____ #Months (up to-3 mnths-\$50/ up to-6 mnths \$75) ____ 1 Year (up to 12 mnths \$100)

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

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

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

Special Amusements (\$100)-Exp. w/Alcohol License
 Describe in detail kind and nature of entertainment: music live
 Describe in detail room or rooms to be used under this permit: _____

 Signature of Owner, officer, partner or agent: 

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

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

ITEM 72

BACK UP MATERIALS

Date: June 14, 2012

To: Gary Brown, Town Manager
Town Council

From: Judy Hardy-Goddard

Re: New General Assistance maximums

In review of client's files it was determined that approximately 70% of our clients do not use all of the assistance that they are determined qualified. 15% are in an emergency and are assisted more than the allowable maximum and 15% receive the entire maximum that they are qualified for.

There are many reasons that determine how much a client receives. If a client is requesting assistance with rent and the rental maximum is below their eligibility they would receive the mandated rental maximum. For example, Tedford shelter resident's requests are \$400.00 per month. Their eligibility would be \$676.00 therefore they would receive the \$400.00 which is the client's request. Another example would be if client is requesting assistance with an electric bill only and the amount needed to stop a disconnection is \$150.00, they would receive the requested amount not the amount of eligibility. We require applicants to search for work, apply for services and provide documentation of money spent on basic necessities. If the client does not meet the requirements they would not receive their eligibility until in compliance.

If you have any other questions concerning this matter, feel free to contact me. I will also be attending the next council meeting to answer any questions.

To: Key Municipal Officials & General Assistance Administrators

From: Kate Dufour

Date: May 29, 2012

Re: **IMPORTANT** - General Assistance Program Ordinance Amendment **Retraction**

On Friday, May 18 you received information regarding necessary amendments to the locally adopted General Assistance (GA) program ordinances. The amendments outlined in that memo were deemed necessary to address two programmatic changes enacted by the Legislature on April 12, 2012.

The information and sample ordinance language provided regarding the 9-month limit on housing assistance remains necessary.

However, there has been a change of opinion with respect to the application of the 10% reduction in the maximum level of assistance provided.

Prior to last Friday, May 25, the Department of Health and Human Services, as advised by the Attorney General's (AG) office, agreed that both state mandated "overall maximum level of assistance" (which caps the total amount of non-emergency assistance provided) and the "category-specific" maximums (i.e., the maximums for housing, food, sundry items, authorized medical expenditures, utilities, etc.) must be reduced by 10%.

However, after being asked to review that language and the intent of the Legislature, the AG's office has reversed its decision and determined that **only the overall maximum level of assistance needs to be reduced by 10%.**

As a result, the Department has mailed out information regarding the change in the interpretation of the law. You will soon be receiving a package of materials outlining that change and the paperwork that needs to be submitted to the Department once the GA ordinance is amended.

Attached to this email is the amended version of Appendix A – Overall Maximums, which is now considered to be the only maximum level of assistance that was affected by the Legislature this session. Again, please remember that the change to your municipal ordinance regarding the 9-month limit on housing assistance still needs to be adopted.

We apologize for the confusion. If you have any questions, please feel free to contact Kate Dufour at kdufour@memun.org or 1-800-452-8786.

Appendix A

Effective: 07/01/12-06/30/13

Amend the Town/City of _____ General Assistance Ordinance to incorporate the following maximum levels of assistance to be effective on and after July 1, 2012, as follows:

GA Overall Maximums**Metropolitan Areas****Persons in Household**

COUNTY	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	550	641	818	1040	1174
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	561	563	676	845	1036
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	471	590	720	912	1010
Portland HMFA: Cape Elizabeth, Casco, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	731	868	1124	1416	1517
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	912	918	1100	1603	1746
Cumberland County HMFA: Baldwin, Bridgton, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	607	715	922	1101	1410
Brunswick	608	727	939	1190	1427

Appendix A

Effective: 07/01/12-06/30/13

COUNTY	1	2	3	4	5*
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	723	724	869	1095	1504
York County HMFA: Acton, Alfred, Arundel, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Shapleigh, Waterboro, Wells	661	688	873	1045	1141
Biddeford, Saco, Sanford	668	744	938	1190	1407

*Note: Add \$68 for each additional person.

Non-Metropolitan Areas**Persons in Household**

COUNTY	1	2	3	4	5*
Aroostook County	428	527	631	824	912
Franklin County	530	572	696	832	1079
Hancock County	579	668	822	1094	1125
Kennebec County	459	550	684	933	996
Knox County	524	693	791	1071	1236
Lincoln County	633	680	821	991	1118
Oxford County	442	588	678	902	1130
Piscataquis County	550	627	775	984	1053
Somerset County	440	547	632	914	970
Waldo County	617	662	798	979	1041
Washington County	530	572	683	846	923

* Please Note: Add \$68 for each additional person.

**Sample General Assistance Program Ordinance Amendment to Incorporate the FY 2013
“Temporary” Housing Assistance Limit**

Amend Article VI, Section 6.8 (B) of the General Assistance Ordinance adopted by the municipal officers in the Town/City of _____, to be effective on and after July 1, 2012, as follows:

- B) **Housing.** The administrator will provide assistance with rent or mortgage payments that are reasonable ~~and/or~~ within the allowed maximum levels and in accordance with the housing assistance limits and exceptions provided in Title 22, section 4308, subsections 1-A and 1-B. See Appendix C of this ordinance for the current year’s housing maximums. It is the applicant’s responsibility to find suitable housing, although the administrator may help the applicant find housing when appropriate. The administrator will inform the applicant of the allowed housing maximums to assist the applicant in his or her search for housing. The allowed maximum for any applicant will be the categorical housing maximum representing the minimum dwelling unit space necessary to adequately shelter the applicant household. Applicants requesting assistance for housing that contains more bedrooms than are necessary for the number of household members will be provided assistance according to the maximum level of the number of rooms actually needed.

ITEM 73

BACK UP MATERIALS

Frosty's Donut Shop
54 Maine Street
Brunswick, Maine 04011
(207) 729-4258

May 31, 2012

Julie Erdman, Administrative Assistant
Department of Planning and Development
Town of Brunswick
28 Federal Street
Brunswick, ME 04011

Dear Ms. Erdman,

Thank you for your phone call yesterday regarding the placement of chairs and side tables on the sidewalk in front of our business- Frosty's Donut Shop at 54 Maine Street.

