

BRUNSWICK TOWN COUNCIL

Agenda

September 17, 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) Acceptance of donation from Midcoast Hockey Association to assist with improvements to the Lishness Hockey Rink (*Action required*)
- (d) Permission to apply for MMA safety enhancement grant for firefighting turnout gear and ergonomic office equipment for the Town Clerk's office (*Action required*)
- (e) Selection of MMA Voting Delegation for Annual meeting (*Action required*)
- (f) Permission to apply for the State Department of Conservation grant for shoreline and harbor management plan (*Action required*)

PUBLIC HEARINGS

- 97. The Town Council will hear public comments on the following Automobile Graveyard/Junkyard License and Automobile Recycling applications, and will take any appropriate action. (Manager)

Shawn Letourneau
D/B/A: Brunswick Auto Recycling, LLC
117 Bath Road

Shawn Letourneau

HEARING/ACTION

98. The Town Council will hear public comments on amendments to Chapter 15 “Traffic and Vehicles” regarding adding four flag stops for buses, and will take any appropriate action. (Councilor Knight and Councilor Brayman)

HEARING/ACTION

99. The Town Council will hear public comments on amendments to the Zoning Ordinance to increase the maximum building footprint for dwellings containing three or more units, and will take any appropriate action. (Manager)

HEARING/ACTION

NEW BUSINESS

100. The Town Council will consider setting a public hearing for October 1, 2012, on amendments to the Zoning ordinance regarding rezoning the west side of Federal Street between Mason and Center Streets to Town Center 1, and will take any appropriate action. (Manager)

ACTION

101. The Town Council will consider adopting “A Resolution Authorizing the Demolition of Real Property Located at 6 Industry Road and the Use of Special Revenue Funds to Complete the Demolition,” 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
September 17, 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) Acceptance of a donation from Midcoast Youth Hockey Association to assist with improvements to the Lishness Hockey Rink (Action required): This item is to accept donations from the Mid Coast Youth Hockey Association to make improvements to the Lishness hockey rink. The donations will be in the form of in-kind labor, donated supplies/materials and monetary contributions. Copies of a memo from Tom Farrell, a detailed list of the proposed improvements, and drawings from Midcoast Youth Hockey Association that outline the project are included in your packet.

Suggested motion

Motion to accept funds from Midcoast Youth Hockey Association and to expend those funds for improvements and items related to the operation of the Lishness Hockey Rink.

- (d) Permission to apply for MMA safety enhancement grant for firefighting turnout gear and ergonomic office equipment for the Town Clerk's office (Action required): This item allows the Town to apply for these two separate grant applications. One application is for \$2,000 to be used for firefighting turnout gear. The second application is for an ergonomic chair and other office equipment for the Clerk's office. Prices for these items are still being gathered, but the amount of the request will not exceed \$1,500. Both grants will fund items that are already in the operating budget and assist with these costs. The grants need to be applied for prior to the end of this month. Copies of the grant application for the Fire Department and a memo from the Human Resources Manager are included in your packet.

Suggested Motion:

Motion to allow the Town to apply for two MMA Safety Enhancement Grants to assist with costs for firefighting turnout gear and ergonomic office equipment.

- (e) Selection of MMA Voting Delegation for Annual meeting (Action required): This item allows the Council to designate a delegate and an alternate to represent Brunswick at the MMA Annual Business Meeting being held on Wednesday, October 3, 2012 at 1:45 a.m. at the Augusta Civic Center. The MMA Bylaws entitle each member community to one voting representative. Manager Brown and Town Clerk Smith would be willing to serve as the representatives. Copies of information on this item are included in your packet.

Suggested Motion:

Motion to nominate Gary Brown as the voting delegate and Fran Smith as the alternate to be Brunswick's voting delegation for MMA Annual meeting.

- (f) Permission to apply for State Department of Conservation shoreline and harbor management planning grant (Action required): This item allows the Town to apply for a shoreline and harbor planning grant through the Maine Department of Conservation. The grant will allow the Town the opportunity to utilize the expertise of consultants to help develop a sound harbor management plan. The request amount will be \$20,000 with the total estimated project cost of \$25,490. Copies of a memo from Dan Devereaux and the grant applications are included in your packet.

Suggested Motion:

Motion to allow the Town to apply for the State Department of Conservation shoreline and harbor management planning grant in an amount of \$20,000.

PUBLIC HEARINGS

97. This item is the public hearing on the renewal of an Automobile Graveyard license, and Junkyard license for Brunswick Auto Recycling, LLC on 117 Bath Road. This item is also for the renewal of the five-year license for Automobile Recycling. The facility has passed inspection. Copies of the public hearing notice, application, and inspection report are included in your packet.

Suggested motion:

Motion to approve applications for an Automobile Graveyard and Junkyard License and Automobile Recycling for Brunswick Auto Recycling, LLC.

98. This item is sponsored by Councilor Knight and Councilor Brayman at the request of Coastal Trans to allow for flag stops for the buses. This is the required public hearing prior to any Council action. The proposal would allow for four stops, which requires amending the ordinance. Copies of the memo from Coastal Trans, draft language, and a map are included in your packet.

Suggested Motion:

Motion to adopt amendments to Chapter 15 "Traffic and Vehicles" regarding adding four flag stops for buses.

99. This item is the required public hearing on amendments to the Zoning Ordinance to increase the maximum building footprint for dwellings containing three or more units. The change will increase the total square footage maximum from 5,000 to 10,000 square feet. This comes as a request from Scott Howard, developer of Botany Place, and has been reviewed by the Planning Board, with their recommendations included in Ms. Breinich's memo. A copy of the memo is included in your packet.

Suggested Motion:

Motion to adopt amendments to the Zoning Ordinance to increase the maximum building footprint for dwellings containing three or more units to 10,000 square feet.

NEW BUSINESS

100. This item comes back to the Council after the Council's request that the Planning Board review rezoning 28 Federal Street for commercial use. After reviewing the zoning history for the property and holding a public hearing, the Planning Board is recommending that the zone be changed on Federal Street from Center to Mason Street from Town Residential 2 to Town Center 1. Copies of a memo from Anna Breinich and maps are included in your packet.

Suggested Motion:

Motion to set a public hearing for October 1, 2012, on amendments to the Zoning ordinance regarding rezoning the west side of Federal Street between Mason and Center Streets from Town Residential 2 to Town Center 1.

101. This item asks the Town Council to consider proposals for the demolition of the old Times Record building and to adopt a resolution allowing the process to continue. At the Council's June 4th meeting, staff was authorized to solicit proposals for this demolition, which were received and opened on September 6th. Staff is recommending accepting the proposal from Copp Excavating in the amount of \$138,751.00 to complete this project. Copies of a memo from Manager Brown, a list of the proposals, and the draft resolution are included in your packet.

Suggested Motion:

Motion to adopt "A Resolution Authorizing the Demolition of Real Property Located at 6 Industry Road and the Use of Special Revenue Funds to Complete the Demolition."

No Consent Agenda - Meeting Adjournment

Suggested Motion:

Motion to adjourn the meeting.

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

FOR 2013 02

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>00 Fill</u>							
19000 General Fund Transfers Out	1,635,000	1,635,000.00	1,997,250.00	1,997,250.00	.00	-362,250.00	122.2%
TOTAL Fill	1,635,000	1,635,000.00	1,997,250.00	1,997,250.00	.00	-362,250.00	122.2%
<u>10 General Government</u>							
11000 Administration	443,895	443,895.00	67,098.97	42,760.14	.00	376,796.03	15.1%
11100 Finance Department	676,347	676,347.00	90,161.32	51,651.65	1,043.69	585,141.99	13.5%
11150 Technology Services Dept	309,447	309,447.00	85,531.49	25,488.95	58,251.30	165,664.21	46.5%
11200 Municipal Officers	127,615	127,615.00	11,538.15	9,352.77	.00	116,076.85	9.0%
11220 Municipal Building	185,178	185,178.00	18,764.42	10,907.86	1,448.00	164,965.58	10.9%
11230 Risk Management	429,050	429,050.00	117,735.73	13,064.78	.00	311,314.27	27.4%
11240 Employee benefits	0	.00	-38,541.08	-18,602.59	.00	38,541.08	100.0%
11250 Cable TV	66,983	66,983.00	8,079.96	4,115.95	.00	58,903.04	12.1%
11300 Assessing	279,406	279,406.00	39,981.81	25,954.88	3,169.99	236,254.20	15.4%
11600 Town Clerk & Elections	352,539	352,539.00	45,641.07	23,635.91	-2,865.00	309,762.93	12.1%
11900 Planning Department	443,416	443,416.00	61,707.66	36,801.82	435.00	381,273.34	14.0%
11950 Economic Development Dept	94,751	94,751.00	11,027.45	6,281.17	.00	83,723.55	11.6%
TOTAL General Government	3,408,627	3,408,627.00	518,726.95	231,413.29	61,482.98	2,828,417.07	17.0%
<u>20 Public Safety</u>							
12100 Fire Department	2,944,930	2,944,930.00	418,007.31	239,734.86	22,459.14	2,504,463.55	15.0%
12200 Police Department	3,763,288	3,763,288.00	496,748.74	275,127.76	139,698.95	3,126,840.31	16.9%
12210 Police Special Detail	0	.00	7,224.58	978.45	.00	-7,224.58	100.0%
12220 Emergency Services Dispatc	715,702	715,702.00	97,291.98	54,458.59	.00	618,410.02	13.6%
12310 Streetlights	190,000	190,000.00	27,374.87	13,881.21	.00	162,625.13	14.4%
12320 Traffic Signals	31,600	31,600.00	1,405.41	876.74	.00	30,194.59	4.4%
12330 Hydrants	407,770	407,770.00	4,200.95	.00	.00	403,569.05	1.0%
12340 Civil Emergency Preparedne	2,000	2,000.00	.00	.00	.00	2,000.00	.0%
TOTAL Public Safety	8,055,290	8,055,290.00	1,052,253.84	585,057.61	162,158.09	6,840,878.07	15.1%
<u>30 Public Works</u>							

FOR 2013 02

30	Public Works	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13100	Public Works Administratio	412,725	412,725.00	56,446.94	32,883.43	.00	356,278.06	13.7%
13110	PW General Maintenance	1,627,417	1,627,417.00	155,042.09	98,641.58	9,549.75	1,462,825.16	10.1%
13130	Refuse Collection	583,765	583,765.00	47,070.70	44,595.50	299,629.30	237,065.00	59.4%
13140	Recycling	273,792	273,792.00	22,039.34	21,999.34	238,194.50	13,558.16	95.0%
13150	PW Central Garage	724,623	724,623.00	87,442.16	62,743.14	28,621.00	608,559.84	16.0%
	TOTAL Public Works	3,622,322	3,622,322.00	368,041.23	260,862.99	575,994.55	2,678,286.22	26.1%
40 Human Services								
14100	General Assistance	166,695	166,695.00	25,866.82	14,102.23	318.74	140,509.44	15.7%
14120	Health & Social Services	2,744	2,744.00	.00	.00	.00	2,744.00	.0%
	TOTAL Human Services	169,439	169,439.00	25,866.82	14,102.23	318.74	143,253.44	15.5%
45 Education								
14500	School Department	33,491,029	33,491,029.00	1,778,683.23	828,282.36	.00	31,712,345.77	5.3%
	TOTAL Education	33,491,029	33,491,029.00	1,778,683.23	828,282.36	.00	31,712,345.77	5.3%
50 Recreation and Culture								
15000	Recreation Administration	417,915	417,915.00	54,873.23	30,077.90	463.59	362,578.18	13.2%
15050	Rec Buildings and Grounds	668,672	668,672.00	85,967.10	53,656.02	6,753.96	575,950.94	13.9%
15300	Teen Center	5,000	5,000.00	5,000.00	.00	.00	.00	100.0%
15310	People Plus	75,000	75,000.00	75,000.00	.00	.00	.00	100.0%
15400	Curtis Memorial Library	1,192,405	1,192,405.00	196,234.20	98,117.08	.00	996,170.80	16.5%
	TOTAL Recreation and Culture	2,358,992	2,358,992.00	417,074.53	181,851.00	7,217.55	1,934,699.92	18.0%
60 Intergovernmental								
16000	County tax	1,183,264	1,183,264.00	.00	.00	.00	1,183,264.00	.0%
	TOTAL Intergovernmental	1,183,264	1,183,264.00	.00	.00	.00	1,183,264.00	.0%
70 Unclassified								

