

**BRUNSWICK TOWN COUNCIL**

**Agenda**

**November 5, 2012**

**6:15 P.M. – Executive Session**

**7:00 P.M. – Regular meeting**

**Municipal Meeting Room**

**Brunswick Station**

**16 Station Avenue**

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

Roll Call

Pledge of Allegiance

Public Comment:

Correspondence:

Adjustments to the Agenda:

**MANAGER’S REPORT:**

- (a) Council Committee Updates
- (b) Election Day reminder
- (c) Brunswick designated as a Bicycle Friendly Community at the Bronze level

**PUBLIC HEARINGS**

112. The Town Council will hear public comments on an application for Special Amusement License, and will take any appropriate action. (Manager)

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

Kevin Savage

**HEARING/ACTION**

113. The Town Council will hear public comments regarding proposed zoning ordinance text and map amendments requested by Midcoast Regional Redevelopment Authority for Brunswick Landing, and will take any appropriate action. (Manager)

**HEARING/ACTION**

114. The Town Council will hear public comments regarding the “Resolution Amending the 2012-13 Budget Appropriating \$174,500 from the Unassigned Balance of the General Fund to Fund the School Department’s Facilities Master Plan – Phase II,” and will take any appropriate action. (Manager)

**HEARING/ACTION**

**NEW BUSINESS**

115. The Town Council will consider conditionally accepting Columbia Avenue from Moore Avenue to the Town’s section of Columbia Avenue, about 2,300 feet, as a Town Road, and will take any appropriate action. (Manager)

**ACTION**

116. The Town Council will consider setting a public hearing for November 19, 2012, to adopt an ordinance to exempt active duty military from paying excise tax on vehicles, and will take any appropriate action. (Chair King and Councilor Watson)

**ACTION**

117. The Town Council will consider setting a public hearing for November 19, 2012, on amendments to the General Assistance Ordinance Maximums, to be enacted on an emergency and regular basis, and will take any appropriate action. (Manager)

**ACTION**

118. The Town Council will discuss the MMA Legislative Policy Committee recommendations for legislation for the upcoming session, and will determine if any Council action is necessary. (Councilor Pols)

**DISCUSSION**

**CONSENT AGENDA**

- (a) Approval of the Minutes of October 15, 2012
- (b) Approval of Games of Chance and Beano for the Knights of Columbia Council 1947

**Executive session –Economic development per M.R.S.A. §405(6)(C) and consultation with legal counsel per M.R.S.A. §405(6)(E)**

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

**Brunswick Town Council**  
**Agenda**  
**November 5, 2012**  
**Council Notes and Suggested Motions**

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

*Suggested Motion:*

Motion to go in Executive session to discuss a Personnel matter relative to the Town Manager’s evaluation per M.R.S.A. §405(6)(A).

**MANAGER’S REPORT:**

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

*Suggested Motion:* No motion is required.

- (b) Election Day reminder: This item is to remind voters that all voting on Election Day, Tuesday, November 6<sup>th</sup>, is at Brunswick Junior High School. The polls will be open from 7:00 a.m. to 8:00 p.m.

*Suggested Motion:* No motion is required.

- (c) Brunswick designated as a Bicycle Friendly Community at the Bronze level: The Town received this award from the League of American Bicyclists; this designation is good for four years. A copy of the letter from the organization is included in your packet.

*Suggested Motion:* No motion is required.

**PUBLIC HEARINGS**

112. This item is the required public hearing on a renewal application for Special Amusement License for AKI, INC, located at 94 Maine Street. They are requesting live bands and DJ’s for the downstairs dance floor and open space near the bar. Copies of the public hearing notice and their application are included in your packet.

*Suggested Motion:*

Motion to approve the Special Amusement License for AKI, INC, located at 94 Maine Street.

113. This item is the required public hearing regarding Brunswick Landing zoning amendments. At the request of the Midcoast Regional Redevelopment Authority, the Brunswick Planning Board reviewed proposed zoning ordinance text and map amendments for Brunswick Landing. The Planning Board held a public hearing and reviewed the proposal to unanimously recommend the proposed amendments as

outlined in a memo from the Planning Department. Copies of the memo, proposed map and table are included in your packet.

*Suggested Motion:*

Motion to adopt Zoning Ordinance text and map amendments requested by Midcoast Regional Redevelopment Authority for Brunswick Landing.

114. This item is the required public hearing on the “Resolution Amending the 2012-13 Budget Appropriating \$174,500 from the Unassigned Balance of the General Fund to Fund the School Department’s Facilities Master Plan – Phase II.” Phase I of this project was completed as of June 12, 2012, and the School Department sought proposals for the second phase of the planning process, with an agreement made with PDT Architects. Copies of a memo from John Eldridge, a draft resolution, and a letter from PDT laying out the scope of work are included in your packet.

*Suggested Motion:*

There is no action at this meeting since the Charter requires at least ten days from the date of the public hearing to amend the budget. This item will come back to the Council for action at the November 15<sup>th</sup> meeting.

**NEW BUSINESS**

115. This item is for the Council to consider accepting a section of Columbia Avenue that was formerly part of the navy housing and is currently owned by Affordable Midcoast Housing, which has been making the necessary upgrades to the roads as required under the Town Road Acceptance ordinance. The Town is recommending the Council accept the property on a conditional basis pending final approval by the Town Engineer since there are a few minor outstanding issues that should be resolved. Copies of a memo from Manager Brown and a map of the area are included in your packet.

*Suggested Motion:*

Motion to accept Columbia Avenue from Moore Avenue to the Town’s section of Columbia Avenue, about 2,300 feet, as a Town Road.

116. Chair King and Councilor Watson are sponsoring this item to set a public hearing on an ordinance that would exempt active duty military from paying excise tax on vehicles while on active duty. In 2011 the Legislature passed a law that authorizes local municipalities to adopt an ordinance that exempts active duty military personnel from paying excise tax on motor vehicles. The possible impact on the town based on current numbers would be less than \$5,000. Copies of a memo from Manager Brown, the draft ordinance, and state law reference are included in your packet.

*Suggested Motion:*

Motion to set a public hearing for November 19, 2012, to adopt an ordinance to exempt active duty military from paying excise tax on vehicles.

117. The item is to set a public hearing for November 19, 2012, to change the current General Assistance maximums, and staff is requesting that the Council advertise this hearing on an emergency and regular basis in order to be enacted immediately after the public hearing. This is the annual adoption of the limits, with changes only in the Housing amounts. Copies of a memo and supporting materials are included in your packet.