We propose placing chairs and small end tables on the sidewalk next to the front of our building during business hours that are 4:00 a.m. to noon weather permitting. Customers would buy their bakery goods and coffee or other beverage in the shop and take them outside to consume. No outdoor service would be provided. The general public may use the chairs.

Our insurance documentation is attached.

Attached is the \$25 application fee. Due to the limited dimensions of the chairs and tables, we respectfully request a waiver of the \$500 fee.

Photo is attached.

Thank you,



Shelby St. Andre and Nels Omdal, owners

♥ DONUTS

COFFEE ☕



ITEM 74

BACK UP MATERIALS

TOWN OF BRUNSWICK
TOWN MANAGERS OFFICE
MEMORANDUM

TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: June 14, 2012

RE: Police Station Committee Recommendation

The Brunswick Police Station Committee met on Tuesday, June 12 to review the final design and project budget proposed by Donham & Sweeney. Attached to this memo are copies of pertinent design images and the project budget that was presented to the Committee.

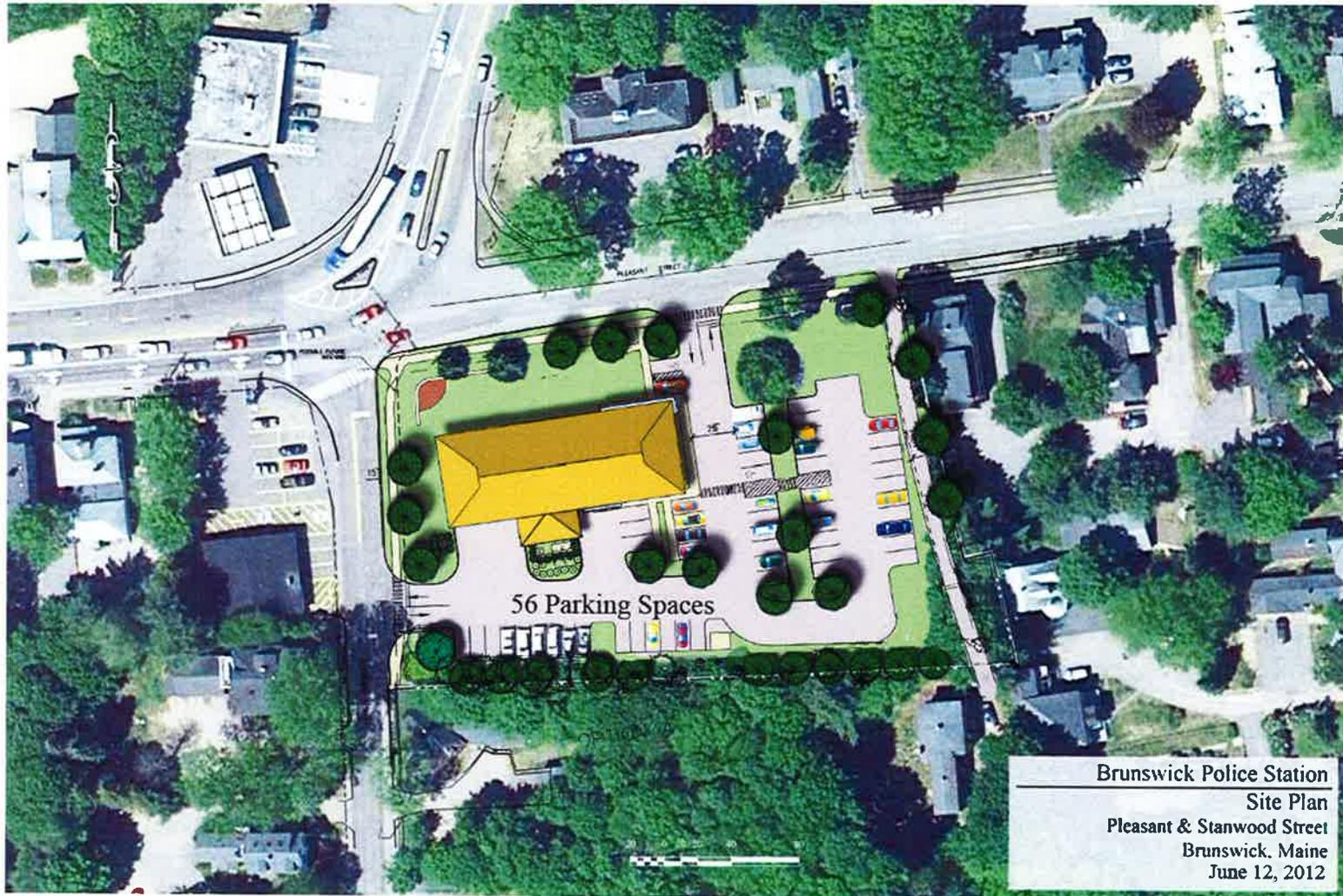
As proposed as a base project and budget, the facility would have an interior sally port and a project cost estimated to be \$5,455,814. (The project cost does not include some furnishings that are proposed to be funded through the budget process, or project savings), These items include desks, filing cabinets, phone system and other typical office furnishings).

The Committee voted to add the following two items to the base budget, an external drive-through sally port and a quieter, more efficient HVAC system. The recommended revised project budget with the two additions is \$5,635,814.

The one unresolved issue is the matter of lot coverage. The recommendation by Donham & Sweeney, supported by the Planning Department is to apply pervious (porous) pavement in the parking lot. At Tuesday's meeting there was disagreement between Committee members concerning the application and maintenance of this type of pavement. Town staff, working with Donham & Sweeney and SiteLines has been charged with returning to the Committee with a recommendation that satisfies the ordinance requirements and does not add to the project costs.

The Committee, with full attendance unanimously voted to recommend the design and project budget, including the additional external sally port and HVAC system.