FOR 2013 02

70	Unclassified	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
17000	Promotion and Development	161,558	161,558.00	120,440.32	11.36	.00	41,117.68	74.5%
17010	Additional School Assistan	10,000	10,000.00	.00	.00	.00	10,000.00	.0%
17020	Cemetery Care	3,000	3,000.00	500.00	250.00	.00	2,500.00	16.7%
17030	Wage Adjustment Account	35,000	35,000.00	.00	.00	.00	35,000.00	.0%
	TOTAL Unclassified	209,558	209,558.00	120,940.32	261.36	.00	88,617.68	57.7%
80 Debt Service								
18020	2006 CIP G/O Bonds	268,000	268,000.00	.00	.00	.00	268,000.00	.0%
18030	2011 GO CIP Bonds	274,010	274,010.00	.00	.00	.00	274,010.00	.0%
	TOTAL Debt Service	542,010	542,010.00	.00	.00	.00	542,010.00	.0%
	GRAND TOTAL	54,675,531	54,675,531.00	6,278,836.92	4,099,080.84	807,171.91	47,589,522.17	13.0%

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

FOR 2013 02

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
10 Taxes						
111190 41101 Property Taxes	32,744,478	32,744,478.00	.00	.00	32,744,478.00	.0%
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	.00	.00	-75,000.00	.0%
111190 41105 Interest on Taxes	76,000	76,000.00	26,824.67	5,434.06	49,175.33	35.3%
111190 41106 Tax Lien Costs Revenue	13,000	13,000.00	12,116.45	11,339.75	883.55	93.2%
111190 41107 Tax Lien Interest Rev	0	.00	15,078.55	15,078.55	-15,078.55	100.0%
111190 41109 Payment in Lieu of Ta	260,000	260,000.00	14,567.54	.00	245,432.46	5.6%
111190 41198 Homestead exemption r	0	.00	293,057.00	293,057.00	-293,057.00	100.0%
111190 41199 Miscellaneous tax adj	-4,842	-4,842.00	.00	.00	-4,842.00	.0%
111191 41110 Excise Tax - Auto	2,550,000	2,550,000.00	521,465.93	271,209.81	2,028,534.07	20.4%
111191 41111 Excise Tax Boat/ATV/S	25,000	25,000.00	3,223.20	784.20	21,776.80	12.9%
TOTAL Taxes	35,388,636	35,388,636.00	886,333.34	596,903.37	34,502,302.66	2.5%
TOTAL REVENUES	35,388,636	35,388,636.00	886,333.34	596,903.37	34,502,302.66	
20 Licenses & Fees						
121111 42207 Passport Fees	8,000	8,000.00	900.00	475.00	7,100.00	11.3%
121111 42208 Postage Fees	0	.00	113.70	37.90	-113.70	100.0%
121111 42209 Passport Picture Reve	1,500	1,500.00	360.00	216.00	1,140.00	24.0%
121411 42100 Building Permits	100,000	100,000.00	16,363.49	9,204.25	83,636.51	16.4%
121411 42101 Electrical Permits	27,000	27,000.00	11,505.87	5,110.83	15,494.13	42.6%
121411 42102 Plumbing Permits	12,000	12,000.00	4,130.00	2,387.50	7,870.00	34.4%
121411 42103 Zoning Board Fees	0	.00	75.00	.00	-75.00	100.0%
121611 42200 Hunting & Fishing Lic	1,000	1,000.00	177.25	82.50	822.75	17.7%
121611 42201 Dog License Fee	2,302	2,302.00	123.00	43.00	2,179.00	5.3%
121611 42202 Vital Statistics	46,000	46,000.00	9,632.80	4,683.40	36,367.20	20.9%
121611 42203 General Licenses	24,230	24,230.00	1,305.00	925.00	22,925.00	5.4%
121611 42204 Victulars Licenses	22,875	22,875.00	1,975.00	225.00	20,900.00	8.6%
121611 42205 Shellfish Licenses	20,250	20,250.00	375.00	25.00	19,875.00	1.9%
121611 42206 Neutered/Spayed Dog L	4,210	4,210.00	196.00	66.00	4,014.00	4.7%
121911 42300 Planning Board Appl F	10,000	10,000.00	3,503.60	620.00	6,496.40	35.0%
122121 42400 Fire Permits	900	900.00	.00	.00	900.00	.0%
122221 42500 Conc Weapons Permits	600	600.00	240.00	240.00	360.00	40.0%
123131 42600 Public Works Opening	500	500.00	24.00	16.00	476.00	4.8%
TOTAL Licenses & Fees	281,367	281,367.00	50,999.71	24,357.38	230,367.29	18.1%
TOTAL REVENUES	281,367	281,367.00	50,999.71	24,357.38	230,367.29	
30 Intergovernmental						

FOR 2013 02

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
131122 43506 FD SAFER grant	20,000	20,000.00	.00	.00	20,000.00	.0%
131132 43103 Highway Grant Fund	215,000	215,000.00	.00	.00	215,000.00	.0%
131142 43104 State General Assista	35,000	35,000.00	2,132.22	2,132.22	32,867.78	6.1%
131190 43102 State Tax Exemption R	26,000	26,000.00	.00	.00	26,000.00	.0%
131192 43101 State Revenue Sharing	1,450,000	1,450,000.00	331,759.54	109,248.18	1,118,240.46	22.9%
131192 43105 Emergency Management	4,288	4,288.00	.00	.00	4,288.00	.0%
131192 43106 Snowmobile Receipts	1,500	1,500.00	.00	.00	1,500.00	.0%
134546 43120 State Education Subsi	10,451,354	10,451,354.00	1,388,121.08	694,060.54	9,063,232.92	13.3%
134546 43121 State Adult Educ. Sub	31,000	31,000.00	.00	.00	31,000.00	.0%
134546 43150 Federal Education Sub	0	.00	34,442.88	.00	-34,442.88	100.0%
TOTAL Intergovernmental	12,234,142	12,234,142.00	1,756,455.72	805,440.94	10,477,686.28	14.4%
TOTAL REVENUES	12,234,142	12,234,142.00	1,756,455.72	805,440.94	10,477,686.28	
40 Charges for services						
141111 44110 Agent Fee Auto Reg	50,000	50,000.00	10,443.00	5,376.00	39,557.00	20.9%
141111 44111 Agent Fee Boat/ATV/Sn	1,500	1,500.00	289.00	45.40	1,211.00	19.3%
141611 44131 Advertising Fees	0	.00	166.15	81.15	-166.15	100.0%
142121 44155 Ambulance Service Fee	800,000	800,000.00	164,658.22	100,222.35	635,341.78	20.6%
142121 44166 Special Detail - Fire	500	500.00	.00	.00	500.00	.0%
142221 44161 Witness Fees	3,500	3,500.00	350.00	350.00	3,150.00	10.0%
142221 44162 Police Reports	3,600	3,600.00	685.50	206.50	2,914.50	19.0%
142221 44163 School Resource Offic	77,424	77,424.00	.00	.00	77,424.00	.0%
142221 44165 Special Detail - Poli	1,000	1,000.00	10,394.50	1,248.00	-9,394.50	1039.5%
142221 44167 Dispatch Services fee	135,000	135,000.00	30,447.83	20,147.83	104,552.17	22.6%
143431 44175 Recycling Revenue	25,000	25,000.00	4,318.00	2,546.00	20,682.00	17.3%
144545 44100 School Tuition, etc	220,812	220,812.00	4,416.47	4,416.47	216,395.53	2.0%
TOTAL Charges for services	1,318,336	1,318,336.00	226,168.67	134,639.70	1,092,167.33	17.2%
TOTAL REVENUES	1,318,336	1,318,336.00	226,168.67	134,639.70	1,092,167.33	
50 Fines & Penalties						
151621 45103 Unlicensed Dog Fines	6,750	6,750.00	525.00	175.00	6,225.00	7.8%
152121 45104 False Alarm Fire	2,000	2,000.00	.00	.00	2,000.00	.0%
152121 45107 Fire Code Violation F	0	.00	200.00	.00	-200.00	100.0%
152221 45100 Ordinance Fines	600	600.00	53.00	53.00	547.00	8.8%
152221 45101 Parking Tickets	6,000	6,000.00	3,180.00	2,235.00	2,820.00	53.0%

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	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<u>152221 45102 Leash Law Fines</u>	500	500.00	75.00	.00	425.00	15.0%
<u>152221 45105 False Alarm Police</u>	300	300.00	-25.00	.00	325.00	8.3%
TOTAL Fines & Penalties	16,150	16,150.00	4,008.00	2,463.00	12,142.00	24.8%
TOTAL REVENUES	16,150	16,150.00	4,008.00	2,463.00	12,142.00	
60 Interest earned						
<u>161193 46100 Interest Earned</u>	100,000	100,000.00	2,500.73	2,145.33	97,499.27	2.5%
TOTAL Interest earned	100,000	100,000.00	2,500.73	2,145.33	97,499.27	2.5%
TOTAL REVENUES	100,000	100,000.00	2,500.73	2,145.33	97,499.27	
70 Donations						
<u>171952 47000 BDC Contrib to Econ D</u>	75,000	75,000.00	.00	.00	75,000.00	.0%
<u>171952 47001 MRRA - Eco Dev positi</u>	50,000	50,000.00	.00	.00	50,000.00	.0%
<u>171952 47002 MRRA - MCOG DUES</u>	15,000	15,000.00	15,208.50	.00	-208.50	101.4%
TOTAL Donations	140,000	140,000.00	15,208.50	.00	124,791.50	10.9%
TOTAL REVENUES	140,000	140,000.00	15,208.50	.00	124,791.50	
80 Use of fund balance						
<u>181100 48000 Unapprop General Fund</u>	1,000,000	1,000,000.00	.00	.00	1,000,000.00	.0%
<u>181100 48001 Bal of State Revenue</u>	100,000	100,000.00	.00	.00	100,000.00	.0%
<u>184500 48004 School Balance Forwar</u>	3,486,000	3,486,000.00	.00	.00	3,486,000.00	.0%
TOTAL Use of fund balance	4,586,000	4,586,000.00	.00	.00	4,586,000.00	.0%
TOTAL REVENUES	4,586,000	4,586,000.00	.00	.00	4,586,000.00	
90 Other						
<u>191111 49000 Finance Miscellaneous</u>	1,000	1,000.00	5,170.51	134.16	-4,170.51	517.1%
<u>191111 49105 Postage & Handling</u>	0	.00	574.00	302.00	-574.00	100.0%
<u>191111 49106 W/C Proceeds</u>	0	.00	3,182.01	50.00	-3,182.01	100.0%

FOR 2013 02

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
191111 49210 Insurance Proceeds	0	.00	15,100.00	.00	-15,100.00	100.0%
191192 49100 Cable Television	200,000	200,000.00	.00	.00	200,000.00	.0%
191194 49150 Gen Govt Asset Sales	0	.00	262.00	.00	-262.00	100.0%
191611 49000 Town Clerk Miscellane	1,200	1,200.00	272.75	54.75	927.25	22.7%
191911 49000 Planning Miscellaneou	200	200.00	18.75	.50	181.25	9.4%
192121 49000 Fire Miscellaneous	9,000	9,000.00	.00	.00	9,000.00	.0%
192221 49000 Police Miscellaneous	9,000	9,000.00	711.00	164.33	8,289.00	7.9%
192294 49153 Police Vehicle Sales	16,000	16,000.00	.00	.00	16,000.00	.0%
194141 49103 General Assistance Re	0	.00	4,457.21	.00	-4,457.21	100.0%
194545 49000 School Miscellaneous	174,500	174,500.00	115,981.24	115,729.01	58,518.76	66.5%
199980 48100 General Fund Transfer	200,000	200,000.00	200,000.00	200,000.00	.00	100.0%
TOTAL Other	610,900	610,900.00	345,729.47	316,434.75	265,170.53	56.6%
TOTAL REVENUES	610,900	610,900.00	345,729.47	316,434.75	265,170.53	
GRAND TOTAL	54,675,531	54,675,531.00	3,287,404.14	1,882,384.47	51,388,126.86	6.0%

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

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

MANAGER'S REPORT - C BACK UP MATERIALS

Memo

To: Ms. Joanne King, Chair, Brunswick Town Council
From: Thomas M. Farrell, Director of Parks and Recreation 
Date: September 13, 2012
Re: *Proposed Improvements to the Lishness Hockey Rink*

Mr. Bill Patterson, Mid Coast Youth Hockey President appeared before the Recreation Commission earlier this summer with a proposal to have the Town consider making improvements to the Lishness Hockey Rink located along Pine Tree Drive. A copy of the proposed list of facility upgrades submitted by Mr. Patterson is included with this memo. Also included are copies of drawings depicting the proposed location of a new at-grade skate tying platform with bench style seating, new skater's entry door and equipment/maintenance storage building. Other desired improvements include conversion of an existing maintenance vehicle access opening to a door closure opening, installation of chain link fencing above the end boards and future acquisition of an ice surfacing machine.