Suggested Motion:

Motion to set a public hearing for November 19, 2012, on amendments to the General Assistance Ordinance Maximums, to be enacted on an emergency and regular basis.

118. Councilor Pols is providing the attached Maine Municipal Association Legislative Policy Committee (LPC) position papers for the Council to review and to provide feedback as appropriate to assist Councilor Pols to represent Brunswick's position at the November 8 meeting of the LPC.

Suggested Motion:

This is a discussion item.

**CONSENT AGENDA**

- (a) Approval of the Minutes of October 15, 2012: A copy of the minutes is included in your packet.
- (b) Approval of Games of Chance and Beano for the Knights of Columbia Council 1947: This is their semi-annual request for games of chance and beano. Copies of their state applications are included in you packet.

Suggested Motion:

Motion to approve the Consent Agenda.

**Executive session –Economic development per M.R.S.A. §405(6)(C) and consultation with legal counsel per M.R.S.A. §405(6)(E)**

Suggested Motion:

Motion to go into executive session to discuss economic development per M.R.S.A. §405(6)(C) and for consultation with legal counsel per M.R.S.A. §405(6)(E).

Suggested Motion:

Motion to adjourn the meeting.

# MANAGER'S REPORT - A NO BACK UP MATERIALS

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

# MANAGER'S REPORT - C BACK UP MATERIALS



1612 K Street NW Suite 510 Washington, DC 20006  
Phone 202-822-1333 Fax 202-822-1334  
www.bikeleague.org

October 3, 2012

Kris Hultgren  
Planning and Development Department  
Town of Brunswick, Maine  
28 Federal St  
Brunswick, Maine 4011

Dear Kris:

Congratulations on receiving the Bicycle Friendly Community designation at the Bronze level. This award is presented only to communities with remarkable commitments to bicycling.

I have enclosed your award certificate. You will be receiving the feedback compiled from the review of the application via email.

The award will be current for four years so your designation will be up for renewal in 2016. At that point your community will be reevaluated so we urge you to make as many improvements as possible in the meantime! We will be sending a request to you next year for an update on progress in the community as well.

If you would like to order additional Bicycle Friendly Community road signs or any promotional material, please complete the enclosed order form and return it to the League.

Once again, congratulations on your efforts to create a great Bicycle Friendly Community.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Nesper", followed by a long horizontal line extending to the right.

Bill Nesper  
Vice President, Programs  
League of American Bicyclists  
P: 202-621-5444  
bill@bikeleague.org

Enclosures:  
BFC Material Order Form  
BFC Award Certificate  
Road Sign

ITEM 112

BACK UP MATERIALS



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

## **PUBLIC HEARING**

The Municipal Officers of the Town of Brunswick will hold a Public Hearing at the Municipal Meeting Room, Maine Street Station, 16 Station Avenue, Brunswick, at 7:00 P.M. on 11/5/2012 on the following Special Amusement license applications:

### **Special Amusement**

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

Tina & Laura Cigri/V.Ly & B Liu

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: AKI Japanese Cuisine  
 Partnership-Partner's Names: AKI Japanese Cuisine  
 Corporation-Corporation Name: \_\_\_\_\_  
Incorporation Date: 9/6/11 Incorporation State: ME

New License: Opening Date \_\_\_\_\_  Renewal License: Expiration Date: 11/12

Business Name: AKI Japanese Cuisine E-Mail: Tina Cigci@yahoo.com  
Business Address: 94 Maine Street, Brunswick Business Phone Number: 729-8866  
Name of Contact Person: Tina Cigci Contact's Phone Number: 632-8660

Mailing Address for Correspondence: same as above

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

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

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

**Corporations Please Complete:**

Address of Incorporation: 94 Maine Street Phone #: 729-8866

Name of Corp. Officer, Owner, or Partners:	Title	Address	% of Stock or ownership
<u>Laura Cigci</u>	<u>Member</u>	<u>13 Cottage St. Freeport</u>	<u>30%</u>
<u>Valami Ly</u>	<u>Member</u>	<u>7 Rowe Court, Freeport</u>	<u>30%</u>
<u>Bihong Liu</u>	<u>Member</u>	<u>7 Rowe Court, Freeport</u>	<u>30%</u>
<u>Tina Cigci</u>	<u>Member</u>	<u>20 Curtis Rd, Freeport</u>	<u>10%</u>

**Town Clerk Use Only**  
Approvals:  Finance  Codes  Health Officer  Council  Police

Codes Officer Signature \_\_\_\_\_ Health Officer Signature \_\_\_\_\_

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

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

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

Type of License: Special Amusement Paid Fee: \$ 100- Cash  Check  Date: SEP 26 2012

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

Sch 10-4-12 inspection

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

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

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

\_\_\_\_\_ Annually (\$225)

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

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

Carnival or Circus

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

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

**Food Service Establishment (Victualer)-Exp. May 31<sup>st</sup>**

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

FSE with Malt and Vinous (\$200)

FSE with Malt or Vinous (\$175)

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

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

FSE: Description of Food to be sold: \_\_\_\_\_

Going Out of Business (\$50)

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

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

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

Plus \$25 application fee for each type \_\_\_\_\_

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

Peddler:

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

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

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

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

Location: \_\_\_\_\_ Exp. 1<sup>st</sup> PH in March

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

(Signature of owner, officer, partner or agent)

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

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

Describe in detail kind and nature of entertainment- Serving Alcohol Bites.  
and Dancing available

Describe in detail room or rooms to be used under this permit- Open space w/ Bal  
and Dance Floor for Down stairs. w/ DJ and Live Band

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

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

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

ITEM 113

BACK UP MATERIALS



## **TOWN OF BRUNSWICK PUBLIC HEARINGS**

**THE BRUNSWICK TOWN COUNCIL will hold public hearings** at their regular meeting on Monday, November 5, 2012, 7:00 p.m. in the Municipal Meeting Room (Room 217), Brunswick Station, 16 Station Avenue, to receive public comment on the following amendments:

- Item 1. The Town Council will hear public comments on proposed zoning ordinance text and map amendments requested by Midcoast Regional Redevelopment Authority for Brunswick Landing.
- Item 2. The Town Council will hear public comments on a “Resolution Amending the 2012-13 Budget Appropriating \$174,500 from the Unassigned Balance of the General Fund to Fund the School Department’s Facilities Master Plan – Phase II.”

For more information contact the Town Manager’s office at 725-6659.