Brunswick Police Station



*June 2012 Proposed Site Plan
w/ Extended Sally Port*

Donham & Sweeney
ARCHITECTS
Douglas Richmond Architects

Brunswick Police Station

Zoning Analysis

<u>Standard/ District</u>	<u>Required</u>	<u>Proposed</u>
•Min. Lot Area	7,500 SF	68,800 SF
•Min. Lot Width	65 FT	186 FT
•Min. Front Yard	15 FT	46 FT
•Min. Rear Yard (A)	15 FT	81 FT
•Min. Rear Yard (B)	15 FT	63 FT
•Min. Side Yard	15 FT	27 FT
•Max. Impervious Surface (A)	50%	28%
•Max. Impervious Surface (B)	50%	28%
•Max. Building Height	35 FT	32 FT
•Max. Building Footprint (A)	7,500 SF	6,750 SF
•Max. Building Footprint (B)	7,500 SF	7,337 SF

Donham & Sweeney
ARCHITECTS

Douglas Richmond Architects

Brunswick Police Station

Site Plan Changes:

Eliminate Separate Exit onto Pleasant Street

- Curb cuts too close together along Pleasant Street; increase separation between Parking Lot and Easement Driveway
- If Pleasant Street becomes a 2-way street, separate exit confuses traffic pattern and creates dangerous conditions: West bound traffic turning into Police Station conflicts with traffic exiting Police Station turning West bound.
- Occasional visitors will be easily confused by the loop circulation and a lot of unattractive signs will be required to make it clear. Painting signage on the road doesn't work much of the Winter.
- General planning and traffic design principle is to minimize curb cuts.
- Planning Board in charge of formal Site Plan Review and prefers one curb cut.

Donham & Sweeney
ARCHITECTS

Douglas Richmond Architects

Brunswick Police Station

Site Plan Changes:

Porous Pavement

- Must dispose of storm water from impervious surfaces either into the ground (porous paving in this case) or using structured drainage. Both systems are approximately equal in cost.
- Parking lot exceeds maximum impermeable surface with regular paving.
- Town should avoid seeking a Zoning Variance for its own project; No Variance required with porous paving.
- Porous paving has been done nearby and is working well. Many other areas in Northeast report success; UNH parking lot studied over 3 years.
- Town should model sustainability measures

Donham & Sweeney
ARCHITECTS

Douglas Richmond Architects

Brunswick Police Station

Area Tabulations: Original Design vs. Redesign

	Original	Current Design	Sally Port Extension
Second Floor	7,632 SF	6,762 SF	6,762 SF
First Floor	10,198 SF	6,762 SF	7,350 SF
Basement	<u>8,235 SF</u>	<u>6,206 SF</u>	<u>6,206 SF</u>
Total	26,065 SF	19,730 SF	20,318 SF

Program Summary

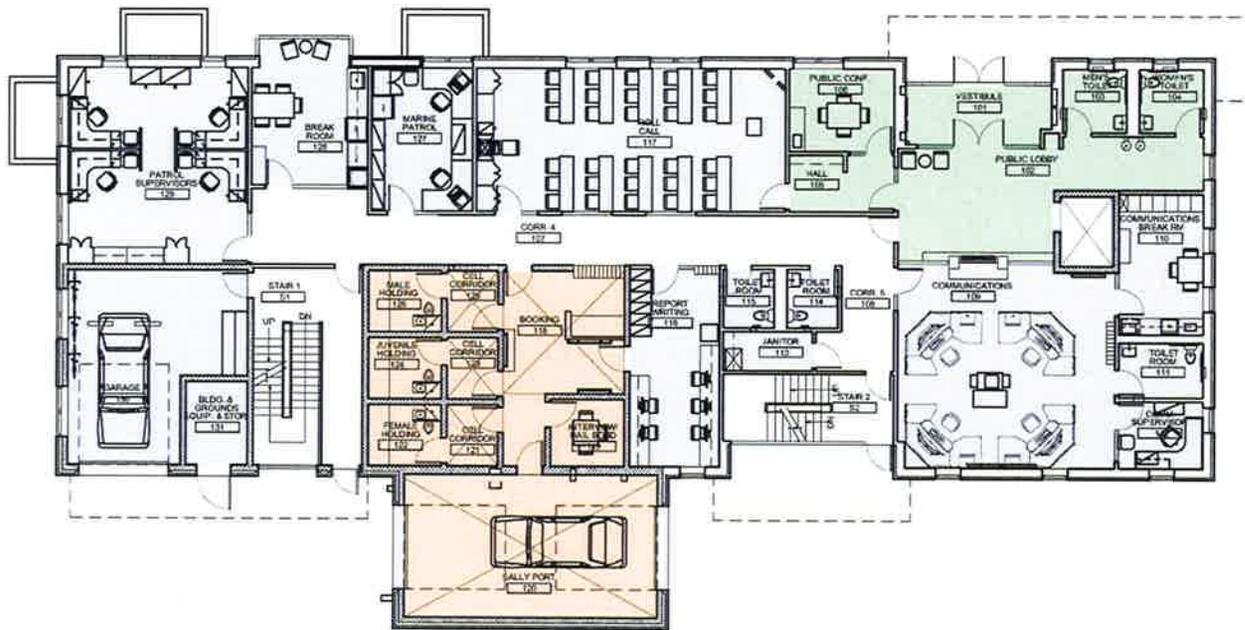
Donham & Sweeney
ARCHITECTS

Douglas Richmond Architects

Brunswick Police Station

LEGEND:

- PUBLIC SPACES
- ADMINISTRATIVE SPACES
- PATROL & INVESTIGATION
- DETENTION SPACES
- BUILDING SUPPORT
- FUTURE EXPANSION



First Floor Plan – Extended Sally Port

Donham & Sweeney
ARCHITECTS

Douglas Richmond Architects

Brunswick Police Station



Donham & Sweeney
ARCHITECTS

Douglas Richmond Architects

Brunswick Police Station



Donham & Sweeney
ARCHITECTS

Douglas Richmond Architects

Brunswick Police Station



Donham & Sweeney
ARCHITECTS

Douglas Richmond Architects

Brunswick Police Station

Project Budget

	<u>March 2012</u>	<u>June 2012</u>	<u>% change</u>
Construction Estimate	\$5,900,000	\$4,465,000	-24%
Radio/Communications Connection	\$100,000	\$139,000	+39%
Design/Engineering	\$576,000	\$438,000	-24%
Legal & Testing	\$20,000	\$15,000	-25%
Fixtures and Furnishings	\$200,000	\$60,000	-70%
Insurance and Utility Fees	\$30,000	\$30,000	0%
Project Contingency	\$410,000	\$309,000	-24%
Total Project Budget	\$7,236,000	\$5,456,000	-25%
<i>Target Project Budget:</i>	<i>\$5,500,000</i>	<i>\$5,500,000</i>	

Options:

Metal Roof:	Add: \$48,000
Extended Sally Port:	Add: \$142,000
Alt HVAC #1	Add: \$38,000
Alt HVAC #2	Add: \$28,000
Alt HVAC #3	Add: \$25,000
Alt HVAC #4	Deduct: \$24,000

Donham & Sweeney
ARCHITECTS

Douglas Richmond Architects

ITEM 75

BACK UP MATERIALS

TOWN OF BRUNSWICK
TOWN MANAGERS OFFICE
MEMORANDUM

TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: June 14, 2012

RE: Public Hearing on proposed Bond Ordinance

The design and cost estimating for the proposed Brunswick Police station has reached the point where it is necessary to finance the project. The Council is being asked to schedule a Public Hearing on July 9 for the purpose of adopting the bond ordinance.