Recreation Commissioners authorized department staff to work with representatives from Mid Coast Youth Hockey to prioritize the proposed list of improvements. In addition, staff was directed to seek both Brunswick Sewer District and Brunswick Town Council endorsement of the various projects and to request authorizations to proceed with the work to be funded by Mid Coast Youth Hockey.

After discussing the highest priority items with Mr. Patterson a proposal for improvements was taken before the Brunswick Sewer District Board at its August 14th meeting (see attached memo). The Board sought answers to a number of questions at the meeting and deferred final action until its upcoming meeting on September 18th. The Lishness Park facilities are located upon property owned by the Brunswick Sewer District and leased to the Town of Brunswick therefore requiring approval from the Board to proceed with the work.

I am recommending that Town Council consider accepting the donation of materials, labor and funding of up to \$5,000 currently available to begin work toward completing the improvements being offered by Mid Coast Youth Hockey pending an affirmative vote of the Brunswick Sewer District Board at its meeting on September 18th. Mid Coast Youth Hockey has indicated that they will conduct additional fundraising efforts to raise the total dollars necessary to complete the full range of improvements over time. The Town will not commit to any additional project phases without a commitment of additional volunteer labor, donated supplies or funding until all necessary resources are in hand and committed.

Mr. Patterson, Jeff Ward, Recreation Commission Chair and I will be in attendance at your meeting on Monday September 17, 2012 to address any questions you may have about the proposed improvements.



Midcoast Youth Hockey

P.O. Box 1019
Brunswick, Maine 04011
www.midcoasthockey.org

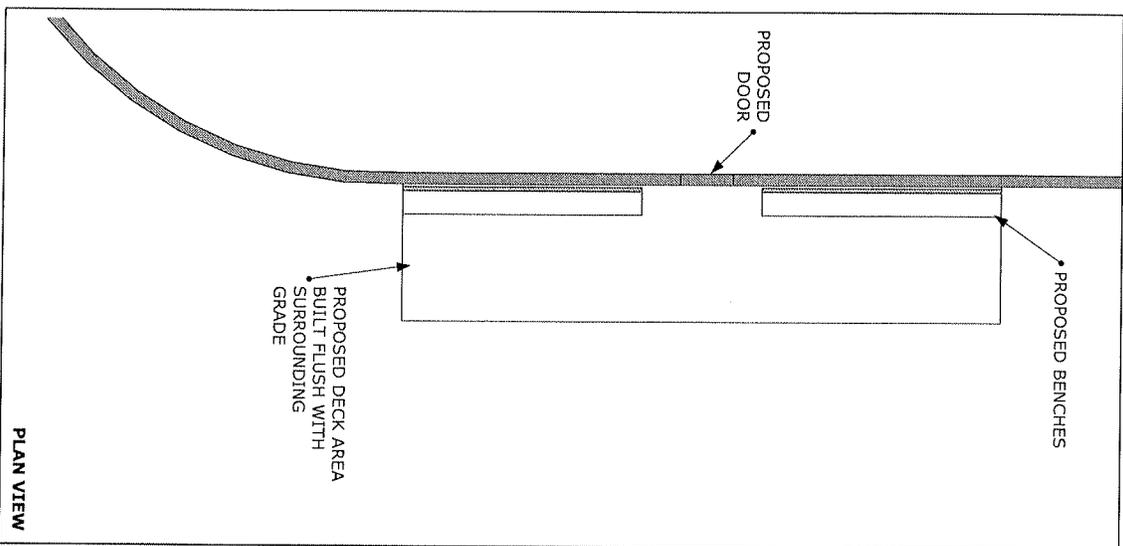
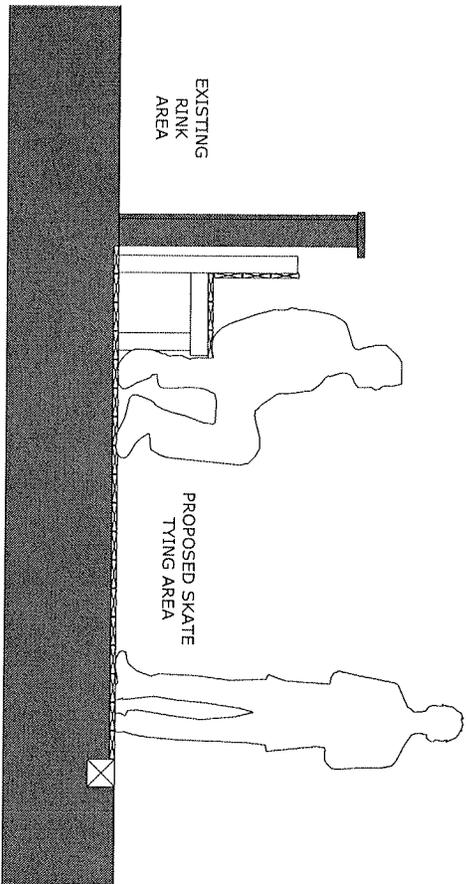
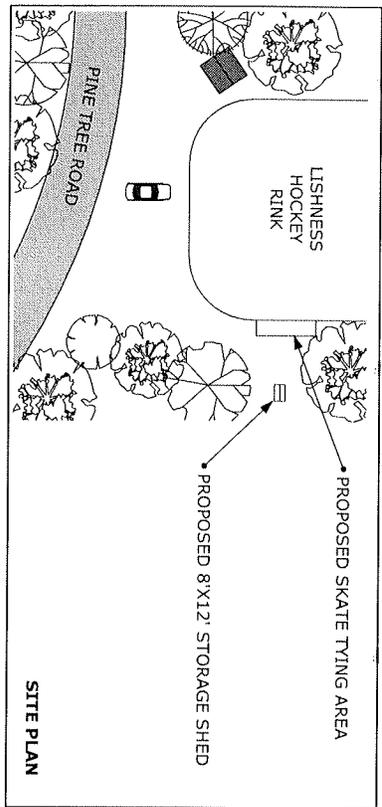
Proposed Improvements to Lishness Rink *August 8, 2012*

In order to increase the functionality of Lishness Rink, a number of improvements could be made in a phased approach. All improvements would be designed and implemented in a manner that is cost neutral to the Town in terms of capital, maintenance and staff costs. Work could be donated by one or more professional contractors associated with MCYH with assistance from volunteers and in coordination with the Recreation Department. Local lumber yards may be willing to donate materials. Projects are listed in approximate order of priority and feasibility but would be implemented opportunistically as funding allows.

- 1. Skate tying area:** Presently skaters tie their skates in the gravel parking area which is not compatible with use by a dozen or more skaters and can damage skate blades. The proposal is to build a low walkway and several benches along the south side of the rink. This area would include a new door entering directly to the ice surface. A materials list and detailed sketch is being developed by a local builder/architect.
- 2. Convert the Large opening to a large door:** In order to keep pucks and skaters in the rink and protect cars and spectators in the parking area, the large opening would be fitted with a swinging door to allow continued access by a tractor mounted snow blower and other equipment.
- 3. Addition of chain link fence above end boards:** In order to keep pucks in the rink and protect cars and spectators, a chain link fence would be added to extend approximately 4 feet above the end boards on the parking end of the rink. As time and resources allow a similar fence might be added on the other end of the rink.
- 4. Storage:** A small movable shed (approx. 8'x12') might be added for storage of MCYH equipment (shovels, nets, cones, etc.) also along the south side of the rink near the parking area.
- 5. Ice surfacing machine:** Numerous alternatives exist ranging from a full Zamboni to smaller, simpler machines. MCYH would research options with Rec. department staff with a focus on functionality, simplicity of maintenance and storage, as well as cost.

Project funding might entail a combination of Rec. Department staff, in-kind donation of materials, and cash raised by MCYH. Midcoast Youth Hockey has \$5,000 available in cash to begin the project and would begin fundraising immediately for additional project costs.

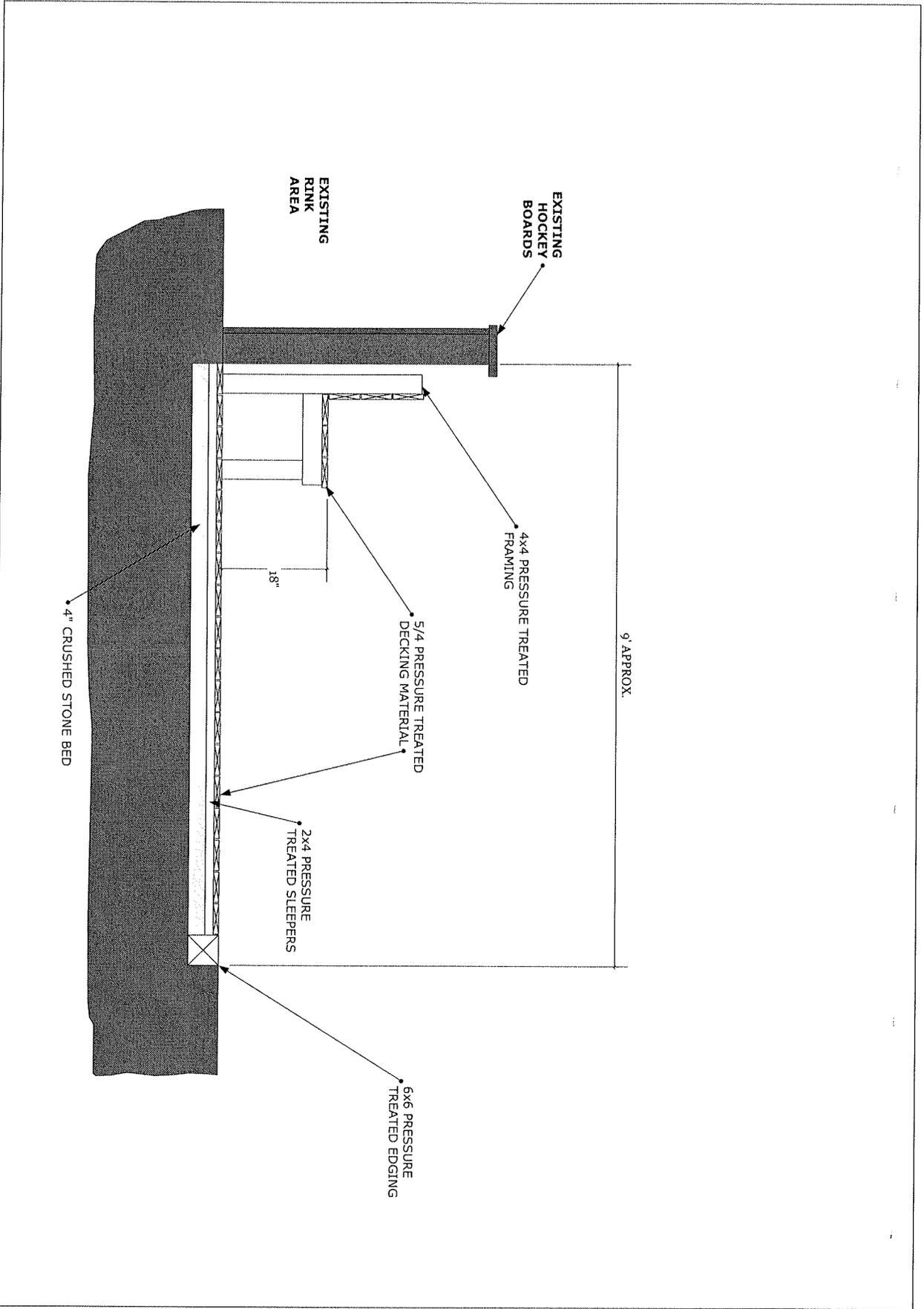
Bill Patterson
President, Midcoast Youth Hockey Association