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

Fran Smith, Town Clerk  
Brunswick, Maine

Times Record – October 18, 2012



# 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

October 10, 2012

**To:** Brunswick Town Council  
Gary Brown, Town Manager  
**From:** Anna Breinich, AICP  
**Subject:** Request to schedule public hearing: Proposed zoning ordinance text and map amendments requested by Midcoast Regional Redevelopment Authority for Brunswick Landing.

At the request of the Midcoast Regional Redevelopment Authority, the Brunswick Planning Board reviewed proposed zoning ordinance text and map amendments for Brunswick Landing. Briefly, the amendments requested were as follows:

1. Rezone a portion of the R-R (Residential) subdistrict to R-CMU (Community Mixed Use) subdistrict (see attached map), approximately 27 acres.
2. Provide for interim uses in the R-PO (Professional-Office) subdistrict.
3. Allow for a new use in the R-CMU subdistrict, Light Industrial Business, and provide definition for said use.
4. Allow for a new use in all subdistricts excluding R-R, Special Event Use, and provide definition for said use.
5. Amend definitions of "Industry Classifications I and II" in a portion of the R-AR (Aviation-Related) subdistrict. Staff response: Table of uses was previously amended to allow for non-aviation related Industry Class I and II uses on January 24, 2011.

Upon review and discussion, the Planning Board authorized and held a public hearing on October 9, 2012 to consider and make recommendation to Town Council regarding the following zoning ordinance text and BNAS subdistrict zoning map amendments with staff comments included:

- 1. Rezone a portion of the R-R (Residential) subdistrict to R-CMU (Community Mixed Use) subdistrict, approximately 27 acres, per attached map.**

**Staff Comment:** This request is for an area acquired by MRRA as part of the land transaction with Affordable Midcoast Housing, LLC and abuts lands presently zoned R-CMU.

- 2. Rezone a portion of the R-CMU subdistrict to R-B&TI (Business and Technology Industries) subdistrict, approximately 5 acres, per attached map.**

**Staff Comment:** This request will provide for more appropriate reuse of existing structures and/or lands adjacent to the R-AR (Aviation-Related) subdistrict and provides an extension of the existing R-B&TI subdistrict.

3. **Amend Appendix III, Section A-III.6, Use Table for the Land Use Districts to include new Note <sup>4</sup> and indicate applicable uses in R-PO as follows:**

**Notes:** <sup>4</sup> Allowed only as an interim use further restricted to wholly internal operations within buildings existing prior to [ordinance amendment effective date], until such time as said buildings are demolished or for a time period not to exceed five years from the effective date, which comes first. One five –year extension may be requested.

Uses Industry Class I and Industry Class II shall be amended from prohibited uses to permitted uses in R-PO subdistrict with notation <sup>4</sup> applied (proposed revised table attached).

**Staff Comment:** Town staff has worked with MRRA in developing this concept with the understanding that the proposed interim uses would be restricted to internal operations within existing structures, until such time that the buildings are demolished or for no more than five (5) years, whichever comes first. MRRA could request a five-year extension if market conditions do not improve.

4. **Amend Appendix III, Section A-III.6, Use Table for the Land Use Districts to add two new uses, Light Industry Use and Special Event Use, as proposed on attached table.**

**Staff Comment:** Staff is in agreement with these additions as noted.

5. **Amend Appendix III to add new Section A-III.11 Definitions, as follows:**

#### **A-III.11 Definitions**

**Light Industry Use:** A use engaged in research and development activities, the processing, fabricating, assembly, disassembly or treatment of finished or semi-finished products from previously prepared material, which activities are wholly conducted in an enclosed building.

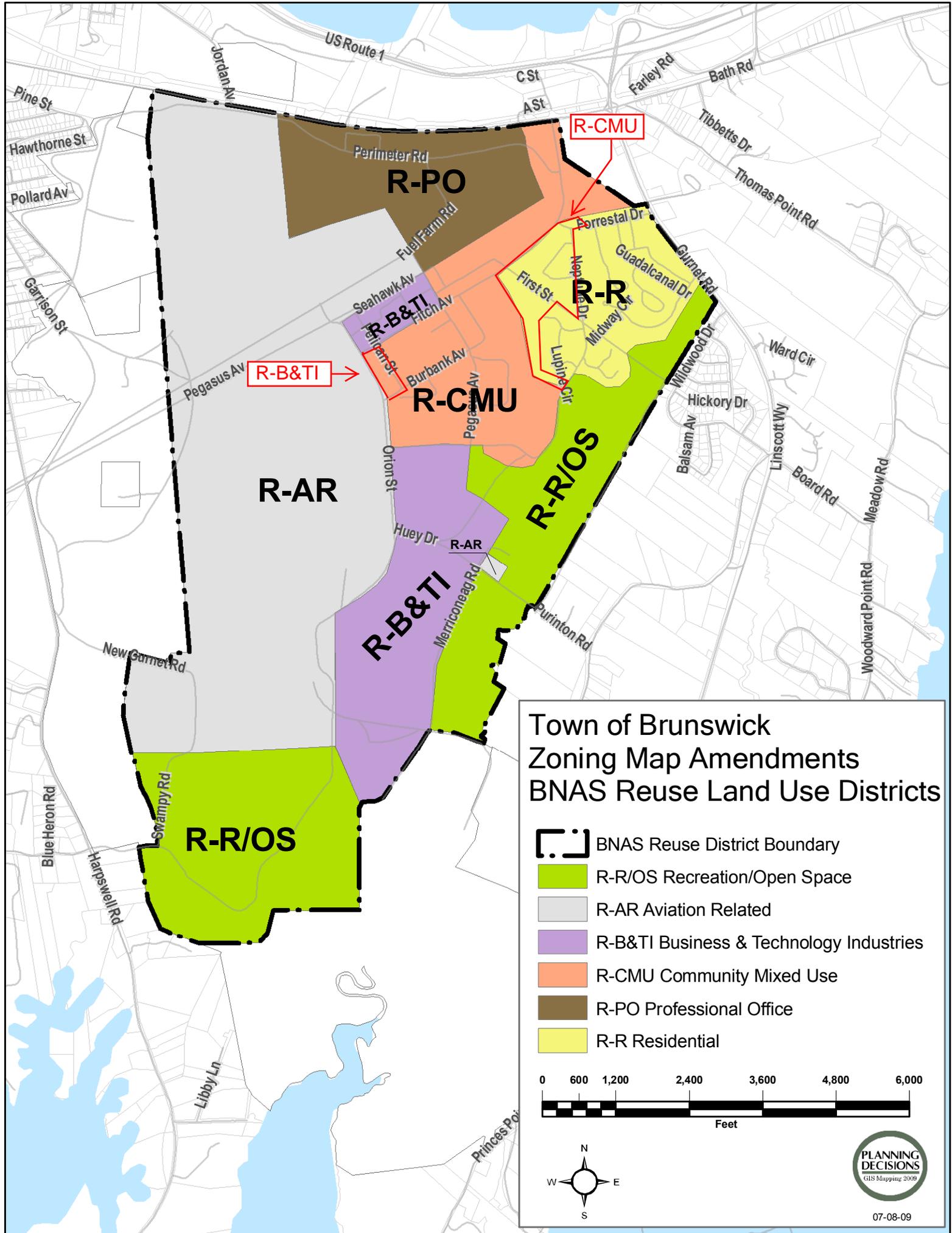
**Special Event Use:** A temporary outdoor or indoor activity that extends beyond the normal uses and standards allowed by the zoning ordinance, sponsored by a for-profit, non-profit or government entity, lasting 14 consecutive calendar days or less for each event held. Activities include, but are not limited to, auto, boat and air shows, trade shows, fairs, exhibitions, or other assembly-type event for 200 or more people.