Attached is proposed **DRAFT Bond Ordinance**. Please review it and if you have questions, it would be helpful to have those questions in advance of Monday's meeting so that we are best prepared to answer them.

The project cost that has been recommended by the Police Station Committee is \$5,635,814. The Ordinance as recommended by staff to the Council funds the project cost in the following manner. The Town would bond \$5,500,000 which is the target amount that was established by the Police Station Committee earlier this year. The balance of \$135,814 will be funded through a transfer from the approved FY'12-13 budget from the **other road construction** account.

The Council has approved budgets that have included funding the **other road construction** account with the understanding that upon approval of the police station project, the amount of funding for this account will be sufficient to support the debt service for the project, resulting in the police station project not having an impact on the tax rate. The amount approved in the FY'12-13 budget for this account is \$400,000.

The debt service for the \$5,500,000 is estimated to be @\$440,000 the first year.

TOWN OF BRUNSWICK, MAINE

An Ordinance Authorizing the Design, Construction, and Equipping of a New Police Station and Related Improvements at the southeast corner of Pleasant and Stanwood Streets, Brunswick, Maine, with Total Project Costs Not to Exceed \$5,635,814 (plus any other costs authorized hereunder), and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$5,500,000 (plus cost of issuance), plus any Additional Appropriation Authorized Hereunder

WHEREAS, the Town Council (the “Town Council”) of the Town of Brunswick (the “Town”) has determined that the Town needs to construct a new police station (the “Police Station Project”); and

WHEREAS, the Town has engaged a construction manager to manage the Police Station Project; and

WHEREAS, the construction manager has estimated the total cost of the Police Station Project to be \$5,635,814 of which \$5,500,000 is expected to be financed through the issuance of general obligation bonds; and

WHEREAS, the Charter of the Town of Brunswick, Maine (the “Charter”) requires that any capital acquisition to be financed solely or partly by the issuance of bonds or notes to be authorized by ordinance;

NOW THEREFORE THE FOLLOWING ORDINANCE IS ADOPTED.

Section 1. Funding Sources and Appropriations.

- a. A total of five million six hundred and thirty five thousand eight hundred fourteen dollars (\$5,635,814), plus any additional amounts authorized under this ordinance, are appropriated to finance the cost of developing, constructing, and equipping a new Police Station (the “Project”).
- b. The issue and sale of the Town’s general obligation bonds or notes (and notes in anticipation thereof) is authorized in an aggregate principal amount not to exceed five million five hundred thousand dollars (\$5,500,000), plus the cost of issuance. The proceeds of the bonds and notes are appropriated to finance the costs of the Project. The bonds and notes may also be used to reimburse the Town for any prior expenditures on the Project, or to refinance notes or advances as authorized herein.
- c. One hundred thirty five thousand eight hundred fourteen dollars (\$135,814) from existing capital project funds that have been committed or assigned for “Other Road Reconstruction” projects are hereby transferred, appropriated, and authorized to finance the costs of the Project.

Section 2. Authorization to Develop, Construct, and Equip the Project. The Town Manager is authorized to negotiate, execute, and deliver, in the name of and on behalf of the Town, such contracts, agreements, and other documents and certificates as the Town Manager may determine to be necessary or appropriate in connection with the Project. The aforementioned items shall be in such form and contain such terms and conditions as may be approved by the Town Manager. Such approval shall be

conclusively evidenced by the Town Manager's execution thereof, provided however, that the Town Manager may delegate the authority granted hereunder as the Town Manager deems appropriate.

Section 3. Project Costs Defined. The term "cost" or "costs" as used herein and applied to the Project, or any portion thereof, includes:

- a. the cost of planning, surveys, engineering, feasibility studies, environmental studies and assessments, legal, accounting, and other professional services associated with the Project;
- b. the costs related to applying for and obtaining all permits, licenses, franchises, and the costs related to regulatory and judicial reviews;
- c. the cost of rights, easements, and franchises acquired in connection with the Project;
- d. the cost of any site work the Town Manager determines is necessary to prepare the site for its intended Project use, including but not limited to the cost of demolition and removal of any structures appurtenance thereto, pipes, drains, underground tanks, boxes, manholes, footings, foundations, hazardous materials, and any other item(s);
- e. the cost of constructing the Project, and all costs determined by the Town Manager to be necessary to place the Project in service and ready for its intended use, including but not limited to the cost of all appurtenances and other facilities either on, above, or under the ground, the cost of landscaping and site preparation, the cost of off-site improvements, the cost of all utility extensions and related improvements, the cost of renovating or remodeling any existing structure, the cost of all labor, materials, building systems, machinery and equipment;
- f. the costs of equipping the project for its intended use including all furniture and fixtures, all fixed or mobile equipment, and leasehold improvements;
- g. the cost of insuring the Project while under construction and for a reasonable period upon substantial completion of the project, including builders risk, general liability, product liability, workers compensation and any other insurance costs the Town Manager determines is related to the Project;
- h. the costs of financing the Project including but not limited to financing charges and issuance costs, underwriters' fees and costs, legal and accounting fees and costs, application fees, and other fees and expenses related to financing the Project;
- i. interest costs prior to and during construction and for a period not to exceed three years from the issue date of the bonds, underwriters' fees and costs, legal and accounting fees and costs, application fees, and other fees and expenses related to the financing transaction;
- j. any other costs identified in the Project budget, and the cost of any other items or services deemed to be cost under generally accepted accounting principles ("GAAP") as determined by the Town's Finance Director.

Section 4. Details of the Bonds or Notes.

- a. Execution and Delivery of Bonds and Notes. The bonds and notes issued hereunder, and any issued as the result of exchanges or transfers, shall be signed by the Treasurer and be countersigned by the Chair of the Town Council. The bonds and notes shall have the seal of the Town affixed thereon, and be attested by the Town Clerk. The Treasurer and Chair of the Town Council, from time to time, shall execute such bonds and notes as may be

required to provide for exchanges or transfers of bonds and notes hereinbefore authorized.