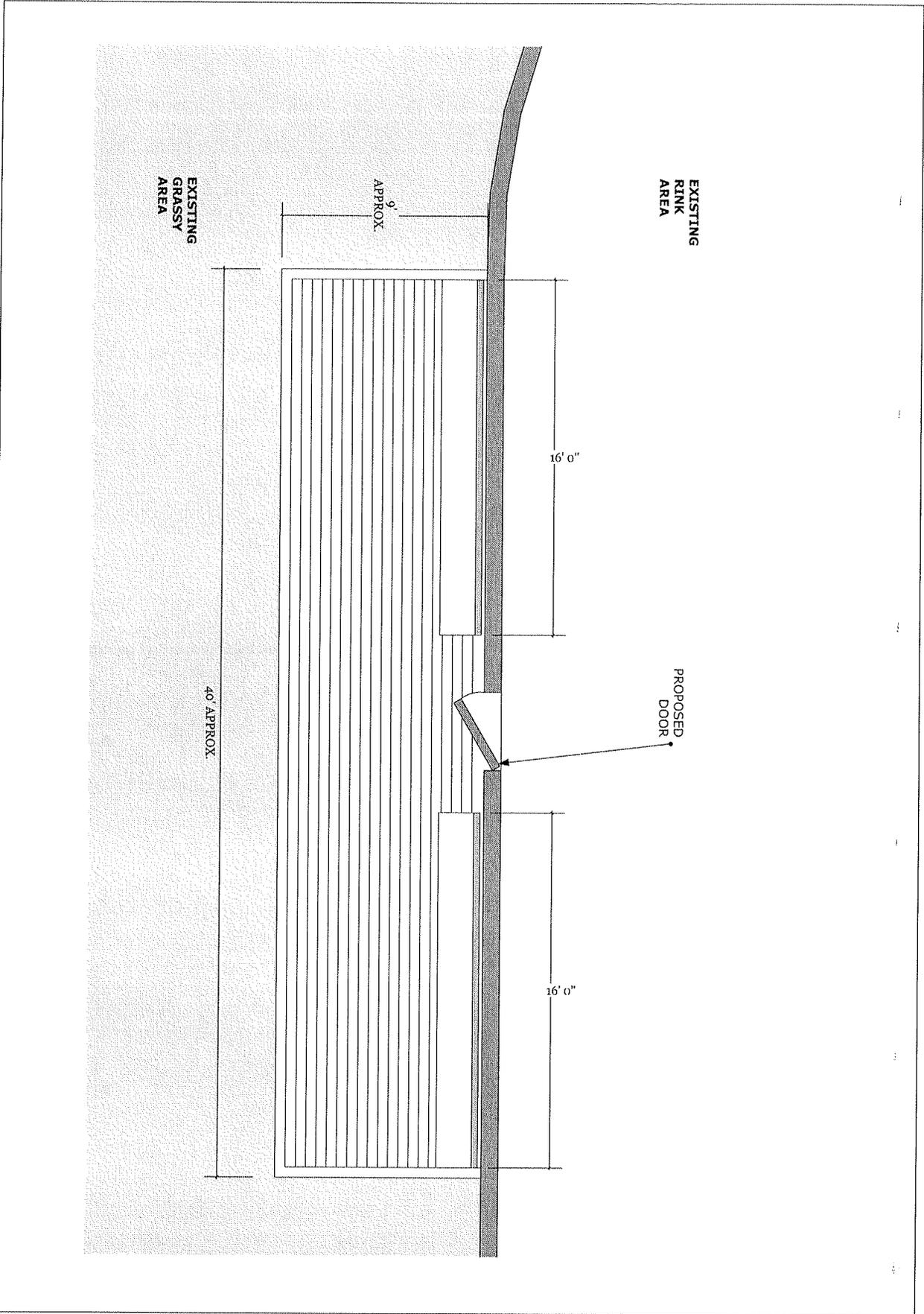
**PROPOSED IMPROVEMENTS
LISHNESS HOCKEY RINK**

CONCEPTUAL PLAN

8/18/13



	PROPOSED IMPROVEMENTS LISHNESS HOCKEY RINK SIDE DETAIL	3/4" = 1'-0" 9/7/12	
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	<p>1/4" = 1'-0"</p> <p>9/7/12</p>	<p>PROPOSED IMPROVEMENTS LISHNESS HOCKEY RINK</p> <p>PLAN VIEW DETAIL</p>	
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Memo

To: Mr. Leonard Blanchette, Brunswick Sewer District Superintendent
From: Thomas M. Farrell, Director of Parks and Recreation 
Date: August 13, 2012
Re: *Proposed Improvements to Lishness Hockey Rink*

As per our meeting last Friday, I am writing to formally notify you that the Town is seeking permission to make a series of improvements to the Lishness Hockey Rink that will address certain deficiencies associated with the current facility. This initiative was prompted by a request from the Mid Coast Youth Hockey Association (MCYHA), users of the rink, to work in collaboration with the Town to both execute and fund the improvements. Bill Patterson, MCYHA President appeared before the Recreation Commission at one of its recent meetings and gained support for the parks and recreation department to pursue the idea with both the Brunswick Sewer District Board and Brunswick Town Council. The proposed improvements would include;

- Installation of an at grade skate tying area with proper surface treatment and associated seating. (Currently skaters walk across the gravel parking area to gain access to the rink thus damaging skate blades. Also, skaters do not have a place where they can sit down and put on nor take off their skates on site.)
- Fabrication and installation of a door where none currently exists at the west end of the rink.
- Addition of chain link fencing above end boards
- Installation of a storage building primarily for hockey and maintenance equipment.

In addition, the Town would begin research this fall to determine the possibility of procuring a new ice surfacing machine that might be available at a reasonable cost, to ensure that the ice surface is maintained to an optimum condition thus extending the number of hours of ice availability.

Should the Brunswick Sewer District look favorably upon this request, I would then inform the Town Council and seek its support to accept the proposed donation by the Mid Coast Youth Hockey Association of materials, supplies, labor and equipment to complete the work.

I look forward to discussing this proposal with the Board at your meeting tomorrow. In addition, please accept my sincere thanks for your past generous support in both leasing the property to the Town of Brunswick and endorsing the many past facility improvement projects we have undertaken to improve public use of the recreational facilities at the Lishness Park complex.

MANAGER'S REPORT - D BACK UP MATERIALS



***Maine Municipal Association
Risk Management Services
Safety Enhancement Grant Application***

APPLICATION GUIDELINES

- ◆ Completed applications and all appropriate supporting documentation must be received in the specified timeframe for the May or October award period.
- ◆ Since each grant application is reviewed on its own merit, requests must be for single items or groups of related items. For example: a trench box, 3 SCBA's etc. or Lockout/Tagout devices including a list of the specific items needed to do the job.
- ◆ Applications must provide a description of the safety equipment or service requested and cost, as well as your financial commitment. (Attach written vendor estimates, etc.)
- ◆ Explain why this particular equipment or service is needed and how it will aid in reducing the frequency and/or severity of workplace injuries.
- ◆ Items purchased prior to grants being awarded are NOT eligible for an award.
- ◆ A key official (Town/City Manager, Selectperson, Director) of the requesting entity must sign the application. No more than two applications per entity may be submitted in a "grant period."
- ◆ Award decisions are made by the RMS Awards Committee. All grant awards are final. Grants will be valid for one year following the date awarded.
- ◆ Award commitments will be based on this application, but documentation of purchase will be required before funds are disbursed.
- ◆ Reimbursement will not be made for the cost of items or services that have also been paid for by other grant or funding sources.

HOW TO APPLY FOR A GRANT

- 1) Read both pages of instructions.
- 2) Complete attached application following guidelines. Get signatures.
- 3) Attach quotes and supporting documentation. Please do not return instruction pages.
- 4) Mail or fax the documents. (Keep a copy for your records).

To:

**Maine Municipal Association
Risk Management Services
60 Community Drive
PO Box 9109
Augusta, ME 04332-9109
Attn: Loss Control Dept.
Fax: 207-626-0513**

Note: Application must be completed entirely, dated and signed by applicant and key official in order to be considered for a grant.



MMA Risk Management Services Safety Enhancement Grant Program

MMA's Risk Management Services is committed to helping Workers Compensation Fund members provide the tools necessary to implement safe work practices and build solid risk management programs. The Safety Enhancement Grant program is funded through the Workers Compensation Fund and is available only to current participants in the Fund.

PURPOSE

Safety Enhancement Grants offer financial incentives to Members to purchase safety equipment or services that assist in reducing the frequency and severity of workplace injuries. The grants match your investment on a 2:1 ratio basis. Interested members must submit an application form including the description and intended purpose of the safety equipment or service and how it will make the workplace safer. Grant requests must be for single items or groups of related items.

ELIGIBILITY

Only current Workers Compensation Fund members are eligible to participate. Grants are awarded in May and October of each year. To be eligible for the May awards, your application must be received between October 1 and April 30. Applications for the October awards must be received between May 1 and September 30.

GRANT AWARDS

Members are eligible for awards in amounts up to \$2,000 per project. The minimum cost for requested items must be \$200. There is an annual limit of \$5,000 per member. A maximum of two applications per member may be submitted in a "grant period." Grant monies must be used for the purchase of the approved safety related equipment or services within twelve months of the date of approval. We reserve the right to review appropriate documentation of all expenses.

EVALUATION CRITERIA

The purchase of safety equipment or services with grant funds under this program is intended to directly enhance the health and safety of employees. Awards will not be made for items considered to be among those purchased by a member in the normal course of their operations such as police weapons, firearms, tasers and the like. Routine expenses for the members operations such as equipment repair, licensing, etc. do not qualify. Disposable personal protective equipment such as hardhats, safety shoes, gloves or glasses do not qualify. A few examples of equipment or services that do qualify for consideration are:

- Emergency Eyewash/Shower Station
- Hydraulic Tailgate Lifts or Other Lifting Devices
- Safety Training Equipment or Materials (videos, TV, VCR, projectors)
- Body Armor
- Lockout / Tagout Equipment
- Confined Space Safety Equipment
- Trench Protective Systems
- Chainsaw Safety PPE
- Ergonomic Equipment
- Flammable Liquid Safety Cabinet
- Firefighter Accountability System Equipment
- SCBA

A committee of RMS management staff reviews all applications. Awards are made on a competitive basis contingent on available funds. Applications requesting items that directly enhance the safety of employees from severe or frequent workplace exposures, demonstrate need and provide or replace non-existent or sub-standard older equipment will be given priority. All applicants will be notified in writing. We cannot accept incomplete or illegible applications. Applications that do not meet program guidelines will not be considered.



**Maine Municipal Association
Risk Management Services
Safety Enhancement Grant Application**

Name: Donald R. Koslosky Jr. Title: Deputy Chief
 Entity (City/Town etc.) Brunswick Department: Fire Dept.
 Address: 21 Townhall Pl. City: Brunswick ME. Zip: 04011
 Phone: (207) 725-5541 x 13 Cell Phone: (207) 319-9028



If you have not read all of the instructions, please do so now!

Please describe the safety equipment/services you are considering purchasing. Include the intended purchase, installation or completion date for your project.

See Attached

Why is this safety equipment/service needed? (You are welcome to attach additional sheets).

See Attached

How will this safety equipment/service help to reduce workplace injuries and provide your entity with a safer work environment?

See Attached

Cost (or quote) of equipment/service. (Attach to application). \$3,360.00

Have you committed funds for your portion of this activity? Yes No

Have you applied for or received grants or funding from other sources for this endeavor? Yes No

If Yes, from whom: MMA Amount (\$): \$2000.00

Donald R. Koslosky Jr.
Applicant Signature

9/06/2012
Date

Jay Z. Brun
Key Official Signature

(City/Town Mgr., Selectperson, Director)

Date

For further information regarding this program, please contact:
Edward MacDonald or Deborah Balmer at 1-800-590-5583

Please mail or fax the completed application and supporting documents. (Keep a copy for your records).

To:

**Maine Municipal Association
Risk Management Services
60 Community Drive
PO Box 9109
Augusta, ME 04332-9109
Attn: Loss Control Dept.
Fax: 207-626-0513**

(We will accept applications by Fax, but illegible or incomplete applications will not be considered.)

Please describe the safety equipment/services you are considering purchasing. Include the intended purchase, installation or completion date for your project.

Brunswick Fire Department would like to purchase two sets of firefighting turnout gear for use during emergent and non-emergent responses. The gear is used daily by our department on fire responses and car accidents for extrication. Once awarded the grant we would like to have operational within 120 days due to having to order.

We will be purchasing the following equipment:

(2) Structural firefighting gear	\$1,680.00
Total Cost of Project:	\$3,360.00

Why is this safety equipment/services needed?

The two sets of turnout gear are needed to replace gear that does not meet current NFPA standards.

How will this safety equipment/service help to reduce workplace injuries and provide your entity with a safer work environment?

These two sets of turnout gear will help reduce injuries by providing turnout gear that meets NFPA standards. It will also provide more protection at trainings and emergency scenes. Also these two sets will have the new (DRD) Drag Rescue Device that is required in the turnout gear for aiding in the removal of a downed firefighter.