**Staff Comment:** At this time, both of the above uses would be new additions to the Brunswick Zoning Ordinance, therefore necessitating the inclusion of zoning definitions applicable only to Appendix III.

The Board voted unanimously to recommend the proposed amendments as presented to Town Council for adoption.

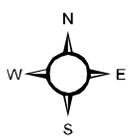
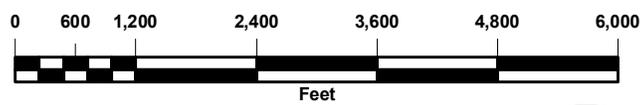
Staff respectfully requests Town Council to consider scheduling a public hearing to take comment and possible action on the recommended zoning change.

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



# Town of Brunswick Zoning Map Amendments BNAS Reuse Land Use Districts

-  BNAS Reuse District Boundary
-  R-R/OS Recreation/Open Space
-  R-AR Aviation Related
-  R-B&TI Business & Technology Industries
-  R-CMU Community Mixed Use
-  R-PO Professional Office
-  R-R Residential



*Proposed amended language shaded*

A-III.6 Use Table for the Land Use Districts

Use/Land Use District	R-CMU	R-PO	R-AR	R-B&TI	R-R	R-R&OS
Aviation Operations	X	X	P	P	X	X
Aviation Related Business	X	X	P	P	X	X
Bank	P	P	P <sup>3</sup>	X	X	X
Bed and Breakfast	P	X	X	X	X	X
Boarding House	P	X	X	X	X	X
Business Office	P	P	P <sup>3</sup>	P	X	X
Campground	X	X	X	X	X	P
Car Wash	X	X	X	X	X	X
Club or Lodge	P	X	X	X	X	X
College Dining Facility	P	X	X	X	X	X
College Office	P	P	X	X	X	X
Community Center	P	X	X	X	P <sup>2</sup>	X
Congregate-Assisted Living	P	X	X	X	P	X
Contractor's Space	X	X	P <sup>3</sup>	P	X	X
Convenience Store	P	X	X	X	X	X
Drive-Through	P	X	X	X	X	X
Dwelling, Single and Two Family	X	X	X	X	P	X
Dwelling, 3 or More Units	P	X	X	X	P	X
Dwelling as Part of a Mixed Use Building	P	X	X	X	X	X
Educational Facility	P	P <sup>1</sup>	P	P <sup>1</sup>	X	P
Equestrian Facility/Stable	X	X	X	X	X	P
Farm/Gardens	X	X	X	X	X	P
Gasoline/Fuel Sales	P	X	P <sup>3</sup>	P	X	X

Use/Land Use District	R-CMU	R-PO	R-AR	R-B&TI	R-R	R-R&OS
Gasoline/Fuel Service Station	P	X	X	P	X	X
Golf Course	X	X	X	X	X	P
Greenhouse	X	X	X	P	X	P
Hotel	P	P	X	X	X	X
Industry Class I	X	P <sup>4</sup>	*P	P	X	X
Industry Class II	X	P <sup>4</sup>	*P	P	X	X
Industry, Light	P	X	X	X	X	X
Junkyards	X	X	X	X	X	X
Kennel	X	X	X	X	X	X
Library or Museum	P	X	X	X	X	X
Marina	X	X	X	X	X	X
Marine Activities	X	X	X	X	X	X
Media Studio	P	P <sup>1</sup>	X	X	X	X
Mineral Extraction	X	X	X	X	X	X
Motor Vehicle Sales	X	X	X	X	X	X
Motor Vehicle Service/Repair	P	X	X	P	X	X
Parking Facility	P	P <sup>2</sup>	P	P	X	X
Photographers – Artists Studio	P	P <sup>1</sup>	X	X	X	X
Professional Office	P	P	P <sup>3</sup>	P	X	X
Recreation Facility	P	P <sup>1</sup>	X	X	P <sup>2</sup>	P
Religious Institution	P	P	X	X	X	X
Residence Hall	P	X	X	X	X	X
Restaurant	P	P <sup>1</sup>	P <sup>3</sup>	X	X	P <sup>2</sup>
Retail Class I	P	P <sup>1</sup>	P <sup>3</sup>	P <sup>2</sup>	X	P <sup>2</sup>
Retail Class II	P	X	X	X	X	X
Service Business Class I	P	P <sup>1</sup>	P <sup>3</sup>	P	X	X
Service Business Class II	P	P <sup>1</sup>	P <sup>3</sup>	P	X	X

Use/Land Use District	R-CMU	R-PO	R-AR	R-B&TI	R-R	R-R&OS
Special Event	P	P	P	P	X	P
Theater	P	X	X	X	X	X
Veterinary Office	P	X	X	X	X	P <sup>2</sup>
Warehousing and Storage	X	X	*P	P	X	X
<b>Key:</b> P="permitted use"; X="prohibited use"; "--" = Special Permit required, see Section 701						
<b>Notes:</b> <sup>1</sup> Allowed only as part of a mixed-use building <sup>2</sup> Allowed only as an accessory use to another allowed use <sup>3</sup> Allowed only in conjunction with aviation related activities or uses <sup>4</sup> Allowed only as an interim use and restricted to wholly internal operations within buildings existing prior to [ordinance amendment effective date]. Such use shall be allowed until such time as existing buildings are demolished or for a time period not to exceed five years from the effective date, whichever comes first. One five-year extension may be requested.						