- b. Book Entry Certificates. In lieu of physical certificates of the bonds and notes, the Treasurer be and hereby is authorized to undertake all acts necessary to provide for the issuance and transfer of such bonds and notes in book-entry form pursuant to the Depository Trust Company Book-Entry Only System. As an alternative to the provisions herein regarding physical transfer of bonds, and the Treasurer is authorized and empowered to enter into a Letter of Representation or any other contract, agreement or understanding necessary or, in the Treasurer's opinion, appropriate in order to qualify the bonds for and participate in the Depository Trust Company Book-Entry Only System.
- c. Tax Exempt Bonds. The Treasurer and Chair of the Town Council are individually authorized to covenant and agree, on behalf of the Town and for the benefit of the holders of such bonds and notes, that the Town will file any required reports and take any other action that may be necessary to ensure that interest on the bonds and notes will remain exempt from federal income taxation and that the Town will refrain from any action that would cause interest on the bonds and notes to be subject to federal income taxation.
- d. No Arbitrage Certification. The Treasurer and Chair of the Town Council are individually authorized to covenant and certify on behalf of the Town that no part of the proceeds of the bonds and notes shall be used directly or indirectly to acquire any securities or obligations, the acquisition of which would cause such bonds or notes to be "arbitrage bonds" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended.
- e. Qualified Tax Exempt Obligations. The Treasurer is hereby authorized and empowered to take all such action as may be necessary to designate such bonds and/or notes as qualified tax-exempt obligations for purposes of Section 265(b) of the Code; it being the Town's intention that the Treasurer, with advice of bond counsel, to make the required Section 265(b) election with respect to such bonds and notes, but only to the extent the election may be available and advisable as determined by the Treasurer.
- f. Principal Denominations. The principal amount of the bonds of the same maturity shall be such minimum denomination as the Treasurer, in the Treasurer's discretion, may approve.
- g. Maturities and Interest Rates. The maturity(ies), interest rate(s) and sale price of the bonds or notes issued hereunder shall be either sent out to bid or negotiated by the Treasurer in such manner as the Treasurer deems appropriate and in the best interest of the Town and the financing of the above-referenced Project. The Treasurer be and hereby is authorized to provide that any of the bonds or notes hereinbefore authorized may be made callable, with or without premium, prior to their stated dates of maturity. The bonds or notes hereby authorized shall be in such form and to otherwise contain such other terms and provisions as the Treasurer may approve, his or her approval to be conclusively evidenced by his/her execution thereof.

- h. Consolidation of Bond or Notes. Any or all of the bonds or notes issued hereunder may be consolidated with and become a part of any other issue of bonds or notes authorized to be issued by any previous or subsequent ordinance of the Town Council of the Town of Brunswick.
- i. Other Authorized Officials. If the Treasurer, Chair of the Town Council or Town Clerk are for any reason unavailable to approve and execute the bonds hereinbefore authorized or any other documents necessary or convenient to the issuance, execution and delivery of the bonds, the person or persons then acting in any such capacity, whether as an assistant, a deputy, or otherwise, is authorized to act for such official with the same force and effect as if such official had performed such act.
- j. Absence of Officials Prior to Delivery. If any of the officials of the Town who have signed or sealed the bonds or notes shall cease to be such officials before the bonds or notes signed and sealed shall have been actually authenticated or delivered by the Town, such bonds and notes nevertheless may be authenticated, issued, and delivered with the same force and effect as though the person or persons who signed or sealed such bonds or notes had not ceased to be such officer or official; and also any such bonds and notes may be signed and sealed on behalf of the Town by those persons who, at the actual date of the execution of such bonds and notes, shall be the proper officials of the Town, although at the nominal date of such bonds and notes any such person shall not have been such officer or official.

Section 5. Sale of Bonds or Notes and Registrar, Paying Agent and Transfer Agent

- a. Official Statement. The Treasurer is authorized to prepare, or cause to be prepared, a Preliminary Official Statement and an Official Statement for use in the offering and sale of the bonds or notes. The Preliminary Official Statement and Official Statement shall be in such form and contain such information as may be approved by the Treasurer, with the advice of the underwriter for the bonds or notes and bond counsel for the Town. The distribution of the Preliminary Official Statement and the Official Statement in the name of and on behalf of the Town in connection with offering the bonds or notes is approved.
- b. Underwriter. The Treasurer is authorized to select the underwriter for the bonds and notes, and to execute and deliver such contracts or agreements as may be necessary or appropriate in connection therewith.
- c. Registrar, Paying Agent and Transfer Agent. The Treasurer is authorized to select the registrar, paying agent, and transfer agent for the bonds or notes and to execute and deliver such contracts and agreements as may be necessary or appropriate to secure their services. The bonds and notes shall be transferable only on the registration books of the Town kept by the transfer agent. Upon surrender of the bonds or notes with an accompanying written instrument of exchange or transfer, executed by the registered owner or the owner's attorney, duly authorized in writing and satisfactory to the transfer agent, the Town and the transfer agent shall make a charge sufficient to cover any tax, fee or any other governmental charge required to be payable with respect to such exchange or transfer. Subsequent to the first exchange or transfer, the cost of preparing new bonds or notes upon exchanges or transfer thereof shall be paid by the person requesting the same.

Section 6. Refunding. The Treasurer and Chair of the Town Council be and hereby are authorized to execute a refunding of general obligation bonds and notes herein authorized when the Treasurer and the Chair of the Town Council determine that such refunding is in the best interest of the Town. All delegated authority provided pursuant to this ordinance shall also apply to a refunding bond and note issue relating to the general obligation bonds and notes herein authorized.

Section 7. Continuing Disclosure. The Treasurer and Chair of the Town Council be and hereby are individually authorized to covenant, certify, and agree, on behalf of the Town, for the benefit of the holders of such bonds and notes, that the Town will file any required reports, make any annual financial or material event disclosure, and take any other action that may be necessary to ensure that the disclosure requirements imposed by Rule 15c12-12 of the Securities and Exchange Commission are met.

Section 8. Investment Earnings and Other Bond Proceeds. Any investment earnings on the proceeds of the bonds and notes and any other unexpended proceeds thereof are appropriated for the following purposes:

- a. To any costs of the Project in excess of the amounts authorized herein;
- b. In accordance with the applicable terms and conditions of the Town's Arbitrage and Use of Proceeds Certificate delivered in connection with the sale of the bonds or notes including, to the extent permitted thereunder, to interest on the bonds or notes, or to the Town's general fund;
- c. To any other qualified costs approved by the Town Council and not prohibited by the Town Charter or Ordinances, Maine law or the Internal Revenue Code.