Town of Brunswick, Maine

Incorporated 1739

HUMAN RESOURCES DEPARTMENT

JESSICA B. FACTOR, HUMAN RESOURCES MANAGER

28 FEDERAL STREET
BRUNSWICK, ME 04011
TELEPHONE 207-725-6653
FAX # 207-721-8317

MEMORANDUM

To: Town Council

From: Jessica Factor, Human Resources Manager

Date: September 13, 2012

RE: **Maine Municipal Association Safety Grant**

“The Maine Municipal Association Safety Enhancement Grant Program provides financial incentives to members of the MMA Workers Compensation Fund to purchase safety equipment or services that assist in reducing the frequency and severity of workplace injuries. The program will match an investment on a 2:1 ratio basis. Interested municipal members must submit an application form with the description and intended purpose of the safety equipment or service. The deadlines for the Safety Enhancement Grants are April 30 and September 30 of each year.”

The above information is derived from the Maine Municipal Association website and provides a synopsis of an upcoming grant submittal for which I would kindly request approval. Each member municipality may submit up to two safety grant applications for consideration, and this request would be submitted for the September 30th deadline.

This grant application is for the purpose of ergonomic improvements in the Town Clerk’s office. These workspace adjustments would include the purchase of a new office chair, computer keyboard, mouse bridges (which covers the numeric keypad on the computer keyboard), and other small desktop improvements. In addition, we would like to make support changes to an employee’s desk to allow us to raise and lower the desktop for better ergonomic structure. The current setup does not allow for adjustment, which has caused ongoing discomfort to the employee.

Overall, these changes will provide much needed improvements to the workspace in this busy department. The Town’s portion would be approximately \$1300-\$1500.

Thank you for your consideration of this request.

MANAGER'S REPORT - E BACK UP MATERIALS



Maine Municipal Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

MEMORANDUM

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: Christopher G. Lockwood, Executive Director

DATE: August 31, 2012

SUBJECT: Voting Credentials for MMA Annual Business Meeting

The Maine Municipal Association Annual Business Meeting is being held in conjunction with the MMA Annual Convention and will take place on **Wednesday, October 3, 2012, at 1:45 p.m. in the Cumberland Room at the Augusta Civic Center.** The MMA Bylaws entitle each member community to one (1) voting representative.

Enclosed please find the ***MMA Voting Delegates Credential Form*** on which the municipal officers may designate their municipality's voting representative and alternate. We have also attached an Agenda for the MMA Annual Business Meeting for your reference. As you will note, there is no scheduled action by the membership, however the MMA Bylaws allow for action items to be raised during the meeting.

If you would like to complete the Voting Delegates Credential Form, please return to our office by **Monday, October 1, 2012** or bring it with you to the MMA Annual Business Meeting. If you have any questions on this information, please contact Theresa Chavarie at 1-800-452-8786 ext. 2211 or in the Augusta area at 623-8428.

We look forward to seeing you at the MMA Annual Convention.

MAINE MUNICIPAL ASSOCIATION
VOTING DELEGATE CREDENTIALS

_____ is hereby designated as the official Voting Delegate and
(name)
_____ as the alternate voting delegate for _____
(name) (municipality)
to the Maine Municipal Association Annual Business Meeting which is scheduled to be held,
Wednesday, October 3, 2012, 1:45 p.m., at the Augusta Civic Center, Augusta, Maine.

The Voting Delegate Credentials may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____ Municipality: _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

Name: _____ Position: _____

Or Signed by a Majority of Municipal Officers:

Please return this form no later than **Monday, October 1, 2012** or bring it with you to the MMA Annual Business Meeting. If mailing, send to:

MMA Annual Business Meeting
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX: 207-626-3358

**Maine Municipal Association
Annual Business Meeting
Wednesday, October 3, 2012
1:45 p.m.
Augusta Civic Center
Level 1 – Cumberland Room**

AGENDA

- 1. Introductions and Welcoming Remarks – MMA President Sophia Wilson, (Town Manager, Town of Orono)**
- 2. Approval of 2011 Annual Business Meeting Minutes**
- 3. Other Business (*comments from the floor*)**
- 4. Executive Director Report - Christopher Lockwood**
- 5. Adjournment**

MANAGER'S REPORT – F BACK UP MATERIALS



Town of Brunswick, Maine

INCORPORATED 1739

OFFICE OF:

Marine Resources & Harbor Management

28 FEDERAL STREET BRUNSWICK, MAINE 04011-1581
TELEPHONE (207) 725-6631 FAX (207) 725-6663
Email~ ddevereaux@brunswickpd.org



Daniel R. Devereaux
Marine Resource Officer-
Harbormaster

J. Paul Plummer
Marine Resource Officer-
Deputy Harbormaster

09-11-2012

To: Brunswick Town Council
From: Daniel R. Devereaux, MRO/HM
Cc: Gary Brown, Town Manager
RE: **Shoreline and Harbor Planning**

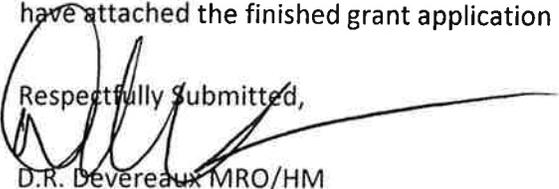
Honorable Members of the Brunswick Town Council;

I'm writing to ask approval to apply for a shoreline and harbor planning grant through the Maine Department of Conservation. The grant will allow us the opportunity to utilize the expertise of consultants to help develop a sound waterfront and harbor management plan. This will help Brunswick balance the ever changing uses of the coastal waterways as well as help identify effective methods of future management.

The Town of Brunswick has always had a close connection to the sea. Brunswick's 66 miles of coastline provides hundreds of jobs and millions of dollars of revenue to the local economy. Over the past 20 years I have watched as the uses of the Brunswick Coastline have increased, ranging from recreational boating/sailing, commercial seaweed harvesters, boat builders, marinas and boatyards, shellfish harvesting, recreational fishing, and the list goes on and on. With this increased demand on our coastline, coupled with climatic changes, Brunswick is in need of developing a comprehensive harbor management plan that will help us better balance the uses with the sensitive habitats that have made our coastline so desirable and productive. It is obvious that our intense shellfish management plan has paid off, as we remain a leading producer of softshell clams and within the last three years the top producer of quahogs, in Maine.

I would urge you to consider applying for this grant, identifying potential future problems and working toward resolutions before they arise fits best in this situation, both for the citizens of Brunswick and our marine eco systems. I have attached the finished grant application and if you have any questions or concerns please contact me.

Respectfully Submitted,


D.R. Devereaux MRO/HM

Shore and Harbor Planning Grant Application

Project Title: Brunswick Harbor Management Plan

Municipality:	Brunswick, Maine
Grant Request Amount:	\$20,000
Total Estimated Project Cost:	\$25,490
Project Manager/Contact:	Daniel Devereaux, Marine Warden/Harbormaster 28 Federal Street Brunswick, Maine

Local authorization provided by the Town Council.

A. Project Description:

Background A close connection to the sea has always been a major part of the Brunswick economy and quality of life. It is with good foresight that Brunswick's coastline will remain a major part of the economy and way of life. Brunswick has vast amounts of

intertidal zones and for the last half century has been one of the major producers of softshell clams and quahogs in Maine. Recreational boating, shellfish propagation, boat building, boatyards, marinas, hunting, kayaking, lodging, the construction of new homes; all of these businesses are intimately connected to our relationship with the sea and depend on a healthy marine environment. Among the important elements of Brunswick's marine environment are healthy pristine water quality, a productive sea floor, coastal marshes, shellfish beds, coastal water fowl and wading bird habitat, eelgrass beds, sea bird nesting islands, and essential habitat for federally listed endangered species.

1. Explanation of Need: Brunswick has over 66 miles of coastline, not including the Androscoggin River which provides the north boarder from west to east. It contains 4 islands on the coast and several smaller islands along the Androscoggin River. Currently the Town has one full time Harbor Master/Marine Warden who is responsible for the enforcement of the Town's Harbor & Marine Ordinances, the management of the Town's Harbors, and oversight of over 500 moorings throughout the town. There are 2 large mooring fields (Paul's Marina & Merepoint Yacht Club) in the town of Brunswick. Brunswick is home to these two commercial Marina's, as well as 9 water access points, two of which are all tide access. Like many coastal communities in Northern Casco Bay, Brunswick has seen a drastic increase in the use of its harbors and competition between the users (commercial v' recreational, etc.). Brunswick is also home to a significant commercial fishing fleet & recreational boating industry (boat building, & marinas). Currently the Town does not have a Harbor Management Plan to guide them in comprehensive management goals and priority setting. Due to the increase in recreational and commercial usage of its coastline, including its fragile intertidal zones, it is critical to develop strategies that will help balance its interest between the different types of users and the environment. These plans can be coordinated into one master planning document that will help Brunswick make informed decisions surrounding the Marine environment for years to come.

2. Proposed Purpose: The purpose of this grant application is to develop a Harbor Management Plan for the Town of Brunswick that will include an inventory of all potential deep water mooring space; identify all moorings that are currently in use. This plan will be used by the Town Manager, Harbor Master and the Marine Resources Committee as a work plan for the next 10 years.

3. The Goals of the Harbor Management Plan as identified in the 2005 Comprehensive Plan are:

- Preserve water access for economic opportunity.
- Preserve traditional access that is now used.
- Local input on aquaculture leasing
- Monitor and police sources of water pollution
- Mooring field plans
- Habitat preservation with new shorefront development.
- Commercial fishing statistics
- Marine resources

- Water dependant uses; boat yards, marinas, commercial fishing, and marine related businesses.
- Cultural and natural resources
- Submerged lands leases
- Waterfront ordinances
- Public Education/ Educational materials

4. Components of the Plan:

a. The Harbor Management Plan will include at a minimum the following components:

- An inventory of existing municipal and private facilities including piers, wharfs, moorings, and access points to the waterfront.
- Research and documentation of the quality and quantity of maritime natural resources.

b. The Harbor Management Plan will also include inventories of the following major harbors.

- Maquoit Bay
Bunganuc
Western Merepoint
- Middle Bay
Eastern Merepoint
Simpsons Point
Barnes Landing
- Harpswell Sound
Schofields
Long Reach
Gurnet Straits
Buttermilk Cove
- New Meadows River
Coombs Island
Woodward Cove
Getchell Ledge
Thomas Point Beach
Upper New Meadows River
New Meadows Lakes
- Androscoggin River
Parts of Merrymeeting Bay

These inventories will identify and describe the existing features of these areas, and include number of and classification of moorings, land side uses, access, habitat and any other relevant characteristics.

- c. The Harbor Management Plan will also review existing ordinances and other regulations and propose possible changes.

- d. The Harbor Management Plan will also consider addressing the following issues:
- Zoning
 - Proliferation of residential wharves
 - Wildlife habitat
 - Commercial and recreational boating
 - Commercial fishing, Shellfish harvesting
 - Commercial fishing jobs
 - Marina/ boatyards
 - Tourist business
 - Harbor management
 - Mooring control
 - Access
 - Heritage
 - Threat of loss of working waterfront

5. What will be done and by whom:

- The Harbor Master will be the project manager and staff liaison to the Marine Resources Committee. The Harbor Master, in consultation with the Town Manager, will write the RFP and recommend a consultant for the process.
- The Committee will provide input to the planning process.
- The Town Planner will give assistance where needed at a minimal level. This might include GIS/mapping.
- Town will select a Planning/Engineering Consultant to assist.

B. Project Schedule:

- September 2012 – grant application submitted
- September/October 2012 - RFP development & consultant selection process begins
- March 2013, - Grant awarded and consultant selected
- May/June 2013 – Project kickoff; meeting with consultant
- June/July 2013- workshops with community & committee
- August/September/October 2013- Draft Plan development, meetings with committee
- December 2013 - Final Plan Submittal

C. Project Budget: \$

Estimated project costs and anticipated source of funds:

The estimated cost of the entire project is \$\$25,740

It is anticipated that the total matching funds available from the Town for the project will be approximately \$5,739 (all in-kind)

The estimated town staff time, which is a portion of the town match based on in-kind services, is:

<i>Harbormaster/Marine Resource Officer (3 hours x 30 weeks @ \$26.20/hr)</i>	<i>= \$2,358.00</i>
<i>Deputy Harbormaster (3 hours x 30 weeks @ \$14.91/hr)</i>	<i>= \$1,341.90</i>
<i>Town Planner (1 hour x 11 weeks @ \$50.00/hr)</i>	<i>= \$550.00</i>

<i>Boat operations; fuel and maintenance</i>	<i>\$500.00</i>
<i>Travel time & vehicle fuel and maintain (mileage rate)</i>	<i>\$300.00</i>

In – kind town total = \$5,049.00

The estimated consultant cost is: \$20,000

ITEM 97

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 9/17/2012 on the following license applications:

Automobile Graveyard/Junkyard

Shawn Letourneau

D/B/A: Brunswick Auto Recycling, LLC
117 Bath Rd.