\*Amended 1/24/11 R

ITEM 114

BACK UP MATERIALS

**TOWN OF BRUNSWICK, MAINE**

**Resolution Amending the 2012-13 Budget  
Appropriating \$174,500 from the Unassigned Balance of the General Fund  
to Fund the School Department's Facilities Master Plan – Phase II**

**WHEREAS**, the Town of Brunswick (the “Town”) adopted a budget for the 2012-13 fiscal year (the “Budget”); and

**WHEREAS**, the Town, through its capital improvement planning process, has identified an additional project it wishes to undertake in the 2012-13 fiscal year; and

**WHEREAS**, section 504 of the Charter of the Town of Brunswick provides a method for amending the Budget; and

**WHEREAS**, the Town Council has held a public hearing on the proposed amendments to the Budget at least ten days prior to the adoption of this resolution;

**NOW THEREFORE THE FOLLOWING RESOLUTION IS ADOPTED:**

**Section 1.** The sum of \$174,500 is appropriated from the Town’s unassigned General Fund Balance for a project entitled the School Department Facilities Master Plan - Phase II (the “Master Plan or Phase II” or the “Project”). The scope of the project is defined in a letter dated August 7, 2012 from PDT Architects to School Superintendent Paul Perzanoski. The School Superintendent is authorized to modify the scope of work as he, at his sole discretion, deems appropriate and in the best interest of the Brunswick School Department.

**Section 2.** Upon a determination by the Finance Director that the project is complete or abandoned, any remaining balance in the project account shall lapse to the Town’s General Fund.

**Section 3.** Project costs shall include any and all costs determined by the Town’s Finance Director to be project costs in accordance with generally accepted accounting principles (GAAP).

**Section 4.** The Superintendent of Schools or his designee is authorized to execute contracts and take any other steps deemed necessary in order to proceed with the project. Any expenditure to date as well as any other action taken by the Town of Brunswick, the Brunswick School Department, or the Superintendent of Schools, relating to the project, including the solicitation of proposals, or participation in any process that solicited proposals, as well as any subsequent negotiations or contracts with vendors, are hereby ratified, confirmed, and approved.

**BE IT FURTHER RESOLVED**, that should implementation of the Master Plan result in future capital expenditures, the Town’s General fund, at the Town Manager’s discretion, may be reimbursed from future capital projects funding, up to the full cost of the Master Plan.

**BE IT FURTHER RESOLVED**, that while General Fund resources will fund the original expenditures related to the development of a Master Plan, it is expected that the Master Plan will result in capital expenditures to be funded in part or in whole by the issuance of debt, and that

proceeds from the issuance of debt will be used to reimburse the General Fund for the cost of the Master Plan, that it is the intent of the Town Council that this Resolution shall constitute the Town's declaration of official intent within the meaning of Treasury Regulation 1.150-2.

Proposed to Town Council:      October 15, 2012  
Public Hearing:                      November 5, 2012  
Adopted by Town Council:

**O:\Finance\Budget\Budget 2012-13\Resolutions\2012-13 Budget Amendment.docx**

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**TOWN OF BRUNSWICK**  
TOWN MANAGERS OFFICE  
MEMORANDUM

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TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: October 19, 2012

RE: Budget amendment for School Master Plan

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As the Council prepares to consider the proposal to amend the budget for what is being described as phase II of the School Master Plan, I want to provide some background information to assist in your decision.

**Background:** In July 2011, the Council passed a resolution to adopt an emergency appropriation in the amount of \$200,000 to fund what was described as Phase 1 of the School Department Master Plan. This project was intended to assist the School Board facilities committee undertake a comprehensive look at their facilities for the purpose of making recommendations regarding renovations and expansions. This emergency appropriation was one of the last of this nature as we have subsequently utilized the budget amendment process established in the Town Charter. This project was effectively completed in late spring of 2012 and the School Department is now poised for what is described as Phase 2.

As similar to last year, the recommendation is to amend the municipal budget to provide the funding of Phase 2. This is distinguished from amending the School Budget. The primary reason for this is that if we were to amend the School Budget, it would need to go to referendum per State law. This would result in an additional cost of several thousand dollars.

Regardless of which budget would be amended, the source of the funds will be from fund balance. It has been suggested that there is sufficient funds in the School Department fund balance to fund this rather than the Town's fund balance. While that is true, the utilization of funds from the School's fund balance simply means that the funds will not be there next year to be used to reduce the impact on the FY'14 budget. At the end of the day, the Town is going to have to provide this level of funding (\$175,000) either by appropriating from the fund balance now, or next year or by increasing the tax commitment in next year's budget.

**Phase 2:** Phase 2 is to prepare the detailed design drawings for the renovations and expansion of Coffin School and the Junior High. It will also likely include some work to determine where the bus maintenance facility should be located. The consideration to

expand and renovate Coffin school is further necessitated by the closure of the Jordan Acres School. I have been advised by the Superintendent that one of the significant factors in deciding to close Jordan Acres is the cost of redundant staff (Principal, support staff, specialists etc). This has been identified to be \$700,000 per year. So, if Jordan Acres is renovated and reopened, the School Department will need and additional \$800,000 in personnel and operating costs.

The consequence of closing JA certainly escalates the need to renovate and expand Coffin sooner than not.

**Summary:** The Council is being asked to amend the budget utilizing the process outlined in the Town Charter, rather than adopting an emergency appropriation. The recommendation is to amend the municipal budget rather than the school budget in order to avoid a referendum and to avoid the additional cost. It is of no significance which budget is amended as it will be a matter of the Town funding either this phase or funding next year's school budget in this amount if the School Department were to fund Phase 2. The drawings and plans are necessary particularly due to the impact of closing Jordan Acres School. Closing Jordan Acres results in avoiding annual operating increase of \$800,000.



# Town of Brunswick, Maine

INCORPORATED 1739

OFFICE OF THE FINANCE DIRECTOR

28 FEDERAL STREET

BRUNSWICK, MAINE 04011-1583

TELEPHONE 207-725-6652

FAX 207-725-4107

## MEMORANDUM

TO: Gary Brown  
Town Manager

FROM: John Eldridge  
Finance Director

DATE: October 10, 2012

RE: School Department Master Plan

On July 11, 2011, the Town Council adopted a resolution that appropriated up to \$200,000 to fund the development of a School Master Plan. A copy of that resolution is attached.

As of June 30, 2012, the School Department had completed Phase I of the Plan. As there was no contract in place for a subsequent planning phase, the balance of \$69,886.59 was lapsed to the Town's General Fund balance.