Section 9. Authority to Levy Tax for Debt Service. In each of the years during which any of the bonds or notes are outstanding, there shall be levied a tax in an amount which, with other revenues, if any, available for that purpose, shall be sufficient to pay the interest on said bonds or notes, payable in such year, and the principal of such bonds maturing in such year.

Section 10. Advances to Fund Project. The Town is authorized to make advances, from the Town's general fund to a capital projects fund, in an aggregate amount not to exceed \$5,500,000, in anticipation of the issuance of bonds or notes, or for the purpose of financing any part of the Project. Advances used in lieu of bonds or notes authorized hereunder, are appropriated to finance the cost, or any part thereof, of the Project. The Treasurer is authorized to establish and amend all details of any advances including, but not limited to the term, interest rates, and payment schedule. The authority to issue the bonds and notes authorized herein shall remain and continue in full force and effect during the entire term of the advance(s). The proceeds of the bonds and notes issued hereunder may be used to repay the advance(s) of any portion thereof.

Section 11. Declaration of Official Intent. Advances from the Town's general fund may finance the original expenditures related to the Project. It is expected that those advances will be reimbursed in part or in whole by the issuance of bonds or notes authorized hereunder. It is the intent of the Town Council that this Ordinance shall constitute the Town's declaration of official intent within the meaning of Treasury Regulation 1.150-2.

Section 12. Abandonment of Borrowing Authority. The Treasurer is empowered to declare abandoned, the authority to issue any bonds or notes the Treasurer deems to be in excess of the amount necessary to complete the Project. Such a declaration once made may not be reversed other than by ordinance.

Proposed to Town Council: June 18, 2012

Public Hearing:

Adopted by Town Council:

**TOWN OF BRUNSWICK
NOTICE OF PUBLIC HEARING**

The Town Council will hold a public hearing on Monday, July 9, 2012, 7:00 p.m. at the Municipal Meeting Room (Room 217), Maine Street Station, 16 Station Avenue, to consider the following:

An Ordinance Authorizing the Design, Construction, and Equipping of a New Police Station and Related Improvements at the southeast corner of Pleasant and Stanwood Streets, Brunswick, Maine, with Total Project Costs Not to Exceed \$5,635,814 (plus any other costs authorized hereunder), and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$5,500,000 (plus cost of issuance), plus any Additional Appropriation Authorized Hereunder

The text of the proposed ordinance is too extensive to be included with this notice. Anyone having questions about the proposed ordinance or wishing to obtain copies of it should contact the Brunswick Town Clerk's or Town Manager's Office during regular office hours Monday through Friday from 8:30 a.m. to 4:30 p.m.

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

Frances M. Smith
Town Clerk of Brunswick, Maine

June ____, 2012

Printed in the *Times Record* on June ____, 2012

ITEM 76

BACK UP MATERIALS

Town of Brunswick, Maine

Incorporated 1739

CODES ENFORCEMENT OFFICE

CODES ENFORCEMENT: 207-725-6651
FAX NUMBER: 207-725-6663
JHUTCHINSON@BRUNSWICKME.ORG
WWW.BRUNSWICKME.ORG



JEFF HUTCHINSON
CODES ENFORCEMENT OFFICER
28 FEDERAL STREET
BRUNSWICK, ME 04011

To: Brunswick Town Council
Gary Brown, Town Manager

Cc: Anna Breinich, Director of Planning and Development

From: Jeff Hutchinson, Codes Enforcement Officer

Date: March 29, 2012

Re: Unfit/Disrepair Structures

This memo and attached proposed ordinance are being offered to the Town Council by the Codes Enforcement Office requesting to set a public hearing to recommend an update to the Town's Building Standards regarding Unfit/Disrepair Structures.

As we all remember, last year Brunswick experienced three significant fires which eventually resulted in the demolition of structures, or portions thereof. In the case of 16-18 Oak Street, approximately nine months transpired before the building was demolished. This was the result of lengthy negotiations between the property owner and his insurance company and an unwillingness of the owner to demolish the building in a reasonable amount of time once the insurance claim was settled. Undoubtedly, this was frustrating for both the neighborhood and the Town and if adopted, I believe this proposed ordinance will give the Town the ability to resolve a similar event in a more reasonable timeframe.

This ordinance will expand upon the designation of an Unfit or Disrepair Structure from existing Town adopted Codes, and will require conventional repairs of the structure whether it is occupied or not. If repairs to the structure are not deemed feasible due to the severity of the defects, Staff would have the ability to serve upon the property owner that it be demolished. However, the owner would have the opportunity to refute Staff's opinion with sufficient construction documents if he feels that repairs are indeed feasible and if accepted, the repairs would be allowed.

If the owner fails to take the appropriate action to demolish the structure within the specified amount of time, the Town (Council) may cause the structure to be demolished expeditiously and recoup its expenses through repayment or by placing a lien on the property if the owner is unable to repay the cost.

If you should have any questions or need any further information, please free to contact me.

Sec. 5-53 Dangerous/Unfit Buildings or Structures.

1. Code Enforcement Officer Finding of Dangerous/Unfit Building or Structure.

Whenever the Code Enforcement Officer finds that there exists a structure which is structurally unsafe; unstable; unsanitary; constitutes a fire hazard; is unsuitable or improper for the use or occupancy to which it is put; constitutes a hazard to health or safety because of inadequate maintenance, dilapidation, obsolescence or abandonment; or is otherwise dangerous to life or property, the Code Enforcement Officer may issue an order to the owner of the building or structure requiring the owner of the building or structure to repair or demolish the structure.

2. Repairs to Dangerous/Unfit Buildings or Structures.

Upon finding that a building or structure is dangerous or unfit as described in §5-53(1) and repairs to the structure or part thereof are feasible, the Code Enforcement Officer shall serve on the owner a written notice and order that describes the condition deemed to be dangerous or unfit and specifies the required repairs or improvements to be made to abate the dangerous/unfit condition. Such repairs or improvements shall be completed in conventional approved construction methods and in a specified time period as determined by the Code Enforcement Officer.