Shawn Letourneau

Automobile Recycling

Shawn Letourneau

D/B/A: Brunswick Auto Recycling, LLC
117 Bath Rd.

Shawn Letourneau

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: Shawn Letourneau

Partnership-Partner's Names: _____

Corporation-Corporation Name: _____

Incorporation Date: _____ Incorporation State: _____

New License: Opening Date _____ Renewal License: Expiration Date: 10/01/12

Business Name: Brunswick Auto Recycling LLC E-Mail: brunswickauto recycling@yahoo.com

Business Address: 117 Bath Rd Business Phone Number: 725-4199

Name of Contact Person: Paula Letourneau Contact's Phone Number: 725-4199

Mailing Address for Correspondence: 117 Bath Rd Brunswick, Me

Signature of Applicant: [Signature] Date: 9/01/12

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: _____ Phone #: _____

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

Town Clerk Use Only

Approvals: Finance Codes Health Officer Council Police

Codes Officer Signature _____ Health Officer Signature _____

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

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

Waiting on: _____ Mailed or Issued Date: _____ PH Date: 9-17-2012

Type of License: Junk/Garage/Remed Paid Fee: \$ 425 Cash Check Date: 9/4/12

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 Total \$425.00

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

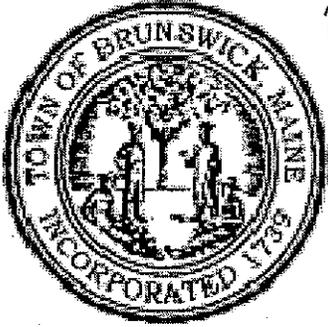
Describe in detail kind and nature of entertainment- _____

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



Town of Brunswick, Maine

INCORPORATED 1739

OFFICE OF:

Marine Resources & Harbor Management

28 FEDERAL STREET BRUNSWICK, MAINE 04011-1581
TELEPHONE (207) 725-6631 FAX (207) 725-6663
Email~ ddevereaux@brunswickpd.org



Daniel R. Devereaux
Marine Resource Officer-
Harbormaster

J. Paul Plummer
Marine Resource Officer-
Deputy Harbormaster

09/04/2012

TO: FRANCIS SMITH, TOWN CLERK

RE: 2012/13 Brunswick Auto Recycling Site Inspection

Dear Ms. Smith,

Please be advised that I conducted an onsite inspection of the Brunswick Recycling/Auto Recycling Corporation located at 117 Bath Rd on August 31st, 2011. During this inspection I did not note any discrepancies and found the establishment to be in compliance with all Brunswick ordinances pertaining to auto recycling and auto graveyards. If you have any questions please feel free to contact me.

Regards,

Daniel R. Devereaux, MRO/HM

ITEM 98

BACK UP MATERIALS



**Proposed Ordinance Amendments
Creating Bus Stop Designation
Drafted – 08/28/2012
Public Hearing –
Adopted –
Effective –**

Be it ordained by the Town Council of the Town of Brunswick, Maine, that Chapter 15, Articles IV, the Municipal Code of Ordinances, Town of Brunswick, Maine, is amended by adding the underlined language as follows:

**Chapter 15
TRAFFIC AND VEHICLES*
ARTICLE IV.
STOPPING, STANDING, PARKING***

Sec. 15-84. Bus stops designated.*

(a) Bus stops are established at the following locations:

Reserved.

(b) Bus stops must be indicated by appropriate signs.

(c) Flag Stops. Notwithstanding any other regulations on parking and standing contained in Article 15, if passengers are waiting and flag down a bus, the bus may stop at the following locations to load the waiting passengers, but for only so long as is necessary to load the passengers:

(1) Jordan Avenue, north side, within 50 feet east of the stop sign located at the intersection with Federal Street;

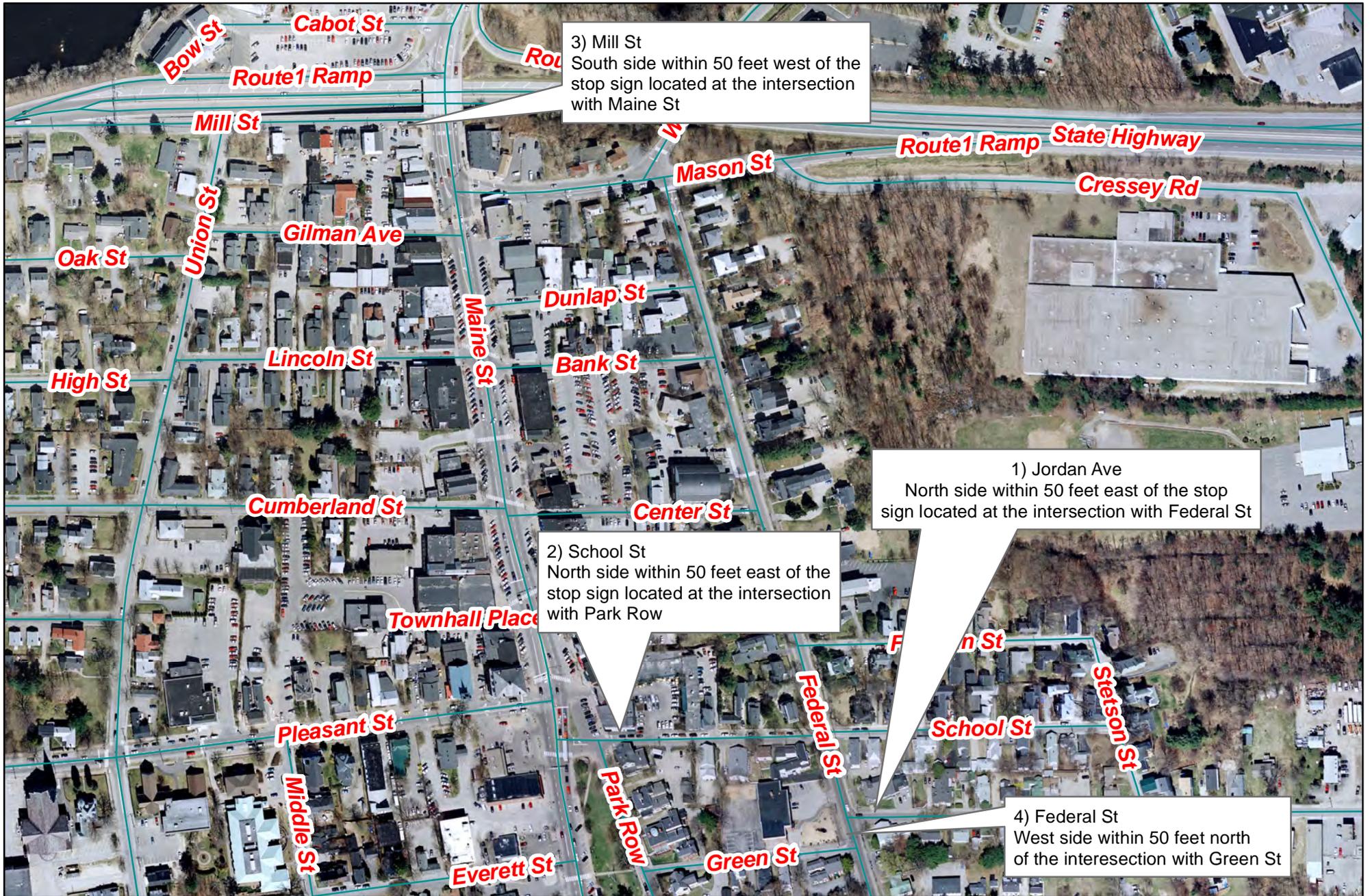
(2) School Street, north side, within 50 feet east of the stop sign located at the intersection with Park Row;

(3) Mill Street, south side, within 50 feet west of the stop sign located at the intersection with Maine Street; and

(4) Federal Street, west side, within 50 feet north of the intersection with Green Street.

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

Attest: _____
Town Clerk



1 inch = 300 feet

**Proposed
Bus Stops
Brunswick, Maine**

August 29, 2012

MEMO

Date: August 28, 2012
To: Brunswick Town Council
From: Lee Karker, Executive Director, Coastal Trans
Re: Brunswick Explorer Flag Stops

Coastal Trans respectfully requests that the following ordinance amendment be adopted to permit the Brunswick Explorer buses to make flag stops at the designated locations.

Sec. 15-84. Bus Stop Designated

(c) Flag Stops. Notwithstanding any other regulations on parking and standing contained in Article 15, if passengers are waiting and flag down a bus, the bus may stop at the following locations to load the waiting passengers, but for only so long as is necessary to load the passengers:

(1) Jordan Avenue, north side, within 50 feet east of the stop sign located at the intersection with Federal Street;

(2) School Street, north side, within 50 feet east of the stop sign located at the intersection with Park Row;

(3) Mill Street, south side, within 50 feet east of the stop sign located at the intersection with Maine Street; and

(4) Federal Street, west side, within 50 feet north of the intersection with Green Street.

We requested that the Brunswick Police Department review the stops, which they have done.

The purpose of these particular stops is to make it easier for potential riders to access the Brunswick Explorer from Maine Street and Federal Street.

The proposed School Street flag stop and the proposed Mill Street flag stop are both located just off Maine Street and are intended to make it easier for people coming and going from Maine Street businesses to make use of the bus service. We do not have any stops on Maine Street in the business district because there really is no suitable location for a stop.

The other two flag stops, on Federal Street and Jordan Avenue, are both located near the intersection of Jordan Avenue and Federal Street. One would serve the westbound bus and the other, the eastbound bus. This is a location where we have had a number of requests to locate a stop. There is only one stop between this corner and Merrymeeting Plaza (at Pejepscot Terrace – well off of Jordan Avenue) and this seems to be a convenient neighborhood stop for people headed towards Cook's Corner.

We hope the council will support this ordinance amendment.

Many thanks for your consideration of our request!

Lee Karker
Executive Director
MCH
Coastal Trans, Inc.

ITEM 99

BACK UP MATERIALS



TOWN OF BRUNSWICK, MAINE

INCORPORATED 1739

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

ANNA M. BREINICH, AICP
DIRECTOR OF PLANNING & DEVELOPMENT

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

August 28, 2012

To: Brunswick Town Council
Gary Brown, Town Manager
From: Anna Breinich, AICP
Subject: Request to schedule public hearing: Proposed zoning ordinance amendments to increase maximum building footprint for dwellings containing 3 or more units.

At its July 24, 2012 meeting, the Brunswick Planning Board held a public hearing to consider a zoning ordinance amendment to increase the maximum allowable footprint for dwellings containing 3 or more units as permitted in Residential and College Use Zoning Districts. After hearing public comment, the Planning Board voted unanimously to recommend to Town Council that the maximum building footprint for dwellings of 3 or more units be increased from 5,000 to 10,000 square feet in those Residential and College Use Districts permitting dwellings of 3 or more units. Further, the Planning Board recommended inclusion of Mixed Use Districts 3 and 6 as such dwellings are listed as permitted uses.

As background, an issue regarding the current maximum building footprint for all Residential Zoning Districts was brought to my attention in 2008 by Scott Howard, developer of Botany Place. At that time, I requested Mr. Howard to delay submitting a formal request as we were anticipating a total rewrite of the zoning ordinance. The issue at hand is a maximum building footprint of 5,000 square feet for any use/structure permitted within all Residential Zoning Districts. In Residential Districts 3, 4, 5, 6, and 7, dwellings of 3 or more units are permitted, yet cannot exceed 5,000 square feet. In addition, other non-residential permitted uses such as religious institutions, are limited to a maximum building footprint of 5,000 square feet. While the intent at the time of adoption may have been to keep development at all one scale, the one-size-fits-all maximum building footprint does not work for many of the uses.

Due to the recent increase in housing demand, Mr. Howard is now formally requesting a zoning amendment to address this long-standing maximum building footprint issue, specifically as it relates to the construction of triple and quad units at Botany Place. While increasing footprints will slightly decrease proposed density, it will allow for flexibility in unit offerings.