The School Department sought proposals for a second phase of the planning process and in August 2012 reached an agreement with PDT Architects regarding a scope of work. A copy of PDT's proposal is attached. PDT estimates that the maximum cost of the proposed scope of work is \$174,500. The budget amendment resolution for Phase II appropriates \$174,500 from the Town's General Fund balance for that work. Should Phase II result in costs lower than budgeted, the remaining appropriation would be lapsed back to the fund balance.

**TOWN OF BRUNSWICK, MAINE  
TOWN COUNCIL**

**A Resolution Authorizing an Emergency Appropriation and Expenditure of up to \$200,000  
from Available Unassigned General Fund Revenues  
In Order to Fund a Master Plan for the Brunswick School Department**

**WHEREAS**, Town of Brunswick (the “Town”) through its School Department (the “Department”) has recently completed construction of the Harriet Beecher Elementary School, set to open in 2011; and

**WHEREAS**, as part of the planning for the development of the Harriet Beecher Stowe School, the Department also identified the need for renovation and expansion of the Jordan Acres Elementary School and the Robert P.T. Coffin Elementary School; and

**WHEREAS**, the Department has recently closed two elementary schools, the Longfellow School and the Hawthorne School; and

**WHEREAS**, the Department has temporarily closed the Jordan Acres School for the 2011-12 and 2012-13 school year; and

**WHEREAS**, previous planning by the Department has also identified the need for expansion and renovation of the Brunswick Junior High School; and

**WHEREAS**, the closure of the Naval Air Station, Brunswick has resulted in a decline in student enrollment; and

**WHEREAS**, in light of these events, the Department believes it is necessary to re-evaluate its building and programming needs; and

**WHEREAS**, the Department has proposed the development of a Master Plan to guide it with its building and programming needs and has estimated the cost of preparing the plan to be \$200,000 (the “Master Plan” or “Project”); and

**WHEREAS**, the Department believes the decline in student enrollment and the temporary closure of the Jordan Acres School may present it with an opportunity to complete the Plan and implement its recommendations; and

**WHEREAS**, the Town of Brunswick (the “Town”) has adopted the first year, 2011-12, of a capital improvement program for the fiscal years ending June 30, 2012 – 2016 (the “CIP”); and

**WHEREAS**, the Master Plan is identified in the CIP and scheduled for 2011-12; and

**WHEREAS**, the CIP has identified school construction projects in years 2012-15 to be funded with general obligation bonds; and

**WHEREAS**, the Department does not have funds budgeted for the Master Plan; and

**WHEREAS**, the Town Manager has determined that the need to fund the costs associated with the Master Plan is an emergency within the meaning of section 510 of the Charter; and

**WHEREAS**, the Town Manager has recommended that up to \$200,000 be appropriated from available unassigned General Fund revenues in order to complete the Master Plan; and

**WHEREAS**, the Town Council concurs that the need to appropriate up to \$200,000 towards the Master Plan is an emergency within the meaning of section 510 of the Charter;

**NOW THEREFORE BE IT RESOLVED**, that the Town Manager or Department be authorized to execute any and all agreements determined, in the Town Manager's or Department's judgment, to be in the best interest of the Town of Brunswick in order to complete the Master Plan; and

**BE IT FURTHER RESOLVED**, that the Town appropriates and authorizes the expenditure of up to \$200,000 from available unassigned General Fund revenues to accomplish the Master Plan;

**BE IT FURTHER RESOLVED**, that the Town is authorized to establish a capital projects account to record revenues and expenditures and other financial information related to the development of the Master Plan;

**BE IT FURTHER RESOLVED**, that any actions taken to date by the Town Manager or Department in connection with the development and completion of the Master Plan are hereby ratified, confirmed, and approved.

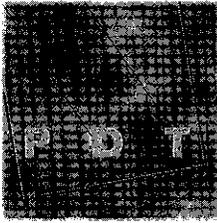
**BE IT FURTHER RESOLVED**, that should implementation of the Master Plan result in future capital expenditures, the Town's General fund, at the Town Manager's discretion, may be reimbursed from future capital projects funding, up to the full cost of the Master Plan.

**BE IT FURTHER RESOLVED**, that while General Fund resources will fund the original expenditures related to the development of the Master Plan, it is expected that the Master Plan will result in capital expenditures to be funded in part or in whole by the issuance of debt, and that proceeds from the issuance of debt will be used to reimburse the General Fund for the cost of the Master Plan, that it is the intent of the Town Council that this Resolution shall constitute the Town's declaration of official intent within the meaning of Treasury Regulation 1.150-2.

Proposed to Town Council – July 11, 2011

Adopted by Town Council – July 11, 2011

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**ARCHITECTS**

August 7, 2012

Paul Perzanowski, Superintendent  
Brunswick School Department  
46 Federal Street  
Brunswick, ME 04011

**Re: Phase II Master Plan and Concept Design for Coffin Elementary School  
& Brunswick Junior High School**

Dear Superintendent Perzanowski:

**Principals:**

Brian M. Curley, AIA, LEED AP  
Ann M. Fontaine-Fisher, AIA, LEED AP  
Lyndon D. Keck, AIA, LEED AP  
Alan C. Kuniholm, AIA, LEED AP  
David C. Webster, AIA, LEED AP

PDT Architects is very pleased to have been asked to provide the Brunswick School Department with a proposal to continue the second phase of a master plan study and prepare Concept Design drawings in preparation for a referendum in June 2013.

**Associates:**

Robert R. Curtis, LEED AP  
Marilyn E. Leivian, NCARB  
F. David Lewis, CSI, LEED AP  
Suzanne W. Morin, MCID  
Susan L. Ransom, CPSM

Although this is a locally funded project, over the years the Department of Education has set a standard for the amount of effort which should go into preparing what is referred to as **"Concept Design"** for public school buildings before they go to the voters in public referendums. Locally funded projects can spend more or less time and money in preparation for referendums.

Master Plans typically have five parts:

- The first part is a thorough, **analytical review** of the sites and buildings under consideration.
- The second is **detailed program** requirements for **space needs and furnishing** and equipment needs for a project.
- The third is usually **floor plan diagrams** showing the size of additions and the areas to be renovated. Usually these floor plan diagrams tackle difficult issues to be resolved such as inadequate room sizes, inappropriate adjacencies between functions, unacceptable hallway traffic patterns, and unacceptable infrastructure components such as inadequate roofs, walls, bracing, ventilation systems, heating systems, technology voice/data systems, etc.