3. Demolition of Dangerous/Unfit Buildings or Structures.

Upon finding that a building or structure is dangerous or unfit as described in §5-53(1) and repairs to the building or structure are not feasible due to do the severity of the defects, the Code Enforcement Officer shall serve on the owner a written notice and order that describes the condition deemed to be dangerous or unfit and orders the demolition of the building or structure. Such demolition shall be completed in a prescribed amount of time as determined by the Code Enforcement Officer and in no case shall exceed 90 days from receipt of the notice and order. If the owner disagrees with the Code Enforcement Officer's opinion and believes that the necessary repairs to bring the building into compliance are feasible, the owner shall, within thirty (30) days of receipt of the notice and order, submit sufficient construction documents to the Codes Enforcement Officer to support the owner's claim. If the Codes Enforcement Officer accepts the owner's claim, any permits required for the repairs shall be obtained from the Codes Enforcement Office and said repairs completed within a deadline established by the Codes Enforcement Officer.

4. Action by Council.

If the owner of the building or structure fails to comply with the repair or demolition order within the time prescribed, the Code Enforcement Officer shall refer the matter to the Town Council for action pursuant to 17 M.R.S.A. §2851 et. seq. to cause the building or structure to be demolished and removed.

5. Recovery of Expenses.

In the event the Town, by virtue of an order of the Council or authorization of the Superior Court pursuant to 17 M.R.S.A. § 2851 et seq., arranges for the demolition of a dangerous/unfit building or structure, all of the Town's expenses thereof shall be repaid to the Town by the owner within 30 days after demand or a special tax may be assessed by the Assessor against the land on which said building or structure was located for the amount of such expenses and such amount shall be included in the next annual warrant to the tax collector of the Town for collection, and shall be collected in the same manner as other municipal taxes are collected. Expenses shall include, but not by way of limitation, the costs of title searches, location reports, service or process, costs of removal of the building or structure, any costs incurred in securing the building or structure pending its removal, and all other costs incurred by the Town which are reasonably related to the removal of the building or structure. In addition to levying a special tax, the Town may recover its expenses, including its reasonable attorney's fees, by means of a civil action brought against the owner.

6. Restoration of Site.

Where a building or structure has been demolished or removed, all remnants of the building or structure, including the foundation, shall be removed from the property and appropriately disposed of or recycled. Upon the successful demolition/removal of the building or structure, the vacant lot area shall be filled to existing grade with sand, gravel or other inert fill material and the entire site shall be stabilized to prevent wind and water erosion.

Staff Original Draft Prior to Review by Town Attorney

ARTICLE II. BUILDING STANDARDS*

***State law references:** Regulation of construction, 30-A M.R.S.A. § 4101 et seq.; plumbing code, 22 M.R.S.A. § 42; regulation and inspection of plumbing, 30-A M.R.S.A. § 4201 et seq.; inspector, 30-A M.R.S.A. § 4221; plumbers, 32 M.R.S.A. § 3301 et seq.

DIVISION 1. GENERALLY

Secs. 5-26--5-50. Reserved.

DIVISION 2. BUILDING CONSTRUCTION

Sec. 5-51. Building code.

The standards and specifications for the design, construction, alteration, installation, enlargement, repair, addition, move, extension, change of occupancy, and demolition of all buildings and structures and their service equipment shall comply with the Maine Uniform Building and Energy Code (MUBEC) adopted by the State of Maine on June 1, 2010, pursuant to 10 M.R.S. Sec. 9721. The codes enforcement officer, or his/her designee, shall administer and enforce the MUBEC pursuant to 30-A M.R.S. Sec. 4451. The town clerk shall keep on file in the clerk's office one (1) copy of the MUBEC available for public use, inspection and examination. (Ord. of 1-4-89, § 1; Ord. of 12-16-91; Ord. of 10-18-10)

Sec. 5-52. Building permit fees.

1. The minimum fee for all building permits shall be forty-five dollars (\$45.00).
2. For each square foot of floor area, excluding basements, for one- and two-family dwellings including modular and mobile homes, and accessory structures thirty-five cents (\$0.35) per square foot.
3. All other use groups set forth in Chapter 3 of the MUBEC, forty cents (\$0.40) per square foot.
4. Alterations and/or renovations to one- and two-family dwellings (including modular and mobile homes) and unusual structures not conducive to square footage measurements: six dollars (\$6.00) per one thousand dollars (\$1,000.00) of estimated construction value.
5. Alterations and/or renovations to all other use groups set forth in Article 3 of the MUBEC: nine dollars (\$9.00) per one thousand dollars (\$1,000.00) of estimated construction value.
6. Foundation only, forty cents (\$0.40) per square foot. Square footage will be figured on the exterior of the building for new construction and the effected area within the building for alterations.
7. Demolition permit fees: Fifty dollars (\$50.00) per structure.

Sign fees:

- 1--10 square feet . . . \$10.00
- 11--25 square feet . . . \$15.00
- 26--50 square feet . . . \$25.00

51--100 square feet . . . \$45.00
Over 100 square feet . . . \$45.00
Plus, per square foot . . . \$0.50

Fee computations are to be rounded to the nearest dollar.

8. Double fee: Any person who shall commence any work for which a permit is required by this code without first having obtained a permit therefore, shall, if subsequently permitted to obtain a permit, pay double the permit fee fixed by this section for such work, provided, however, that this provision shall not apply to emergency work when it shall be proved to the satisfaction of the administrative authority that such work was urgently necessary and that it was not practical to obtain a permit before the commencement of the work. In all cases, a permit must be obtained as soon as practical to do so. If there is an unreasonable delay in obtaining such permit, a double fee as herein provided shall be charged.

9. A re-inspection fee of fifty dollars (\$50.00) will be charged for each subsequent inspection determined by the codes official to be necessary because the building or site being inspected has not been completed or is not eligible for a certificate of occupancy.

10. Add the following sentence to the end of the second paragraph of 3109.2 of the MUBEC: All such pools shall remain empty until the Code Enforcement Officer has inspected the property and determines that the pool enclosure requirements of Section 3109 of the 2003 International Building Code have been met.

(Ord. of 1-4-89, § 3; Ord. of 12-16-91; Ord. of 7-7-03; Ord. of 7-21-08(1); Ord. of 9-2-08(1); Ord. of 3-15-10; Ord. of 4-26-10; Ord. of 10-18-10)

Sec. 5-53 Unfit/Disrepair Structures.