The planning staff and Planning Board are now winding up revisions to the development review-focused chapters (Chapters 4 and 5) and is currently seeking funding to complete the remainder of the zoning ordinance. If successful in obtaining funding, we anticipate completion of the draft ordinance in late 2013. At that time, we will extensively revise all zoning district provisions consistent with the goals of the Comprehensive Plan.

The following amendments recommended by the Planning Board are considered as interim measures, adding new provisions to the dimensional and density tables for Residential, Mixed Use and College Use Districts and reading as follows:

(As Supplemental to Residential Districts Dimensional and Density Table, Section 203.2):

203.3.B. Maximum Building Footprints for Dwelling, 3 or More Units: Where permitted, structures of 3 or more dwelling units shall not exceed 10,000 square feet in building footprint.

(As Supplemental to College Use Districts Dimensional and Density Table, Section 204.2):

204.3.K. Maximum Building Footprints for Dwelling, 3 or More Units: Where permitted, structures of 3 or more dwelling units shall not exceed 10,000 square feet in building footprint.

(As Supplemental to Mixed Use Districts Dimensional and Density Table, Section 206.2):

206.3.A. Maximum Building Footprints for Dwelling, 3 or More Units Located in MU3 and MU6 Districts: Structures of 3 or more dwelling units shall not exceed 10,000 square feet in building footprint.

The above amendments will address the immediate issue and are consistent with Comprehensive Plan.

Staff respectfully requests Town Council to consider scheduling a public hearing to take comment and possible action on the above amendments.

Thank you for your consideration.

cc: Jeff Hutchinson

ITEM 100

BACK UP MATERIALS



TOWN OF BRUNSWICK, MAINE

INCORPORATED 1739

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

ANNA M. BREINICH, AICP
DIRECTOR OF PLANNING & DEVELOPMENT

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

September 12, 2012

To: Brunswick Town Council
Gary Brown, Town Manager
From: Anna Breinich, AICP
Subject: Request to schedule public hearing: Proposed zoning change from TR-2 to TC1,
West side of Federal Street between Mason and Center Streets

At their July 23rd meeting, the Brunswick Town Council unanimously voted to request Planning Board's consideration of options to amend the zoning ordinance to allow other uses at 28 Federal Street (Town Hall and Recreation Facility), once the buildings are no longer used as a municipal facility, and make recommendation to Council. The Planning Board held a public hearing on September 11, 2012 to consider a zoning map change for the west side of Federal Street between Mason and Center Streets, from the current Town Residential 2 Zoning District to Town Center 1. The Board then voted unanimously to recommend the proposed zoning change, as shown on the attached area map, to Town Council for adoption.

As background, staff researched zoning of 28 Federal Street in effect at the time of construction of the Municipal Building and, thereafter, to determine if its functional use as an office would be considered a legally-established nonconforming use.

In 1959, the Town of Brunswick acquired the 28 Federal Street property. We are unable to confirm whether the Parks and Recreation Building, 30 Federal Street, was also acquired at that time or earlier. At the time of purchase and it is assumed, at the time of construction of the municipal building, the property was zoned as General Residence. Municipal Use was a permitted use; office use was not.

In 1969, the Zoning Ordinance was significantly updated with the creation of new zoning districts and changes made to existing zoning district boundaries. The west side of Federal Street from Mason to Center Street was rezoned from General Residence to C-1, Downtown Commercial District. This district generally included Maine Street from Fort Andross to Pleasant Street, then continuing south on the west side of Maine Street to Noble Street. Permitted uses included multi-family residential only by "exception" approved by the Board of Appeals, a mix of commercial, institutional, recreational and educational uses. Single-family residential was not a permitted use. With regard to 28 Federal Street, "governmental building or facility" was a permitted use as well as offices. The Municipal Building continued as a governmental building or facility use and was not reclassified as an office.

The C-1 Zoning District remained as adopted in 1969 until September 1986, at which time an updated zoning ordinance was adopted. Zoning districts were again redrawn and all previously zoned C-1 properties fronting Federal Street were now rezoned a new Intown Residential 11 District, as was all Federal Street. Unfortunately the rezoning from C-1 to Intown Residential 11 created 5 non-conforming uses/properties out of 7 properties located between Mason and Center Streets. For the most part, these non-residential uses were legally established between 1969 and 1986 and still exist today as nonconforming uses today. In hindsight, this area should have remained C-1.

Presently, as a municipal facility, the town offices and recreation center are permitted uses by ownership alone. As to their functional use, offices and recreational facilities are prohibited uses in the current Town Residential 2 Zoning District (TR2) established in 1997, as part of a comprehensive Town-wide rezoning. Single-family and multi-family residential uses are the only permitted uses in the TR2 District encompassing Federal Street with the exception of an area near Cleveland Street. Bed and breakfast establishments, greenhouse and florist, photographer and artist studios and religious institutions are permitted by Special Permit. Therefore, if the existing Town offices and recreation uses are vacated, the buildings/parcels cannot be used for the same non-municipal functional use.

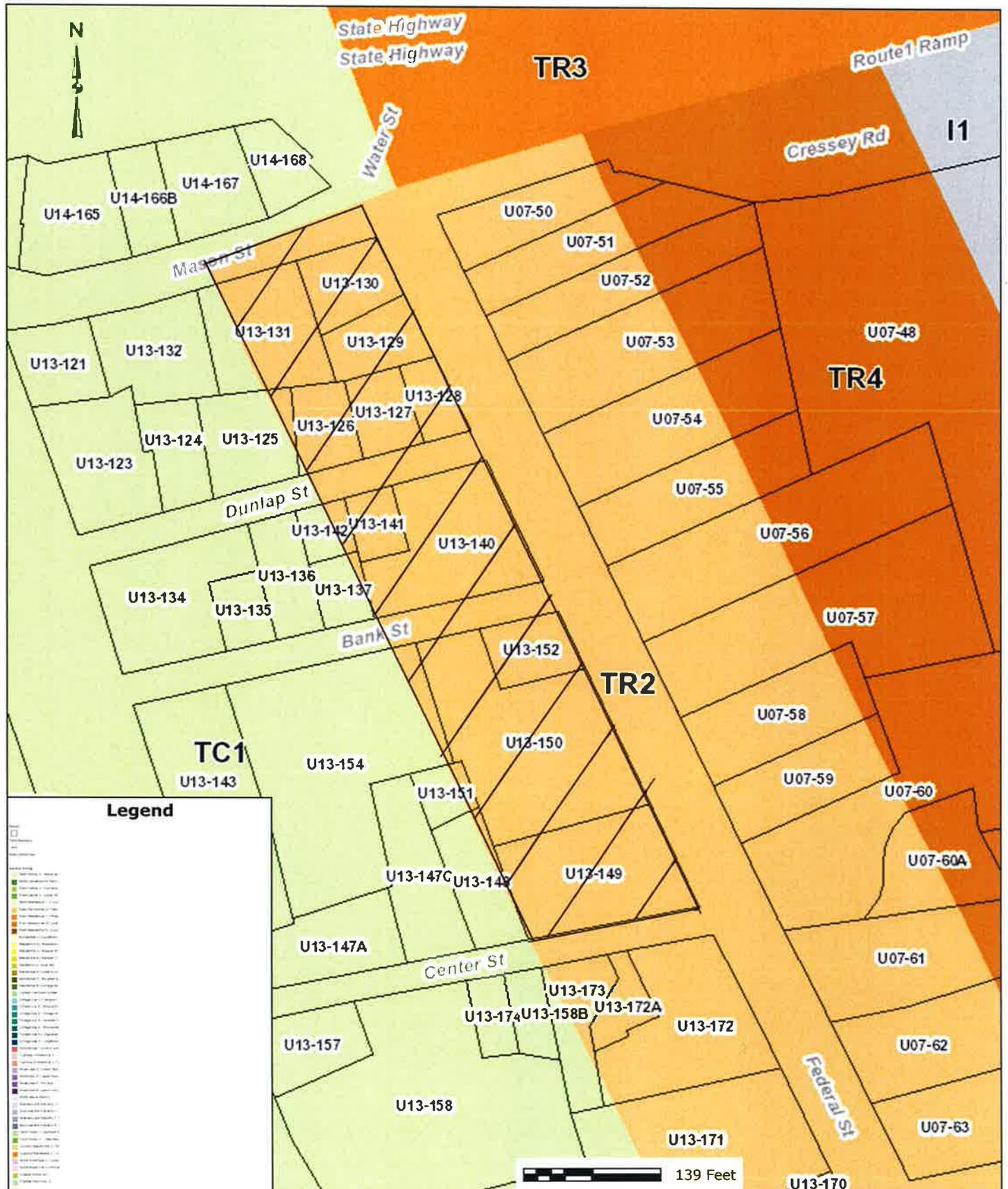
At the Board's July 31, 2012, staff suggested two alternatives to address the issue:

- 1) To rezone the west side of Federal Street, between Mason and Center Streets, back to what is now known as Town Center 1 (formally C-1), thereby reflecting the majority of existing nonconforming uses established by right between 1969 and 1986 – primarily non-residential uses, compatible with residential uses; or
- 2) To amend the existing municipal facilities standards (Section 306.17) to allow the continuation of existing prohibited functional uses of municipal facilities, as a legally-established nonconforming use. Essentially, the functional use of the municipal facility would be considered non-conforming having the same restrictions as any other nonconforming use town-wide.

After much deliberation, the Planning Board took unanimous action to schedule a public hearing on September 11, 2012 to consider the rezoning of the west side of Federal Street between Mason and Center Streets, from Town Residential 2 to Town Center 1. Following the public hearing, the Planning Board unanimously voted to recommend the proposed zoning change to Town Council for adoption.

Staff respectfully requests Town Council to consider scheduling a public hearing to take comment and possible action on the recommended zoning change.

I will be in attendance at the Council meeting to answer questions.



Town of Brunswick, Maine



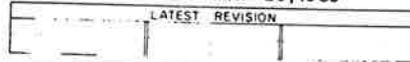
PROPOSED TC1 ZONING

This information has been compiled from various public and private sources. While every attempt has been made to provide accurate information, neither the municipality nor the service host guarantee the accuracy of information provided herein.