49 Dartmouth Street  
Suite 2  
Portland, Maine 04101

207-775-1059  
207-775-2694 Fax  
www.pdtarchs.com

- The fourth component is **new site plan** drawings that resolve **site inadequacies** such as entry orientations, unacceptable parking, unacceptable service locations for trucks and conflicts between pedestrians, service vehicles, visitors, automotive and bus traffic.
- The fifth component is **general project cost estimates** reflecting the facility analysis, as well as the building diagrams.

In reviewing the master plan work done to date, we have noted several areas which will require testing and analysis. Very little information is contained about the nature of wetlands, soils and site limitations at the campus. As was noted in our interview discussion, we could not find an educational program for Coffin Elementary School to accommodate 600 students, nor was there a space allocation program for a relocated bus garage.

Upon completion of the master plan, more detailed work begins on the **“Concept Design Package”**.

**“Concept Design”** usually builds upon the master plan diagrams and the information contained in the facility analysis. Concept Design requires more intensive and focused engineering analysis to confirm the master plan diagrams can successfully be built for the budgeted cost estimates and the diagrams can successfully be approved by local, state and federal agencies, environmental agencies and Planning Boards.

Concept Design involving existing buildings usually requires more extensive engineering analysis of systems that have been identified as deficient. Such work usually requires a small amount of **destructive testing** to look at roof structures in more detail, leaking walls and insufficiently braced walls, as well as the age and adequacy of major mechanical ventilation and electrical systems.

Concept Design on existing buildings also requires **hazardous material renovation impact studies** to identify asbestos which needs to be addressed, lead paint that needs to be removed where renovations may occur and whether or not there are any PCB's present in caulking, sealants and building materials.

Concept Design also includes detailed cost estimates involving quantity take-offs of the actual materials required for both renovations and additions. Master plans assume an average cost per square foot multiplied by a theoretical renovation size. Budgets at this stage are more accountable and actually count the doors, windows, bricks and tonnage of steel required to construct the project.

What follows is an outline of anticipated costs for various components of work to **complete the master plan study** and proceed with **Concept Design** for both Coffin Elementary School and for Brunswick Junior High School. We have also included budget numbers for conducting a **site search for a new location for a bus garage**.

**1. MASTER PLAN DIAGRAMS FOR BUILDING AND SITE WITH REVISED AND ADJUSTED EDUCATIONAL SPACE STANDARD PROGRAMS AND IDENTIFICATION OF SPECIFIC ENGINEERING SYSTEMS REQUIRING UPGRADE:**

- Preliminary site evaluation \$ 5,000
- Structural, mechanical and electrical engineering follow-up on deficiencies identified in the Harriman report \$ 5,000
- Site diagrams with new pedestrian, automotive and bus circulation patterns and location of new additions and entries \$ 5,000
- Building diagrams, two schools \$10,000
- Revised cost estimates for final diagrams \$ 4,000

**2. BUS GARAGE SITE SEARCH:**

- Site search to involve civil engineering firm of DeLuca/Hoffman Associates to visit and walk four (4) different proposed site locations in Brunswick. Work to be done on a **time and materials basis** with costs expected to be \$15,000-\$25,000 depending on amount of research which needs to be done into wetlands, geotechnical soils, and the amount of public information available on each site.

**3. SITE SUB-CONSULTANTS AND SCOPE OF WORK REQUIRED FOR CONCEPT DESIGN:**

- **Land survey** for topography and boundary at Junior High School/ Coffin campus. Budget amount \$5,000-\$10,000.
- **Wetlands research** to map entire Junior High School/Coffin campus site. Budget amount of \$3,500-\$5,000.

- **Geotechnical soils** research for future additions and inside of Junior High School where concrete slabs have sunk and settled. Budget amount of \$7,500-\$15,000.
- **Traffic report** to include traffic patterns, existing roads and analysis of sidewalks. Budget amount of \$3,000-\$6,000.

**4. HAZARDOUS MATERIAL RENOVATION IMPACT STUDY:**

- Coffin Elementary School RIS \$3,000-\$5,000
- Junior High School RIS \$3,500-\$5,000

**5. SPECIAL ENVIRONMENTAL PERMITTING RESEARCH AND APPLICATIONS FOR SITE:**

- DEP preapplication conference and submittal \$4,000
- Storm water permit application and meeting \$3,000
- Army Corps of Engineers wetlands application \$2,500

**6. CONCEPT DESIGN FOR COFFIN ELEMENTARY SCHOOL TO EXPAND UPON SELECTED MASTER PLAN SCHEME:** Project cost of \$30,000

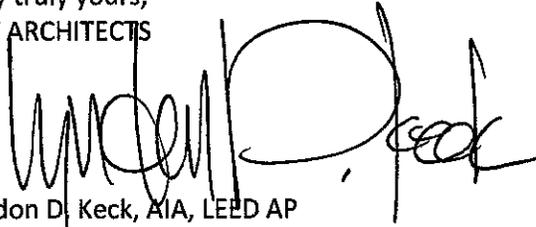
**7. CONCEPT DESIGN FOR BRUNSWICK JUNIOR HIGH SCHOOL TO EXPAND UPON APPROVED MASTER PLAN DIAGRAM:** Project cost of \$35,000

We have spoken with our various engineering teams. All are prepared to begin work as soon as Monday, August 13, 2012. We would expect the master plan diagram portion of the study to be completed by November 1, 2012. We would expect the Concept Design portion of the study to be completed by January 15, 2013.

As we discussed in the interview, municipalities and school departments typically want 5-6 months to be able to conduct public hearings and adequately inform the voting public before they are asked to support major, locally funded projects.

I am pleased to discuss the scope of work and costs we have outlined above at your earliest convenience.

Very truly yours,  
PDT ARCHITECTS

A handwritten signature in black ink, appearing to read 'Lyndon D. Keck'. The signature is stylized with a large, prominent 'D' and 'K'.

Lyndon D. Keck, AIA, LEED AP  
Principal

LDK.mo  
BSDMP-L-07AUG12-Perzanowski-ldk.doc

ITEM 115

BACK UP MATERIALS

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**TOWN OF BRUNSWICK**  
TOWN MANAGERS OFFICE  
MEMORANDUM

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TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: October 30, 2012

RE: McKeen Street Acceptance

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This is phase 3 of the street acceptance of the streets in the former Navy Family Housing off McKeen Street. The situation is exactly the same as the previous meeting and staff is recommending conditional approval.