1. Whenever the Code Enforcement Officer finds that there exists a structure which is unfit for occupancy or in disrepair due to:
 - (a) Dilapidation;
 - (b) Uninhabitable;
 - (c) Condemnation;
 - (d) Poor condition;
 - (e) Structural defects;
 - (f) Fire or other disaster;
 - (g) Defects increasing the hazards of fire, accidents or other calamities;
 - (h) Other conditions rendering such structures unsafe, unsanitary, dangerous, injurious or detrimental to the health and safety of the occupants of the structure, the occupants of neighboring structures or otherwise adversely affecting the welfare of the residents of the Town of Brunswick.

The Code Enforcement Officer may require the owner of the structure to repair or demolish the structure in a manner herein provided.
2. Repairs to Unfit/Disrepair Structures.
 - (a) Upon finding that a structure has been determined to be unfit/disrepair as described in §5-53(1) and repairs to the structure or part thereof are deemed feasible by the Codes Enforcement Officer, the Code Enforcement Officer shall serve on the owner a written notice that describes the condition deemed to be unfit or in disrepair and specifies the required repairs or improvements to be made to abate the unfit/disrepair condition. Such repairs or improvements shall be completed in conventional approved

- construction methods and in a specified time period as determined by the Code Enforcement Officer.
- (b) All written notices and orders shall comply with Section 113 of the International Existing Building Code (IEBC) as being a portion of the Maine Uniform Building and Energy Code (MUBEC) adopted by the Town of Brunswick.
3. Demolition of Unfit/Disrepair Structures.
- (a) Upon finding that a structure or part thereof has been determined to be unfit/disrepair as described in §5-53(1) and repairs to the structure or part thereof are not deemed feasible due to the severity of the defects, the Code Enforcement Officer shall serve on the owner a written notice that describes the condition deemed to be unfit or in disrepair and specifies the demolition of the structure. Such demolition shall be completed in a prescribed amount of time as determined by the Code Enforcement Officer and in no case shall exceed 90 days. If the owner disagrees with the Code Enforcement Officer's opinion and believes that the necessary repairs to bring the building into compliance are feasible, the owner shall submit sufficient construction documents to the Codes Enforcement Officer to support his claim. If the Codes Enforcement Officer accepts the owner's claim, any permits required for the repairs shall be obtained from the Codes Enforcement Office and said repairs completed prior to the compliance date referenced in the original written notice to the owner.
- (b) If the owner of the structure fails to comply with the demolition order within the time prescribed, the Code Enforcement Officer or the Town Manager shall request the Town Council to cause the structure to be demolished and removed, either through an available public agency or by contract or arrangement with private persons, and the cost of such demolition and removal shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate if the cost is not paid by the owner of the property.
- (c) When any structure has been ordered demolished and removed, the governing body or other designated officer under said contract or arrangement aforesaid shall have the right to sell any salvage and valuable materials at the highest price obtainable. Any net proceeds of such sale, after deducting the expenses of such demolition, legal fees and removal and regrading, shall be promptly transferred to the person who is entitled thereto.
- (d) Where a structure has been demolished or removed, all remnants of the building, including the foundation, shall be removed from the property and appropriately disposed of or recycled. Upon the successful demolition/removal of the building, the vacant lot area shall be filled to existing grade with sand, gravel or other inert fill material and the entire site shall be stabilized to prevent wind and water erosion.
- (e) All written notices and orders shall comply with Section 113 of the International Existing Building Code (IEBC) as being a portion of the Maine Uniform Building and Energy Code (MUBEC) adopted by the Town of Brunswick.

ITEM 77

BACK UP MATERIALS

**TOWN OF BRUNSWICK, MAINE
TOWN COUNCIL**

**A Resolution Authorizing the Expenditure of up to \$16,175 from Unexpended Funds to
Fund a Portion of a Fire Rescue Vehicle authorized by Bond Ordinance**

WHEREAS, the Town of Brunswick (the "Town") through its Town Council on July 25, 2011 adopted an Ordinance Authorizing the Funding and Acquisition of a New Fire Rescue Vehicle (the "Ordinance"); and

WHEREAS, the Ordinance authorizes the issue and sale of the Town's general obligation bonds in an amount not to exceed \$187,000; and

WHEREAS, the Fire Rescue Vehicle was acquired and put into service in December 2011 at a cost of \$174,755; and

WHEREAS, the Town Manager has identified funds totaling \$16,174.80 in the 2011 Bond Projects Fund to finance a portion of the cost of the Fire Rescue Vehicle;

NOW THEREFORE BE IT RESOLVED, that the sum of \$16,174.80 is appropriated from the 2011 Bond Projects Fund, and is authorized to be expended to fund a portion of the Fire Rescue Vehicle.

Proposed to Town Council – June 18, 2012

Adopted by Town Council –

ITEM 78

BACK UP MATERIALS

TOWN OF BRUNSWICK
TOWN MANAGERS OFFICE
MEMORANDUM

TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: June 15, 2012

RE: Integrated Marine Services CDBG Grant

The Council approved the submission of a Community Development Block Grant (CDBG) at the March 5 2012 Council Meeting. In the subsequent months staff has been assisting Integrated Marine Services to get the grant approved by the State of Maine Department of Economic and Community Development (DECD).

We received notice on Wednesday of this week (June 13) that the grant has been awarded and furthermore that the job creation requirement has been met.

The staff recommendation to the Council is to accept the grant.



PAUL R. LEPAGE
GOVERNOR

STATE OF MAINE
DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT



GEORGE C. GERVAIS
COMMISSIONER

June 13, 2012

Gary Brown, Town Manager
Town of Brunswick
28 Federal Street
Brunswick, Maine 04011

Dear Mr. Brown:

I am pleased to announce that the job creation goals for the Town of Brunswick's 2011 Economic Development Program Grant award on behalf of Integrated Marine Systems, Inc. have been met.

Our review of the employee surveys and income verification documentation provided to us shows that the business had created 7 full-time equivalent jobs, 5 of which were taken by low-to-moderate income individuals. Therefore, the Office of Community Development is signing off on the job creation requirement of this project. With the job creation requirement being fulfilled the national benefit objective of the CDBG program for the above-referenced project have been met and the Town of Brunswick is hereby released from any and all contractual obligations to repay the funds.

As you know, the role of the Office of Community Development is to assist Maine communities in creating opportunities for economic growth. If we can be of any assistance to you in developing other community projects please don't hesitate to contact us at #624-7484.

Sincerely,

Deborah Johnson, Director
Office of Community Development

cc: Brian Dancause, Town of Brunswick
Andrea Smith, Development Program Manager, OCD