ZONING DISTRICTS

ADOPTED MAY 28, 1969

LATEST REVISION



R-1

URBAN
RESIDENTIAL

R-2

SUBURBAN A
RESIDENTIAL

R-3

SUBURBAN B
RESIDENTIAL

R-4

COASTAL
RESIDENTIAL

R-5

COUNTRYSIDE
RESIDENTIAL

C-1

DOWNTOWN
COMMERCIAL

C-2

HIGHWAY
COMMERCIAL

C-3

SUBURBAN BUSINESS
AND SHOPPING CENTER

F

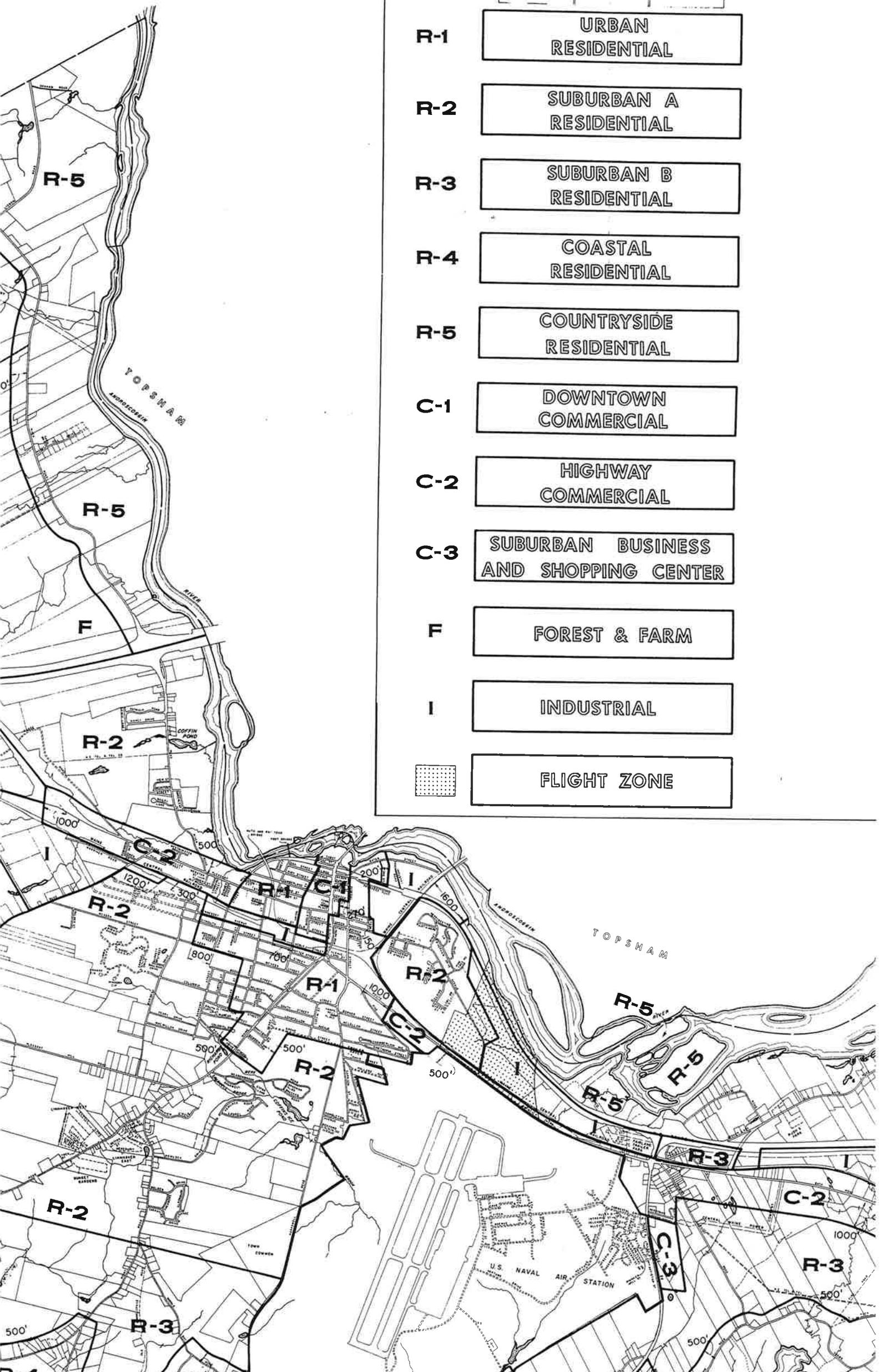
FOREST & FARM

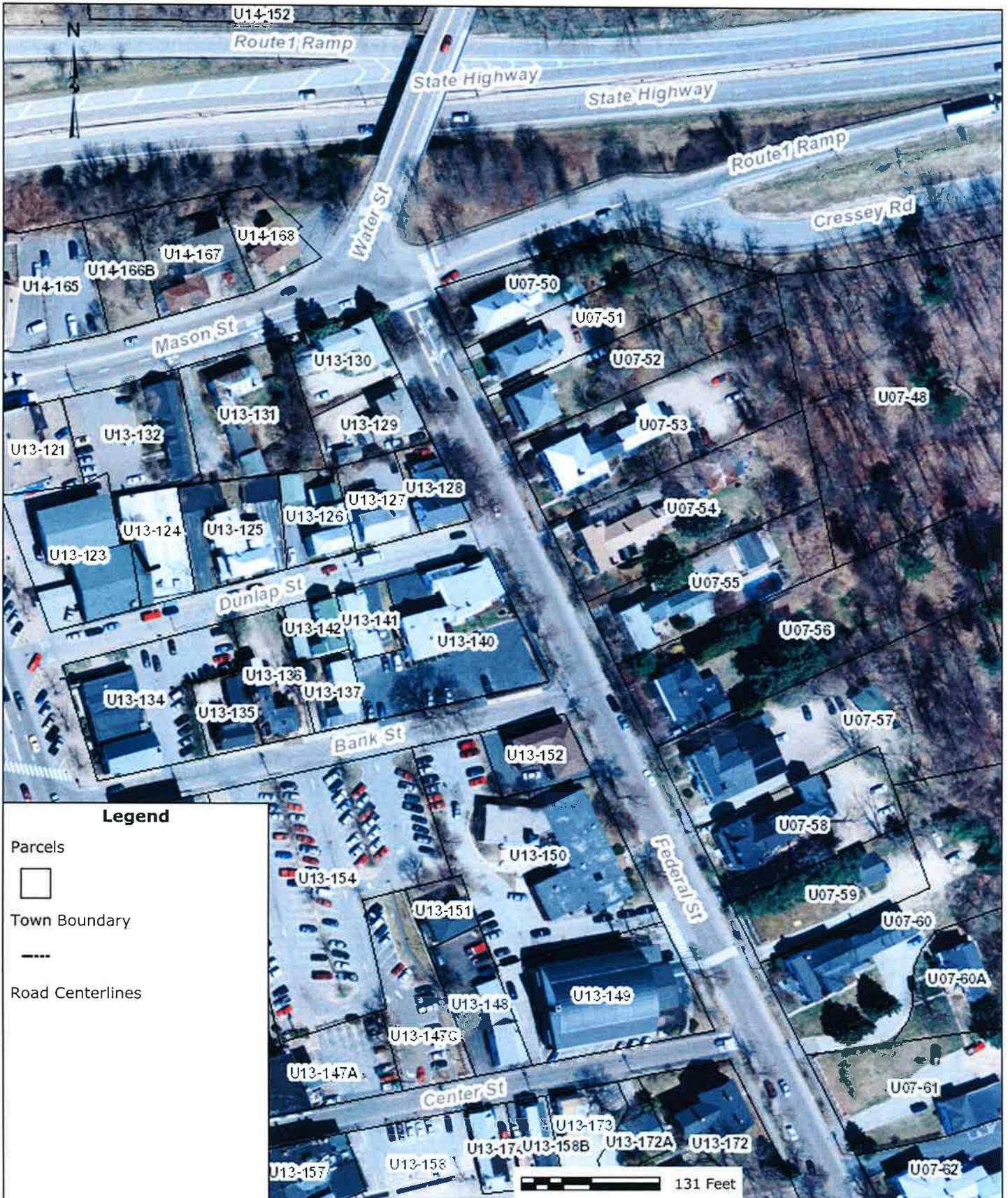
I

INDUSTRIAL



FLIGHT ZONE





Legend

Parcels
 □

Town Boundary
 - - - -

Road Centerlines
 —

FEDERAL STREET ZONING

Town of Brunswick, Maine

This information has been compiled from various public and private sources. While every attempt has been made to provide accurate information, neither the municipality nor the service host guarantee the accuracy of information provided herein.

Federal Street Uses

Map Lot	Street Number	Street Name	Owner	1969-1985 Use	Present Use
U13-129	6	FEDERAL ST	FEDERAL (6) LLC	2 Family --> 5 Offices, 2 Apts in 1979	5 Offices, 2 Apts
U13-149	30	FEDERAL ST	BRUNSWICK, TOWN OF	Town Hall	Town Hall
U13-150	28	FEDERAL ST	BRUNSWICK, TOWN OF	Recreation Center	Recreation Center
U13-140	12	FEDERAL ST	ABP INC	Funeral Home	Funeral Home
U13-152	20	FEDERAL ST	RANGER, ORVILLE T	Law Office (converted from dwelling in 1969)	Law Office
U13-130	4	FEDERAL ST	NOCK, STANLEY SR	Single Family	Single Family
U13-128	8	FEDERAL ST	MILLAR, ROBERT H ETAL TRUSTEES	3 Apts	3 Apts

Map Lot	Street Number	Street Name	Owner	1969-1985 Use	Present Use
U07-54	9	FEDERAL ST	LAITALA, THEODORE A JR & NANCY	Single Family	Single Family
U07-58	19	FEDERAL ST	FEDERAL (19) BRUNSWICK LLC	Added 2 Apts in 78; Multifamily	Multifamily
U07-60	25	FEDERAL ST	FEDERAL (25) BRUNSWICK LLC	Multifamily (8)	Multifamily (7)
U07-59	23	FEDERAL ST	FEDERAL (23) BRUNSWICK LLC	2 Family	2 Family
U07-60A	25	FEDERAL ST	FEDERAL (25 1/2) BRUNSWICK LLC	Single Family	Single Family
U07-50	1	FEDERAL ST	HOBART, KATHERINE B & BRIAN D JT	2 Family	2 Family
U07-51	3	FEDERAL ST	GERZOFKY, STANLEY J &	2 Family	2 Family
U07-52	5	FEDERAL ST	BABBITT, THOMAS C II	Single Family	Single Family
U07-56	13	FEDERAL ST	THEBERGE, CORY & SHILOH D JT	Single Family	Single Family
U07-53	7	FEDERAL ST	FEDERAL (7) BRUNSWICK LLC	Variance granted for Professional Office in 72; 2 Apts in 75	Multifamily (8)
U07-55	11	FEDERAL ST	COPELAND, ELISE C	Added Apt in 76; 3 Family	2 Family
U07-57	17	FEDERAL ST	FEDERAL ST (17) LLC	Multifamily	Multifamily

ITEM 101

BACK UP MATERIALS

TOWN OF BRUNSWICK
TOWN MANAGERS OFFICE
MEMORANDUM

TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: September 10, 2012

RE: Proposals for the demolition of Times-Record Building

At the June 4 Council meeting, staff was authorized to solicit proposals for the demolition of the former Times-Record building. In the intervening weeks, an environmental assessment was conducted. Proposals were direct mailed to several demolition contractors.

Proposals were received and opened on Thursday, September 6. Attached is a summary of the proposals.

The recommendation from staff is to authorize the demolition of the former Times Record building and to accept the proposal submitted by Copp excavating for the total amount of \$138,751.00

The funding for this project will come from the Times-Record enterprise account. That account currently has a balance of approximately \$490,000.

Upon completion of this project, the balance of funds in the account will lapse to the general fund, unless an alternative use is identified and approved by the Council.

Bid Tabulation

Building Demolition Project - 6 Industry Rd (former Times Record Bldg)

Bids Opened: September 6, 2012

Required Project Completion Date: December 31, 2012

Print Date: September 06, 2012

No. Bidder	Base Bid Price	Add Alternate No. 1 (Backfill Site w/18" Gravel vs Borrow)	Total Cost (Including Add Alt. No. 1)
1. Copp Excavating, Inc. Durham, Maine	\$ 121,896.00	\$ 16,855.00	\$ 138,751.00
2. Harry C. Crooker & Sons, Inc. Topsham, Maine	\$ 124,950.00	\$ 24,085.00	\$ 149,035.00
3. Scott Dugas Trucking & Excavating, Inc. Yarmouth, Maine	\$ 172,128.00	\$ 9,700.00	\$ 181,828.00
4. Chabot's Construction Company Greene, Maine	\$ 244,400.00	\$ 42,500.00	\$ 286,900.00
5. Ray Labbe & Sons, Inc. Brunswick, Maine	\$ 266,680.00	\$ 5,000.00	\$ 271,680.00

Prepared by: John Foster, Town Engineer

**TOWN OF BRUNSWICK, MAINE
TOWN COUNCIL**

**A Resolution Authorizing the Demolition of Real Property Located at 6 Industry Road
and the Use of Special Revenue Funds to Complete the Demolition**

WHEREAS, in 2007, the Town of Brunswick (the "Town") established a special revenue fund to account for revenues and expenditures related to the operation of Town owned property at 6 Industry Road (known as the "Times Record Building" or the "Building") and;

WHEREAS, The Town has determined that it has no use for the Times Record Building and has attempted to sell it; and

WHEREAS, in its attempt to sell the Building, the Town has not received an acceptable offer; and

WHEREAS, the Town is faced with operational and maintenance costs related to the Building, so long as the Building remains a Town asset; and

WHEREAS, the Towns has determined that it is necessary, and has sought proposals, to raze the Building;

NOW THEREFORE BE IT RESOLVED, that the Town Manager is authorized and empowered on behalf of the Town to execute any and all agreements, determined in the Town Manager's judgment, to be in the best interest of the Town of Brunswick in order to raze the Times Record Building;

BE IT FURTHER RESOLVED, that the Town Manager is authorized to use funds, held in the special revenue fund, established for the operation and maintenance of the Times Record Building, to raze the building;

BE IT FURTHER RESOLVED, that the Town Manager is authorized to expend any amounts the Town Manager determines to be necessary in order to raze the Building,, including but not limited to the removal of all utilities, underground tanks, and facilities; the filling of any foundations and excavations; and the grading, seeding, or surfacing any property; and

BE IT FURTHER RESOLVED, that after all expenditures have been made in razing the building, that any funds remaining in the special revenue fund be transferred to the Town's General Fund; and

BE IT FURTHER RESOLVED, that any actions taken to date by the Town Manager in connection with razing the Building are hereby ratified confirmed and approved.

Proposed to Town Council – September 17, 2012

Adopted by Town Council –