Affordable Mid-Coast Housing is requesting the Brunswick Town Council accept certain additional streets and sections of streets that are located in what was previously the Navy Housing on McKeen Street.

The reconstruction of the streets has been nearly completed and the remaining work will likely be finished either by the Council meeting or shortly afterwards. The reconstruction work has been reviewed by John Foster and it meets the requirements of the Street acceptance ordinance. There are some technical documents that remain to be reviewed (survey descriptions, deeds etc) and it is our understanding that these will also be completed in a matter of days.

It is the staff recommendation that the Council conditionally accept these streets subject to the review and approval by the Town Engineer that all work is completed to meet the requirements of the Town ordinance. This recommendation is based in part due to the three week lag time before the next Council meeting. The acceptance of these streets is also necessary to facilitate the next round of sales of some of the homes.

ITEM 116

BACK UP MATERIALS

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**TOWN OF BRUNSWICK**  
TOWN MANAGERS OFFICE  
MEMORANDUM

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TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: October 29, 2012

RE: Excise Tax Exemption Ordinance

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In 2011 the Legislature passed a law that authorizes local municipalities to adopt an ordinance that exempts active duty military personnel from paying excise tax on motor vehicles. A copy of that statute is attached to this memo.

Council Chair King and Councilor Watson have sponsored the agenda item to set a public hearing to adopt this ordinance in Brunswick. A DRAFT of the ordinance is also attached.

I have discussed the possible impact of this with the Finance Department. We do not have the ability to identify the individuals that may qualify for this benefit, but an educated estimate is that the impact will be less than \$5,000.



## **Municipality of Brunswick, Maine**

### **ORDINANCE EXEMPTING ELIGIBLE ACTIVE DUTY MILITARY PERSONNEL FROM VEHICLE EXCISE TAX**

#### Section 1. Authority.

This ordinance is enacted pursuant to 36 M.R.S.A. § 1483-A, which expressly authorizes such ordinances.

#### Section 2. Excise tax exemption; qualifications.

Vehicles owned by a resident of this municipality who is on active duty serving in the United States Armed Forces and who is either permanently stationed at a military or naval post, station or base outside this State or deployed for military service for a period of more than 180 days and who desires to register that resident's vehicle(s) in this State are hereby exempted from the annual excise tax imposed pursuant to 36 M.R.S.A. § 1482.

To apply for this exemption, the resident must present to the municipal excise tax collector certification from the commander of the resident's post, station or base, or from the commander's designated agent, that the resident is permanently stationed at that post, station or base or is deployed for military service for a period of more than 180 days.

For purposes of this section, "United States Armed Forces" includes the National Guard and the Reserves of the United States Armed Forces.

For purposes of this section, "deployed for military service" has the same meaning as in 26 M.R.S.A. § 814(1)(A).

For purposes of this section, "vehicle" has the same meaning as in 36 M.R.S.A. § 1481(5) and does not include any snowmobiles as defined in 12 M.R.S.A. § 13001.

#### Section 3. Effective date; duration.

This ordinance shall take effect thirty days after its adoption by the Town Council and shall remain in effect unless and until it or 36 M.R.S.A. § 1483-A is repealed.

**36 §1483-A. LOCAL OPTION EXEMPTION FOR  
RESIDENTS PERMANENTLY STATIONED OR DEPLOYED  
FOR MILITARY SERVICE OUTSIDE OF THE STATE**

**36 §1483-A. LOCAL OPTION EXEMPTION FOR RESIDENTS PERMANENTLY  
STATIONED OR DEPLOYED FOR MILITARY SERVICE OUTSIDE OF THE  
STATE**

A municipality may by ordinance exempt from the annual excise tax imposed pursuant to section 1482 vehicles owned by a resident who is on active duty serving in the United States Armed Forces and who is either permanently stationed at a military or naval post, station or base outside this State or deployed for military service for a period of more than 180 days who desires to register that resident's vehicle in this State. To apply for the exemption, the resident must present to a designated municipal official certification from the commander of the resident's post, station or base, or from the commander's designated agent, that the resident is permanently stationed at that post, station or base or is deployed for military service for a period of more than 180 days. For purposes of this section, "United States Armed Forces" includes the National Guard and the Reserves of the United States Armed Forces. For purposes of this section, "deployed for military service" has the same meaning as in Title 26, section 814, subsection 1, paragraph A. [ 2011, c. 313, §1 (NEW); 2011, c. 313, §2 (AFF). ]

SECTION HISTORY

2011, c. 313, §1 (NEW). 2011, c. 313, §2 (AFF).

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ITEM 117

BACK UP MATERIALS

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**TOWN OF BRUNSWICK**  
TOWN MANAGERS OFFICE  
MEMORANDUM

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TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: October 29, 2012

RE: Changes to General Assistance Ordinance

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Council is being asked to set a public hearing on proposed changes to the General Assistance Ordinance. This is the typical annual exercise that all Towns go through as some of the allowable levels of assistance are modified. This is different than the changes that Council acted on last spring. Those were changes that were the result of structural changes in the law.

The proposed change pertains to the level of assistance for housing.

Date: October 26, 2012

To: Gary Brown, Town Manager  
Fran Smith, Town Clerk

From: Judy Hardy-Goddard, GA Administrator  
Rodney Moody, GA Administrator

Re: Adoption of GA Maximums

### The Adoption Process

The municipal officers adopt the local General Assistance Ordinance and yearly Appendices. The law requires that the municipal officers adopt the ordinance and/or Appendices *after notice and hearing*. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance either in its posted form or as amended in light of public discussion.

### Filing of GA Ordinance and/or Appendices

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted. In addition, any changes or Amendments, such as new Appendices, must also be submitted to DHHS.

The only changes are for Appendix C, all other Appendixes were changed in July 2012 and stayed the same.

## Appendix C

Appendix C is a listing of the maximum levels of assistance for housing (both heated and unheated). These maximum levels were developed by MMA using 2009-2010 HUD Fair Market Rent values that include utility costs. Because the FMR numbers include utility and heating costs, the applicable average utility and heating allowances, as developed by the Maine State Housing Authority (MSHA), are subtracted from the FMR to obtain a pure "housing" cost.

2011/2012			2012-2013		
Bedrooms	Unheated	Heated	Bedrooms	Unheated	Heated
1	563	636	1	563	636
2	720	821	2	720	821
3	850	977	3	982	1115
4	1073	1260	4	1167	1326

If you have further question, please feel free to contact me at 725-6661 or by email [jhardygoddard@brunswickme.org](mailto:jhardygoddard@brunswickme.org).

Thank-you